

Theology Department Procedures for the Evaluation of Probationary Faculty in Preparation for Tenure and Promotion to Associate Professor

The Theology Department will assist each probationary faculty member (the “Candidate”) in his or her preparation for Tenure and Promotion to Associate Professor (henceforth “Tenure”) in accord with the Providence College *Faculty Handbook* (11th Ed.) and the Departmental Procedures presented here.

Note: Members of the Department hired prior to 2014 and who have elected to be evaluated for tenure and/or promotion under the previous Departmental Guidelines and *Faculty Handbook* (10th edition) shall be governed by the procedures, dates, and criteria noted in those earlier documents.

I. Ordinary Schedule of Deadlines in Preparation for Tenure and Promotion:

First Year

- by Sept. 15 Department Chair reviews Faculty Handbook and Department Procedures with Candidate, and Tenure Committee is appointed.
- Fall term One teaching observation by each of the appointed members of the Tenure Committee.
- Spring term One further teaching observation by each of the members of the Tenure Committee and one teaching observation by Department Chair.
- May Tenure Committee develops written Evaluative Report on Candidate’s teaching, scholarship, and service, and meets with Candidate to discuss the report and the faculty member’s plans for the subsequent year.

Second Year

- by April One teaching observation by each of the appointed members of the Tenure Committee.
- Spring term Research Presentation to Theology Faculty.
- May Tenure Committee develops written Evaluative Report on Candidate’s teaching, scholarship, and service, and meets with Candidate to discuss the report and the faculty member’s plans for the subsequent year.

Third Year

- Sept. 21 Candidate submits Third Year Review Dossier to Theology Department.
- Fall Department meets for Third Year Review Deliberations, drafts and approves Third Year Review Report, and submits to Candidate. Chair discusses Third Year Review Report with Candidate.
- By April One teaching observation by each of the members of the Tenure Committee and one teaching observation by Department Chair.
- May Tenure Committee develops written Evaluative Report on Candidate’s teaching, scholarship, and service, and meets with Candidate to discuss the report and the faculty member’s plans for the subsequent year.

Fourth Year

- By April One teaching observation by each of the members of the Tenure Committee and one teaching observation by Department Chair.
- May Tenure Committee develops written Evaluative Report on Candidate's teaching, scholarship, and service, and meets with Candidate to discuss the report and the faculty member's plans for the subsequent year.

Fifth Year

- Fall Research Presentation to Theology Faculty.
- By April One teaching observation by each of the members of the Tenure Committee and one teaching observation by Department Chair.
- May Tenure Committee develops written Evaluative Report on Candidate's teaching, scholarship, and service, and meets with Candidate to discuss the report and the faculty member's plans for the subsequent year.

Sixth Year

- Jan. 15 Submission of Tenure Dossier to Theology Department and CART.
- By Feb. 15 Evaluation by tenured members of Theology Department of Candidate's teaching, scholarship and service, with vote on Department Recommendation about tenure and promotion.

II. Tenure Dossier

All probationary faculty will maintain a Tenure Dossier file in the Theology Department Office that contains, at minimum, the following:

- Current Curriculum Vitae
- Schedule of Teaching Hours and Office Hours
- Copies of Course Syllabi for all Courses Taught
- Sample Quizzes, Exams, and Writing Assignments (updated annually)
- Course Evaluations by Students
- Teaching Observations, Reports by Tenure Committee, Third Year Review Report
- Offprints of Current Publications and Copies of Conference Papers Delivered
- Formal Letters of Appointment to Departmental and College Committees

The Candidate may supplement this Dossier file with any other materials that would assist the Department in its evaluation of the Candidate in the areas of teaching, scholarship, and service.

III. Dossier Preparation

The Office of the Vice-President for Academic Affairs offers Guidelines, Template, and annual workshops for Dossier Preparation.

IV. Tenure Committee

During the first five years of the probationary period, Candidates will be assigned a Tenure Committee consisting of the Department Chair (or his/her designate) and two tenured members of the Theology Department appointed by the chair in consultation with the probationary faculty member. The normal term for assignment of tenured faculty to a Tenure Committee shall be two years, after which term a new Tenure Committee will be constituted. The ordinary responsibilities of the Tenure Committee shall be:

- One teaching observation and written evaluation each year by Department Chair.
- One teaching observation each year (in either semester) by each faculty member appointed to the Committee, each with a written evaluation of the Candidate's theological competence in the content of the course and the Candidate's teaching competence.
- The Department Chair will ensure that there is at least one evaluation of the Candidate's teaching and overall performance in the DWC Program each year, normally conducted by the Director of the DWC Program.
- The Department Chair will convene an annual meeting of the Candidate's Tenure Committee to review the teaching observations and Tenure Dossier file and to formulate a jointly-written Tenure Committee Report on the Candidate's progress toward tenure, noting the Candidate's strengths and making particular recommendations for improvement in areas of concern. The Tenure Committee will then meet with the Candidate to discuss his or her progress and to provide guidance for meeting the criteria for tenure in teaching, scholarship, and service.
- The Tenure Committee Reports will become part of the tenure file for future consideration by the Department, the Dean, CART, and the President. These Reports and other peer evaluations are confidential and are only to be used by (1) the Chair when preparing the Chair's tenure evaluation recommendation, and by (2) the tenured members of the Department in conjunction with their vote relative to the Candidate's application for Tenure.

The probationary faculty member will have the right to respond in writing to any teaching observation or Committee report, and include that written response in the Tenure Dossier.

V. Research Presentations

As noted in the Schedule above, Research Presentations for probationary faculty take place in the Spring semester of the 2nd year and the Fall semester of the 5th year. The Department Chair will work with the Candidate at the beginning of the relevant semester to schedule a time for the event, which will consist of a research presentation and a presentation of his or her research program, followed by a discussion with the faculty.

VI. Third Year Review

A thorough review and evaluation of the Candidate's documented record of teaching, scholarship, and service shall be conducted by the Chair in consultation with the tenured members of the department in the fall of the Candidate's third contract year. The Third-Year Review is a detailed assessment of the ways in which a Candidate is or is not making appropriate progress towards the minimum standards for achieving tenure.

The Third-Year Review will require the Candidate to submit all materials normally considered in making a tenure decision, both the materials contained in the Tenure Dossier to date and any other material considered relevant to a review of the Candidate's progress. The Third-Year Review Dossier must be submitted to the Theology Department on or before September 21. It is the responsibility of each tenured member of the Department to review carefully the Candidate's Dossier.

The Department will meet in October to review and evaluate the documented evidence of progress presented in the Dossier or solicited by the Department Chair or his/her delegate. After the Chair presents to the members of the Department the criteria for tenure presented in the *Faculty Handbook* and these Procedures, the previous and current members of the Candidate's Tenure Committee will individually present their evaluation of the Candidate in each of the three distinct areas of teaching, scholarship, and service, and invite all tenured members of the Department to participate in the evaluation.

On the basis of the minutes of the Departmental discussion, the Chair will develop a draft Third Year Review Report, noting the Candidate's strengths and making particular recommendations for improvement in areas of concern. This draft will be submitted to the Department no later than one week after the Departmental deliberation, and the Department will meet again for discussion, amendment, and final approval of the Report no later than two weeks after the Departmental deliberation. A copy of this final Third Year Review Report will be offered to the Candidate, and the Chair will meet with the Candidate to address any questions the Candidate may have. This Report will be placed in the Dossier. The Candidate has the right to respond to the Report and place this response in the Dossier.

VII. Departmental Evaluation of Qualifications for Tenure

- Those Candidates eligible for Tenure and Promotion to Associate Professor will submit their Tenure Dossier not later than January 15 to the Theology Department and the Office of the Vice-President for Academic Affairs. It is the responsibility of each tenured member of the Department to carefully review the Candidate's Tenure Dossier, and to participate in the Departmental Evaluation of the Candidate(s) which will take place at a meeting to be scheduled no later than February 15.
- The Departmental Evaluation will be prepared in accord with Appendix E of the *Faculty Handbook*, 11th edition. The evaluation of the Candidate will be based on the documented evidence contained in the Dossier, the Candidate's file, or definitively solicited by the Chair or his/her designate.

VIII. Departmental Evaluation of Probationary Faculty

A. Teaching

- Candidates will be evaluated throughout the probationary period by the Tenure Committees as described above. Candidates are expected to show evidence of continuing effective performance of teaching responsibilities in and out of the classroom. Such evidence includes, but is not limited to, student evaluations, peer evaluations, teaching portfolios, and the annual Tenure Committee Review Reports and Third Year Review.

B. Scholarship

- Candidates are expected to demonstrate evidence of continuing scholarly development and performance of scholarly responsibilities throughout the probationary period.
- Demonstration of the above takes place, in part, through the Candidate's participation in two Research Presentations to the Theology Faculty in the second and fifth year of the Candidate's probationary period.
- Throughout the probationary period, Candidates will be expected to share scholarly work both in the form of presentations to scholarly organizations and submission of written work for publication, and to obtain favorable refereed evaluation of this written work through acceptance of scholarly articles in objective peer-reviewed theological journals and books.
- Continuing scholarly development and performance is evaluated not only on the basis of quantity, but also on the basis of the quality of the work produced. Quality scholarship is evidenced by a manifest high level of discipline-related expertise and positive objective peer review of publications and presentations. Candidates for Tenure will work with the Chair to provide external review of their scholarship and its contribution to the field. Candidates will supply a list of five possible reviewers to the Department Chair, who will procure two letters of external review from this list, and one other external review from a reviewer not on this list. The importance of quality in the evaluation of scholarly products is complemented by the Departmental ranking of the importance of various kinds of products, from highest to lowest. The Departmental evaluation of the Candidate's scholarship is based on evidence drawn from all these kinds of scholarly products considered as a whole.

1. Scholarly, objective peer-reviewed books
2. Scholarly articles/chapters in objective peer-reviewed journals/books
3. Scholarly articles/chapters in non-peer-reviewed journals/books
4. Scholarly papers presented at professional conferences
5. Scholarly book reviews
6. Editing scholarly journal issues or books
7. Referee for a scholarly journal or publisher

To be recommended for tenure, a candidate will have at least three objective, peer-reviewed articles/chapters published (or accepted for publication) in scholarly journals/books, or the equivalent. The publication (or acceptance of a completed

manuscript for publication) of a scholarly, objective peer-reviewed book is understood to be the equivalent of three objective, peer-reviewed articles.¹

C. Service

- Candidates are expected to demonstrate evidence of continuing performance of service responsibilities to the Department and in one or more of the following areas: the College, the academic discipline, the Church and/or the community.
- Service to the Department includes but is not limited to:
 1. Service on Departmental committees
 2. Service as Major/Minor or Graduate Studies advisor for Theology students.
 3. Service to the Department's mission (e.g., moderating student organizations related to the Department's mission, sponsoring campus lectures, etc.)
 4. Service to the Department at College functions, such as Family Day and Major/Minor Fairs
- Service to the College includes but is not limited to:
 1. Directing an Academic or Administrative Program
 2. Service on a College or Interdisciplinary Program Committee
 3. Service as senator-at-large on the Faculty Senate
 4. Service as an Undeclared Student Advisor
 5. Pastoral Service to the College Community
- Service to the Academic Discipline includes but is not limited to:
 1. Holding office or Committee service in regional or national professional associations
 2. Departmental liaison to a professional organization
 3. Serving as Editor of a scholarly publication
- Service to the Church and/or Community includes but is not limited to:
 1. Participation in ecclesiastical boards, commissions, and organizations
 2. Pastoral service and charitable work
 4. Speaking to Community groups
 5. Advising civic organizations and government groups
 6. Activities in which Candidate's theological knowledge and skills are shared with the community

¹ For the Department of Theology, the clearest evidence of "objective peer review," the language employed by the 11th edition of the Faculty Handbook, is the use of a "double-blind" process, that is, when there is reciprocal anonymity between the author and reviewer of the manuscript. Prudential judgment is used to determine equivalency in the case of articles or chapters published in response to an invitation. In this case, factors such as the quality of the work (determined by departmental and external review), the scholarly distinction of the editor or press inviting the work, and the rigor of the peer-review process, are taken into consideration.

Theology Department Procedures for the Evaluation of Faculty for Promotion

The Theology Department will assist Ordinary Faculty (the “Candidate”) to prepare for Promotion in accord with the Providence College *Faculty Handbook* (11th Ed.) and the Departmental Procedures presented here.

Notes: (1) Members of the Department hired prior to 2014 and who have elected to be evaluated for promotion under the previous Departmental Guidelines and *Faculty Handbook* (10th edition) shall be governed by the procedures, dates, and criteria noted in those earlier documents. (2) Tenured members of the Department who seek Promotion to Associate Professor are governed by the Schedule for Promotion indicated below and the criteria for teaching, scholarship, and service specified above in the Procedures for Tenure and Promotion to Associate Professor *mutatis mutandis*.

I. Schedule for Promotion:

- Faculty may apply to promotion to the rank of Professor after five years of service to the college in the rank of Associate Professor.
- The schedule below requires Candidates to be aware that the Theology Department requires a two-semester process of evaluation for Promotion in rank, which process may begin the year before the Candidate is eligible for Promotion.

1. The Year Prior to Applying for Promotion

September	The Candidate meets with the Department Chair to review Department procedures for evaluation of Candidates, and the Chair appoints two members of the Department in the rank of Professor to serve with him or her on the Promotion Committee
Fall term	One teaching observation by each of the appointed members of the Promotion Committee
Spring term	One teaching observation by each of the appointed members of the Promotion Committee and one teaching observation by Department Chair
May	Meeting of the Candidate with the Promotion Committee

2. The Year of Applying for Promotion

Sept. 15	Candidate submits Promotion Dossier to the Theology Department and CART
By Oct. 15	The Department Chair and Professors in the Theology Department evaluate Candidate and forward results to the Provost

II. Faculty Promotion Dossier File

Faculty who intend to seek Promotion will create and maintain a Promotion Dossier file in the Theology Department Main Office, which collects the relevant materials throughout the two-semester application period. The responsibility for creating and maintaining the Promotion Dossier file lies entirely with the faculty member seeking Promotion. The Promotion Dossier file will contain, at minimum, the following:

- Current Curriculum Vitae
- Schedule of Teaching Hours and Office Hours
- Copies of Course Syllabi for all courses taught
- Sample Quizzes, Exams, and Writing Assignments
- Course Evaluations by Students
- Reports of Teaching Observations by Promotion Committee
- Offprints of Current Publications and Copies of Conference Papers Delivered
- Letters of Appointment to Departmental and College Committees

The Candidate seeking promotion may supplement this Dossier file with any additional material that would assist the Department in its evaluation of the candidate for Promotion in the areas of teaching, scholarship, and service.

III. Dossier Preparation

The Office of the Vice-President for Academic Affairs offers Guidelines, Template, and annual workshops for Dossier Preparation.

IV. Promotion Committee

Once the Candidate informs the Chair of his or her desire to seek promotion, the Chair will assign a Promotion Committee consisting of the Department Chair (or his/her designate) and two Professors of the Theology Department, appointed by the Chair.

- The two appointed members of the Promotion Committee will observe and evaluate the teaching of the Candidate for promotion once each semester for a period of two semesters prior to the Candidate's submission of materials for Promotion. The Department Chair will observe and evaluate the teaching of the Candidate in one of the two semesters prior to the Candidate's submission of materials for Promotion.

The Candidate seeking promotion will have the right to respond in writing to any teaching observation and include that written response in the Promotion Dossier.

V. Departmental Evaluation of Qualifications for Promotion

A. Teaching

- The Candidate's teaching will be evaluated by the Promotion Committee as described above.
- The Department Chair will ensure that there is at least one evaluation of the Candidate's teaching and overall performance in the DWC Program, normally conducted by the Director of the DWC Program. This requirement is waived if the Candidate is not scheduled to teach in DWC during the evaluation period.
- Eligible members of the Department will evaluate the Candidate's teaching on the basis of the documented evidence of continuing effective performance and distinguished achievement in fulfillment of teaching responsibilities in and out of the classroom.

B. Scholarship

- Candidates are expected to demonstrate evidence of continuing scholarly development and performance of scholarly responsibilities, and distinguished achievement in the same.
- Evidence of the above includes shared scholarly work both in the form of presentations to scholarly organizations and submission of written work for publication, wherein the latter receives favorable refereed evaluation and acceptance for publication in objective peer-reviewed books and scholarly articles/chapters in objective peer-reviewed theological journals/books.
- Continuing scholarly development and performance is evaluated not only on the basis of quantity, but also on the basis of the quality of the work produced. Quality scholarship is evidenced by a manifest high level of discipline-related expertise and positive reception by the relevant scholarly community. Candidates will work with the Chair to provide external review of their scholarship and its contribution to the field. Candidates will supply a list of five possible reviewers to the Department Chair, who will procure two letters of external review from this list, and two other external reviews from reviewers not on this list. The importance of quality in the evaluation of scholarly products is complemented by the Departmental ranking of the importance of various kinds of products, from highest to lowest. The Departmental evaluation of the Candidate's scholarship is based on evidence drawn from these kinds of scholarly products considered as a whole.
 1. Scholarly, objective peer-reviewed books
 2. Scholarly articles/chapters in objective peer-reviewed journals/books
 3. Scholarly articles/chapters in non-peer-reviewed journals/books
 4. Scholarly papers presented at professional conferences
 5. Scholarly book reviews
 6. Editing scholarly journal issues or books
 7. Referee for a scholarly journal or publisher

- Candidates for Promotion to Professor are expected to produce the equivalent of one scholarly book or four scholarly articles/chapters published in objective peer-reviewed journals/books from the time the Candidate was promoted to Associate Professor. It is also expected that the Candidate will submit evidence of distinguished ongoing scholarly development and performance of scholarly responsibilities.²

C. Service

- Candidates are expected to demonstrate evidence of continuing performance of service responsibilities and distinguished achievement in the same, to the Department and in one or more of the following areas: the College, the academic discipline, the Church and/or the community.
- Service to the Department includes but is not limited to:
 1. Service as Departmental Chair or Graduate Director
 2. Service on Departmental Committees
 3. Service as Major/Minor or Graduate Studies advisor for Theology students
 4. Service to the Department's mission (e.g., moderating student organizations related to the Department's mission, sponsoring campus lectures, etc.)
 5. Service to the Department at College functions, such as Family Day and Major/Minor Fairs
- Service to the College includes but is not limited to:
 1. Directing an Academic or Administrative Program
 2. Service on a College or Interdisciplinary Program Committee
 3. Service on the Faculty Senate
 4. Service as an Undeclared Student Advisor
 5. Pastoral Service to the College Community
- Service to an Academic Discipline includes but is not limited to:
 1. Holding office or Committee service in regional or national professional associations
 2. Departmental liaison to a professional organization
 3. Serving as Editor of a scholarly publication

² For the Department of Theology, the clearest evidence of “objective peer review,” the language employed by the 11th edition of the Faculty Handbook, is the use of a “double-blind” process, that is, when there is reciprocal anonymity between the author and reviewer of the manuscript. Prudential judgment is used to determine equivalency in the case of articles or chapters published in response to an invitation. In this case, factors such as the quality of the work (determined by departmental and external review), the scholarly distinction of the editor or press inviting the work, and the rigor of the peer-review process, are taken into consideration.

- Service to the Church and/or the community includes but is not limited to:
 1. Participation in ecclesiastical boards, commissions, and organizations
 2. Pastoral service
 3. Charitable work
 4. Speaking to Community groups
 5. Advising civic organizations and government groups
 6. Activities in which Candidate's knowledge and skills are shared with the community

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