

## ST. MARY'S UNIVERSITY TENURE AND PROMOTION

### APPLICATION GUIDELINES

#### 2022 Faculty Handbook (Old Faculty Handbook)

This document provides guidelines to faculty seeking tenure and promotion under the 2022 Faculty Handbook ("2022 FH"). All applicants must demonstrate, by virtue of the evidence submitted, that they meet the standards for tenure and promotion outlined in the 2022 FH.

A full copy of the 2022 FH can be found in the Provost's Office Gateway page.

Key 2022 FH provisions:

- 2.5.1 Criteria for Faculty Evaluation
  - 2.5.1.1 Teaching and Advising
  - 2.5.1.2 Service to the University and the Community
  - 2.5.1.3 Scholarship
- 2.5.2 Faculty Growth and Development Plan
- 2.5.3 Evaluation of Teaching by Students
- 2.5.4 Pre-Tenure Evaluation by Peers
- Appendix I: New Tenure Process (2.7) (Approved 2019)

A complete tenure/promotion application is composed of 4 parts:

1. Application Cover Page and Written Responses to Sections I - IV (Single PDF document)
2. Key Appointment, Evaluation and Review Materials, see Section V below (1 folder)
3. Required Documentation Folder, see Section VI below (1 folder, 3 subfolders)
4. Supplemental Material Folder, see Section VII below (1 folder, 4 subfolders)

### DESCRIPTION OF WRITTEN RESPONSES AND REQUIRED/OPTIONAL DOCUMENTATION

#### SECTION I. MISSION

Key 2022 FH provisions:

- 1.2 Mission Statement
- 2.5.1 Criteria for Faculty Evaluation

- A. **Narrative:** In no more than 500 words, describe how your work as a faculty member contributes to the mission of St. Mary's University, notably the five elements of a Marianist education:
- a. Educate for formation in faith
  - b. Provide an integral quality education
  - c. Educate in family spirit
  - d. Educate for service, justice, peace, and integrity of creation
  - e. Educate for adaptation and change

- B. **Supplemental Material (Optional):** include any evidence of advancing the mission that doesn't fall more naturally in one of the other required or supplemental folders.

## SECTION II: SCHOLARSHIP

Key 2022 FH Provisions:

- 2.5.1 Criteria for Faculty Evaluation
  - 2.5.1.3 Scholarship
    - 2.5.1.3.1 Types of Scholarship
    - 2.5.1.3.2 Assessment of Scholarship
    - 2.5.1.3.3 Standards Interpreting the Scholarship Requirement
  - Appendices A – A-6: School and Department Standards for Scholarship
- A. **Narrative:** In no more than 500 words, describe how your scholarship record meets criteria for tenure and promotion as detailed in the relevant sections of the 2022 FH as well as School, departmental, and/or program standards of scholarship. Include scholarship prior to your StMU appointment only if documented in your original appointment letter. Note: the narrative should synthesize your scholarly activities and not merely list or catalog scholarly activities.
- B. **List of Scholarship:** In this subsection, classify your works of scholarship into one or more of the four categories as described in 2.5.1.3.1. Refer to the school, department, and/or program documentation for the requirements on the quantity, formats, and standards of the scholarship items under these categories. For non-Law faculty members, list all scholarship, both completed and in-progress, since the most recent appointment resulting in a change in faculty rank. *For Law faculty members, list all scholarship, both completed and in-progress, between initial appointment and time of application to Professor.*
- Scholarship of Teaching
  - Scholarship of Discovery
  - Scholarship of Integration
  - Scholarship of Application
- C. **School, Department, and/or Program Requirements for Scholarship:** Provide hyperlinks to the relevant school, department, and/or program requirements on scholarship for tenure and/or promotion. (See Provost's Office Gateway page for hyperlinks.)
- D. **Required Documentation Folder (Include in Section VI)**
- PDF copies or links to the scholarship listed above (articles, books, book chapters, or other scholarly content)
  - Law Faculty: Include all outside peer evaluations (minimum of two)
- E. **Supplemental Material (Optional) (Include in Section VII)**

Other evidence to support a record of scholarship, including scholarship prior your employment at St. Mary's (only if credited in initial appointment letter).

### SECTION III: TEACHING & ADVISING

Key Sections from 2022 FH

- 2.5.1.1 Teaching and Advising
- 2.9.4 Duties Related to Teaching
- 2.11.2 Advising Students

**A. Table summarizing courses taught and student evaluation scores:**

1. **CAHSS, SET and GSB Faculty:** Create a table that reports by semester each course taught at St. Mary's, including course number, course title, total enrollment, student evaluation response rate, faculty score on the "overall performance" question, and the mean/median result for the "overall performance" question. Include courses taught since the most recent appointment resulting in a change in faculty rank. In other words, if applying for promotion to Associate Professor, include all courses since appointed Assistant Professor. Summer, Maymester and Wintermester courses may be included, but are not required. Note in the summary table when student course evaluations were not provided because of low enrollment numbers or a low response rate.
2. **Law Faculty:** Create a table that reports by semester each course taught at St. Mary's University, including course number, course title, total enrollment, student evaluation response rate, and an overall mean for all questions per course. Also include a few sentences discussing the mean and median results.

**B. Table summarizing advising work:** Include a table that presents the following data since your most recent appointment resulting in a change in faculty rank:

- Average number of advisees by semester (or explanation of why no advisees are assigned)
- Estimate of student academic or professional counseling hours by semester (Law Faculty Only)
- Rattler Rising Student Satisfaction scores by semester (if relevant)

**C. Narrative:** In no more than 500 words, describe how your teaching and advising record meets the criteria for tenure and/or promotion as detailed in the relevant sections of the 2022 FH provided above.

**D. Required Documentation Folder (Include in Section VI)**

1. **Student course evaluations.** For non-Law faculty members, include student evaluations reports for all courses taught since the most recent appointment resulting in a change in faculty rank. For Law faculty members, include student evaluation reports for all courses taught between the initial appointment and time of application to Professor. Include a note in the record when student evaluations were not provided for a course because of low enrollment numbers or low response rates.

2. **Summative peer evaluation of teaching reports (if relevant).** For the Law faculty members, include formative and summative peer evaluations.
  3. **Course syllabi** (Law faculty include all courses; non-Law faculty include a sample)
  4. **Departmental or school specific** required evidence of excellence in teaching and advising
- E. **Supplemental Material (Optional) (Include in Section VII)**
1. Example student comments about teaching OR advising
  2. Sample of innovative teaching materials
  3. Evidence of workshops or programs attended to enhance teaching methods or advising skills
  4. Other evidence of excellence in teaching and advising

#### SECTION IV. SERVICE

Key 2022 FH Provisions: 2.5.1.2: Service to the University and the Community

- A. **Narrative:** In no more than 500 words, describe how your contribution to service meets criteria for tenure and promotion as described in 2.5.1.2. Explain how your service work is informed by and contributes to the mission and vision of the University.
- B. **List of Service Activities,** including length or term of service, any special role or contribution. See 2.5.1.2 for examples of effective service. Group according to
- Service to the University (department/program, School, University)
  - Service to the Community (limit to service to the community or profession that contributes to the overall mission of the University, School or department/program.)
- C. **Required Documentation Folder (Include in Section VI)**
- Awards or acknowledgments
  - Other supporting evidence
  - Coverage or communication regarding your service activities
- D. **Supplemental Material (Optional) (Include in Section VII)**

#### SECTION V. KEY APPOINTMENT, EVALUATION AND REVIEW MATERIALS FOLDER (REQUIRED)

**(1 folder, individual PDFs)**

1. Appointment letter with salary redacted (initial appointment letter for Law faculty members, appointment letter to current rank for non-Law faculty members)
2. Contracts (if relevant) specifying administrative or other appointments that modified workload, with salary redacted
3. MOUs (if relevant) specifying Modifications in Evaluation Criteria

4. Curriculum Vitae
5. Pre-Tenure Evaluation by Peers (2022 FH 2.5.4, if applicable)
6. Faculty Growth and Development Plans since the most recent appointment resulting in a change in faculty rank (2022 FH 2.5.2)

**Note:** If applicable, the DRC Report, SRC Report, and Dean's evaluation will be uploaded separately to this folder.

**SECTION VI: REQUIRED DOCUMENTATION FOLDER (CONTENTS WILL VARY BY APPLICANT)**

**(1 PDF document, 3 subfolders)**

1. Table of Contents – 1 PDF
2. Required Documents – Scholarship (Subfolder)
3. Required Documents – Teaching and Advising (Subfolder)
4. Required Documents – Service (Subfolder)

**SECTION VII. SUPPLEMENTAL MATERIAL FOLDER (OPTIONAL) (CONTENTS WILL VARY BY APPLICANT)**

**(1 PDF document, 4 subfolders)**

1. Table of Contents – 1 PDF
2. Supplemental – Mission (Subfolder)
3. Supplemental – Scholarship (Subfolder)
4. Supplemental – Teaching and Advising (Subfolder)
5. Supplemental – Service (Subfolder)