

DEPARTMENT OF FINANCE AND ECONOMICS

FEPPS 2.02

Promotion Consideration

PURPOSE

The purpose of this policy is to set forth the guidelines for tenure recommendations by the Department of Finance and Economics Personnel Committee. The policy set forth below is for the guidance of the faculty under review as well as the general parameters to be used by the reviewing committee.

UNIVERSITY POLICIES

UPPS Documents:

04.04.21 Tenure/Promotion Review

08.01 Development/Evaluation of Tenure Track Faculty

Also see current Faculty Handbook.

Academic Affairs Policy & Procedure Documents:

7.10 Procedures for Awarding Merit and Performance Raises to SWT Faculty Members

School of Business Policy & Procedure Documents:

5.02 Faculty Evaluation

5.08 Merit/Performance

GENERAL INFORMATION

The grant or denial of promotion is at the election of the Department, School, and University. In order to obtain any specific promotion the applicant must, as a threshold, satisfy expectations at each level of review. This PPS provides the guidelines to be used in review by the Department of Finance and Economics as its primary decision factor, but all decisions are to be made in light of all relevant factors. Faculty are reminded that the grant of any promotion is not a right, but rather a privilege, the award of which is wholly within the discretion of the evaluating entities, and may from time to time be subject to additional constraints or considerations. The overriding decision is whether or not the grant of promotion is in the best interest of the Department, School and University, with due regard for the faculty member involved.

PROCEDURES

An applicant for tenure must demonstrate performance and success in each of the three major areas of review, i.e. teaching, scholarship and service. In order to provide a guide to both the applying faculty member and to the reviewing Committee, reference is made to Appendix A attached. Appendix A sets forth the relative weights which are assigned to various activities associated with each area. It is expected that, at a minimum, to obtain tenure an applicant should

Effective Date: October 1, 1997

achieve an annual average of at least one-third (1/3) of the designated percentage in each of the three review areas. These criteria define the department's minimum requirements and expectations for considering faculty for tenure, and the weighting of criteria should be considered approximate weights; attaining or exceeding these criteria does not create an entitlement to a grant of tenure.. Each reviewing Committee member will determine, based on his or her experience and perceptions, the degree to which the faculty under review has reached the expected average with due reference to the weights assigned to the activities. The reviewer is reminded to make allowance for variations in the expectations of tenure track faculty as they are set forth in UPPS 04.04.21 and the time lines set forth therein.

In accordance with the University calendar, the Chair of the Department shall notify each member of the Personnel Committee of the deadline by which the review of the applicant files must be completed. The Chair shall call a meeting of the Personnel Committee following the deadline to discuss and vote on the applications. The meeting shall be set for a time when all members of the Personnel Committee are free of teaching duties. The presence of 75% of the Personnel Committee shall be necessary to constitute a quorum for initiation and continuance of the meeting. Proxy voting shall not be allowed for tenure or promotion decisions. Each applicant's file shall be brought before the Committee and the floor opened for discussion. Following discussion of each applicant, the Personnel Committee shall, by secret ballot, vote for or against the recommendation of tenure for the applicant. A majority vote in favor of tenure shall be required in order to constitute a recommendation of tenure by the Department.

Relative WeightsTeaching Criteria: (45%)

Evaluation of teaching effectiveness completed by current students. The review process may also include evaluations by peers, graduating seniors and alumni of the School of Business at SWT.

Relative Weight:

30%

Development or revision of courses, with emphasis on the preparation and use of innovative instructional materials and teaching techniques.

20%

Self development activities focused on improving teaching effectiveness, including formal study in relevant academic areas, as well as attendance at conferences, short courses, or workshop.

20%

Meeting with students during, and in addition to, office hours, for purposes of academic advising and consultation.

15%

Courses taught at SWT during the time frame being reviewed, to include special course enrollments

10%

Collegiality

5%

Research Criteria: (35%)Relative Weight:

Publications in Refereed Journals

75%

Monographs

15%

Refereed Papers Presented

10%

Service Criteria: (20%)Relative Weight:

FEPPS 2.01

Tenure Criteria

	Trade Books on Topics of National Interest	
25%	Textbooks, Study Guides, Case Books	15%
	Other Non-Refereed Publications	10%
	Grants	10%
	Chairing SWT Committees	10%
	Leadership and Committee Activities in academic and professional organizations (including SWT)	10%
	Extraordinary student advising and/or sponsorship of student organizations	10%
	Campus presentations of Research	5%
	Collegiality	5%