

## **Early Childhood Studies Department Promotion and Tenure Guidelines Approved by Department on December 19, 2012.**

This document describes promotion and tenure evaluation criteria and procedures that are specific to the Department of Early Childhood Studies (ECS). It is to be used in conjunction with the university-wide Promotion and Tenure Guidelines.

ECS faculty seeking tenure and/or promotion in the Early Childhood Studies Department are required to meet and adhere to all aspects of the Promotion and Tenure Guidelines in Sections 2.7 and 2.8 of the Faculty Handbook (endorsed by the faculty on 3/7/12).

### **Areas of Evaluation for Tenure and Promotion**

Faculty are evaluated in three major areas: teaching, scholarship, and service. ECS faculty are encouraged to integrate their teaching, scholarship, and service so that each strengthens and informs the other. Successful candidates must meet the criteria for all 3 areas outlined in the university-wide P&T Guidelines as well as specific departmental criteria indicated below.

#### **Teaching:**

The Department of Early Childhood Studies strives for excellence in teaching and advising with a focus on student learning. While recognizing a variety of pedagogical approaches and methods, high quality teaching is expected for tenure and advancement in rank. No application for tenure is likely to be successful without evidence of effective teaching.

#### **Scholarship:**

The Department acknowledges all forms of scholarship (scholarship of discovery, scholarship of teaching and learning, scholarship of integration and scholarship of engagement) as indicated in the University P&T Guidelines. None holds greater weight or significance than another. Regardless of the type of scholarship a department member engages in, scholarship will be evaluated on its quality and impact as indicated in the University Guidelines.

#### **Service:**

The early childhood field has a long tradition of service and advocacy, therefore, involvement in these areas is highly valued in the ECS Department. Faculty are expected to make meaningful contributions to support departmental goals and students, as well as the university, community, and profession at the local, regional, and/or national level. Establishing and maintaining professional relationships within the field and connections to early childhood programs are required.

#### **Promotion Requirements:**

Candidates seeking promotion to the rank of associate or full professor must demonstrate the following expectations.

An **associate professor** is an engaged, reflective, and effective teacher. S/he has established an emerging body of quality scholarship. S/he makes meaningful contributions to both the department and the University and uses her/his expertise to serve the community and the profession.

A **full professor** is an engaged, reflective, and effective teacher who shows evidence of evolution and growth in her/his teaching. S/he has a well-developed and sustained body of quality scholarship. In the area of service s/he makes meaningful contributions to both the department and the University, uses her/his expertise to serve the community and the profession, and exhibits leadership in service activities.

### **P&T Committee Composition**

The ECS Department P&T Committee will be composed of 5 tenured faculty members, one of whom will serve as the P&T Committee Chair.

- Eligible department members are elected to serve 3-year terms.
- The P&T Committee Chair is elected by the Department to serve a 3-year term.
- Elected ECS department P&T Committee members will serve on a standing P&T Committee.
- Only full professors may serve on the P&T committee for candidates seeking promotion to full professor. When a candidate applies for promotion to full professor any standing committee members who are not full professors will temporarily be replaced with tenured full professors.
- In the event that there are not 5 eligible department members to serve on the P&T Committee, additional members will be sought to serve from outside of the department. As indicated in the university guidelines, the ECS Department Chair consults with the Dean to draw up a list of possible committee members from other departments. The ECS department faculty will then vote for committee members from those on this list. Those receiving the most votes will serve on the committee. This occurs in the spring when a candidate is applying for tenure and/or promotion in the upcoming fall.

### **P&T Committee Responsibilities**

The P&T Committee will fulfill all of its responsibilities related to promotion and tenure as indicated in section 2.8 of the Faculty Handbook. In addition the committee will perform the following duties:

- In the spring following a candidate's declaration of intent to apply for promotion and/or tenure, the P&T Committee members will meet to review departmental expectations, university guidelines, and the P&T Committee Checklist included in the Faculty Handbook.
- Following the above meeting, all members of the P&T Committee will meet with the candidate to address her/his questions and provide clarification as needed. The P&T Committee Chair will arrange the meeting.

### **Mid-Tenure or Pre-Promotion Review**

The ECS Department process includes a Mid-Tenure Review and the opportunity for a Pre-Promotion Review if desired. The purpose of these reviews are to give candidates feedback on her/his progress toward promotion and/or tenure and provide recommendations that are likely to lead to the candidate's successful application for promotion and/or tenure. The standing P&T Committee and the Department Chair both play a role in this process.

The Mid-Tenure Review and Pre-Promotion Review are intended to be formative evaluations. The candidate may choose whether or not to include the review documentation in her/his final application for promotion and/or tenure.

### **Initiating the Mid-Tenure or Pre-Promotion Review**

No sooner than the end of an untenured faculty member's first year in the tenure-track at PSU and no later than the end of a faculty member's third year, *s/he will have* a Mid-Tenure Review. The ECS Department Chair will notify the P&T Standing Committee Chair of a candidate's mid-tenure review semester. The P&T Committee Chair will advise the candidate on the process for submitting materials.

Candidates applying for promotion to Professor *may request* a Pre-Promotion Review of their candidacy any time after three years in the rank of Associate Professor. The Candidate initiates the request by notifying the Chair of the P&T Standing Committee. The P&T Committee Chair will advise the candidate on the process for submitting materials.

### **Mid-Tenure or Pre-Promotion Review Committee Composition**

The Mid-Tenure Review or Pre-Promotion Review Committee will include 3 tenured ECS faculty who are members of the standing departmental P&T Committee. If there are not 3 eligible department members available to serve then the number of additional members from other departments will be selected by department vote.

### **Mid-Tenure or Pre-Promotion Review Committee Responsibilities**

The Committee will review the materials submitted by the candidate. Based upon the evidence provided, the Committee will provide written feedback for each area (teaching, scholarship, and service) that includes comments on the candidate's progress toward tenure and/or promotion and recommendations for improvement.

### **Role of the Department Chair in the Mid-Tenure or Pre-Promotion Review**

The Department Chair will review the candidate's materials and written feedback from the Mid-Tenure Review or Pre-Promotion Review Committee. The Chair will also provide feedback to the candidate in writing.

### **Mid-term or Pre-Promotion Review Submission Requirements**

Candidates are required to submit the following materials to the Chair of the P&T Committee:

1. Statements on teaching, scholarship, and service, according to the university guidelines.
2. Current CV in required university format.

3. All workplans and annual evaluations completed to date.
4. Evidence for each major area of evaluation including *all* of the following:

**Teaching:** advising evaluations with candidate's summation and reflection on the advising evaluations; teaching evaluations from PSU since hiring or date of last P&T review, with candidate's summation and reflection on the evaluations; and any observations of the candidate's teaching by the Department Chair, Dean and/or other campus administrators.

**Scholarship:** representative exemplars of scholarly work, such as sample presentations and/or publications.

**Service:** any commendations received or acknowledgments about service contributions.

### **Candidate's Responsibilities throughout the P&T Process**

A clear understanding of the P&T evaluation criteria and expectations is an essential aspect in a faculty member's quest for achieving tenure and/or promotion. Candidates are strongly encouraged to take all steps necessary to be well acquainted with both the university and department guidelines. The Department Chair and/or the P&T Committee Chair serve as valuable resources in addressing questions or concerns. Faculty seeking tenure and/or promotion are strongly encouraged to seek assistance and support from the Department Chair and/or the P&T Committee Chair. Candidates applying for tenure and/or promotion are required to declare their intent to apply no later than April 15<sup>th</sup> of the academic year prior to application (as indicated in section 2.8 B of university guidelines). In addition to the application procedure described in the faculty handbook, the ECS Department has set the following guidelines for submission of the P&T application.

- Candidates may submit their P&T Portfolio contents and supporting materials in a paper format or electronically. The most important consideration is that all required contents are included and submitted to the P&T Committee Chair by October 15<sup>th</sup>. In the event this date falls on a weekend the materials may be submitted on the next work day.
- When submitting paper copies candidates are to provide 1 complete original copy of the P&T Portfolio in 3-ring binder, 5 copies of the original and 1 set of supporting evidence.
- Until a university system for electronic submissions is put in place, candidates should consult with the P&T Committee Chair regarding how to submit documents and supporting evidence electronically.
- ECS Department approved course evaluation questions, advising evaluations, and teaching observation protocols will be used for P&T purposes. All are required to be included in the P&T Portfolio.
- A candidate's statements on teaching, scholarship, and service should be reflective and make a strong compelling case as to how the criteria for tenure and/or promotion have been met.

Candidates seeking a Pre-Promotion Review are required to initiate the process (as described above).

At all phases of the P&T process candidates are expected to present themselves and their materials with professionalism, honesty, and integrity.

**Departmental Review of P&T Guidelines**

The Early Childhood Studies Department will review department P&T guidelines at least every five years. Any changes must be approved by the department, submitted for review by the Promotion, Tenure and Evaluation Advisory Group and approved by the Provost.