

## **BGSU/FIRELANDS COLLEGE**

### **PROMOTION AND TENURE REVIEW PROCEDURES**

#### **I. C-PTRC Initial Meeting with Candidate**

- A. The charge of the College Promotion and Tenure Review Committee (C-PTRC) will be to convene a meeting of all candidates for promotion and/or tenure, their chairs and/or department committees, and the Dean of Firelands College.
- B. These individuals and groups will meet to review the promotion and tenure process and requirements as specified in B.I.C., University Policy on Faculty Appointment and Tenure, in *The Academic Charter* of Bowling Green State University, and in the *Firelands Governance Document*.
- C. The charge of the C-PTRC members from each of the three departments will be to distribute and explain information discussed at this meeting to their respective departmental promotion and/or tenure committees.

#### **II. Guidance in Tenure/Promotion Review File Preparation**

- A. The candidate for promotion and/or tenure will prepare two copies of the Tenure/Promotion Review File. The Tenure/Promotion File will follow the order of contents list provided by the VPAA office.
- B. The department chair and/or the department tenure/promotion review committee must meet with and guide the candidate in the preparation of the tenure/promotion review file and is responsible for seeing that each candidate's resume and documentation are in proper form.
- C. The purpose of the departmental-level tenure/promotion review committee is to assist the candidate in preparing the tenure/promotion review file and to insure that all appropriate evidence is included in that file.

#### **III. Preparation of the Tenure/Promotion Review File**

- A. The candidate must prepare a tenure/promotion review file following the *format* suggested in these guidelines and should present the information contained in that file in a neat and well-organized manner.
  1. The professional resume along with supporting documentation is to be contained in a three-ring binder.

2. The first page of the tenure/promotion review file is the Firelands College Application for Promotion and/or Tenure and then followed by the BGSU Application Cover Sheet for Promotion and Tenure Review.
- B. The **professional resume** must follow the suggested form in B.II.E-7, Employment Responsibilities, of *The Faculty Handbook*.
1. The professional resume covers the entire career of the candidate.
  2. An asterisk (\*) should be used to designate those items relevant in the resume to the current promotion and/or tenure consideration.
  3. Relevant publications in Section X, Publications or Equivalencies, should be listed by year.
  4. Community service not relevant to the discipline should be omitted from the resume.
  5. Section XII, Service, should be divided into these categories:
    - a. Department
    - b. College
    - c. University
    - d. Professional
    - e. Community (relative to discipline)
- C. In the **tenure/promotion review file**, notebook dividers with tabs should be used to separate the information into units which correlate with the sections of the professional resume.
1. Peer and student evaluations of teaching effectiveness must be submitted. This information should be included under the documentation for Section IV, Teaching Experience or Academic Service, and should include an explanation of the evaluation form and the system used. The **results** of the evaluation should be **clearly interpreted**.
    - a. A **summary of all student evaluations** processed and returned should be included. Numerical summaries of the responses from the student evaluations should be provided. Include in the table summarizing these responses the year, the semester, the course title, the section number, and the results of ranking (if available). If narrative evaluations are used, representative summaries of them should be provided.
    - b. A **summary of all peer evaluations** processed and returned should be included. Numerical summaries of the responses from the peer evaluations should be provided. Include in the table summarizing these responses the year, the semester, the course title, the section number, the results of ranking (if available). If narrative evaluations are used, representative summaries of them should be provided.

2. Academic unit annual reviews must be submitted (for probationary faculty only). This information should be placed after the reappointment review evaluation letters and reports from all levels but before the curriculum vitae of the candidate. (See the Order of Contents for Promotion and Tenure Review Files.)
  - a. **All annual tenured faculty evaluations** of probationers should be included.
  - b. **All annual chair evaluations** of probationers should be included.
3. The documentation for Section X, Publication or Equivalencies, should include copies of the items noted in the professional resume in *The Faculty Handbook* (such as books, journal articles, book reviews, abstracts, reports) as well as programs for musical or theatrical events or for art showings. These items should be classified by year.

#### IV. Recommendation Memorandums

- A. The **department's recommendation memorandum**, attached to the chair's administrative evaluation memorandum, must include the following five items:
  1. Votes (exact tally) and recommendation from the departmental committee (with rationale).
  2. Evidence of teaching effectiveness.
  3. Evidence of professional activity.
  4. Evidence of service.
  5. Verification of the annual review of probationers by the department tenured faculty (mandated by B.I.C-2, Kinds of Appointment, in *The Academic Charter*).
- B. The **chair's administrative evaluation memorandum** should serve as a cover memorandum when the tenure/promotion review file is sent to the Dean and the C-PTRC. This evaluation memorandum should include the following four items:
  1. A chronological list of events to show that proper procedures were followed in the evaluation of the candidate for promotion and/or tenure.
  2. An independent recommendation or non-recommendation for promotion and/or tenure.
  3. A summary of the job assignment/description of the candidate (if appropriate).

4. A certification that the candidate meets (or does not meet) terminal degree requirements.

C. The **College Promotion and Tenure Review Committee's memorandum**, written by the C-PTRC chair, should include the following six items:

1. The vote (exact tally) of the committee.
2. The certification that departmental guidelines were followed in conducting the review of the candidate for promotion and/or tenure.
3. The certification that the candidate meets terminal degree requirements.
4. Rationale for teaching effectiveness.
5. Rationale for scholarly activity.
6. Rationale for service.

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