

NOTICE TO FACULTY: This is a supplemental document. Nothing in this document supersedes the current Collective Bargaining Agreement. Tenure applicants should carefully read Articles 12 and 15 of the CBA. This document was reviewed and approved at local Meet and Discuss on August 20, 2021. The guidelines herein apply for the 2021-22 academic year. A revised tenure guideline was needed to reflect changes in the current CBA and due to our use of electronic applications and supporting documents via SharePoint. The major changes in this document from the previous promotion guidelines document are in Section II.B.1, 2, & 3 (pp. 7-11). The performance criteria have been changed and reordered to reflect, word-for-word, the performance criteria categories as laid out in the current CBA.

TENURE CRITERIA AND PROCEDURES

I. INTRODUCTION

The Collective Bargaining Agreement (CBA) defines “Tenure” as the right of a faculty member to hold their 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 (UWTC).

Each applicant, the department chairperson, and the members of the department evaluation committee, and the department tenure committee have the responsibility of becoming familiar with the details of Article 12 - PERFORMANCE REVIEW AND EVALUATION OF FACULTY and Article 15 - TENURE of the CBA. The chairperson of the UWTC 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 UWTC to speak on their own behalf, before the committee submits its recommendations to the President/designee” (Article 15.E.3).

II. DUTIES AND RESPONSIBILITIES FOR TENURE FOR THE APPLICANT

1. Applicant:

2. 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 their job description. An appropriate instrument for this purpose should be developed by the department evaluation committee and approved at local Meet and Discuss.)
3. 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.
4. 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 they should be granted tenure.
5. 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.
6. Shall submit one (1) copy of the completed tenure document with all required and supporting materials by the designated deadlines, to SharePoint by February 15 of the fifth year of probationary employment (October 1 for faculty with January anniversaries).
7. Ensure that all the required materials (See Appendices C and D) are submitted to the department tenure committee on time. If some required information is omitted, the applicant may be disadvantaged. If such an omission does occur, the applicant must include a written explanation concerning the reason for the omission with the application.

III. OVERVIEW OF DEADLINES

Considerations for tenure are contingent upon several actions during the probationary faculty member's fifth year. These must occur no later than the deadlines specified in article XV of the CBA. Contractual deadlines for classroom observations and evaluations can be found in the CBA, Article 12. If 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 by the applicant of a request and a narrative justification for tenure 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, via print or digital platform, as indicated by the UWTC.

- d. **By February 15**, forwarding by the **applicant** of the following:
 - 1. To the chairperson of the UWTC, one (1) digital copy to SharePoint, of the completed tenure packet involving all items in Appendix C, as indicated by the chairperson of the UWTC.
Note: It shall be the applicants' responsibility to forward the application to the UWTC if the department chairperson or department tenure committee fail to complete the required recommendations by the contractual deadline of February 15.
- e. **By February 15**, the applicant shall place all supporting materials in SharePoint, according to the instructions given by the chairperson of the UWTC.
- f. **By March 8**, the Dean or appropriate manager will submit their recommendation along with the application and supporting materials to the UWTC.
- g. **By April 21**, the UWTC submits its recommendations to the President.
- h. **By May 31**, the President notifies the applicant of their tenure decision.

2. January hires:

- a. **By February 1**, notification by the President of the eligibility of the probationary faculty member for tenure, with copies to the appropriate department chairperson.
- b. **By May 1**, submission by the applicant of a request and a narrative justification for tenure 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 must be submitted to the applicant's department chairperson and another to the chairperson of the department tenure committee, together with supporting documents, via print or digital platform, as indicated by the UWTC.
- d. **By October 1**, forwarding by the **applicant** of the following:
 - 1. To the chairperson of the UWTC, one (1) digital copy to SharePoint of the completed tenure packet involving all items in Appendix C, as indicated by the chairperson of the UWTC.
Note: It shall be the applicants' responsibility to forward the application to the UWTC if the department chairperson or department tenure committee fail to complete the required recommendations by the contractual deadline of February 15.
- e. **By October 1**, the applicant shall place all supporting materials and one copy of student evaluations in SharePoint, according to the instructions given by the chairperson of the UWTC.
- f. **By October 21**, the Dean or appropriate manager will submit their recommendation along with the application and supporting materials to the UWTC.
- g. **By November 21**, the UWTC shall submit its recommendations to the President.
- h. **By December 31**, the President shall notify the applicant of their tenure decision.

IV. DEFINITIONS OF 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 professional development, 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 UWTC. However, this area alone is not sufficient to warrant a positive recommendation. The applicant must also demonstrate continuing scholarly growth and professional development over the probationary period and show evidence of service to the University and/or the community. This does not preclude an applicant from emphasizing either continuing scholarly growth and professional development or service.

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 an 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 presented in the University’s description of their positions, a copy of which must be included within the application.

The UWTC does not endorse any specific style or technique of teaching, since the committee recognizes that instructional effectiveness may be achieved in many ways. Rather, it is the applicant's responsibility to show that their 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 must present the following materials as defined in Article 12 B.1.a. **(Non-Teaching faculty should refer to Article 12 B.1.c or d.):**

1. Student evaluations for the last nine semesters (Fall & Spring) before the application is submitted. Include one or more Summary Tables of Student Evaluations (place original data in or designated digital platform), considering the following:
 - a) Generate the table(s) 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 purpose of the table (i.e., what the table is intended to demonstrate).
 - c) 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 the questionnaires;
 - (3) number of responses to every questionnaire item on all five categories (a through e);

- (4) response data given as frequencies, with an emphasis on A+B as a percentage.
2. 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 their ability to communicate it.
3. Chairperson's evaluations and visitation reports. These reports should address the overall teaching effectiveness of the applicant.
4. The applicant must request the Registrar's Office provide a grade distribution report for each semester included in the tenure period (fall & spring).
5. Quality of student 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, such as quality of syllabi of courses developed, quality of course examination and paper assignment, reassign time related to teaching, 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. Reassign 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 and Professional Development

Continuing scholarly growth and professional development is a significant factor in the academic life of a faculty member. In the area of scholarly growth and professional development, graduate work, attendance at conferences, and professional development workshops are recognized as valuable in remaining current in a field of study and/or in teaching practices; however, the highest level of recognition is for contributions to the field of study [e.g., 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 and professional development while at Bloomsburg University, which might include such relevant activities as defined by Article 12 B.2.:

1. Development of experimental programs (including distance education)
2. Papers delivered at national and regional meetings of professional societies
3. Regional and national awards
4. Offices held in professional organizations (if appropriate to this category)
5. Invitational lectures given
6. Participation in panels at regional and national meetings of professional organizations
7. Grant acquisitions
8. Editorships of professional journals

9. Participation in juried shows
10. Program-related projects
11. Quality of musical or theatrical performances
12. Participation in one-person or invitational shows
13. Consultantships
14. Research projects and publication record
15. Additional graduate work
16. Contribution to the scholarly growth of one's peers
17. Performance of accreditation work that leads to professional development
18. Innovations in teaching, advising and/or initiatives that enhance student success
19. Inter-university and intra-university program development
20. Obtaining or maintaining professional licensure/certification relevant to one's discipline
21. Participation in teaching-related professional development
22. Other items that the applicant can justify as appropriate.

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 defined in Article 12 B.3:

1. Quality of participation in committees within the program, department, college, and University.
2. APSCUF activity contributing to the governance of the University and/or State System.
3. Development of new course(s) or program(s)
4. Training or assisting other faculty members in the use of distance education technology
5. Participation in UNIVERSITY-wide colloquia.
6. Voluntary membership in professionally oriented, community-based organizations reasonably related to the FACULTY MEMBER'S discipline.
7. Lectures and consultations
8. Consulting with local and area agencies and organizations
9. Participation in accreditation work in support of department or university service
10. Offices held in professional organizations (if appropriate to this category)
11. Other service items deemed relevant and appropriate to the applicant.

V. DUTIES AND RESPONSIBILITIES FOR TENURE FOR THE DEPARTMENT, COLLEGE, AND UNIVERSITY

1. 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 shall be sent to the local APSCUF President.

2. Department Evaluation Committee:

- a. Must oversee peer classroom observations and compile reports thereof. There should be at least two (2) visitations per semester 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 according to the timetable in the contract (Article 12.F.3 and 4). The written evaluation reports shall also contain a recommendation for renewal or non-renewal of the faculty member.

3. 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). The written evaluation reports shall also contain a recommendation for renewal or non-renewal of the faculty member.
- 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).
- c. See Appendix A for guidelines related to the tenure review of Department chairpersons.

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. The written evaluation reports shall also contain a recommendation for renewal or non-renewal of the faculty member.
- b. Shall submit their recommendation along with the application and supporting materials to the UWTC by March 8 (October 21 for faculty members with January anniversary dates).

4. Department Tenure Committee

- a. See Appendix A for committee formation guidelines.
- b. Shall complete a written 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).

5. UWTC:
 - a. See Appendix A for committee formation guidelines.
 - b. Shall review all tenure applications and, by April 21 (November 21 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.

6. President of the University:
 - a. Shall notify by October 1 (February 1 for faculty with January anniversaries) all 5th 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 their decision regarding tenure.

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 and no more than seven faculty members. The department chairperson may not serve on this committee. If too few department members exist, or if members cannot be selected, the process outlined in Article 12, Section C1a will be used. Upon their election, the name of the chairperson of the department tenure committee shall be forwarded to the chairperson of the UWTC.
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 them and the applicant (e.g., 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 CHAIRPERSON'S EVALUATION

1. 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 UWTC 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 Ziegler College of Business, one from the College of Education, 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 UWTC to consider their own application or the application of a member of their immediate family or a person residing in their domicile (including husband, wife, child, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, significant other, or other member of the household). See Article 16.B.5 CBA.
2. Chairperson – The UWTC 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 for those meetings at which individuals are being recommended for tenure, then nine members shall constitute a quorum.
 4. Procedures – The UWTC 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 UWTC to speak on their own behalf before the committee submits its recommendations to the President or their designee. The request shall be made in writing to the chairperson of the UWTC, 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 UWTC shall review all applications and supplementary material received from the applicants by the deadline.
 - c. The UWTC shall meet as a committee of the whole to determine recommendations for tenure to the University President in accordance with the statement of Tenure Policies and Procedures.
 - d. The UWTC shall have the right to consult with the department committee, department chairperson, or individuals submitting requests for tenure. The chairperson of the UWTC may ask an applicant to answer questions regarding their tenure application. If the UWTC 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 UWTC may discount the recommendation in its independent assessment of the applicant.
 - e. The UWTC may request of the applicant access to their 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 UWTC but will not be entertained unless submitted at the request of the UWTC. The applicant may have access to copies of all documents reviewed by the UWTC 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 UWTC, specifically the currently applicable BU POLICIES AND PROCEDURES document.
- C. The UWTC 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 UWTC 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 include consistency among applicants, ease of keyboarding the document, and reader comprehension of which criteria you are addressing).
 - Do not double-list any given item. 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 or chairperson, no additions, revisions, or deletions may be made without permission of UWTC.
- F. Duplication: With sufficient lead time, submit a master copy of your *Application* to BU Duplicating Services, unless the submission process has moved to a digital platform. If you are unable to work with Duplicating Services, conform as closely as possible to the standards below. The UWTC 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 yourself or the department), indicate the exact number desired.

NOTE: In the case of a digital application submission, follow the guidelines as set forth by the chairperson of the UWTC.

- G. The contractual deadline is February 15 (October 1st for January hires). 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 one (1) digital copy to SharePoint, as indicated by the chairperson of the UWTC, including all available narratives and signature pages, to the UWTC. Each year the committee announces the specific location and deadline (date/time) for submission.
- H. On or before the deadline, deposit required *Supporting Materials* in SharePoint, including:
- 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 reassign time activities or special assignments, if any; and
 - 6) Any other relevant documentation.
- I. Optional: on or before the deadline, you may also deposit in SharePoint: 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); it should have only your name, current rank, and name of department.

First Page (unnumbered); it 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. Note: If you are receiving credit for time towards your tenure application, please indicate how many years.
- Date that the *Application* is submitted to department chairperson (should be on or before December 31st)

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 or designated digital platform).

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 the questionnaires;
 3. number of responses to every questionnaire item on all five categories (a through e);
 4. response data given as frequencies, with an emphasis on A+B as a percentage.
- D. Grade distribution chart (request from the Registrar's Office with each student evaluation for the semester).
- E. 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*).
- F. List your **Reassign Time Activities**, if any. A job description, if relevant, related to reassign time should be placed within your supporting materials.
- G. Briefly present **Evidence of Effective Teaching**. This can include discussion of items such as assignments, teaching strategies, etc.

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. (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 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. You may exclude item categories not relevant to your individual application.
- Be sure to place copies of published articles and documentation of the status of your work in your supporting materials.
- Do NOT list materials resulting from a Bloomsburg University committee assignment in this section.

Contractually specified categories of scholarly growth include the following items:

1. Development of experimental programs (including distance education)
2. Papers delivered at national and regional meetings of professional societies
3. Regional and national awards
4. Offices held in professional organizations (if appropriate to this category)
5. Invitational lectures given
6. Participation in panels at regional and national meetings of professional organizations
7. Grant acquisitions
8. Editorships of professional journals
9. Participation in juried shows
10. Program-related projects
11. Quality of musical or theatrical performances
12. Participation in one-person or invitational shows
13. Consultantships
14. Research projects and publication record
15. Additional graduate work
16. Contribution to the scholarly growth of one's peers
17. Performance of accreditation work that leads to professional development
18. Innovations in teaching, advising and/or initiatives that enhance student success
19. Inter-university and intra-university program development
20. Obtaining or maintaining professional licensure/certification relevant to one's discipline
21. Participation in teaching-related professional development
22. Other items that the applicant can justify as appropriate.

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 (program, department, college, university, and/or state system – 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 (See page 20).

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 their 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 (See page 21).

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 (See page 22). 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 UWTC requests prior consultation, if 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 UWTC 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 followed 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 indicates having followed 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 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.

Student Evaluations

Year 1	Year 2	Year 2	Year 3	Year 3	Year 4	Year 4	Year 5	Year 5

Note: The above checklist reflects the traditional four course assignment load. Labs and course releases should be included and explained in the application

Chairperson’s Classroom Observation (1 per year)

Year 1	Year 2	Year 3	Year 4

Faculty/Peer Classroom Observations (2 each semester)

Year 1	Year 2 S	Year 2 F	Year 3 S	Year 3 F	Year 4 S	Year 4 F

Departmental Evaluation Committee Evaluation and Recommendation (1 per year)

Year 1	Year 2	Year 3	Year 4

Chairperson’s Annual Evaluation and recommendation (1 per year)

Year 1	Year 2	Year 3	Year 4

Dean’s Annual Evaluation and recommendation (1 per year)

Year 1	Year 2	Year 3	Year 4

Tenure recommendation from Department Committee ____ and Signature page ____

Tenure recommendation from Chairperson ____ and Signature page ____

Applicant signature page ____

Cumulative Grade Distribution Included in Application ____

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.

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 and Discuss

Signature, Co-Chair, Meet and Discuss