

BIOLOGY CRITERIA FOR PROMOTION AND TENURE

The promotion/tenure decision is based on the candidate's performance in teaching, research and service. Criteria for promotion and tenure in the Department of Biology are based on Senate document 88-25 (last amended 4-8-2002) and the Vice Chancellor Memo 79-7 (OAA Memorandum 99-1).

Overview of Requirements for Promotion and Tenure

A candidate for promotion and tenure to associate professor should have a significant record of performance and show promise of continued professional growth and recognition. It is expected that a candidate should have demonstrated excellence in the area of research or teaching, competence in teaching or research, and acceptable service. The relative weight of each criterion will vary depending upon the candidate's assigned roles and responsibilities in the department. Candidates for promotion to professor rank should have developed a national/international reputation in their discipline. Per Senate Document 88-25, tenure may be awarded separately from promotion to Associate Professor under unusual circumstances which benefit the University. However, this is unlikely in Biology.

Tenure and Promotion to Associate Professor

Research and Scholarly Activity

To demonstrate excellence in this area to gain tenure and promotion to Associate Professor, candidates should have developed a successful research program at IPFW, and their research endeavors should have been published in peer-reviewed journals, books, or be evident from national or international patent(s). When published research

productions have multiple authors, the candidate should explain the extent of his or her contribution. Although non-refereed publications are an indication of scholarly activity, and will be considered by the review committee, they will be given less weight than refereed research productions. Presentation of the candidate's work in the form of papers, posters or abstracts at regional and national or international meetings is also expected. Securing extramural funding (i.e. not administered by IPFW) that is necessary to remain productive in the candidate's independent research program is expected.

Evidence of the quality of scholarship and reputation of a candidate will be based, in part, on external evaluations by his or her peers. Research productions accepted for publication prior to promotion/tenure application will be accepted as evidence of scholarly activity. However, manuscripts in review or in preparation will not be considered. Additional criteria encouraged include, but shall not be limited to, contracts, technical reports, consulting, membership on review panels, honors or awards, presentations of graduate and undergraduate research, and seminar presentations. Citations of the candidates work by other investigators would also serve as evidence.

Teaching

For promotion to Associate Professor based on research, the candidate must also show competence in teaching based on the criteria set forth in Appendix A. Assessment of teaching would consider the courses taught, their level, and class size. The minimum to show competence includes evidence from these categories in Appendix A: Student Evaluation Data, Peer Evaluations, and Continuous Improvement of Courses Taught on a Regular Basis.

Performance must be substantiated by multiple measures, including quantitative and qualitative evaluations by students, and peers. Evaluations by other appropriate individuals may be included. Criteria regarding instructional development may include course development, instructional materials and laboratory exercises and acquisition of funding for instructional improvement. Additional criteria include, but are not limited to, supervision of student research, academic advising, attendance or conduction of seminars or workshops on improvement of teaching, attendance at or participation in meetings and workshops regarding the candidate's teaching areas, honors, awards, publications in pedagogical journals and other evidence of teaching effectiveness.

Promotion to the Associate level based on teaching is more difficult to document than one based on research. The candidate must show evidence of teaching excellence in these categories from Appendix A: Student Achievement, Student Evaluation Data, Peer Evaluations, Continuous Improvement of Courses Taught on a Regular Basis. Additional evidence from the categories in Appendix A would also be considered. The candidate should present evidence that aspects of their exemplary teaching are recognized outside IPFW. Publications in peer-reviewed pedagogical journals, and textbooks or lab manuals that are utilized at other institutions are required. Other activities could include, but would not be limited to, presentations at national meetings, consulting with other institutions, grants for pedagogical research, and work with students on research projects that are published.

Service

Although service is expected and important, it cannot be the primary criterion for promotion and tenure. Criteria of professional service include, but are not limited to,

membership on editorial boards, holding office in professional societies, serving as moderator in scientific meetings, service as a peer reviewer of grant proposals and manuscripts, consulting and other worthy contributions to the candidate's discipline. University, school and department service is expected. Such service includes, but is not limited to, committee participation, sponsor of student clubs, serving as student mentor and other activities. Criteria of community service considered include, but are not limited to, presentations of talks and workshops, board membership of groups related to the candidate's expertise, awards, honors, and participation in outreach programs. Evaluative comments to substantiate the candidate's level of performance and role or contribution should be included wherever appropriate.

As a guideline for the mid-tenure review, the publication of at least one refereed journal paper, patent or book /book chapter, or having obtained extramural funding would be expected along with evidence that additional such research productivity will follow. The case should be submitted by the beginning of the fall semester of the fourth year of service. The case should demonstrate progress in research and teaching that would be the foundation for promotion and tenure.

Promotion to Full Professor

Research

Criteria used to justify promotion to full Professor based on research are similar to those used to justify promotion to Associate Professor. However, the individuals must have a national or international reputation in their field, and be recognized for such by peers outside the University. Part of the evaluation is based on letters of recommendation solicited from acknowledged experts outside of IPFW. A candidate

must also show consistent evidence of a continuing strong research program, documented by research products as outlined above, and which shows every indication of continuing. Candidates for full Professor may also be able to demonstrate their reputation in ways not normally available to newer faculty. For example, they may serve on the editorial boards of national or international journals, serving on review panels of national agencies such as NSF, EPA, USDA, or NIH, serving as a elected officer of a national or international scientific association.

Teaching

Promotion to full Professor based on excellence in teaching requires the candidate to show that the activities listed for promotion to the Associate level are carried to a higher level. Evidence of a national reputation must be confirmed by peers outside the University. Part of the evaluation is based on letters of recommendation solicited from acknowledged experts outside of IPFW. A candidate must also show consistent evidence of a continuing strong program of scholarship. The evidence should include these categories from Appendix A: Student Achievement, student Evaluation Data, Peer Evaluations, Continuous Improvement of Courses Taught on a Regular Basis. Performance should be at the excellent/outstanding level. The candidate should present evidence that aspects of their exemplary teaching are recognized outside IPFW. Publications in peer-reviewed pedagogical journals, and textbooks or lab manuals that are utilized at other institutions are excellent evidence. Other activities could include, but would not be limited to, presentations at national meetings, consulting with other institutions, grants for pedagogical research, and work with students on research projects that are published.

Service

Although service is expected and important, it cannot be the primary criterion for promotion and tenure. Candidates are expected to demonstrate a more active leadership role in their service activities. Criteria of professional service include, but are not limited to, membership on editorial boards, holding office in professional societies, serving as moderator in scientific meetings, service as a peer reviewer of grant proposals and manuscripts, consulting and other worthy contributions to the candidate's discipline. University, school and department service is expected. Such service includes, but is not limited to, committee participation, sponsor of student clubs, serving as student mentor and other activities. Criteria of community service considered include, but are not limited to, presentations of talks and workshops, board membership of groups related to the candidate's expertise, awards, honors, and participation in outreach programs. Evaluative comments to substantiate the candidate's level of performance and role or contribution should be included wherever appropriate.