

BLOOMSBURG UNIVERSITY  
Bloomsburg, Pennsylvania

*Reorganized*

TENURE CRITERIA AND PROCEDURES

I. INTRODUCTION

The Collective Bargaining Agreement defines “Tenure” as the right of a faculty member to hold his/her position and not be removed except for just cause. Until such time as tenure is granted, a faculty member on a tenure-track appointment is referred to as a probationary (non-tenured) faculty member.

Tenure may be granted to a faculty member by the President after consideration of the criteria which are listed and discussed in detail later in this document. It is based upon the evidence presented by the faculty member, together with recommendations of the department tenure committee, the department chairperson, and the University-Wide Tenure Committee.

Each applicant, the department chairperson and the members of the department evaluation and tenure committees have the responsibility of becoming familiar with the details of Article 12 - PERFORMANCE REVIEW AND EVALUATION OF FACULTY and Article 15 - TENURE of the Collective Bargaining Agreement. The chairperson of the university-wide tenure committee may be contacted for clarification with regard to any items and will be available to meet with all probationary faculty in order to make them aware of their responsibilities, as well as those of the department committees and the department chairperson. In addition, “probationary FACULTY shall be made aware, by management in writing, at the time of their employment of the rules, regulations, procedures and objectives they are required to meet as FACULTY MEMBERS of the University.” (Article 12. Section F.1)

Faculty members whose basic responsibilities are outside of the classroom setting shall be evaluated according to their job descriptions. (See Article 12.D.2) The job description must be included as a part of the tenure document.

In addition, “each applicant for tenure shall have the right to request and make an appearance before the university-wide tenure committee to speak on his/her own behalf before the committee submits its recommendations to the President or his/her designee.” (Article 15.E.3)

II. DUTIES AND RESPONSIBILITIES FOR TENURE

1. Department Evaluation Committee:

- a. Must oversee peer classroom observations and compile reports, thereof.  
There should be at least two (2) visitations for faculty members whose basic responsibilities are outside of the classroom.

- b. Must prepare an annual written evaluation report and shall submit this report (with supportive information) to the Academic Dean, the faculty member, and the department chairperson. The written evaluation reports shall also contain a recommendation for renewal or non-renewal of the faculty member.
2. Department Chairperson:
  - a. Must conduct one annual classroom visitation, and prepare a written report, thereof. In addition, an annual evaluation report shall be given to the faculty member, with a copy sent to the academic Dean according to the timetable in the contract (Article 12.F.3 and 4).
  - b. Shall complete an independent recommendation for or against tenure in a timely fashion to be included in the applicant's application due February 15 (October 1 for faculty with January anniversaries) .
3. Academic Dean:
  - a. Shall write an annual performance review based on the data supplied by the department evaluation committee, the department chairperson, and any other relevant and substantiated data. All reviews should be placed in the application.
4. Applicant:
  - a. A classroom faculty member must conduct student evaluations in all classes during the probationary period. (The evaluations of a faculty member whose primary responsibilities are outside of the classroom shall be based upon the criteria established in his/her job description. An appropriate instrument for this purpose should be developed by the department evaluation committee and approved at local Meet and Discuss.)
  - b. Must apply for tenure in the fifth year of probationary employment. Failure to apply shall mean that the sixth year of employment will be the terminal year.
  - c. Shall submit a letter and narrative justification for tenure, not to exceed two pages, to the President of the University by December 31 of the fifth year of probationary employment (May 1 for faculty with January anniversaries). Included in this request shall be a statement of why the faculty member thinks that he/she should be granted tenure.
  - d. Shall submit the complete application, including the narrative justification for tenure and appropriate supporting documents, to the department chairperson and the chairperson of the department tenure committee by the dates indicated in (c). See 12.C.1.b of the contract.
  - e. Shall submit nine (9) copies of the completed tenure document, with all appropriate recommendations, to the chairperson of the University-Wide Tenure Committee by February 15 of the fifth year of probationary employment (October 1 for faculty with January anniversaries).
  - f. Shall submit two (2) copies of the completed tenure document, with all appropriate recommendations, together with one (1) copy of the student evaluations, to the Provost's office by February 15 of the fifth year of probationary employment (October 1 for faculty with January anniversaries).

- g. By the same date as indicated in (f.), the applicant shall place all supporting materials and one copy of student evaluations in the library, according to the instructions given by the chairperson of the University-Wide Tenure Committee. See 12.C.1.b of the contract.
  - h. It is the applicant's responsibility to ensure that all of the required materials are submitted to the department tenure committee on time. In the event that some required information is omitted, the applicant may be disadvantaged. If such an omission does occur, the applicant should include a written explanation concerning the reason for the omission with the application.
5. Department Tenure Committee
- a. Tenure Committee shall complete, in writing, its recommendation of each applicant for tenure in a timely fashion to be included in the applicant's application due February 15 (October 1 for faculty with January anniversaries).
6. University-Wide Tenure Committee:
- a. Shall review all tenure applications and, by April 1 (November 1 for faculty with January anniversaries), submit its recommendations to the President, with copies to the Provost and Vice President for Academic Affairs, the applicant, the department chairperson, and the chairperson of the department tenure committee.
7. President of the University:
- a. Shall notify by October 1 (February 1 for faculty with January anniversaries) all 5<sup>th</sup> year probationary faculty that they have until December 31 (May 1 for faculty with January anniversaries) to apply for tenure.
  - b. Shall either grant tenure or not to each applicant by May 31 (December 31 for faculty with January anniversaries) of the fifth year of probationary employment. The President shall notify each applicant, in writing, of his/her decision regarding tenure.
8. Administration:
- a. Shall provide, in writing, at the time of appointment, the rules, regulations, procedures and objectives for which faculty members are responsible. A copy of this letter is to be sent to the local APSCUF President.

### **III. OVERVIEW OF DEADLINES**

Considerations for tenure are contingent upon a number of actions during the probationary faculty member's fifth year. These must occur no later than the deadlines specified in article XV of the Collective Bargaining Agreement.

Contractual deadlines for classroom observations and evaluations can be found in the CBA, Article 12.

In the event that a deadline date falls during a weekend, holiday, or official University closing, the deadline is moved to the next business day.

1. Fall hires:

- a. **By October 1:** Notification by the President of the eligibility of the probationary faculty member for tenure, with copies to the appropriate department chairperson.
- b. **By December 31:** Submission of a request and a narrative justification for tenure by the applicant to the President of the University with a copy to the appropriate department.
- c. **By December 31:** Submission by the applicant of a thorough, complete, organized, accurate and relevant application including the narrative justification for tenure. The format for this application is in Appendix B. A copy of the application must be submitted to the applicant's department chairperson and another to the chairperson of the department tenure committee, together with supporting documents.
- d. **By February 15:** Forwarding by the **applicant** of the following:
  1. To the chairperson of the university-wide tenure committee, nine (9) copies of the completed tenure packet involving all items in Appendix C.  
  
Note: It shall be the applicants responsibility to forward the application to the university-wide tenure committee if the department chairperson or department tenure committee fail to complete the required recommendations by the contractual deadline of February 15.
  2. To the Provost's office, two (2) copies of the application, with the recommendations of the department chairperson and the department tenure committee, together with one copy of student evaluations.
- e. **By February 15,** the applicant shall place all supporting materials and one copy of student evaluations in the library, according to the instructions given by the chairperson of the university-wide tenure committee.
- f. **By April 1:** The university-wide tenure committee submits its recommendations to the President.
- g. **By May 31:** The President notifies the applicant of his/her tenure decision.

2. January hires:

- a. **By February 1:** Notification by the President of the eligibility of the probationary faculty member for tenure, with a copy to the appropriate department chairperson.

- b. **By May 1:** Submission of a request and a narrative justification for tenure by the applicant to the President of the University, with a copy to the appropriate department.
- c. **By May 1:** Submission by the applicant of a thorough, complete, organized, accurate and relevant application including the narrative justification for tenure. The format for this application is in Appendix B. A copy of the application and supporting documents must be submitted to the applicant's department chairperson and another to the chairperson of the department tenure committee.
- d. **By October 1:** Forwarding by the **applicant** of the following:
  - 1. To the chairperson of the university-wide tenure committee, nine (9) copies of the completed tenure packet involving all items in Appendix C.  
  
Note: It shall be the applicants responsibility to forward the application to the university-wide tenure committee if the department chairperson or department tenure committee fail to complete the required recommendations by the contractual deadline of October 1.
  - 2. To the Provost's office, two (2) copies of the application, with the recommendations of the department chairperson and the department tenure committee, together with one copy of student evaluations.
- e. **By October 1,** the applicant shall place all supporting materials and one copy of student evaluations in the library, according to the instructions given by the chairperson of the university-wide tenure committee.
- f. **By November 1:** The university-wide tenure committee submits its recommendations to the President.
- g. **By December 31:** The President notifies the applicant of his/her tenure decision.

#### IV. CRITERIA FOR TENURE

Article 12.B of the Collective Bargaining Agreement established the following three items as criteria for performance review and evaluation of faculty: (1) effective teaching and fulfillment of professional responsibilities (2) continuing scholarly growth and (3) service: contribution to the University and/or community.

Evidence of effective teaching and fulfillment of professional responsibilities is the principal criterion for receiving a favorable recommendation from the University-Wide Tenure Committee. However, this area alone is not sufficient to warrant a positive recommendation. The applicant must also demonstrate continuing scholarly growth over the probationary period and show evidence of service to the University and/or the community. This does not preclude a applicant from emphasizing either continuing

scholarly growth or service. The applicant should include a succinct statement indicating the manner in which he/she has met these criteria.

### **1. Effective Teaching and Fulfillment of Professional Responsibilities**

According to the Collective Bargaining Agreement, “the universal responsibility of the teaching FACULTY MEMBER is effective teaching.” Furthermore, “a proper academic climate can be maintained only when members of the FACULTY meet their fundamental duties and responsibilities regularly.” (Article 4.A and B) Therefore, the first – and most important – criterion on which a applicant’s application for tenure will be judged will be “Effective Teaching and Fulfillment of Professional Responsibilities”. Applicants who are non-classroom faculty will be evaluated in their performance of duties as described in the University’s description of their positions, a copy of which must be included within the application.

The university-wide tenure committee does not endorse any particular style or technique of teaching, since the committee recognizes that instructional effectiveness may be achieved in many different ways. Rather, it is the applicant's responsibility to show that his/her teaching style provides quality instruction.

No single datum, such as one item in the student survey, will be selectively excluded or included to determine the applicant’s performance effectiveness in a category.

To show evidence of effective teaching and fulfillment of professional responsibilities, a classroom faculty member should present evidence of the following:

- 1) Peer evaluations, including visitation reports and annual evaluations by department evaluation committees. It is recommended that reports be written in narrative form and address the applicant’s strengths and weaknesses as an instructor, the applicant’s knowledge of the subject matter and his/her ability to communicate it.
- 2) Chairperson’s evaluations and visitation reports. These reports should address the overall teaching effectiveness of the applicant.
- 3) Student evaluations for the last nine semesters (Fall & Spring) before the application is filed. Include one or more Summary Tables of Student Evaluations (place original data in Andruss Library).

Evaluations:

- a) Generate the table in a format which present data clearly and summarizes the overall information.
- b) Summarize the data across all courses taught, or use other organizational schemas, such as: all sections of a single course; or lower-level versus upper-level courses. The format must be clearly organized and legible. A short note may explain the format.

- c) Be aware that members of the University Tenure Committee and/or the administration may verify the accuracy of these tables by cross-checking with the original data on file in the supporting materials.
- d) Each table must include the following information:
  - (1) course numbers and names of courses taught (full or abbreviated);
  - (2) number of students enrolled in the course, and number of those responding to questionnaires;
  - (3) number of responses to every questionnaire item on all five categories (a through e);
  - (4) response data given as frequencies (= actual 9)
- 4) A grade distribution chart for all courses for the last 9 semesters. The applicant must request that Planning, Institutional Research & Information Management provide a grade distribution for the last 9 semesters (fall & spring). Institutional Research will provide this chart to the tenure applicant
- 5) Quality of academic advisement.
- 6) Willingness to accept and timely execution of departmental work assignments.
- 7) Other supporting evidence of effective teaching and fulfillment of professional responsibilities while at Bloomsburg University: Dean's or other appropriate manager's annual or annual year evaluations, reassigned time awards, quality of syllabi of courses developed, quality of course examination and paper assignment, and other relevant materials.
  - a) For faculty members whose basic responsibilities lie outside the classroom, the duties and responsibilities of the position shall be the category instead of effective teaching.
  - b) For faculty member with mixed work assignments, effective teaching and the duties and responsibilities of the position shall be evaluated in this category. Reassigned time work for athletics, music ensemble, student publications, forensics, dramatics, and administrative duties, in lieu of teaching, is to be included in this category.

## **2. Continuing Scholarly Growth**

Continuing scholarly growth is a significant factor in the academic life of a faculty member. While in the area of scholarly growth, graduate work and attendance at conferences are recognized as valuable in remaining current in a field of study, the highest level of recognition is for contributions to the field of study (i.e., publications in refereed journals, books published through a review process (not "vanity press") or juried presentations/performances, etc.) that add new knowledge, information or work to the field. A balanced

blend of scholarly activities is evidence of continuing scholarly growth while at Bloomsburg University which might include such relevant activities as:

- a. Graduate course work completed in the discipline or related discipline.
- b. Publications of juried scholarly articles, monographs, books, or presentations of original works.
- c. Papers presented at professional societies.
- d. Participation in juried, invitational or other shows.
- e. Offices held in professional organizations.
- f. Editorships of professional publications.
- g. Professional awards and honors.
- h. Participation in professional meetings, organizations, conferences, and workshops of professional societies.
- i. Applications for grants and grant acquisitions.
- j. Invitational lectures presented.
- k. Musical or theatrical performances.
- l. Refereeing of papers for presentation and/or publication/ book reviews.
- m. Peer review of grant applications.
- n. Development of experimental programs and program-related projects.
- o. Collaborative research with students that result in a presentation or publication.
- p. Collaboration with other professionals.
- q. Consultantships that involve research and results in scholarly work.
- r. Other items that the applicant can justify as appropriate. Scholarly and creative work completed under reassigned time may be included in this category only when the reassigned time is supported by external grants or is approved by Faculty Professional Development Council as a scholarly or creative work project.

### **3. Service: Contribution to the University and/or the Community**

The University values those individuals who contribute to its overall well being and who create and maintain good will within the community. As evidence of contributions to the University, the applicant should present such relevant information as:

- a. Quality of participation in committees within the academic department and the University.
- b. APSCUF activity contributing to the governance of the University.
- c. Co-curricular and/or extra-curricular non-academic advisement.
- d. Contributions to general curriculum and program development.
- e. Participation in university-wide colloquia.



- f. Participation on University accreditation self-study teams.
- g. Participation in University developmental activities, such as planning, recruitment, retention, and alumni efforts.
- h. Other endeavors which bring distinction to the University.

To support evidence of service to the community, the applicant should present such relevant information as:

- a. Participation in professionally oriented, community organizations reasonably related to the faculty member's discipline.
- b. Speaking engagements to community organizations on topics related to the faculty member's expertise.
- c. Other speaking engagements.
- d. Professional consultations as a Bloomsburg University faculty member with national, state and local organizations or agencies. Work performed for personal gain should not be listed. (Provide detailed description of activity.) (promo doc p.14)
- e. Public service on or to boards, agencies, commissions, and organizations.
- f. Officially representing the University at local, regional, state, national, and international events.
- g. Any other service which the applicant can justify as appropriate.

## APPENDIX A

### A. GUIDELINES FOR FORMATION OF DEPARTMENT TENURE COMMITTEES

1. The size and method of selection of a department tenure committee shall be determined by the department in accordance with the Collective Bargaining Agreement. For purposes of efficiency, however, the department committee shall consist of no fewer than three or more than seven faculty members, exclusive of the department chairperson. If too few department members exist, or if members cannot be selected, the process outlined in Article 12, Section C1a will be used. Upon his/her election, the name of the chairperson of the department tenure committee shall be forwarded to the chairperson of the university-wide tenure committee.
2. All members of the department tenure committee shall be tenured faculty unless there are too few tenured faculty to comprise the committee as previously determined by the department. It is recommended that first year faculty members not be asked to serve on a department tenure committee.
3. “In no case shall a FACULTY MEMBER take part in the consideration of tenure for himself/herself.” (On potential conflicts of interest, see Article 15.E.1). A faculty member should not serve on the department tenure committee if a potential conflict of interest exists between him/her and the applicant (i.e., blood, marital, or domestic relationship).
4. It is strongly advised that department members who are serving in administrative positions either temporarily and/or on a part-time basis not serve on department tenure committees.

### B. DEPARTMENT CHAIRPERSONS EVALUATION:

When the Department Chairperson is reviewed for tenure, the department shall elect a faculty member in the department who is acceptable to the department and the administration to substitute for the department chairperson in all tenure review duties.

### C. UNIVERSITY-WIDE TENURE COMMITTEE

1. Establishment
  - a. The University-wide Tenure Committee shall consist of nine tenured members of the bargaining unit.
  - b. Five members shall be elected by plurality each even numbered year for a two-year term. Four members shall be elected by plurality each odd numbered year for a two-year term.

- c. If vacancies occur between regular elections, a replacement will be named through a special election to serve the remainder of the term left vacant.
  - d. No more than one person from a department shall serve on the committee.
  - e. At least one member from the College of Liberal Arts, one from the College of Science and Technology, one from the College of Business, one from the College of Professional Studies, and one from the non-aligned faculty shall serve on the committee, assuming that there are sufficient candidates for election to satisfy this requirement.
  - f. Four faculty shall be elected to serve at large.
  - g. No faculty member shall serve on the University-Wide Tenure Committee to consider his/her own application or the application of a member of his/her immediate family or a person residing in his/her domicile (including husband, wife, child, parent, member of the same domicile, parent-in-law, brother, sister, brother-in-law, sister-in-law or significant other) (Article 16.B.5 CBA).
2. Chairperson – The University-wide Tenure Committee shall elect a chairperson from its ranks, as soon as the election results are certified, to serve a one-year term. The chairperson may serve additional terms if elected by the committee.
  3. Quorum Statement – A quorum shall consist of seven committee members for all meetings, except that at those meetings at which individuals are being recommended for tenure nine members shall constitute a quorum.
  4. Procedures – The University-wide Tenure Committee will begin deliberations no earlier than February 15.
    - a. Each applicant for tenure shall have the right to request and make an appearance before the University-Wide Tenure Committee to speak on his/her own behalf before the committee submits its recommendations to the President or his/her designee. The request shall be made in writing to the chairperson of the University-wide Promotion Committee, and the appearance shall be scheduled prior to the committee's deliberations. The committee shall establish and publicize a deadline for such requests.
    - b. The University-wide Tenure Committee shall review all applications and supplementary material received from the applicants by the deadline.
    - c. The University-Wide Tenure Committee shall meet as a committee of the whole to determine recommendations for tenure to the University President with a written detailed recommendation in accordance with the statement of Tenure Policies and Procedures.
    - d. The University-wide Tenure Committee shall have the right to consult with the department committee, department chairperson or individuals submitting requests for tenure. The chairperson of the University-Wide Tenure Committee may ask an applicant to answer questions regarding his/her tenure application. If the University-wide Tenure

Committee is not satisfied with the justification a department committee and/or department chairperson makes for its recommendation, it may request that the department committee and/or the department chairperson supply further details. If the response from the chairperson, or department committee is unsatisfactory, the University-Wide Tenure Committee may discount the recommendation in its independent assessment of the applicant.

- e. The University-Wide Tenure Committee may request of the applicant access to his/her personnel files, subject to the restrictions imposed in the Collective Bargaining Agreement. Information, testimony, or other evidence (apart from those supplied by the applicant, department committee, department chairperson) may be considered by the University-wide Tenure Committee but will not be entertained unless submitted at the request of the University-wide Tenure Committee. The applicant may have access to copies of all documents reviewed by the University-wide Tenure Committee and a log of sources of information considered.

## APPENDIX B

### GENERAL PREPARATION INSTRUCTIONS FOR submitting Tenure Applications:

- A. Before preparing your Tenure Application, please review the most recent printing of the Collective Bargaining Agreement (CBA). You should especially refer to the following sections of the CBA: Article XII, Section 1.A, PERFORMANCE REVIEW AND EVALUATION... and Article XV Tenure .
- B. You should also review any materials distributed by the University Tenure Committee, specifically the currently applicable BU POLICIES AND PROCEDURES document.
- C. The University Tenure Committee schedules “Open Forums” for applicants and others. Open Forums are briefings where applicants and others may discuss policies and procedures with committee members, express concerns, and receive answers to their questions. The University Tenure Committee encourages attendance by applicants, chairpersons, and members of departmental tenure committees.
- D. Type or word-process the *Application* document, following these instructions:
  - Place your name on each page, in a consistent location
  - Number pages sequentially within each section (1.1, 1.2, 1.3; 2.1, 2.2; 3.1, etc.)
  - Use reverse chronology: start with your most recent experience and work back in time (The purpose is to facilitate review of your most recent work).
  - Use the format and headings specified in this document. (The purposes are: consistency among applicants, ease of keyboarding the document, and reader comprehension of which criteria you are addressing).
  - Do not double-list any given product – e.g., a manuscript or work of art. Instead review the instructions to decide the most appropriate section for placement of each item.
- E. Submit one or more copies of the *Application* to your department chairperson. After that date you should also make *Supporting Materials* available, upon request, to the chairperson and departmental Tenure committee members. Ask in advance about your department’s policy regarding the possibility of making subsequent additions and/or revisions to the *Application* and *Supportive Materials*. After the application and supporting material have been reviewed and signed by the department committee & chairperson, no additions, revisions or deletions may be done without permission of University Wide Tenure Committee.
- F. Duplication: with sufficient lead time, submit a master copy of your *Application* to BU Duplicating Services. If you are unable to work with Duplicating Services, conform as closely as possible to the standards below. The University Tenure Committee reserves the right to refuse documents presented in nonstandard formats. On the duplication order, specify “Standard tenure format and binding.”
  - “Standard Tenure format and binding” includes the following: back to back printing, left sided spiral binding, and stiff front and back covers, for 11 copies.
  - At present it is not possible to provide for tabs, nor for special handling of separate sections.
  - If you want more than 11 copies (e.g. for your self or the department), indicate the exact number desired.
- G. The contractual deadline is February 15. An alternate date is announced if February 15 falls on a weekend. On or before deadline, no later than the specified time of day:
  - a. Submit Nine (9) copies of your *Application*, including all available narratives and signature pages, to the University Tenure Committee. Each year the committee announces the specific location and deadline (date/time) for submission.
  - b. An additional Two (2) copies of your *Application*, including all available narratives and signature pages and a copy of all student evaluations should be sent to Provost’s Office.

- H. On or before the deadline, deposit required *Supportive Materials* in Andruss Library.
- 1) syllabi/course outline from courses recently taught
  - 2) originals of official computerized student evaluations;
  - 3) copies of scholarly papers/artistic works, etc.
  - 4) evidence of grants acquired, such as applications, acceptance letters, and/or reports;
  - 5) reports of reassigned time activities or special assignments, if any; and
  - 6) etc.
- I. Optional: on or before the deadline, you may also deposit in Andruss Library:  
Other relevant materials in support of claims made in your *Application*.

**APPENDIX C****CONTENT AND ORGANIZATION of your Tenure Applications****Preliminary Pages**

**Cover Sheet** (unnumbered); should have only your name, current rank, and name of department

**First Page** (unnumbered); must include all the following information:

- Your name
- Your campus phone number
- Name of your department
- Name of your department chairperson
- Campus phone number of department chairperson
- Name of department tenure committee chair, with campus phone number
- Date of appointment to Bloomsburg University (month and year)
- Total anticipated years of service at Bloomsburg University by end of current academic year
- Date that the *Application* is submitted to department chairperson (should be on or before December 31<sup>st</sup>)

**SECTION ONE: BACKGROUND INFORMATION**

(Begin this section on a new page, start page numbers with 1.1)

- A. List your **Educational Credentials**, including all the following information for each degree:
- Institution
  - Degree awarded or credits received
  - Major, minor, and/or fields of study
  - Dates of attendance
  - Date of award of degree, if applicable
- (In this section, do NOT list individual courses taken)
- B. List your **Teaching/Faculty Background**, including all the following information for each degree:
- Institution
  - Rank (be clear about regular faculty rank versus graduate assistantship status)
  - Dates of Experience
  - Total number of years
  - Full-time or part-time status
- C. List your **Other Work Experience** (if any) including all the following information for each assignment:
- Firm or institution
  - Title or job description
  - Dates of experience
  - Total number of years
  - Full-time or part-time status

Attach copies of **Official Transcripts** of all GRADUATE work. If any official transcript is in a language other than English, a translation should be provided.

Section Two:

### **EFFECTIVE TEACHING AND FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES**

See Article 12, Section 1.A, of the Collective Bargaining Agreement

(Begin this section on a new page, start page numbers with 2.1)

- A. **Narrative on Teaching and Fulfillment of Professional Responsibilities:** Write a single-spaced summary not to exceed one page. (Note: Longer narratives will NOT be read. The narrative should specifically describe your original contributions in that area. It should NOT be simply a list of achievements in sentence form, but should explain the significance of the information which follows).
- B. List your **BU Teaching History:** at minimum, names of courses taught and semester most recently taught.
- C. If you have administered them, include one or more **Summary Tables of Student Evaluations;** (place original data in Andruss Library).

INSTRUCTIONS for creating Summary Tables of Student Evaluations:

- Generate the table in a format which presents data clearly and summarizes the overall information.
  - Summarize the data across all courses taught, or use other organizational schemas, such as: all sections of a single course; or lower-level versus upper-level courses. The format must be clearly organized and legible. A short note may explain the format.
  - Be aware that reviewers of the application may verify the accuracy of these tables by cross-checking with the original data in the supporting materials.
  - Each table must include the following information:
    1. course numbers and names of courses taught (full or abbreviated);
    2. number of students enrolled in the course, and number of those responding to questionnaires;
    3. number of responses to every questionnaire item on all five categories (a through e);
    4. response data given as frequencies (= actual numbers, rather than percentages).
    5. Grade distribution chart (request from Institutional Research with each student evaluation for the semester).
- D. Briefly describe your **Fulfillment of Professional Responsibilities** in the three areas of: Student advisement, acceptance of departmental assignments, and timely execution of work assignments. (DO NOT include in this section “Committee Work” to be listed in Section Four of this *Application*)
- E. List your **Assigned Time Activities**, if any (and place a report on task accomplished in the library).
- F. List your **Teaching Related Innovations**, if any, indicating the extent of your personal contribution. (DO NOT include in this section “New courses” to be listed in Section Four of this *Application*).

### **INSTRUCTIONS FOR APPLICANTS WITH NON-TEACHING DUTIES**

If your basic responsibilities lie outside the classroom,  
**“the duties and responsibilities of the position shall be the category instead of effective teaching”**  
 (CBA, Article 12, Section 1.a, 1.b).

If you have a mixed work assignment,  
**“effective teaching and the duties and responsibilities of the position shall be evaluated under the terms of this Article”** (CBA, Article 12, Section 1.a, 1.c)

Therefore, you must write a Narrative (category A). You should address teaching effectiveness and fulfillment of professional responsibilities (categories B through F) where and if they are appropriate to your work assignment. You should also include a copy of your job description in this section of the *Application*, and address how well you have fulfilled those responsibilities.



Section Three:

### **CONTINUING SCHOLARLY GROWTH**

*See Article 12, Section 1.A, of the Collective Bargaining Agreement*

(Begin this section on a new page, start page numbers with 3.1)

- A. Narrative on Continuing Scholarly Growth:** write a single-spaced summary not exceeding one page.
- B.** (Note: longer narratives will NOT be read. The narrative should specifically describe your original contributions in that area. It should NOT be simply a list of achievements in sentence form, but should explain the significance of the information which follows.)
- C. List Activities** in support of your claim of continuing scholarly growth, following these guidelines:
- Review of the list below and determine which best describes each of your works
  - Be sure to place copies of published articles and documentation of the status of your work in the library;
  - Do NOT list in this section materials resulting from a Bloomsburg University committee assignment.

Contractually specified categories of scholarly growth include the following items:

- a. Graduate course work completed in the discipline or related discipline.
- b. Publications of juried scholarly articles, monographs, books, or presentations of original works.
- c. Papers presented at professional societies.
- d. Participation in juried, invitational or other shows.
- e. Offices held in professional organizations.
- f. Editorships of professional publications.
- g. Professional awards and honors.
- h. Participation in professional meetings, organizations, conferences, and workshops of professional societies.
- i. Applications for grants and grant acquisitions.
- j. Invitational lectures presented.
- k. Musical or theatrical performances.
- l. Refereeing of papers for presentation and/or publication/ book reviews.
- m. Peer review of grant applications.
- n. Development of experimental programs and program-related projects.
- o. Collaborative research with students that result in a presentation or publication.
- p. Collaboration with other professionals.
- q. Consultantships that involve research and results in scholarly work.
- r. Other items that the applicant can justify as appropriate. Scholarly and creative work completed under reassigned time may be included in this category only when the reassigned time is supported by external grants or is approved by Faculty Professional Development Council as a scholarly or creative work project.

section four:

**UNIVERSITY AND/OR COMMUNITY SERVICE**

*See Article 12, Section 1.A, of the Collective Bargaining Agreement*

(Begin this section on a new page, start page numbers with 4.1)

- A. **Narrative on Contributions to University and Community:** write a single-spaced summary not exceeding one page.

(Note: longer narratives will NOT be read. The narrative should specifically describe your original contributions in that area. It should NOT be simply a list of achievements in sentence form, but should explain the significance of the information which follows.)

- B. List of **Committee Service**, if any, must include the following information for each assignment:

- Name of committee
- Type of committee (department, school or university – including APSCUF)
- Membership (elected, appointed, or volunteered)
- Offices held, if any
- Dates of membership
- Extent of personal contributions
- Letter from chairperson of committee(s) in supporting documents

- C. List of **Advisement to Student Organizations**, if any, should include such items as:

- Name of organization
- Type of organization (such as: club, service or social fraternity/sorority, honor or professional society)
- Dates of advisement responsibility
- Extent of personal contributions

- D. List of **Other Contributions to the University**, if any, should include such items as:

- new courses or programs which you developed;
- lectures given for campus groups
- other professionally relevant contributions to the university.

- E. List of **Community Contributions**, if any, should include such items as:

- voluntary membership in professional oriented, community based organizations, which are reasonably related to your discipline;
- lectures given for community groups;
- consultations with local and area agencies and/or organizations; other professionally relevant contributions to the community

section five:

**SIGNATURE PAGES AND OTHER NARRATIVES** (page numbering is optional)

**Tenure Application Signature Page**

Original is attached to this instruction packet.

Duplicate or retype it as needed, and fill in the blanks.

**Department Committee Narrative and Signature Page**

**Content:** The narrative should not be merely a repetition of the application, but should explain the significance of the applicant's contributions from his/her colleagues' point of view. The committee members' narrative should justify the positive or negative recommendation.

**Length:** We recommend not exceeding 3 pages, single-spaced

**Signature Page:** At the end of the narrative, or on a separate page, committee members should sign the statement. A format for the statement is attached to this instruction packet.

Duplicate or retype it as needed, and fill in the blanks.

**Chairperson Narrative and Signature Page**

**Content:** The narrative should not be merely a repetition of the application, but should explain the significance of the applicant's contributions from the chairperson's point of view. The chairperson's narrative should justify the positive or negative recommendation.

**Length:** We recommend not exceeding 3 pages, single-spaced

**Signature Page:** At the end of the narrative, or on a separate page, the chairperson should sign the statement. A format for the statement is attached to this instruction packet. Duplicate or retype it as needed, and fill in the blanks.

Special note about committee and chairperson narratives. If these items are not received in time for duplication and binding with the rest of the *Application*, they should be firmly attached to the end of the document with staple, clips, or other binding materials.

Special note about signatures: We realize that, on rare occasions, evaluations and recommendations may be written and signed by someone other than department faculty members or the department chair. (For example, this might occur when a conflict of interest exists because of a familial or domestic relationship with the applicant, or in a small department which cannot form a tenure committee solely from its faculty.) In such cases the University Tenure Committee requests prior consultation if at all possible, plus an explanation to accompany such documents.

**Signature Page: Tenure Applicant****STATEMENT:**

I certify that the information contained in this application is correct, to the best of my belief and knowledge.

I certify that I have met the deadline of application to the department on or before the contract date and that I intend to meet the deadline of application to the university committee on or before the contract date.

I realize that I have the right to appear, on my behalf, before both the Departmental Tenure Committee and the University Tenure Committee, before their recommendations are forwarded.

I understand that I have the right to grieve Tenure decisions only as to myself, and then only with respect to failure to observe the procedures as set forth in the *Collective Bargaining Agreement*, and in the local document TENURE POLICIES AND PROCEDURES.

---

Signature of Applicant

---

Date

**Signature Page and Recommendation for Department Tenure Committee**

STATEMENT: Our signatures indicate having following all CBA provisions and TENURE POLICIES AND PROCEDURES document guidelines, to the best of our belief and knowledge, including the following:

- CBA and Side Letter provisions specifying that one should not participate in personnel recommendations for oneself, nor for a member of one’s immediate family or domestic partners (Article 12).
- “Faculty members applying for Tenure cannot serve on the departmental Tenure committee”

APPLICANT NAME: \_\_\_\_\_

PRESENT RANK: \_\_\_\_\_

Did the applicant meet the deadline to the department? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the applicant meet the minimum requirements for Tenure? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you recommend the applicant for Tenure? \_\_\_\_\_ Yes \_\_\_\_\_ No

Narrative precedes this signature page.

\_\_\_\_\_  
Signature of Department Tenure Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Tenure Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Tenure Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Tenure Committee Member

\_\_\_\_\_  
Date

**Signature Page and Recommendation for Department Chairperson**

**STATEMENT:** My signature indicate having following all CBA provisions and TENURE POLICIES AND PROCEDURES document guidelines, to the best of my belief and knowledge, including the following:

- CBA and Side Letter provisions specifying that one should not participate in personnel recommendations for oneself, nor for a member of one’s immediate family or domestic partner (Article 15)
- The chairperson “shall independently send a written evaluation and recommendation.”

APPLICANT NAME: \_\_\_\_\_

PRESENT RANK: \_\_\_\_\_

Did the applicant meet the deadline to the department? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the applicant meet the minimum requirements for Tenure? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you recommend the applicant for Tenure? \_\_\_\_\_ Yes \_\_\_\_\_ No

Narrative precedes this signature page.

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

## APPENDIX D

### Checklist of evaluations and observations needed by tenure applicants:

1. Student evaluations for each course, each semester
2. Faculty classroom observations: 2 each semester
3. Departmental Evaluation committee annual evaluation: 1 each year
4. Chairperson's classroom observation: 1 each year
5. Chairperson's annual evaluation: 1 each year
6. Dean's Annual Evaluation 1 each year
7. Recommendation regarding tenure from department committee
8. Recommendation regarding tenure from department chairperson

Note: Confirming this information, and other information regarding tenure, with the CBA and the university's "Tenure Criteria and Procedures" document is the responsibility of each tenure applicant. In the CBA, the relevant Articles are 12 and 15.

**Check-Off list for evaluations and observations needed for the tenure application:**

Please consult the ultimate authority for resolution of questions, that is, the Contract, Article 15 deals with Tenure. Article 14, Renewals and Non-Renewals, is also pertinent, as is Article 12, Performance Review and Evaluation.

Faculty observations (Classroom visits):

2 each semester. (CBA 12.2.A.1.b.(2))

**Yr 1** Fall 1. \_\_\_\_\_

2. \_\_\_\_\_

Spring 1. \_\_\_\_\_

2. \_\_\_\_\_

**Yr 2** Fall 1. \_\_\_\_\_

2. \_\_\_\_\_

Spring 1. \_\_\_\_\_

2. \_\_\_\_\_

**Yr 3** Fall 1. \_\_\_\_\_

2. \_\_\_\_\_

Spring 1. \_\_\_\_\_

2. \_\_\_\_\_

**Yr 4** Fall 1. \_\_\_\_\_

2. \_\_\_\_\_

Spring 1. \_\_\_\_\_

2. \_\_\_\_\_

**Yr 5** Fall 1. \_\_\_\_\_

2. \_\_\_\_\_

Chairperson's classroom observation (1 per year).

Year 1. \_\_\_\_\_

Year 2. \_\_\_\_\_

Year 3. \_\_\_\_\_

Year 4. \_\_\_\_\_

Year 5. \_\_\_\_\_

Department Evaluation Committee Evaluation and Recommendation (1 per year).



Year 1. \_\_\_\_\_  
 Year 2. \_\_\_\_\_  
 Year 3. \_\_\_\_\_  
 Year 4. \_\_\_\_\_  
 Year 5. \_\_\_\_\_  
 (CBA 12.2.D.3.a)

Chairperson's evaluation and recommendation. (1 per year)

Year 1. \_\_\_\_\_  
 Year 2. \_\_\_\_\_  
 Year 3. \_\_\_\_\_  
 Year 4. \_\_\_\_\_  
 Year 5. \_\_\_\_\_  
 (CBA 12.2.D.3.b)

Dean's evaluation (1 per year)

Year 1. \_\_\_\_\_  
 Year 2. \_\_\_\_\_  
 Year 3. \_\_\_\_\_  
 Year 4. \_\_\_\_\_  
 Year 5. \_\_\_\_\_

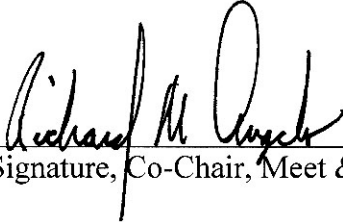
Your tenure application will also include recommendations regarding tenure from the department committee and the chairperson:

Tenure recommendation from department committee: \_\_\_\_\_  
 Tenure recommendation from Chairperson: \_\_\_\_\_  
 (CBA 15.E.1)

Also include all student evaluations:

Yr 1 Fall \_\_\_\_\_  
 Spring \_\_\_\_\_  
 Yr 2 Fall \_\_\_\_\_  
 Spring \_\_\_\_\_  
 Yr 3 Fall \_\_\_\_\_  
 Spring \_\_\_\_\_  
 Yr 4 Fall \_\_\_\_\_  
 Spring \_\_\_\_\_  
 Yr 5 Fall \_\_\_\_\_

For other information regarding the contents of your tenure application, see your experienced colleagues, attend any information sessions offered by the University Tenure Committee, and consult the CBA.

  
\_\_\_\_\_  
Signature, Co-Chair, Meet & Discuss

  
\_\_\_\_\_  
Signature, Co-Chair, Meet & Discuss