

# Guidelines For Application For Tenure

East Stroudsburg University  
The University-Wide Tenure Committee  
APSCUF Office  
285 Normal Street  
East Stroudsburg, PA 18301  
570-422-3278

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**Guidelines For Application For Tenure  
East Stroudsburg University  
APSCUF Office  
Fourth edition, Effective November, 2013**

**The Purpose of this Document**

The purpose of this document is to explain the procedures of application for tenure, the review process for tenure, and to explain the documents which are associated with an application for tenure, at ESU. This document has been approved, by faculty vote, for use by all Probationary faculty in the application for Tenure.

**The Tenure Dossier**

The tenure Candidate's dossier summarizes the evidence presented to substantiate the candidate's case for tenure. The dossier contains both quantitative and qualitative kinds of data concerning the Candidate's total contribution to his/her own professional development and performance on the job during the probationary period of employment, at ESU. The probationary period of employment and the related evaluation, retention, and renewal of Probationers is prescribed in the **Agreement: Articles XV (Tenure), XII (Performance Review and Evaluation of Faculty), and XIV (Renewals and Non-Renewals). That document is available in the APSCUF Office. It is the official document of contract between the Probationer and the University.**

There are two sections to the tenure dossier. Section A (the Cover Page) represents both a checklist of the procedures through which the tenure dossier must progress as well as an outline of the actions taken on an individual's tenure application. The instructions for Section A should assist in understanding these procedures and in processing tenure dossiers expeditiously.

**Section A** The Cover Page. For each person being considered for tenure, a Cover Page is to be prepared (see Appendix 1) (The Cover Page is available at the APSCUF Office).

**Items 1 – 3**

- A. The Probationer completes Items 1-3, signs same and forwards to either his/her Department Chairperson or Chair Chairperson of the Department Tenure Committee along with dossier. This dossier may not be returned to the Probationer until the University President has made his/her decision on the award/denial of tenure. At this time, the Probationer may enter new evidence into the dossier only at the discretion of the Department Chairperson, The Chairperson of the Department Tenure Committee, and the UWTC, as the dossier is forwarded through the review process. The Probationer is advised to present a thorough documentation of evidence for tenure at the Departmental level, in a timely way.

- B. Under Item 2, the Probationer indicates the complete rank and academic area. For example: “Assistant Professor of English” (would be correct); “Professor” or “Assistant Professor” (would be incorrect).
- C. Under Item 3, attach extra sheets if necessary.

**Item 4** - The Department Tenure Committee will review the dossier first. The Chairperson of the Department Tenure Committee signs off as indicated and forwards dossier to the Department Chairperson. It is required that the DTC prepare a full and written statement of fact and recommendation, regarding its disposition on the application. This is entered into the dossier prior to being forwarded to the Department Chairperson. **Department Committee will provide a copy of the recommendation letter to the applicant, by the date provided in Article 15.E.2.**

**Item 5** – The Department Chairperson will review the dossier prior to forwarding it to the UWTC complete with his/her full and written statement of fact and recommendation regarding his/her disposition on the application. This is entered into the dossier prior to being forwarded to the UWTC. **Department Chair will provide a copy of the recommendation letter to the applicant, by the date provided in Article 15.E.2.**

**Item 6** – The UWTC will review the dossier prior to forwarding it to the Office of the Vice President for Academic Affairs, complete with its full and written statement of fact and recommendation regarding its disposition on the application. This is entered into the dossier prior to being forwarded to the Office of the Vice President for Academic Affairs.

- A. If the UWTC finds that a disposition discrepancy exists between the Department Chairperson and the Department Tenure Committee, and/or evidence provided by the Probationer and the Departments, then the UWTC will invite for discussion any and/or all of the parties who wish to present further evidence, clarification, etc. about the application.

**Item 7-** The President **or President’s designee** will indicate his/her decision as indicated on the Cover Sheet, sign, and return the dossier intact with all documentation, recommendations, and evidence provided subsequent to the Probationer’s initial application.

**Section B** The Candidate’s Section. The tenure dossier represents the primary data base needed by the candidate in support of his/her application for tenure. The dossier consists of both quantitative and qualitative aspects of a faculty member’s experience, at ESU. The candidate will determine the content of this section of the tenure dossier prior to its being submitted for review.

Utilize the following guidelines in completing your dossier. The suggestions given below may not fit all candidate work or professional profiles. What goes into the dossier is the Probationer’s choice. Be succinct but thorough. See Articles XII, XIV, and XV of the **Agreement**.

## **General Information**

- A.** Non-University Professional Experience-  
Indicate professional experiences and contributions during the probationary period, including academic appointments, editorships, industrial or business or governmental, other, which were not a part of University assignments or job description.
- B.** Licenses, Certifications, Etc.
- C.** Citations in bibliographical entries.
- D.** Awards, honors, fellowships, grants.
- E.** Memberships in scholarly societies, and posts held
- F.** Summarize the relevance of non-university professional experiences, summer employment, licenses, and memberships in academic, professional, and scholarly societies.

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

- A.** Courses Taught – List all courses taught as a Probationer on the ESU faculty. List each course only once by title and number
- B.** Teaching/Job Performance Load – Indicate assignment loads (by credit hours), accounting for each semester during the probationary period.
- C.** Theses Directed – Indicate number of students, list titles, and designate those that have been published.
- D.** Contribution to Course and Curriculum Development – List each contribution for which you have been responsible, i.e. course writing, program development, etc.
- E.** Preparation Of Instructional Media – Textbooks, laboratory manuals, video tapes, films, tape/slide presentations, auto-tutorial modules, PSI units, etc.
- F.** Experimentation and/or Research in Instructional Methods and Techniques – Describe the project mentioning the hypothesis being tested or the purpose of the investigation, the procedures utilized, number of students involved, and the results/outcomes of the work.
- G.** Institutes, Workshops, and Other Programs Attended - List by attendance for in-service, and presentation, and training, and other Indicate sponsoring agency or academic society.
- H.** Impact On Students – List any recognition received (documented) from students that would indicate you impact upon them as an instructor. Include here student evaluations.

- I. Other Evidence of Teaching Effectiveness at ESU – Note other data relevant to teaching effectiveness such as collegial evaluations, teaching awards, seminars or workshops you conducted and which were evaluated (written documentation).
- J. Student Counseling and Advising, at ESU.
- K. Qualitative and Evaluative Comments on teaching, at ESU – Documented and recognized performance evaluations by any professional in a position to evaluate candidate, while in performance of duties, at ESU.

### **Continuing Scholarly Growth**

- A. Publications, including texts, books, monographs, white papers, invited speeches at recognized conventions in your field of expertise, research reports, grant (awarded) (summarized), works, in progress.
- B. Production or Exhibition of Creative Work – Indicate title, location, and dates of exhibitions, sponsors, etc.
- C. Research – Indicate subject, design, expected outcomes, etc.

### **Service to the University Community**

- A. Conducting Educational Studies – Indicate any special study and/or investigation you conducted to support educational programs, curriculum development, course needs, etc.
- B. Continuing Education Service – List semester/years courses were offered, number of credits, course titles and numbers.
- C. Committees – Indicate SSHE committees, University-Wide, School, or Departmental Committees, APSCUF Governance. Indicate time of service, duties, offices, responsibilities, assignments, etc.
- D. Consultancies – Indicate professional relationship of consultancies to ESU job description, number of consultancies, and a narrative regarding how these consultancies have helped you to upgrade or maintain your ESU job skills.



**NOTE:**

**COVER PAGE**

**MUST**

**BE ON GREEN**  
**PAPER**

**Cover Sheet For**

**APPLICATION FOR TENURE**

Instructions: This form is available in the APSCUF Office. The Tenure applicant must fill out Items 1, 2, and 3, then enter this Cover Sheet into his/her dossier as it is forwarded to the Chairperson of the Department Tenure Committee. Print (except where indicated for signatures).

<b>Item 1 Name:</b> _____		
Last	First	M.I.
_____	_____	_____
ESU Phone Number	Signature of Applicant	Date

**Item 2 Present Rank** \_\_\_\_\_

**Item 3 Academic Record**

<u>Graduate Degree</u>	<u>Year</u>	<u>Institution Attended</u>
_____	_____	_____
_____	_____	_____

**Item 4 Department Tenure Committee Action**

The Probationer: \_\_\_\_\_ is recommended                      \_\_\_\_\_ is not recommended

\_\_\_\_\_  
Signature of Department Tenure Committee Chairperson                      Date

**Item 5 Department Chairperson Action**

The Probationer: \_\_\_\_\_ is recommended                      \_\_\_\_\_ is not recommended

\_\_\_\_\_  
Signature of Department Chairperson                      Date

<b>Item 6 UWTC Action</b>	
The Probationer: _____ is recommended for tenure	
_____ is not recommended for tenure	
_____	_____
Signature of UWTC Chairperson	Date

<b>Item 7 The President (or President's Designee)</b>	
_____ grants tenure	
_____ denies tenure	
_____	_____
Signature of the President (or President's Designee)	Date



# TENURE TIME LINE

## **By October 1st (February 1 for Spring Hires)**

**President** sends applicant and applicant's departmental chairperson a letter informing them they have until **December 31 (May 1 for Spring Hires)** to let him know they are applying for tenure

**Department Chairs/Departmental Tenure Committees** submit tenure recommendations for Spring Hires to University Wide Tenure Committee & President

**Tenure Applicants (Spring Hires)** submit tenure dossier to UWTC. For Academic Year 2006/2007 that is Dr. Mary Tod Gray, 215 DeNike Ext. 3475

## **By November 1 (April 1 for Fall Hires)**

**UWTC** sends Tenure Recommendations to President's Office

## **By December 31 (May 1 for Spring Hires)**

**President's Office** notifies Spring Hire Tenure Applicant of his decision.

**Fall Hire Tenure applicant** submits a letter to the President (with copy to departmental chair), saying that yes, they will be applying. This letter should also state, in a summary form, exactly why the applicant feels they should be granted tenure.

## **By February 15 (Oct 1 for Spring Hires)**

**Applicant's Department Chair and Tenure Committee** must submit their recommendations, along with the applicant's dossier, to the University Wide Tenure Committee.

## **By April 1 (November 1 for Spring Hires)**

University Wide Tenure Committee must submit their recommendations, along with the departmental and chair recommendations and the applicant's dossier, to the President's Office.

## **By May 31 (December 31 for Spring Hires)**

**President** notifies applicant as to whether tenure is granted.