



NEW FACULTY APPOINTMENTS

In its appointment of tenure-track [Ordinary] faculty, Providence College is committed to the maintenance of the highest standards in instruction, scholarship, and service to the College and its professional and social communities. Mindful of its tradition, the College, in all of its searches for full-time faculty, seeks men and women qualified in their academic disciplines, normally holding the terminal degree, who have demonstrated excellence, or who have the potential for excellence, in teaching and scholarship, and who can affirm and contribute to its Mission as a Catholic and Dominican institution.

Faculty Searches and appointments are governed by the **Faculty Handbook** (Appendix A), and guided by the "Policies and Procedural Guidelines for Faculty Searches" available from the Office of the Vice President for Academic Affairs.

ANNUAL REVIEW OF PROBATIONARY FACULTY

The burden of proof for submission of all materials relating to promotion and tenure lies with the faculty member applying. The materials to be considered must show additional development since the faculty member's previous evaluation; it is the faculty member's responsibility to justify the basis for promotion and tenure. In keeping with the guidelines of the current faculty handbook and the proposal by the Faculty Senate Ad-hoc Committee, we support that three areas of development are necessary for promotion and tenure--scholarship, teaching, and service. Faculty that apply under *Exceptions to the Requirements and Qualifications for Promotion* are to consult 3.4.4 of the Faculty Handbook.

Each probationary faculty member is required to maintain throughout the probationary period an on-going dossier of information pertinent to his/her activities in the areas of scholarship, teaching, and service as described in the **Faculty Handbook** (see § 3.4.1-3.4.2). This dossier shall minimally contain the following items for review by the department chair (or his/her designate):

- Copies of course syllabi
- A copy of the faculty member's teaching and office hours
- Course evaluations by students
- An up-to-date copy of the faculty member's *curriculum vitae*

On an annual basis, the department chair will provide the probationary faculty member with feedback on the dossier. This evaluation is designed to nurture faculty development and growth and will highlight both areas of strength and opportunities for improvement. No formal evaluation will take place in the first semester of a faculty member's appointment at the College. In lieu of formal evaluation, during the first year, new faculty should consult with tenured members of the department about pedagogy, evaluation standards, and advising responsibilities. To permit new faculty adequate time to develop their courses and a research agenda, the College does not encourage first year faculty to assume positions on standing committees of the College, to teach course overloads, or to engage in outside work. Beginning in the second semester of the probationary faculty member's first academic year, and on a yearly basis thereafter, the chair will arrange for a designated committee of tenured faculty members to evaluate the teaching performance of the probationary faculty member. Written evaluations of classroom visits will be shared with the probationary faculty member and will become part of the dossier.

THIRD YEAR REVIEW

A thorough review of the probationary faculty member's record of teaching, scholarship, and service should be conducted by the chair in consultation with the tenured members of the department in the fall of the candidate's third contract year. For those faculty who were awarded a full three years of credit toward tenure at the time of initial appointment, the review will take place in their second contract year at Providence College. Prior to the review, the probationary faculty member will make a presentation, based on research or creative activity, to the departmental faculty. The department chair, following a meeting of the tenured members of the department, should determine whether or not to recommend to the vice president for



academic affairs that the candidate's contract should be renewed. In its pre-tenure review, tenured departmental faculty will follow the criteria for tenure outlined below in making its recommendation, yes or no, to recommend the award of a contract for the next academic year. The candidate will be informed of the decision and departmental rationale by November 15. If the department recommends the non-reappointment of a probationary faculty member because of deficiencies in teaching, scholarship, or service, the vice president for academic affairs, following consultation with the Committee on Academic Rank and Tenure [CART], will inform the probationary faculty member by December 15.

PROCEDURES FOR EVALUATING PROBATIONARY FACULTY FOR TENURE

Each Candidate for tenure is required to maintain throughout the probationary period an on-going dossier of information pertinent to his/her activities in the areas of scholarship, teaching, and service as described below. This dossier should be available to faculty who will be eligible to vote on tenure cases upon their request. It is expected that the Chair will review this dossier annually and will discuss it informally with the probationary faculty member in order to inform the latter of the Department's perception of her/his success in meeting the Department's performance expectations for the awarding of tenure.

Consistent with procedures required in the **Faculty Handbook**, the Candidate has the opportunity to submit materials he/she believes to be helpful to the tenure decision by September 21 of the academic year in which a tenure decision is made. The Candidate's statement should be accompanied by a supporting dossier addressing all of the criteria relevant to tenure (scholarship, teaching, and service). Guidelines can be found in the Criteria section found below. The Office of the Vice President for Academic Affairs also provides advice on assembling the dossier ("Guidelines for Tenure Candidates.") The Candidate should provide at least one copy of the complete dossier to the department for review by the tenured faculty and twelve copies to the Office of Vice President for Academic Affairs for distribution to the members of CART. Although the Candidate may consult with the Chair and other members of the department in compiling the dossier, he/she is fully responsible for developing, maintaining, and submitting these materials on time.

The following guidelines will be used for tenure:

All probationary faculty that have been hired in a tenure-track position, in consultation with the Chair, will have created a Probationary Faculty Evaluation Committee (PFEC) no later than the end of the first academic year. One member of the PFEC will be chosen by the probationary faculty and one will be appointed by the department chairperson in consultation with the probationary faculty member being reviewed. The chairperson of the department is considered an *ex officio* member of each of these committees. The committee is responsible for the following:

- 1) A written evaluation of the probationary faculty member's teaching is to be completed by every member of the committee each semester. The evaluations will be forwarded to the Department Chair and placed in the faculty member's file. A copy of the evaluation will be given to the probationary faculty member.
- 2) No formal departmental evaluation is scheduled during the first semester of the first year. Interaction with a new faculty member during this first semester at Providence College should be on an advisory basis. This will allow for an open discussion about difficulties that arise during the faculty member's initial teaching efforts. After the first semester in residence of the probationary faculty member, every formal course should be evaluated by the students of that course and the results of these evaluations be reviewed by the committee. The evaluations will be forwarded to the Department Chair and placed in the faculty member's file. A copy of the evaluations will be given to the probationary faculty member.
- 3) Lecture evaluation: There shall be prearranged visitations by the PFEC members during the second semester-first year and subsequent semesters during the probationary period. There should be written evaluations including such points as: content level, organization of material, delivery, etc. The initial draft of this written evaluation should be shown and discussed with the probationary faculty member and the final draft filed in his/her credentials folder in the department. The evaluations in the second year should be used in considering the formal recommendation from the



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- department to the Vice President for Academic Affairs in regard to the probationary faculty member's fourth year contract.
- 4) Presentation to whole faculty: In order to allow all faculty members an opportunity for a lecture-style evaluation, the probationary faculty member should present a seminar within the Biology seminar program during his/her second semester first year and his/her first semester third year. The subject of the first seminar must concern itself with the research that is projected and/or has been started at Providence College; the second seminar should give the results of this research.
 - 5) Laboratory evaluation: The PFEC will in the second, third, fourth, and fifth years:
 - a. Obtain and evaluate the list of laboratory experiments as appropriate
 - b. Formally visit the laboratory with prior arrangement with the faculty member and evaluate the operation as to:
 - i. organization of the laboratory
 - ii. availability of chemicals, equipment, etc.
 - iii. cleanliness and clean up procedures
 - iv. observance of safety procedures
 - c. Each PFEC member should then prepare a written report, show and discuss the initial draft of this report with the probationary faculty member and file the final draft in his/her credentials folder.
 - 6) The probationary faculty member's progress toward developing a sustainable and long-term research program is to be evaluated annually. Evidence of progress includes: the submission and/or publication of peer reviewed articles, presentations at scientific meetings, an effort to procure extramural funding, and the mentoring of undergraduate research students. It is the responsibility of the probationary faculty member to provide evidence of scholarly work to the PFEC for evaluation. The committee's evaluation will be forwarded to the Department Chair for placement in the probationary member's file. A copy of the evaluation will be given to the probationary faculty member.
 - 7) The committee will interview the probationary member to determine and advise on their participation in college and community service.
 - 8) The senior staff members should hold meetings in the third and sixth years to make recommendations with regard to the fourth year teaching contract and/or promotion and the tenure decision, respectively. The tenure recommendation will be sent along with the Chair's individual recommendation and copies of the individual teaching evaluations, as written by various members of the faculty, as part of the evaluation process.

Upon receiving the application and dossier in a timely manner, the Chair will inform the Department Faculty of the probationary faculty's (Candidate's) intention and will make the dossier available to the Department Faculty. The Chair will also consult with the Department Faculty to set a date prior to October 15 for a meeting at which the Faculty will be able to discuss their evaluations of the Candidate and her/his dossier prior to executing a secret ballot on the elements relevant to the Candidate's tenure. An official record of this meeting shall minimally include a list of those Faculty members present and the vote of the Faculty.

The entire Department will review and discuss the material in the dossier and other information available on the Candidate's performance. The Chair and all eligible faculty will take a secret ballot in each of the areas of teaching, scholarship, and service, in accord with procedures described in the **Faculty Handbook**, on the question: Does the Candidate's teaching, scholarship, and service record justify the award of tenure?

After these procedures have been followed, the chair will count the ballots on all three questions, informing the Faculty of the result. The chair will share with the candidate the departmental recommendation on whether the recommendation to CART is positive or negative in all three voting areas. The chair will then report the result of this final vote to the Candidate and to the school Dean and Vice President for Academic Affairs, including his/her own recommendation.



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	FALL SEMESTER	SPRING SEMESTER
FIRST YEAR	Informal Evaluations & Advisory Discussions	Informal Evaluations & Advisory Discussions Lecture Evaluations Seminar Presentation [Projected Research]
SECOND YEAR	Lecture Evaluations Laboratory Evaluations	Lecture Evaluations Laboratory Evaluations
THIRD YEAR	Lecture Evaluations Laboratory Evaluations Seminar Presentation [Research Results] Third year review and recommendation to the VPAA regarding 4 th year contract renewal [Chair & Senior Faculty]	Lecture Evaluations Laboratory Evaluations
FOURTH YEAR	Lecture Evaluations Laboratory Evaluations	Lecture Evaluations Laboratory Evaluations
FIFTH YEAR	Lecture Evaluations Laboratory Evaluations	Lecture Evaluations Laboratory Evaluations
SIXTH YEAR	Recommendations of Department and Chair to CART Presentation of Credentials by Faculty Member to CART by September 21.	

PROCEDURES FOR EVALUATING FACULTY FOR PROMOTION

Prior to September 1 of each academic year, the vice president for academic affairs reviews the status of all faculty members and determines which faculty members are eligible for promotion in rank. Faculty members who have served three full years as an assistant professor and faculty members who have served four full years as an associate professor are informed of their eligibility for consideration of promotion in rank to take effect in the ensuing academic year in compliance with the provisions of the **Faculty Handbook** (see § 3.4.5). Faculty are only notified once of their eligibility for promotion to a given rank. Faculty who wish to be considered for promotion in rank shall present their request and all materials relevant to their promotion to their respective department chair by December 15. The Office of the Vice President for Academic Affairs provides advice on assembling the dossier ("Guidelines for Promotion Candidates.") Prior to February 1, the promotion evaluations by the chair and eligible members of the department shall be completed utilizing the evaluation scheme outlined in Appendix E of the **Faculty Handbook** and forwarded to the vice president for academic affairs.

The following guidelines will be used for promotion:



Eligibility

A faculty member is eligible for promotion from assistant professor to associate professor after serving four years in the rank of assistant professor at the College or one of equivalent standing. A faculty member is eligible for promotion from associate professor to full professor after five years service in the rank of associate professor at the College or one of equivalent standing.

Notification

The candidate must notify the Department Chair in writing of his/her intent to be considered for promotion prior to December 15 of the year before the promotion will be considered.

Faculty Responsibilities in the Promotion Process

In order to be considered for promotion at Providence College, the candidate should demonstrate teaching effectiveness, continuing scholarly development, and service to the College, professional ranks and the community. In this regard, the candidate should submit a dossier containing the materials discussed in the Criteria section to the Department. The materials must be submitted to the Department by December 15 of the year that the promotion will be considered.

Departmental Responsibilities in the Promotion Process

The Department Chair will utilize the PFEC upon notification by the candidate of his/her intentions to be considered for promotion to associate professor. The candidate is responsible for establishing a Promotion Committee and performing self-evaluations for promotion to full professor. If there are no faculty members in ranks senior to the current rank of the candidate in the department, then the Promotion Committee will be designated by the Department Chair. The Promotion Committee will evaluate the candidate in each of the areas of teaching effectiveness, scholarly development and service to the Providence College community and beyond as described below. This Committee will advise the Chair prior to the Chair casting his/her vote. Following the evaluation, the Department will make a recommendation to the Committee on Academic Rank and Tenure.

Teaching

1. Promotion Committee evaluations

Promotion Committee members, consisting of two tenured ordinary faculty, will visit the candidate's lectures and laboratory sections each semester starting in the second semester of the first year. Members of the committee should make every effort to attend at least one of the candidate's lecture or laboratory sessions. There will be at least one visitation of each of the candidate's lecture and laboratory courses. The number of visits will vary depending on the number of different lecture and laboratory courses taught by the candidate during the evaluation period. Following the visit, the member of the Promotion Committee will write an evaluation of the candidate's teaching effectiveness as observed during that particular visit. The members of the Promotion Committee will discuss the written evaluation with the candidate and shall provide the candidate with a copy of the written evaluation. The candidate shall sign the Promotion Committee member's copy of the written evaluation to document that the discussion took place. The signed written evaluation will then become part of the candidate's personnel file.

In the event that the candidate reapplies for the same promotion in rank in a subsequent year, the candidate may choose to use the preceding evaluations or may request that the evaluation procedure be repeated as described above.

If the candidate is simultaneously being evaluated for promotion and tenure, visitations need not be duplicated, but separate copies of the written evaluation form should be made available to the Promotion Committee and the Tenure Committee.

The entire Department will review and discuss the material in the dossier and other information available on the Candidate's performance. The Chair and all eligible faculty will take a secret ballot in each of the areas of teaching, scholarship, and service, in accord with procedures described in the **Faculty Handbook** on the question: Does the Candidate's teaching record justify promotion in rank?



Scholarship

The Promotion Committee will review the scholarly work presented by the Candidate and will discuss their evaluation of this work at the meeting set by the Chair. In general, the greatest weight will be given to materials published (or accepted for publication) in peer-reviewed outlets. The primary focus will be to determine the quality, recognition, and quantity of the work submitted. On the topic of quantity, the Faculty will not set an arbitrary standard but will evaluate the work in the context of quality and recognition. Critical in this evaluation, however, will be that scholarship is active and continuing with an appropriate level of productivity and progress being documented.

Scholarship encompasses accomplishments and initiatives to excel in the field of biology. Activities in this area are to be considered collectively. Normally, evidence of scholarly activity is in the form of publications or articles in refereed journals in the biological sciences. Other forms of scholarly activity may be considered (see below), but it is the faculty member's responsibility to justify scholarship that fall outside the norm.

The entire Department will review and discuss the material in the dossier and other information available on the Candidate's performance. The Chair and all eligible faculty will take a secret ballot in each of the areas of teaching, scholarship, and service, in accord with procedures described in the **Faculty Handbook** on the question: Does the Candidate's scholarly work justify promotion in rank?

Service

The Promotion Committee will review the service presented by the Candidate and will discuss their evaluation of this work at the meeting set by the Chair. In general, the greatest weight will be given to service to the Department and College. Critical in this evaluation, however, will be that service is active and continuing with an appropriate level being documented.

The entire Department will review and discuss the material in the dossier and other information available on the Candidate's performance. The Chair and all eligible faculty will take a secret ballot in each of the areas of teaching, scholarship, and service, in accord with procedures described in the **Faculty Handbook** on the question: Does the Candidate's record of service justify promotion in rank?

After these procedures have been followed, the chair will count the ballots on all three questions, informing the Faculty of the result. The chair will then report the result of this final vote to the Candidate and to the school Dean and Vice President for Academic Affairs, including his/her own recommendation, and at the same time will present his or her recommendation to the Candidate.

Evaluation of Term Faculty

Special Lecturers (part-time) and Adjunct faculty (full-time) should be evaluated in each semester of their first two years of appointment at Providence College; thereafter, they should be evaluated once each year, unless they are assigned to a course not previously part of their workload at Providence College. Special Lecturers and Adjunct faculty are always to be evaluated in the first semester in which they teach a course that they have not previously taught at Providence College.

CRITERIA FOR EVALUATING TENURE AND PROMOTION

The **Faculty Handbook** specifies the qualifications for tenure (§ 3.5.3) and promotion (§ 3.4.2). It is the responsibility of the eligible voters in the department to evaluate the faculty member's achievements in teaching, scholarship, and service. The College assumes the following expectations:

Teaching

The College values excellent teaching which includes these observations on good teaching practice: (a) encourages contact between students and faculty, (b) develops reciprocity and cooperation among students, (c) gives prompt feedback, (d) emphasizes time on task, (e) communicates high expectations, and (f) respects diverse talents and ways of learning. In addition, note that good teaching requires (a) renewal and currency of



material, (b) modeling of enthusiasm for the subject matter, and (c) patience and tolerance. Excellence in teaching implies student learning.

In the dossier, the Candidate will provide any forms of information that he/she believes to reflect on his/her teaching effectiveness. These materials may include but are not limited to

- Syllabi
- Exams
- Laboratory manuals
- Academic advising for department majors
- Descriptions of teaching methods actually used
- Indications of course changes made to update materials
- Introduction of new courses into department
- Evaluations from faculty and/or students
- Evidence of student involvement in research.
- Supervision of internships and research students at the undergraduate level;
- Serving on graduate student committees in the biological sciences or related fields;
- Creation/publication of distinguished audio-visual, software, or CD-ROM materials, or significant seminars dealing with teaching;
- Permanent departmental teaching manuals that are above and beyond the normal teaching responsibility;
- Presentation on teaching at professional meetings;
- Evaluation of teaching methodology by peers and students;
- Development and utilization of innovative pedagogy;
- Interdisciplinary activities related to teaching.

Scholarship

The College values ongoing, active scholarship in one's primary discipline and related fields as an integral and important part of a faculty member's role at Providence College. It is scholarship activity that nurtures teaching and service to the College. The candidate should submit material that represents his/her scholarly activity, including, but not limited to, the following:

- Reprints (or pre-prints, if in press) of papers published in peer-reviewed journals.
- Copies of manuscripts in preparation.
- A list of grant proposals funded and the amount of money awarded.
- Copies of grant proposals submitted and pending.
- A list of presentations given at national or regional meetings.
- A list of presentations given by students (doing research under the candidate's direction) at national or regional meetings.
- Titles of invited seminars.
- A list of continuing education activities.
- A list of national conferences attended.
- Copies of book reviews.

Service

The College recognizes service to the department, the college, the discipline, and the community as relevant to the Candidate's tenure considerations. The candidate should submit material that represents his/her service to the community. Some examples of service are the following:

Department service may include but is not limited to

- service on departmental committees
- service as department chair
- support of departmental scholarly and social functions
- service as a mentor of junior faculty
- participation in events such as Family Day, Early Action Day, and the Major/Minor Fair
- facilitating the department's mission (as in supervising the departmental newsletter, advising departmental organizations, and serving as departmental secretary, etc.).



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- a list of instrumentation grants (accepted and pending)

College service may include but is not limited to

- representation on college committees
- Faculty Senate involvement
- directing an academic or administrative program (in some cases, *e.g.*, CTE service, might also represent scholarship in the form of professional development)
- Undeclared Advising Program
- participation in college sponsored events

Service to the discipline may include but is not limited to

- office holding or committee activity in regional or national professional associations
- departmental liaison to a professional organization.

Service to the community may include but is not limited to

- charitable work
- speaking to community groups
- advising civic organizations and government groups
- other activities in which the Candidate's knowledge or skills are shared with community groups.