

Siena College

COLLEGE AND ADMINISTRATIVE POLICY

Policy Title:	<i>Policy Title:</i> Siena College Promotion and Tenure Standards for Full-time Tenure-track and Tenured Faculty Members
Type or category of Policy:	<i>College Policy</i>
Approval Authority:	<i>Approval Authority:</i> Board of Trustees
Responsible Executive:	<i>Responsible Executive:</i> Vice President for Academic Affairs
Responsible Office:	<i>Responsible Office:</i> Academic Affairs
Owner Contact:	<i>Owner Contact:</i> Laurie Fay, Assistant VP for Academic Affairs, 202 Siena Hall, fay@siena.edu, 518-783-2307
Reviewed By:	Approved by Board of Trustees April 4, 2012
Reviewed Date:	
Last Revised and Effective Date of Revision:	

***=Optional**

****Brief Overview of the Policy***

This policy outlines the minimum College standards for tenure, promotion to associate professor and promotion to professor. Standards for teaching, scholarship and service for each of these status considerations are described, as well as requirements for departmental guidelines, and provisions for external review of scholarship.

Reason for Policy

Promotion and tenure standards that set minimum College expectations are essential to assure consistency of criteria and procedures across the College.

Scope of the Policy: Entities or Individuals affected by this policy

Full-time Tenured and Tenure-Track Faculty Members and Librarians
Board of Trustees
President
Vice President for Academic Affairs
Deans of the Schools of Liberal Arts, Business and Science

The Official Policy

Guiding General Principles

At Siena College, teaching has been and continues to be our priority. Over the past 10 years, increasing attention has focused on scholarship. Many of the faculty choose to engage in scholarship in their discipline and in pedagogy. The reality of the external world (market reviews, parents' increasing knowledge about the academy, and comparisons with peer institutions) demands it. Siena is becoming a community of teacher-scholars who are dedicated to the principle of service. Scholarship and service are becoming more significant spheres of evaluation. Standards in these areas need to be rigorous. Siena College recognizes this and supports the concept of rigorous peer review of teaching, scholarship, and service for promotion. Neither teaching by itself, community service, or seniority will compensate for lack of scholarship. Similarly, neither will teaching by itself, scholarship, or seniority compensate for lack of service.

Definition of Terms

According to the Handbook, departments must "provide clear and specific guidance for faculty members" who are submitting applications to the Status Committee (III.A.1.d.1-2). Departmental standards should therefore define as clearly as possible terms which may be specific to their disciplines.

Standards for Scholarship

Siena College recognizes different aspects of scholarship described by various terms, including the scholarship of discovery, artistic production, synthesis, integration, application, and pedagogy. As teacher-scholars, we engage in scholarship for several reasons: we wish to contribute to the advancement of knowledge, we wish to provide a model for our students, and we wish to enhance the reputation of our institution. Quality is always more important than quantity, but minimum quantity standards must prevail.

Peer-reviewed (refereed) professional journal article is the standard of reference for scholarship. We understand that a hierarchy of quality exists within the academy, that there are many equivalents, that flexibility is necessary for the different disciplines across the three Schools at Siena, and that standards must be clearly defined by departments in keeping with the general tenor of rigorous review.

The Macalester College guidelines express the College's view:

We do not wish to rank inflexibly kinds of scholarly or intellectual activity in recommending criteria for evaluation.... We are disposed to appreciate intellectual distinction in all its manifestations. We note, however, that an article published in a refereed journal has met the standards of the journal's editorial board and that, while journals vary in quality, there is relatively more qualitative variety among papers delivered at conventions or in public forums. Thus the mere fact that someone has given a paper may be less conclusive proof of intellectual achievement than publication in a journal of distinction. (Macalaster College Faculty Handbook IV.B.)

In setting minimum guidelines below, therefore, the term *peer-reviewed (refereed) publication or the equivalent* is understood to mean that departmental standards must define equivalents according to their disciplines.

The following (not exhaustive) list of intellectual contributions, count toward scholarship. The balance among these different kinds of intellectual achievements varies by individual and discipline. The department must determine how a mix of these contributions might be equivalent to peer-reviewed (refereed) articles published in scholarly journals and how journals and presses themselves are ranked within the relevant discipline. If faculty wish to consider alternative intellectual contributions, they need to consult with their departmental tenure and promotions committee.

- Books, written or edited, published by university presses or serious trade presses
- Articles in peer-reviewed (refereed) scholarly journals
- Articles in peer-reviewed (refereed) scholarly journals co-authored with students
- Chapters in books and articles in anthologies
- Translations
- Invited public lectures
- Creative writing, e.g. poetry, short stories, novels
- Music, composed, performed, or recorded
- Works of art in juried exhibits
- Catalogs of exhibits
- Theatrical performance, design, or production
- Film, video, or other juried electronic media production
- Grants, prizes, awards
- Conference presentations
- Articles in popular magazines and newspapers with national circulation

College Minimum Standards

All departmental documents should include the following minimum standards, with the clear understanding that meeting the minimum does not presume a positive recommendation from the department, dean, or Status Committee.

Tenure

Teaching

The College reaffirms the Handbook statement that “the primary function of faculty at Siena College is to teach” and refers departments to the teaching evaluation section of the Handbook III.A.1.a. Faculty applying for tenure should have established a record of excellence in teaching, as assessed by student, peer, departmental, and dean evaluations, as well as a teaching portfolio that includes self-review by the candidate. All departments must recognize that successful

teaching in the First Year Seminar, Core courses, team or collaborative courses, or interdisciplinary courses should be considered positively toward developing a “record of excellence” in teaching.

Departmental guidelines must request evidence that the faculty member is remaining current in pedagogy and content in his or her field and has contributed to curricular development and innovative instructional assignments or technologies. Peer review of syllabi and other course materials can accomplish this. Such reviews can be completed by colleagues at Siena or by external review, as the candidate chooses. Evidence of participation in pedagogy workshops at national professional associations can also document currency. Faculty are encouraged to attend professional development programs offered at the college and share course materials and successful teaching strategies with their peers.

Scholarship

Generally faculty applying for tenure should have a minimum of two (2) peer-reviewed (refereed) publications or the equivalent, as defined and determined by the department via evaluation of scholarship at comparable institutions (see below), and evidence of additional intellectual contributions, all achieved during the candidate’s employment at Siena. Faculty must demonstrate that they are producing independent scholarship or scholarship in association with their peers. Intellectual contributions co-authored with students should be considered positively.

The College accepts that many departments, appointments, and disciplines (i.e. librarians, PQ faculty, Creative Arts Department, and other departments) deviate from the “norm.” Each department has developed standards approved by the dean, in consultation with the other two deans to ensure relative consistency.

Service

Tenure-track faculty should focus primarily on developing teaching and scholarship in their first two years in the tenure track, while participating fully in departmental business and service activities. Thereafter, service to the College and the wider community is encouraged. Faculty should consult with their department chair and dean to choose committees in which they can best contribute their expertise to the campus with gradual introduction to more complex levels of service. Faculty members are encouraged to contribute service to their professional disciplines and to their communities. Community service should be considered only as it is relevant to the faculty member’s professional expertise. Evidence of service should be provided by chairs of committees on which faculty serve at Siena and by written recommendations of individuals outside the College with whom candidates work.

Promotion to Associate Professor

Teaching

Faculty applying for promotion to associate professor must demonstrate that they have accomplished achievements that meet the minimum requirements for tenure and continued to demonstrate excellence in teaching while providing the same type of documentation as required for tenure.

Scholarship

Faculty applying for promotion to associate professor should have a minimum of two (2) peer-reviewed (refereed) publications or the equivalent, as defined and determined by the department, and evidence of additional intellectual contributions, all achieved during the candidate's employment at Siena. Faculty must show that they are producing independent scholarship and scholarship in association with their peers. Intellectual contributions co-authored with students should be considered positively.

Faculty hired at the rank of associate professor must meet the standards while in the tenure track at Siena College, that is, in addition to accomplishments in teaching, scholarship, and service completed before the date of hire.

The College accepts that many departments, appointments, and disciplines (i.e. librarians, PQ faculty, Creative Arts Department, and other departments) deviate from the "norm." Each department has developed standards approved by the dean, in consultation with the other two deans to ensure relative consistency.

Service

Faculty applying for promotion to associate professor must demonstrate service to the College beyond that achieved for tenure and provide the same type of documentation as required for tenure.

Promotion to Professor

Faculty promoted to or hired at the rank of associate professor are expected to remain at that rank for at least six (6) years. Exceptional cases may be considered. This time in rank is required to give faculty the time needed to demonstrate continued excellence in teaching and service as recognized by their colleagues at Siena and a consistent and significant level of scholarship as recognized by peers in their discipline outside the College.

Teaching

As per the Handbook II.B.1.d., a faculty member seeking promotion to professor "should have established a record of excellence in teaching." Expectations remain the same as for tenure, that is, assessments by students, peers, department chairs, and dean, with evidence of ongoing accomplishment since the date of hire or last promotion at Siena. Faculty applying for promotion should include at least two peer classroom observations conducted within two years prior to application for promotion.

In addition, departmental guidelines should request evidence that the faculty member is remaining current in pedagogy and content in his or her field and has contributed to curricular development and innovative instructional assignments or technologies. Peer review of syllabi and other course materials can accomplish this. Such reviews can be completed by colleagues at Siena or by external review, as the candidate chooses. Evidence of participation in pedagogy workshops at national professional associations can also document currency. Faculty are encouraged to attend professional development programs offered at the college and share course materials and successful teaching strategies with their peers.

All departments must recognize that successful teaching in the First Year Seminar, Core courses, team or collaborative courses, or interdisciplinary courses should be considered positively toward developing a “record of excellence” in teaching.

Scholarship

As per the Handbook II.B1.d, a faculty member seeking promotion to professor “should be able to document recognition by peers outside the College as having a consistent and significant record of scholarship and/or creative production.” Professors are expected to have published a minimum of an additional four (4) peer-reviewed (refereed) journal articles or the equivalent since the time of promotion to associate professor (i.e. double the level of scholarly activity expected for promotion to associate).

Faculty hired at the rank of professor must submit a tenure application in the second year, as per the Handbook II.B.1.d. These cases are rare, and the presumption is that hiring a professor is based on an outstanding scholarly record. Consideration for tenure in these cases will necessarily be based primarily on accomplishments in teaching and service during the first year at Siena.

Professionally Qualified (PQ) faculty must meet the promotion standards set by their department to be eligible for promotion. PQ faculty must continue to demonstrate currency and relevancy in their teaching field. They can do so by their continued engagement in a profession related to the area of their teaching assignment at a significant level of responsibility, or by engaging in a variety of development activities set forth by their department.

Service

As per the Handbook, applicants for promotion to professor “should be able to document consistent and significant contributions in service to the College” (II.B.1.d). Senior faculty should lead in service. Evidence of service should be provided by written recommendations from the chairs or members of committees on which candidates served at Siena and by written recommendations of individuals outside the college with whom candidates worked.

External review of scholarship

External review is required when a faculty members submits an application for tenure and/or promotion. Faculty may solicit their own external reviews for their 2-year and 4-year reviews if they wish. This recommendation requires faculty to assemble their dossiers early to ensure that external review is completed before the deadline by which they need to submit their dossier for departmental review.

There should be two outside reviews, selected as follows: the candidate submits the names and contact information of five (5) potential reviewers, with a brief rationale for the list. The dean and the department chair (or Director of the Library) will ensure the absence of conflict of interest and each select one reviewer from the list. The dean will then contact the reviewers to request their participation. Upon agreement, the dean will send the reviewers the departmental standards. The deans and Director of the Library will develop a standard procedure for external reviewers to follow, and will assure anonymity of the respondents. Reviewers will be asked to comment on the candidate’s scholarship as submitted to the department. Auxiliary materials sent to external reviewers, if any, should be kept to a small number of representative samples. If the two reviewers differ significantly in their assessment, the dean will select a third reviewer from the original list of five potential reviewers submitted by the candidate.

Dean and VPAA Roles in Department Standards Discussions

As stated in the Handbook III.A.1.d, the deans and VPAA must review and approve departmental standards for consistency. This document offers guidelines for development and review of departmental standards. The deans and VPAA are available for consultation to departments.

Effective Date

These standards and procedures were effective as of the fall 2013 semester.

*** Exceptions**

Full-time faculty members who are members of the Service Employees' International Union Local 200 are covered by a separate Collective Bargaining Agreement.

*** Resources**

Faculty Handbook

<https://www.siena.edu/files/resources/faculty-handbook.pdf>

Committee on Faculty Status

<https://www.siena.edu/offices/academics/academic-committees/faculty-status/guidelines-for-tenure-and-promotion/>

Adopted: April 4, 2012

Reviewed: *Date the policy was last reviewed.*

Revised: *Date(s) of revisions made to the policy.*