

HNS COLLEGE ASSEMBLY
August 28, 2008 -- 12:30 P.M.
Bobet Hall, Room 332

Agenda

I. Call to Order

II. Invocation

III. Approval of Minutes of April 17, 2008
(Minutes are posted on HNS College Intranet)

IV. Announcements / Introductions

- 1) Edward Kvet, Provost/VP for Academic Affairs
- 2) President's Open House / Parents' Shadow Day
Friday, October 3, with classes open for visitors:
9:30 a.m. – 10:30 a.m.
10:30 a.m. – 11:20 a.m.
11:30 a.m. – 12:20 p.m.
12:30 p.m. – 1:20 p.m.
1:30 p.m. – 2:20 p.m.
2:30 p.m. – 3:20 p.m.
- 3) Terrell Fisher, Assistant Vice President of Marketing
- 4) HNS Welcome Party to Greet New Faculty
Friday, August 29, 3:30-5:00 PM, Dean's Conference Room

V. Reports

- 1) Handbook Progress – Craig Hood
- 2) SORC – Lynn Koplitz

VI. Old Business

- 1) Mentoring and Working Towards Tenure (attached)

VII. New Business

VIII. Move to Adjourn

Attachments: 2 pp

DRAFT: HuNS Materials for Yearly Review and for Tenure and Promotion Packets.

Each year departments will send recommendations to the dean for retention or non-retention of untenured ordinary faculty. These recommendations will be based on the department's evaluation of your teaching, scholarship, and service. You should provide your department each year with a portfolio that describes your work in each of these areas. The suggestions below will help you prepare for annual reviews and, ultimately, for your tenure application. They incorporate the requirements for tenure and promotion documentation specified by the College Rank and Tenure Committee (CRTC). They include additional suggestions to help you in building your tenure file as you move through the pre-tenure years.

Year One: Faculty member should be advised to begin a portfolio. Suggested contents:

1. **Listing of courses taught, with numbers and course titles.** Syllabi and examples of assignments strongly recommended.
2. **Listing of courses created, if any,** with numbers, course titles, course descriptions and syllabi.
3. **A statement about creative teaching methods,** online courses, linked courses, first-year seminar courses, etc. with examples of creative assignments.
4. **All student evaluations.**
5. **Letters from faculty visiting and evaluating classes.** In some departments, chairs or mentors will help you arrange these visits. One peer evaluation per semester is strongly recommended.
6. **Any collaborative research** with students and/or other faculty members.
7. **List of publications and conference presentations** for review by the department (the faculty member should be saving all publications and any letters from reviewers who have commented on them).
8. **Any grants applied for.** List those funded and not funded.
9. **Department, university, and/or community service.** This includes committee work.

Year Two: Second year faculty members must be reviewed twice: once in early November to determine a third year contract, and once in February for a fourth year contract. The portfolio should contain all off the above documents, plus:

1. **Listing of all courses taught in the second year**, with syllabi. First review will look at first semester of second year syllabi as well as all first year syllabi.
2. **Advising Statement** (if applicable). List programs advised for, number of advisees.

Year Three: Third year faculty should be well on their way to having a packet that is almost ready for the pre-tenure review in the fourth year. It should contain all of the above.

See college guidelines at

chn.loyno.edu/intranet/documents/GuidelinesTenure.Promotion.pdf

Provost's guidelines at

<http://www.loyno.edu/provost/documents/MaterialsforTenurePromotionetc.pdf>

Year Four: Updated packet from year three. This is the Pre-tenure review year. Although letters from external reviewers are required, for the full tenure application, they are NOT required for the fourth year review. The department should review the packet carefully to make sure nothing is missing.

Year Five: All of the documents from Year Four, updated. During the fifth year, the faculty member and other members of the department should provide the department chair with lists of external reviewers qualified to evaluate the applicant's scholarship. For the purposes of the College Rank and Tenure Committee, "external" will be defined as experts in the applicant's field of study outside Loyola. In the interests of impartiality, reviewers should be required to identify any relationship they may have with the applicant. The department chair will be responsible for obtaining no less than three but no more than six letters from external reviewers by fall of the candidate's sixth year.

Year Six or Early Promotion: Tenure Year. The tenure packet should include all of the above information as well as copies of books and other publications. The department chair will forward the external review letters to the CRTC and will write a clear and unambiguous letter to the CRTC concerning the faculty member's past work and potential for future work and contribution to the university. **Applicants for early promotion must provide external reviews as stated in the document.**