

Academic Progression at Hampton University: Processes and Responsibilities

Academic Excellence Workshop Series

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Academic Progression: Processes and Responsibilities

Outline

- I. Annual Faculty Review
- II. 3-Year Review
- III. Tenure Review
- IV. Promotion
- V. Post-Tenure Review



Annual Review

All faculty are evaluated annually by their respective chairperson, Dean and the Chancellor and Provost.

The Faculty Evaluation Form assesses faculty performance on a 4-point scale in three areas: Academics and Teaching Effectiveness (40), Research and Grantsmanship (40), and Service (20).

The overall Performance Evaluation Scale based upon the Total Score (100) is as follows:

Over 85	Exceeds full standards
70 – 84	Meets full standards
50 – 69	Meets average standards
33 – 49	Less than average standards
0 – 32	Less than minimum standards



3-Year Review

Prior to March 1 of the third year of a Probationary Tenure-Track (PTT) or a Temporary Annual (T/A) appointment, a faculty member's performance shall be formally reviewed by the appropriate department chairperson and dean.

The results of those reviews shall be communicated to the faculty member concerned and to the Chancellor and Provost. *Faculty whose performance falls below "above average" shall not be reappointed.*

At the 3-year review, deans may request to move faculty from a PTT to a TA or from a TA to a PTT appointment based upon overall performance.



Tenure Review

Faculty members with a probationary tenure-track (PTT) appointment at the associate professor rank become eligible to apply for tenure after completion of a probationary period which ***shall not exceed 6 years.***

Tenure is the assurance of a continuing full-time teaching position at Hampton University ***unless the faculty member is removed for cause, resigns or retires, or is terminated as the result of bona-fide financial exigency or of discontinuance or reduction of an academic program or department, rendering his/her position as unnecessary.***



Tenure Review

General Criteria

Faculty who are granted tenure or tenure-track status ***must be assigned to the department or area in the discipline in which they hold the terminal degree.***

A limit of 60% in each department is reserved for tenured positions; the availability of tenured positions within the departments is dependent upon such factors as enrollment, future programmatic direction, and the percentage of department already holding tenure. Consequently, there are times when a department may not have a tenure position available.

Tenure track appointment (PTT) ***cannot be offered if there are no tenured positions available.***



Tenure Review

(General Criteria continued)

- Once appointed to a tenure-track position (PTT), the faculty member at the rank of associate professor or above, has 6 years to demonstrate his/her superior qualifications and to present evidence of excellence as a professional in his/her field.
- If within the 6 year period, tenure is not awarded, the faculty member will receive a terminal contract in the 7th year of service. At the end of the 7th year, the individual will be terminated from Hampton University.
- Only persons with a doctorate or the equivalent shall be eligible for tenure consideration.



Tenure Review

Applying for Tenure

Prior to the end of each academic year, the chairperson, in consultation with the dean, notifies each person in tenure-track positions of his/her progress in moving toward tenure.

A faculty member on a tenure track at the rank of associate professor may apply for tenure at any time, but the sixth (6th) year is the preferred time. If the faculty member applies and is denied tenure prior to the sixth year, he/she is still eligible for consideration. Decisions made prior to the sixth year will not prejudice the Committee on Academic Personnel.

In the fall of the fifth (5th) year, the dean sends a letter at the end of the first semester inviting the faculty member to apply for tenure and to prepare a dossier for review by the school-wide Tenure and Promotion Committee. The dossier should be submitted to the Chancellor and Provost in the fall (December) of the sixth (6th) year.

Tenure Review

Applying for Tenure (Continued)

Once the faculty member is notified that he/she is eligible for tenure consideration, the following steps should be followed:

1. Faculty member informs chairperson that he/she wishes to apply for tenure.
2. Chairperson meets with the faculty member re: preparation of the dossier.
3. Chairperson forwards a recommendation in support of or against the candidate's application for tenure to the dean.
4. The dean reviews the document and forwards a recommendation for or against the granting of tenure, along with the dossier, to the Chancellor and Provost. ***However, before the recommendation is submitted, the candidate shall be informed of the dean's approval/disapproval for tenure.***

Tenure Review

Applying for Tenure (continued)

5. The Chancellor and Provost shall submit the dossier to the Committee on Academic Personnel for its review and recommendations.

6. The Chancellor and Provost meets with the Committee on Academic Personnel (serves as Chair) and reviews the findings of the Committee.

7. The Chancellor and Provost and the Committee shall submit their recommendations to the President who shall subsequently submit his recommendations to the Board of Trustees for action.



Tenure Review

Tenure Dossier

The dossier for tenure should include the following information:

1. Candidate's Summary Evaluation Statement on teaching, research/scholarly activities, and professional service
2. Applicant's identification of ***an area of distinction***, while demonstrating average or above average ability in remaining areas.
3. Chairperson's Summary Evaluation
4. Dean's Summary Evaluation
5. Documentary evidence of quality in: teaching, research/scholarly productivity, and service



Tenure Review

Tenure Dossier

6. Letters received by the dean from professional colleagues outside Hampton University (a minimum of two letters)
7. Supporting documents from chairperson
 - a. Faculty/Course evaluations for last 3 years
 - b. Performance Evaluations for last 3 years
8. Other documents deemed appropriate from the chairperson and dean
9. Other appropriate documents from the candidate



Criteria for Promotion

The attainment of successive higher academic rank reflects professional growth and achievement of status within a discipline. Such status is expected to be demonstrated by a *sustained record of professional competence* in the areas of *teaching, research/scholarly/creative productivity and professional service*. Thus, promotion is neither automatic nor the product of any set formula.



Criteria for Promotion

A faculty member must select one or a combination of areas upon which to document *distinctive* contributions. Although *an area of distinction* must be identified, the faculty member *must document average or above average contributions* in the other areas.

Promotion to any rank is a recognition of past achievements and a sign of confidence that the institution believes that the individual is capable of greater achievements in the future.



Criteria for Promotion

Promotional consideration is initiated by the Dean at the end of the second semester prior to the year when the application will be made. The Dean will write the potential candidate and inform him/her of the need to develop a dossier.

The Dean will also provide the faculty member with guidelines for preparation of the dossier. ***However, the primary responsibility for the application rests with the faculty member.*** When the decision has been made to apply for promotion, the applicant should confer with his/her chairperson and follow the steps as outlined in the *Faculty Handbook (Part V, pg. 75)*.



Criteria for Promotion

- *A faculty member at the rank of Assistant Professor may apply for promotion to Associate Professor at any time, but must apply by the fourth (4th) year.*
- *An Associate Professor shall hold a doctoral degree, or its equivalent, in the assigned teaching field/discipline. The person shall have had (1) 3-5 years of professional experience in teaching, research or other professionally-related activities and (2) shall have demonstrated creative and scholarly ability as a college teacher... In addition, the candidates at this rank (3) must have a current record of publications and funded grants. The candidate must earn the rank of Associate Professor before they may apply for tenure... Tenure must be earned at the rank of Associate Professor before a candidate is eligible to apply for promotion to full Professor.*

Criteria for Promotion

Applying for Promotion

1. The faculty member shall inform his/her chairperson whether he/she wishes to apply for promotion.
2. The department chairperson meets with the faculty member to discuss dossier preparation. The chairperson or (School-wide Committee on Tenure and Promotion) may assist in the preparation of the dossier.
3. Early in the fall semester (October), the dossier should be presented to the Dean for transmission to the Chancellor and Provost on the date indicated on the Administrative Calendar (December).



Criteria for Promotion

Applying for Promotion

4. The chairperson shall forward a recommendation in support of or against the faculty member's application for promotion to the dean, along with the candidate's dossier.
5. The recommendations of the dean and chairperson and the candidate's dossier are forwarded to the Office of the Chancellor and Provost. ***However, before the recommendations are submitted, the candidate shall be informed of the Dean's recommendation.***
6. The Chancellor and Provost shall submit the dossier to the Committee on Academic Personnel for its review and recommendations.



Criteria for Promotion

Applying for Promotion

7. The Chancellor and Provost shall meet with the Committee on Academic Personnel and review the findings of the Committee. Recommendations shall be submitted to the President and subsequently to the Board of Trustees for action.

Note: Faculty in the areas of architecture, art, aviation, and journalism must meet the general criteria for promotion. However, exceptions related to training and experience are included as *“Interpretive Guidelines”* in the Faculty Handbook (pg. 82).



Criteria for Promotion

Dossier for Promotion

The dossier for promotion must include the following:

1. Candidate's Summary Evaluation on teaching, research/scholarly activities, and service.
2. Identification of and ***Area of distinction***, while demonstrating average or above average ability in the remaining areas.
3. Chairperson's Summary Evaluation
4. Dean's Summary Evaluation
5. Documentary Evidence of quality in: teaching, research/scholarly activities, and service
6. Supporting documents from chairs:
 - a. Course/instructor evaluations for last 3 years
 - b. Faculty performance evaluations for last 3 years

Documentation for Tenure and Promotion

Teaching

The following are examples of materials which might be used to document the quality of teaching:

Teaching Effectiveness

- Summaries of course and instructional evaluations
- Peer reviews
- Student awards, honors and other recognitions
- Awards, honors and commendations for excellence in teaching

Teaching Productivity

- Publications in teaching specialty
- Instructional modules, media packages, etc.
- Individual research and funded grants in teaching area



Documentation for Tenure and Promotion

Teaching

Teaching Innovation

- New curriculum approaches
- Non-conventional instructional strategies
- Non-traditional learning experiences



Documentation for Tenure and Promotion

Research/Scholarly/Creative Productivity

The following are examples of materials which might be used to document research/scholarly activity:

- Documentation of experimental research published in refereed journals
- Documentation of reviews of research activities by colleagues in the profession
- Documentation of funding secured to conduct research

Professional Development and Funded Projects

- Identification of professional activities through publications of articles, monographs, etc.
- Identification of reviews and publications of professional articles in national and/or local refereed publications
- Identification of book reviews published
- Identification of funded grants received through individual initiative
- Leadership in professional organizations, conferences, workshops at local, state and national levels



Documentation for Tenure and Promotion

Professional Service

The following is a description of criteria and materials which might be used to document the quality of service:

– **University Service**

- Identification of contributions to the department, School and University
- Letters of recognition, program reviews relative to work at Hampton University
- Identification of contributions to campus committees and to students/student organizations

– **Local/State Service**

- Evidence of distinctive service at local and state levels
 - Recognition through leadership roles in professional organizations
 - Letters of special recognition and awards for professional service
 - Community involvement including both professional and volunteer activities
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Documentation for Tenure and Promotion

– National and International Service

- Evidence of distinctive service at national and international levels
- Recognition through leadership roles in professional organizations at national and international levels

– Departmental and School Service

- Evidence of commitment to department and School goals
- Evidence of positive attitude toward student growth and development
- Evidence of positive attitude toward colleagues, staff and administrators
- Evidence of stewardship in the utilization of personal, financial and physical resources granted by the university



Post-Tenure Review

When a tenured faculty member receives a rating of “low performance” or less (i.e., meets less than average standards) on one annual evaluation, he/she is notified in writing by March 15 of all deficiencies which led to the evaluation. This notification indicates that the Post-Tenure Review Process has been triggered.



Post-Tenure Review

Post-Tenure Review Process

1. Faculty member submits a dossier to the Post-Tenure Review Committee. He/she shall choose one area of distinction (teaching, research, service) and demonstrate average or above average performance in the other two areas. *The faculty member will be given 30 days from receipt of the notification to assemble the dossier.*
2. The Post-Tenure Review Committee will review the dossier. If the Committee determines that the less than average rating is not justified, it will recommend to the Chancellor and Provost that the Post-Tenure Review process be terminated.



Post-Tenure Review

3. If the Committee determines that the low performance rating is justified, the faculty member, in collaboration with the chair and dean, *must develop a 1-year Performance Improvement Plan*. The Plan will be submitted to the Post-Tenure Review Committee for approval.
4. During the academic year, the chair and dean are responsible for monitoring the faculty member's compliance with the Plan.
5. At the end of the academic year, a final report will be prepared by the chair who, along with the dean, will review the faculty member's progress. This report will be submitted to the Post-Tenure Review Committee for evaluation and recommendation for further action.



Post-Tenure Review

In considering the report, the Committee may recommend to the Chancellor and Provost that:

- a. The faculty member, having successfully addressed the deficiencies, has completed the Post-Tenure Review process.
- b. The faculty member continues with the Plan. The Committee thereby will extend the Plan for one (1) additional academic year.
- c. Dismissal procedures be immediately initiated in accordance with established institutional policies.



Post-Tenure Review

6. If a second year of the Performance Improvement Plan is granted, the faculty member's progress will be subject to the same monitoring as the first year. At the end of the 2nd year, the faculty member's progress will be re-evaluated by the Post-Tenure Review Committee who, with input from the Chair, will prepare a final report. The Committee may recommend to the Chancellor and Provost:

a. That the faculty member has successfully completed the Post-Tenure Review Process.

b. The immediate initiation of dismissal procedures in accordance with established university policies and procedures. The Chancellor and Provost reviews and advises the faculty member of the final decision.

