

## College Rank and Tenure Committee Protocol (revised 11/22/10)

### Membership

The College Rank and Tenure Committee (CRTC) shall consist of one tenured faculty member from each department of the college. All full-time tenured faculty members are eligible to be elected by their respective departments, except those holding administrative posts including chairpersons and persons serving on the URTC. Faculty can not serve on the CRTC if their case for promotion will be heard that year. In the event that a member of the CRTC has a case under consideration, the department should arrange for an alternate CRTC member for that year. If the department is small and does not have enough eligible members, the chair of that department or a candidate for promotion, may, with permission of the dean, serve on the CRTC.

Members shall serve staggered three-year terms.

### Meetings

The CRTC will schedule a meeting by November 1 of each year. At the initial meeting of the CRTC in any given year, a chairperson will be elected by the members; a chairperson may serve successive terms of one year if duly elected for an additional term. An alternate chairperson will also be elected at this time. The alternate will run the meeting on those occasions when the primary chairperson must recuse himself or herself and assist in keeping notes during all meetings.

A quorum consists of six members present, proxies **not** being allowed. A majority vote of the members present is required for approval or disapproval of a motion or a proposal.

The chairperson shall vote in all matters brought before the CRTC.

Members are required to recuse themselves from discussion and voting on applicants from their own department. The CRTC may obtain clarification of departmental procedures or points of fact from the recused committee member before he or she leaves the room. Members of the CRTC should refrain from writing letters of support for candidates for promotion or tenure while they are on the CRTC. Letters of support written prior to joining the CRTC shall not be grounds for recusal.

The CRTC may call upon the chairperson of the department of any applicant to address questions raised by the Committee on an application. The chairperson of the CRTC will normally contact the departmental chairperson *after* the meeting and a new meeting will be convened at a later date to deliberate and vote on the candidate's application. All votes on matters of rank and tenure will be by secret ballot. Members are bound to keep their voting record secret. Once all deliberations are complete, the chair of the CRTC should, within five business days, post via campus mail simple form letters of acceptance or rejection to all applicants with a copy sent to the departmental chair.

The vote tally will not be given to any candidate. Simultaneously with these letters a simple statement of the outcomes will be communicated to the Dean. The Dean's office will provide confidential envelopes addressed to each candidate, their respective departmental chairs, and the Dean for use by the chair of the CRTC.

A follow-up letter which includes the vote tally and reasons for acceptance or rejection will be sent to the Dean by January 1<sup>st</sup> (see Dean's calendar for official date each year). A follow-up letter giving the reasons for recommending rejection will be sent to any such candidates by January 1st as well. In the event that a candidate is considering an appeal, the candidate has the right to obtain the vote tally from the Dean.

Significant results of CRTC meetings (but not the minutes) will be sent to the Dean. Following action by the committee, complete dossiers will be forwarded to the Dean, who will forward a single copy of the dossier along with the dean's recommendation to the Provost / Vice President for Academic Affairs.

## **Promotions**

Each year the Provost / Vice President for Academic Affairs notifies the Dean of those faculty members who are first eligible for consideration for promotion. Ordinarily, assistant professors are expected to have at least three years of service and associate professors five years of service in rank at this university or one of equal standing to be considered first eligible. Academic and sabbatical leave periods at Loyola University shall be accepted as qualified service for promotion.

A faculty member, with permission of the dean and the department, may elect to apply for promotion to the CRTC in an earlier year. Early promotion is a rare and special privilege and applications must show exceptional accomplishments in fulfillment of the qualifications listed. The denial of promotion in an earlier year shall not prejudice the member's candidacy for promotion in a subsequent year.

The Dean will give the faculty member immediate notice concerning the beginning of the promotion review process. This notification shall be sufficiently in advance to afford the faculty member an opportunity to submit materials relevant to adequate consideration of his or her qualifications. The *tenured* members of the department will review these same credentials in light of the criteria laid out in their own protocol and submit their recommendation to the College Rank and Tenure Committee. It is the responsibility of the department chairperson to submit the department's recommendation to the chairperson of CRTC on or before November 1. It is the faculty member's responsibility to submit all other materials to the CRTC on or before November 1.

The application package for promotion and/or tenure must include letters from 3 to 6 external reviewers concerning the quality and reception of their scholarship. For the purposes of the CRTC, "external" will be defined as experts in the applicant's field of study outside of Loyola. A list of potential outside reviewers should be agreed upon by the candidate and department chairperson in consultation with the department. If no agreement can be reached, 2/3 of the list will be provided by

the candidate and 1/3 by the chairperson/department. No former advisors should be used as outside reviewers. At least three of the outside reviews should be from individuals who are not coauthors or close collaborators. A candidate can let the department know if there is any external evaluator they do not want solicited for an evaluation. The chair will then contact reviewers to solicit a review and to describe the department's expectations for tenure/promotion. The chair will follow up by sending a reviewer packet, to be prepared by the candidate, and cover letter to all reviewers, preferably several months in advance. A copy of the chair's letter and list of instructions to the external reviewers should be included in the package sent to the CRTC. The letter should specify that the reviewer disclose any relationship he/she may have with the candidate. The Chair should also ensure that short resumes for the external reviewers are provided along with their letter.

The candidate should reserve an appropriate section of the application package for the external review letters and related materials. Recommendation letters regarding candidates for raise in rank or tenure are to be sent directly to the chairperson of the department. Letters received via another route should be so identified. The chair of the department will have copies of these materials placed into the designated section of the applicant's promotion package prior to submission of the packet to the CRTC.

All material submitted to the CRTC and all deliberations of the CRTC shall be kept confidential. The dean and chair of the candidate's department should ensure that any confidential materials are removed and shredded before the packages are returned to the candidate.

The CRTC shall have the discretion to solicit other information that it deems pertinent to adequate consideration of the case under review. Following thorough review of all information, discussion, and a vote taken regarding promotion, the CRTC will send to the Dean, on or before January 1, a recommendation on each of those who have been considered. The Dean appends his or her recommendations and sends both to the Vice President for Academic Affairs. If all three, namely, the College Rank and Tenure Committee, the Dean, and the Vice President for Academic Affairs, agree, the case is settled. Should one or more of the parties vote not to award promotion, the promotion is denied, but the faculty member may appeal the decision to the University Rank and Tenure Committee. This latter committee forwards its recommendation to the president, who adjudicates the matter. Unless the president has compelling reasons, he will follow the recommendation of the University Rank and Tenure Committee; in the event he does not, he will give the University Rank and Tenure Committee and the faculty member his reasons in writing.

## **Tenure**

Each year the Provost / Vice President for Academic Affairs shall notify the Dean, on or before March 1, of those faculty members who are to be considered for tenure decisions. Normally faculty go up for tenure at the beginning of their sixth year on tenure-track. The Dean shall give the faculty members immediate notice concerning the beginning of the tenure evaluation process. This notification shall be sufficiently in advance to afford the faculty member an opportunity to submit materials relevant to adequate consideration of his/her qualifications. The tenured members of the department shall receive these and other relevant materials and submit their recommendations to the CRTC based upon the criteria laid out in the department protocol on or before November 1. It is the

responsibility of the department chairperson to submit the department's recommendation to the chairperson of CRTC on or before November 1. It is the faculty member's responsibility to submit all other materials to the CRTC on or before November 1.

A faculty member may elect to apply for tenure in an earlier year. An application for early tenure evaluation requires permission of the Dean who will consult the Vice President for Academic Affairs and the appropriate department chairperson. Early tenure is a rare and special privilege and applications must show exceptional accomplishments in fulfillment of the qualifications listed. The denial of tenure in an earlier year shall not prejudice a faculty member's case for tenure in a subsequent year.

The primary evaluation of an applicant for tenure is made by the CRTC. Unless stated otherwise, all procedures regarding the vote and notification of the candidate will be identical to those already described in the section on promotions. The CRTC will restrict its considerations to the qualifications of the applicant, while duly noting the recommendation of the tenured members of the applicant's department. The CRTC's recommendation is given the greatest weight in the final decision. The CRTC shall meet to discuss and vote on each case. The recusal of members from the applicant's department shall be the same as described for matters of promotion. Votes on tenure decisions shall be taken by secret ballot at a meeting at which discussion of the candidate is held. For a faculty member to attain a positive recommendation for tenure a simple majority of the voting committee members must vote in favor of awarding tenure. Failure to secure such a favorable recommendation does not prejudice a reconsideration of the case at the discretion of the CRTC or at the request of the applicant. Separate votes will be taken if a candidate goes up for tenure and promotion. Notification of candidates will follow the same procedures as for promotion.

All materials submitted to the CRTC and all deliberations of the CRTC shall be kept confidential.

A faculty member who has been denied tenure may request a conference with the Provost / Vice President for Academic Affairs to be advised of reasons which have contributed to an adverse decision. A faculty member may also request a written statement of these reasons; he/ she will be advised by the Provost / Vice President for Academic Affairs if there might be unfavorable consequences of such a written statement.

### **Emeritus Status**

A chairperson of the department in which the faculty member has held an appointment, will nominate eligible faculty members for emeritus status to the CRTC and Dean. In the absence of a nomination from the chairperson an individual may self-nominate himself or herself. Supporting materials such as the nomination letter and a brief CV should be submitted to the CRTC by November 1<sup>st</sup> of each year. The CRTC shall follow the same procedures as with a promotion or tenure review, evaluating the application for emeritus according to the criteria delineated in the Faculty Handbook, and forward to the Dean a recommendation regarding the granting of emeritus status prior to January 31 in the year which they are retiring.. The dean appends his or her recommendations and sends both to the Vice President for Academic Affairs prior to February 15.

## **APPENDIX:           Instructions to Candidates for Promotion and Tenure**

While your application will be judged primarily on the merits of your teaching, research, and service, a clearly organized application package will certainly help present your case in the best possible light. Please use the suggested order to the greatest extent possible, organize with tabbed dividers for at least the main sections, and provide a brief table of contents. Please provide the Dean's office with three hard copies of the entire package *or* provide one hard copy and an electronic copy.

Any substantive changes to the list of materials for promotion and tenure should be approved by the CRTC. We suggest that deans and departmental chairs be very careful in the future to follow the CRTC's order and terminology when describing what materials faculty should provide to the CRTC. If a particular department has a specialized item they want their faculty to provide, please ensure that the faculty place it in a section concordant with the organization of items requested by the CRTC.

The list of items below of materials to provide to the CRTC is *not* meant to be an exhaustive list. Every discipline and every faculty member will have materials and procedures that are unique. The candidates, with guidance from their department, should make every effort to place such materials in an appropriate location in the application package.

Please be advised that the CRTC is attempting to use a list as similar as possible to the list of materials requested by the Provost (<http://academicaffairs.loyno.edu/policies-and-guidelines>). However, the CRTC will request additional items not requested by the provost's office and therefore the exact materials and the organization of these materials will *not* be identical. In addition to the copies to be provided to the Dean's office for use by the CRTC, the candidate will also need to prepare a shorter version of their application package, possibly with a slightly different order, to provide to the Provost's office. The Provost wants only two examples of your best scholarship while at Loyola. Note that the Provost has additional details and directions to the departmental chairperson in items two through four. Read through the Provost's list of required materials first in order to save you and your departmental chair time and effort so that two separate chair's evaluations or candidate's statements or resumes do not need to be created.

Some flexibility will be allowed in the organization of the candidate's package. The CRTC wants to see statements from the candidates related to their research interests, teaching philosophy, and service but these may be placed in a cover letter at the front of the package, and/or at the beginning of the appropriate sections on teaching, research, and service as the candidate feels appropriate. Place any other items pertinent to teaching, research, or service in an appropriate location in the package. If some sections do not apply to you, feel free to adjust the lettering scheme accordingly but these changes should be reflected in the table of contents.

## **Materials to be submitted for Promotion and Tenure--HNS (revised 11/22/10)**

### **I. OVERVIEW**

**A. \*Cover letter from the candidate describing his or her contributions in the three areas of teaching, research and service and any special considerations.**

**B. Recommendation Letter from the departmental chair describing the candidate's career at Loyola and the department's discussion and vote tally.**

#### **C. Vita**

- 1) Biographical data
- 2) Degrees earned
- 3) Employment

#### **D. A copy of the departmental protocol**

\*May be as a cover letter or divided and placed at the beginning of the pertinent sections

### **II. TEACHING RECORD**

- A. Courses taught, including directed research or readings, independent studies and theses mentored
- B. Courses created
- C. Creative teaching techniques
- D. Describe any deviations from the standard teaching load
- E. Teaching Evaluation Letters (from one or more sources as available)

1. By students who have graduated or are not currently enrolled in your courses

2. By *peers* who have actually observed you in the classroom. The chair *must* also address this in his letter in Section I.

Every department has slightly different procedures. Departments may choose to include each peer evaluation or to include a summary of the peer evaluations. Feel free to include any solicited or spontaneous letters or comments related to your teaching but please indicate if they were solicited and by whom.

- F. Course development grants/pedagogical workshops attended
- G. External grants related to teaching or mentoring of students
- H. Awards related to teaching
- I. Computerized summaries of teaching evaluations
- J. Syllabi of all courses taught at Loyola University New Orleans
- K. Any other items pertinent to teaching in the order that makes the most sense.

### **III. RESEARCH AND SCHOLARLY ACTIVITY**

- A. From three to six written evaluations of scholarly activities by competent external authorities. Guidelines for choosing external evaluators can be found in the CRTC protocol. These should be placed in the package by the departmental chair before the package is submitted to the Dean's office. Also in this section, the departmental chair should include a copy of the letter sent to solicit external reviewers, brief resumes of the external reviewers, and a short description of any prior relationships between the reviewer and the candidate. If there is none, please state this as well. Ordinarily, letters from Associate or Full professors carry more weight. Any issues related to the competence of the external evaluators should be addressed in this section by the chair or candidate.
- B. Publications prior to joining Loyola's faculty (Complete references and copies of representative work)
- C. Publications since joining Loyola - Provide complete references and a copy of each piece of scholarship and *clearly* state the publication status of item. Letters of acceptance from the editor should be included in front of any items not yet published. Please use the following terms (you may provide additional descriptors) to describe work not yet published: (Accepted; Submitted; Under contract)
- D. Professional Reviews of published work
- E. Papers or posters presented (title of paper, name and date of conference)
- F. Research proposals authored or co-authored (indicate status of funding)
- G. Exhibitions/Performances on or off campus
- H. Interviews/Panel discussions on or off Loyola's campus
- I. Seminars on or off campus in which you were an invited participant
- J. Meetings attended (indicate those in which professional presentations were made)
- K. Research related awards
- L. Any other items pertinent to research in the order that makes the most sense

### **IV SERVICE**

- A. Service on university, college and/or departmental committees
- B. Special service for the benefit of Loyola (representation at public functions, meetings or drives)
- C. Service to the New Orleans community (activities in the area of one's professional competence on or off campus)
- D. Service at the state, national and/or international level (e.g. IV C)
- E. Contribution to the profession (membership/service in professional organizations; article/grant reviewing; editorships)
- F. Department infrastructure grants or other grants related to service
- G. Student advising
- H. Awards for service
- I. Other service to the New Orleans community and beyond