History, Philosophy, and Social Studies Education Department
Promotion and Tenure Guidelines
Last updated March 4, 2015

These guidelines are intended to supplement those in the Faculty Handbook and shall be reviewed at least every 5 years.
https://www.plymouth.edu/office/vpaa/faculty/promotion-and-tenure/

I. Progress toward Promotion and Tenure
   A. Mentoring of Assistant Professors
      1. In the first semester of a tenure track appointment, the Department Chair will assign a faculty mentor to each new faculty member, with mutual consent of both new faculty member and mentor. Ordinarily the mentor will be tenured in the same department as the new faculty member. This mentor may serve on the candidate’s promotion and tenure committee.
      2. The mentor and new faculty member should consult regularly on questions of appropriate service, teaching assignments, and scholarship, in addition to regular discussions held with the Department Chair.
      3. The mentoring assignment may be transferred to another mentor at the option of either the mentor or the new faculty member.
      4. The new faculty member may also request an annual joint meeting with the mentor, new faculty member, and Department Chair to review the new faculty member’s progress toward tenure and promotion.
      5. Upon the junior faculty member’s awarding of tenure and promotion to Associate Professor, the formal mentor relationship is dissolved.

   B. Annual Chair Reviews
      1. All Assistant Professors shall, and Associate Professors may, meet annually with the Department Chair to review the candidate’s progress toward promotion and tenure to ensure that standards of teaching, scholarship, and service are being achieved. This meeting will take place during the annual work plan meeting with the Department Chair. The meeting will include discussion of student evaluations and advice based on classroom observations; review of scholarly activities in the past year and work in progress; and service contributions both on and off campus. Notes from this meeting must be shared between the candidate, Chair, and Dean of the College of Arts and Sciences, and, if the candidate chooses, may be shared with the candidate’s mentor. Copies of all tenure-relevant documents available to the Chair must also be made available to the candidate.

      2. The Chair or Chair’s designee will observe annually all Assistant Professors’ teaching. Associate Professors may request observations by the Chair.
C. Promotion and Tenure Committee
   1. The Department will elect a Promotion and Tenure Committee Chair each spring in advance of the University deadline, to serve for the following academic year. The name of the chair of the Promotion and Tenure Committee shall be published in the minutes of the Department Meeting after the election occurs.
   2. When a Committee is needed, the Department will elect additional members. A Committee shall consist of 5 tenured PSU faculty members, who will ordinarily be members of the Department. The Committee’s membership is subject to approval by the Dean.
   3. Members of the Committee shall serve from their election through the following academic year.

II. Promotion and Tenure Application Procedures
   A. In advance of filing the application for promotion (and tenure if applicable), the candidate may request additional classroom observations by the Department Chair, mentor (if applicable), and/or any member(s) of the Promotion and Tenure Committee.
   B. Applications for promotion (and tenure if applicable) may be filed in electronic form, so long as all needed materials are present and easily accessible.
   C. The Department P&T Committee may request additional information from the candidate. No additional materials may be added by the candidate after the fall submission deadline.

III. Evaluation Criteria
In accordance with the faculty Handbook, candidates for promotion (and tenure if applicable) will be evaluated on teaching, scholarly and professional activity, and service.

A. Teaching: Teaching is the most important activity for a faculty member and the Department requires effective teaching from all of its instructors, regardless of their titles and rank.

1. For purposes of promotion or tenure, excellence in scholarship and/or remarkable service will not compensate for poor, or even merely adequate, teaching.
2. Thorough, conscientious advising is an important aspect of teaching. A candid self-assessment of advising forms an important part of the application for promotion (and tenure, if applicable).
3. Candidates for promotion and/or tenure must demonstrate in their application narrative, a cognizance of the strategies they use to promote student-learning success. The narrative must be supported with evidence of the candidate having conscientiously worked at promoting student learning success, as stated in University guidelines, such as (but not limited to): pedagogical and/or curricular innovation and reform resulting in the creation of new courses, the introduction of new content in established courses, and/or the incorporation/integration of new research, technology, and pedagogy.
4. Evidence: The candidate will provide the Chair’s annual evaluation of the candidate’s teaching for each semester since the candidate’s last
promotion. The candidate will prepare an accurate presentation of the overall findings from, and trends in, their teaching as evidenced by University-required student evaluations. Candidates must address the whole period under review (since the candidate’s last promotion). In addition to annual Chair’s evaluations and University student evaluations, candidates may provide additional converging evidence of success as a teaching professor.

B. Scholarly and professional activity

1. For promotion to Associate Professor, the expectations of scholarship shall include evidence of a continued commitment to significant research and writing such as books, articles in refereed journals, reviews, curriculum development, and grants; presentations of research at conferences in the candidate’s academic field(s); editorial duties; leading academic workshops/seminars; student-teacher research, especially research leading to publication; scholarship-based exhibits and other forms of publicly shared scholarship; and/or contributions to professional organizations.

2. Candidates for Professor must show evidence of significant achievement in scholarship since promotion to Associate Professor. Ordinarily the rank of Professor is reserved for scholars who have established a reputation in the profession and whose scholarly contributions have become known in their field(s) regionally, nationally, and/or internationally. Both the quality and quantity of scholarship are important for promotion to Professor. Candidates who seek promotion to Professor are strongly encouraged to have published, or have accepted for publication, at least one scholarly book or several post-tenure articles in refereed journals in addition to participating in other activities listed above.

C. Service

Service to the Department, College, University, community, and profession is expected. In addition to basic roles and responsibilities of faculty as outlined in section 2.4C of the Faculty Handbook, https://www.plymouth.edu/office/vpaa/files/2013/10/faculty-handbook.pdf, such service includes active membership in significant University and College committees, and participation in Department sub-committees. First-year faculty should attend meetings of University committees of interest. At all ranks, other highly valued service activities include serving as an advisor to a student organization or honorary society, and representing the Department at student-focused events such as honor society gatherings. Candidates for Professor should have demonstrated significant service leadership roles beyond the Department.