

College Rank and Tenure Committee Protocol (CRTC) (Revised May 7, 2016.)

Membership

The Committee shall consist of nine tenured faculty members, three elected from each division of the College. Alternates from each division will also be elected. All full-time tenured faculty members are eligible to be elected, except those holding administrative posts and persons serving on the University Rank and Tenure Committee (URTC). Only one member from any unit may serve on the Committee at a given time. Members shall serve staggered three-year terms. Faculty members will recuse themselves when the CRTC considers and discusses their promotion application.

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 seven members, or their alternates, 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 unit. Before leaving they may, however, provide a brief presentation to the CRTC introducing the application and the unit's procedures in making their recommendations. The CRTC chair will contact the Unit Leader of units without members on the CRTC to let her/him know when their candidate's case will be reviewed by the committee so that these units may send a representative to the CRTC meeting to do this brief introduction of the application. Following the introduction of the tenure or promotion case, the CRTC may obtain clarification of the unit's procedures or points of fact from the this unit representative. Once they have done this, the unit representative will be asked to leave the room so that the remaining CRTC can discuss the case. 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 unit leader of any applicant to address questions raised by the Committee on an application. The chairperson of the CRTC will normally contact the unit leader *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, within five business days the chair of the CRTC should post via campus mail simple form letters of acceptance or rejection to all applicants with a copy sent to the unit leader. 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 unit leaders, 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 1st (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 as specified in the University Faculty Handbook.

A faculty member, with permission of the dean and the unit, 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 unit leader to submit the unit's recommendation and the external letters to the chairperson of CRTC on or before November 1st. It is the faculty member's responsibility to submit all other materials to the CRTC on or before November 1st.

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 unit leader in consultation with the unit. If no agreement can be reached, 2/3 of the list will be provided by the candidate and 1/3 by the unit or unit leader. No former advisors or teachers 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 unit know if there is any external evaluator they do not want solicited for an evaluation. The chair alone will then contact reviewers to solicit a review and to describe the unit's expectations for tenure/promotion. The chair will follow up by sending a reviewer packet, to be prepared by the candidate, which will include only the candidate's curriculum vitae, publications and a cover letter to all reviewers,

preferably several months in advance. A copy of the unit leader's letter and list of instructions to the external reviewers must 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 unit leader should also ensure that each reviewer provide a brief resume or curriculum vitae which will then be included in the package along with the respective letters.

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 unit leader 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.

With regard to student letters of recommendation, the candidate shall give students' names to the unit leader, who shall then solicit letters of reference from some or all those students. Students shall submit their letters of recommendation to the chair to be placed in the candidate's file, and they shall be kept in confidence.

All material submitted to the CRTC and all deliberations of the CRTC shall be kept confidential. The Dean and leader of the candidate's unit should ensure that any confidential materials are removed before the packages are returned to the candidate. The confidential portions of the candidate's file should be stored only in the Dean's Office; all original materials must be retained in the dean's office pursuant to the University's document retention policy.

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 1st, a recommendation on each of those who have been considered. The CRTC shall provide a clear explanation for its decision to the candidate's department, including the relevant points of discussion in its summary. The CRTC also shall provide to the Dean a clear explanation of the reasons for its vote on the candidate, including the relevant points of discussion in its summary. 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. (See University Faculty Handbook, chapters four and five)

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 protocols of the various units on or before November 1st. It is the responsibility of the unit leader to submit the unit's recommendation to the chairperson of CRTC on or before November 1st. It is the faculty member's responsibility to submit all other materials to the CRTC on or before November 1st.

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 Provost and Vice President for Academic Affairs and the appropriate unit leader. 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 unit. The CRTC's recommendation is given a greater weight than the unit's in the final decision. The CRTC shall meet to discuss and vote on each case. The recusal of members from the applicant's unit 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 Dean to be advised of reasons which have contributed to an adverse decision. A faculty member may appeal this decision as specified in the University Faculty Handbook.

Emeritus Status

The leader of the unit 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 unit leader 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 1st 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 31st in the year which they are retiring. The dean appends his or her recommendations and sends both to the Provost and Vice President for Academic Affairs prior to February 15th.

Lateral Appointments from other Universities

With regard to administrators or other faculty coming into Loyola either in a lateral move or a promotion, the unit will provide a report and supporting documentation. The CRTC shall evaluate and make a recommendation to the dean on an administrator or other faculty seeking either a lateral appointment or promotion as she or he enters Loyola.

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 and organize the main sections into separate folders.

Any substantive changes to the list of materials for promotion and tenure should be approved by the CRTC. We suggest that deans and unit leaders 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 unit 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. The Dean's Office will print the necessary materials from the candidate's Blackboard site and have those sent to the Provost's Office.

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.

List of Important Dates:

March 1: The Dean will notify candidates eligible for tenure and/or promotion.

May 1: Unit leader and candidate should begin the process of contacting 3 to 6 external reviewers.

October 1: Candidate should have completed upload of materials to Blackboard site, had his/herself removed as a user, and enrolled his/her unit leader.

November 1: The unit should have completed its review of the candidate. All materials must be uploaded to Blackboard and the Dean enrolled as an instructor. The CRTC will have its first meeting and elect a chair, whom the Dean will then enroll as an instructor.

January 1: All letters to the Dean and candidates will be sent in accordance with the procedure set out in the CRTC protocol.

February 15: The Dean appends his/her recommendations to the CRTC's and sends both to the Provost and Vice President for Academic Affairs.

April 1: The Provost and Vice President for Academic Affairs will inform the candidates of the results of the process.

Materials to be submitted for Promotion and Tenure--HNS

I. OVERVIEW

Please note: all materials will be archived on a Blackboard promotion site. It is up to the candidate to contact the Blackboard Manager to create a site and populate it. The site should be organized in accordance with this materials list. In the interests of confidentiality, once the candidate has uploaded all the necessary documents to the Blackboard site, he/she should enroll his/her unit leader and then have the Blackboard Manager remove the candidate as a user.

A. * Cover letter from the candidate describing his or her contributions in the three areas of teaching, research and service and any special considerations. If candidate received course releases, research leaves or sabbaticals, the candidate should address how the time was used to improve the faculty member's profile and standing at Loyola. The letter should be no more than four pages in length.

B. Recommendation Letter from the unit leader describing the candidate's career at Loyola and the unit's discussion and vote tally. The letter should discuss the candidate's teaching, research and service in reference to Faculty Handbook and the unit's protocol expectations. The letter should reference the results of teaching evaluations (peer and other), external evaluations of research, and any other significant aspect of the candidate's contributions to Loyola. The unit is not required to share this letter with the candidate. If the unit leader chooses to do so, he/she should remove the vote tally and any quotations from external reviewers before doing so.

C. Academic Curriculum Vitae which lists all research publications, artistic achievements, service, grants, and papers presented, etc. Refereed and non-refereed publications should be distinguished. Joint authors of articles should be listed in the order in which they appear.

D. A copy of the unit's 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. Annual evaluations by the candidate's academic unit and any peer evaluations of teaching.
- F. Teaching evaluation letters by students who have graduated or are not currently enrolled in a course.
- G. Course development grants/pedagogical workshops attended
- H. External grants related to teaching or mentoring of students
- I. Awards related to teaching
- J. Computerized summaries of teaching evaluations
- K. Syllabi of all courses taught at Loyola University New Orleans
- L. 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. Since these evaluations are confidential, they should be uploaded to the Blackboard site by the unit leader only after the candidate has been removed as a user. Also in this section, the unit leader must include a copy of the letter sent to solicit external reviewers. This letter should explain the unit's and the institution's expectations for research in the context of the requested review and ask that reviewers give a short description of any prior relationship between the reviewer and the candidate, if any. If there is no prior relationship the reviewers should also state this as well. Chairs should include a brief resume or curriculum vitae for each external reviewer. 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 unit leader 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, but clearly accepted for publication. The candidate may also select letters submitted to the editor by reviewers regarding the evaluation of that as of yet unpublished work. 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. Future research plan
- M. 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