Charge to the Faculty Senate Form

Formal Request for Faculty Senate Action

Charge Initiated by:  __Dr. Ann White, Dean, College of Nursing and Health Professions__

Date Charge submitted:  __September 27, 2012__

Name of Faculty Senate Representatives:

1.  __Maria Shirey__
2.  __Ethel Elkins__

Complete the following items and submit this form to either your Faculty Senate representative or the Faculty Senate chair for consideration by the Faculty Senate.

Directions: __Items 1 – 4 to be completed by initiator."

1.  **Action Requested:** State specifically what action the initiating faculty wants the committee to take. For example, update data; research relevant new data from this or another institution or institutions; update an outmoded policy; propose a solution or a revision of the handbook; write a report, etc. What is the desired outcome?

   Request for inclusion of language related to the promotion and appointment of Clinical Faculty in the University Handbook.

2.  **Current Policy:** Include a copy of the current policy and/or practice (if applicable) and reference where it is located.

   Current policy and University Handbook language does not account for Clinical Faculty as a class of faculty at USI.

3.  **Background:** Provide explanation of background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge? Whenever possible, provide examples of the experiences impacted by the issue.

   The College of Nursing and Health Profession, in collaboration with the Provost and Human Resources has developed Clinical Faculty as a faculty status. Provision of language to facilitate promotion of these faculty is needed.

4.  **Potential resources:** What necessary information can you provide and what resources can you suggest to help the Faculty Senate or committee fully address the charge?
Item 5 to be completed by Senate secretary or Chair.

5. Senate Comments: List any pertinent comments or suggestions raised in the Senate’s discussion of this charge. Also if this or a very similar charge has been proposed within the last 3 years and addressed by a committee, provide the result.

Charge was scheduled for the October 12, 2012 meeting of the Faculty Senate.

Action taken by the Faculty Senate:

Faculty Senate voted unanimously to endorse the recommended language for inclusion in the University Handbook.

Faculty Senate chair, Paul Parkison, submitted the Faculty Senate endorsement to the Provost and to Human Resources.
ACADEMIC APPOINTMENT, PROMOTION, AND TENURE

A. TERMS OF APPOINTMENT

1. The University of Southern Indiana is an equal opportunity employer. The appointment of faculty members, librarians and administrative officers is governed by professional consideration, not by political or other non-professional factors.

2. Academic employees are for the most part employed on an academic year basis of either nine or ten months for teaching in the fall and spring semesters and for teaching on-campus classes (some of which are evening classes and some Saturday classes) and extension (off-campus) classes.

3. Some assignments for the academic-year faculty will be made for teaching in the summer session, but summer employment is not guaranteed. It is expected that summer session courses will be taught by those holding the appropriate terminal degree.

4. The terms of employment of faculty and professional personnel employed on other than academic year contracts are established annually within the contractual agreement between the employee and the University.

5. The University retains the right, through the appropriate dean, to reassign faculty members to other courses, to research, or to other professional activities, should it become necessary to cancel offerings because of insufficient enrollment or other good and just causes.

6. Academic assignments are determined by the chair or director of the department, the dean or director, the provost, and the president. Academic assignments may include off-campus as well as on-campus classes, research or writing, consultative services, or administrative duties. Academic assignments will vary from one individual to another.

7. Persons assigned full-time or part-time to administrative or staff duties may (if qualified) be appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff title. Such persons will be informed in writing at the time of the appointment whether the faculty rank is on a regular or contract basis. Administrative or staff personnel who are not appointed to a faculty position are not considered faculty.

8. Faculty members may be appointed to perform academic duties in two or more departments. Those duties may include teaching, research, or other services. For administrative purposes, one department shall be designated the faculty member’s “home department,” which shall be responsible for promotions, salary, and tenure recommendations. When cause shall occur, appropriate counseling or disciplinary action shall be the responsibility of the department or academic unit where the occurrence arose and a report will be communicated to the “home department.” Evaluations may be conducted in all departments in which a faculty member provides services. The annual report is to be submitted to all departments in which the faculty member has been assigned.

9. For a faculty member, the title Emeritus or Emerita is recommended by the appropriate department faculty through the department chair or program director. The department chair or program director forwards the recommendation to the College dean, and with the dean’s concurrence, the recommendation is forwarded to the provost. If the provost concurs, the recommendation is forwarded to the Board of Trustees for approval. To qualify for the rank of Emeritus or Emerita, a faculty member may be of any rank and must have served the University of Southern Indiana for ten years. For all other individuals, the title Emeritus or Emerita may be conferred upon recommendation by the appropriate administrators with approval by the Board of Trustees. The term “Emeritus” or “Emerita” follows the designation of rank.
B. TYPES OF APPOINTMENT
Classification of full-time teaching faculty appointments. Faculty members may be appointed as either regular or contract faculty.

I. Regular Full-time Faculty
A. Regular full-time members of the faculty appointed to serve in regular full-time assignments are:
   1. Tenured or eligible for tenure or clinical track upon the completion of all general requirements as stated in approved departmental, college, and University policies and all specific requirements as stated in the initial letter of appointment;
   2. Eligible for all privileges extended by the University to regular full-time faculty, including employee benefit programs as described in the letter of appointment;
   3. Eligible for full participation in the affairs of the total University, of its component institutions (e.g., Faculty Senate and its councils and committees), and of its departments and administrative units in accordance with University policy;
   4. Eligible for academic promotion in accordance with departmental, college, and University policies; and
   5. Given assignments which are recommended by departmental chairs or supervisors and which are in accordance with policies found in the University Handbook.

B. Ranks which may be assigned include the following:

   **Instructor.** The instructor normally holds at least the master's degree. Faculty members who hold the rank of instructor shall not be eligible for consideration for tenure until they are changed to a regular faculty appointment and complete probationary service at the rank of assistant professor. They shall, however, be eligible for annual term appointments.

   **Assistant Professor.** Persons with an earned terminal degree but little or no professional experience are usually appointed to the rank of assistant professor. The assistant professor who does not hold the terminal degree must have completed at least one full academic year of graduate work toward a terminal degree and must have had significant professional experience. In very exceptional cases, clearly distinguished achievement may be accepted as a substitute for the additional year of graduate work.

   **Associate Professor.** The associate professor holds an earned terminal degree and has had significant professional experience. In very exceptional cases, associate professorship may be granted to one without the terminal degree.

   **Professor.** The professor holds a terminal degree and has had extensive professional experience. In very exceptional cases, full professorship may be granted to one without the terminal degree.

   **Affiliate Faculty.** Affiliate Faculty are academic professionals, either internal or external to the University, whose primary role is outside of the department of affiliation. They are assigned to specific tasks related to departmental programs. Affiliate appointments are non-board-appointed, non-voting, uncompensated appointments, and persons holding affiliate appointments earn no credit toward tenure. Affiliate appointments are recommended by the appropriate academic department/schools and approved by the dean and provost.

   **Clinical Faculty.** Clinical Faculty serve primarily in practice disciplines with the same expectations in teaching, advising and service as tenure-track/tenured faculty. The scholarship expectations of clinical faculty consist of a focus on application, evaluation and dissemination of clinical practice. Clinical faculty appointments are non-tenure positions, but provide for renewable term appointments and are eligible for promotion.

   **Regular full-time librarians** are appointed in ranks analogous to and modeled on faculty ranks. These are: senior librarian, associate librarian, assistant librarian, and affiliate librarian. The status of librarians holding titles under this rank system is similar to that of regular full-time faculty, with a master's degree considered as the usual terminal degree. The rank of initial appointment is determined by such factors as professional activities, experience, and degrees held.
II. Contract Faculty

A. Members of the faculty appointed to serve in specified temporary assignments. These may be for one semester, an academic year, or multiple years and may be either on a part-time or full-time basis. Contract teaching faculty are:

1. Eligible to receive, but not entitled to expect, renewal of appointments following the expiration of their current appointments.
2. Given assignments which are recommended by department chairs or supervisors and which are in accordance with policies found in the University Handbook;
3. Eligible, if contract full-time teaching faculty, to participate with voting rights in the departmental or area governance system by invitation of a majority of the regular members of the unit; and
4. Persons appointed on contract as part-time, lecturers, visiting appointees, affiliate and adjunct appointees are not considered members of the voting faculty as defined in Article I of the Faculty Constitution.

B. Contract faculty are accorded the following privileges:

1. Full-time contract faculty, may participate in the staff benefit programs of the University as stated in Section C of the University Handbook.
2. Part-time contract faculty assigned to teach seven or more semester hours in each semester on an academic year appointment, may participate in the staff benefit programs of the University as stated in Section C of the University Handbook.
3. Part-time contract faculty employed on a semester by semester basis or academic-year faculty who are less than half-time (seven semester hours or less) are not eligible to participate in the staff benefit programs.

C. Ranks which may be assigned include the following:

1. Instructor: The instructor normally holds at least the master's degree. Faculty members who hold the rank of instructor shall not be eligible for consideration for continuous appointment (tenure). They shall, however, be eligible for annual or multi-year appointments.
2. Contract Assistant, Contract Associate, or Contract Professor, Full or Part-time: Changes from contract appointments to regular faculty status should follow the customary procedures of the University. Persons holding contract appointments are not eligible for tenure.
3. Lecturer: The title "Lecturer" may be used for persons employed as contract full-time or part-time faculty who are uniquely qualified to serve the University. The person recommended to be a lecturer must be approved by the academic department and recommended through the usual channels. Lecturers are not eligible for tenure. This title should not be used for persons who qualify for employment as regular faculty personnel.
4. Visiting Appointees: The title "Visiting" may be used for persons holding rank in another institution who are temporarily employed at this University. The person recommended to be a visiting professor must be approved by the academic department and recommended through the usual channels. Visiting professors are not eligible for tenure.
5. Adjunct Appointees: The title "Adjunct" is used for persons who by their professional cooperation and on a part-time basis significantly assist the University in its academic programs. The person recommended to be an adjunct professor must be approved by the academic department and recommended through the usual channels. Adjunct faculty are not eligible for tenure.
6. Contract Affiliate, Contract Assistant, Contract Associate, or Contract Senior Librarian, Full or Part-time: Changes from contract appointments to regular librarian status should follow the customary procedures of the University. Persons holding contract appointments are not eligible for tenure.

C. APPOINTMENT PROCEDURES
Selection of Tenure and Renewable Faculty Appointments
The faculty needs of each college are determined on the basis of schedule requirements; anticipated enrollment; program development; anticipated retirements; resignations, and approved leaves of absence. A composite list of positions to be filled is compiled in the Office of the Provost. Each dean is notified.
of that college's staff allocations.

A faculty search committee is initiated by the dean who will typically delegate primary responsibility for the search to the chair of the department to which the faculty position will be assigned. The department chair must complete a Faculty Employment Requisition form and a job description for approval by the dean, the budget director, and the provost.

The Faculty Employment Requisition form, job description, and advertising information must be reviewed by Human Resources to assure compliance with all employment laws, university affirmative action plans, and university hiring policies. Each tenure or clinical track position should be advertised in appropriate nationwide media as determined by the search committee. Contacts at professional meetings and direct mailing also may be used. The object is to secure as large a number of qualified candidates as possible. Once the recruiting process has commenced, no changes can be made to the job description and all recruitment advertising, regardless of its medium, must include the Equal Opportunity/Affirmative Action statement.

A search committee of at least three faculty members appointed by the department chair will evaluate applications for all tenure or clinical track positions. In the case of hiring a department chair or an unusual circumstance, the search committee will be appointed by the dean. The functions of the search committee are to evaluate applicants, to recommend to the dean those applicants to be invited to campus for interviews, to check references of those candidates to be invited to campus, to participate in the interview process, and to forward the committee's narrative evaluations of the applicants to the dean.

The search committee, in consultation with the department chair, the dean, and the University Travel Office, coordinates arrangements for the candidate travel and schedule of events. The Provost must approve all travel arrangements.

Prior to contacting references, the search committee should compose a list of job related questions to be asked of all references. Prior to the telephone interviews and scheduled campus visits, the search committee should also compose a list of job related questions to be asked of all candidates. The Human Resources Department will provide reference and interview training and question development support to all faculty search committees to ensure compliance with appropriate laws and acceptable hiring practices.

Prior to inviting candidates to campus for interviews, the college dean must forward paperwork to Academic Affairs for review and approval by the provost.

The search committee should schedule interviews for the candidates with as many of the department's faculty as practical, the dean of the college, and (depending upon the rank and the nature of the position) the provost and president of the University. After candidates have been interviewed, the search committee will forward a narrative outlining strengths and weaknesses of each candidate to the department chair and dean.

After reviewing the search committee's narrative comments, the dean will meet and consult with the department chair and the search committee and will then make a hiring recommendation to the provost. Prior to engaging in an "Intent to Hire" discussion, the college dean must have approval from the provost.

The provost will make recommendations for appointments to the president of the University. The recommendation should include:

1. A memorandum recommending appointment from the dean and the department chair setting forth the recommendation, reasons for selection and proposed academic rank and salary, and a completed affirmative action form.
2. The completed University application form. This can be completed by the candidate when on campus or returned to the department chair by mail later, but must be included.
4. At least three letters of recommendation.
5. Other pertinent information such as evidence of published works and research, proof of certifications, licensures, and other applicable accreditation documents.
Once an offer has been made and accepted, all application and recruitment materials, including the Affirmative Action Recruitment and Search Reports generated in the search, should be returned to the Human Resources Department.

**Selection of Temporary Faculty Appointees**
Candidates for temporary faculty appointment for two years or less should be recruited by the academic department. A decision to hire should be made by the dean in close consultation with the department’s search committee.

**PROMOTION AND TENURE**
Members of the regular, full-time faculty may be eligible for promotion and/or tenure. A strong faculty possesses a diversity of skills, academic preparation, and experience. In general, when making judgments about initial appointments, promotion recommendations, and tenure, members of the teaching faculty, chairs, and administrators should consider achievements in the following basic areas: 1) teaching, 2) scholarship and professional activity, and 3) service. For evaluation of librarians, 1) professional performance, 2) scholarship and professional activity, and 3) service should be considered.

1. **EVALUATION AREAS**

**A. Teaching/Professional Performance**

1. **Teaching Faculty**
   - For teaching faculty, teaching occupies a central position among academic duties. Quality teaching, therefore, is the most important element in evaluation of teaching faculty. In order for candidates to be considered for promotion, their teaching performance must be viewed as satisfactory by students, colleagues, and administrators with respect to preparation, relevance to subject matter, and organization of material. Applicants for promotion to associate professor and professor must provide evidence that efforts beyond caretaker administration occur in those courses for which the faculty member has primary responsibility. Moreover, effective teaching assumes intellectual competence and integrity, creative pedagogical techniques that stimulate and direct student learning, cooperation with students and colleagues, and scholarly inquiry which results in constant revision of courses and curricula consistent with new knowledge.

   As evidence of accomplishment in teaching, faculty members should present such items as pedagogical materials including course syllabi and lecture outlines; summaries of anonymous student evaluations; letters of citation from colleagues or supervisors who visited their classes, observed their teaching in other ways, or taught the same students in subsequent courses; and the record of success of former students in graduate and professional colleges/universities and in subject-related careers.

   Teaching also includes effective academic advising. Because the university identifies academic advising as a crucial element in students’ educational development, academic success, and post collegiate goals, quality advising is considered a significant component in the evaluation of faculty. Effective academic advisors demonstrate an interest in mentoring students, provide accurate information relating to the university core curriculum and major requirements, and assist students in identifying and pursuing educational goals.

   Faculty members should provide documentation of advising activities. Such evidence could include communications with students, number of advisees in relation to overall department average, peer evaluations, summaries of student evaluations, and records of contributions to departmental advising events, and participation in advising related professional development opportunities.

2. **Clinical Track Faculty**
   - Same as for Teaching Faculty.

3. **Librarians**
   - For librarians, professional performance occupies a central position among librarian duties. Indeed, professional responsibilities consume the greatest amount of librarian energies and provide the primary arena to display librarian scholarship. Quality professional performance, therefore, is the most important element in evaluation. To be considered for promotion, a candidate’s professional performance must be
considered as satisfactory by clientele, colleagues, and administrators with respect to professional and intellectual competence; creativity and initiative in the performance of responsibilities; collections; skill in pursuing user needs and in stimulating faculty and student utilization of services and resources through individual or formal instruction; and a willingness to consider, suggest, and apply new ideas and alternative approaches to services. Applicants for promotion to associate librarian and librarian must provide evidence that efforts beyond caretaker administration occur in those areas for which they have primary responsibility. Moreover, being an effective librarian assumes a positive professional image and integrity, creative techniques that stimulate and direct student learning, cooperation with students and colleagues, and scholarly inquiry which results in constant review of products and services consistent with new knowledge. Librarians should present evidence of performance of duties and responsibilities; summaries of anonymous evaluations; letters of citation from colleagues or supervisors who benefited from or observed their work, or worked with their clients in subsequent encounters; and the record of success of the use their clients make of their services.

B. Scholarship and Professional Activity

1. Teaching faculty
   Scholarship. Scholarship is the foundation for teaching and professional activity. Applied and basic research, and creative works contribute to faculty members' knowledge within their teaching fields, permit them to become productive scholars among peers in learned and professional societies and establish them as citizen-scholars who contribute to local and regional communities. Therefore, the pursuit of a definite, continuous program of studies, investigations, or creative works is essential.

   Remembering that quality of scholarly production is considered more important than mere quantity, candidates should demonstrate such evidence as completed post-doctoral programs; research activities leading to participation in and papers presented to professional meetings and the publication of articles and books; creative works of literature, art or invention which result in publications, exhibits, and patents; peer-reviewed documentation of applied research projects and their impact; and the receipt of professional honors, grants, and awards.

   Professional Activity. Active participation in organizations that stimulate and propagate knowledge in professional disciplines is an essential ingredient to professional growth and development. Therefore, evidence of membership; committee service; offices held in professional organizations; and experience in organizing and assisting in conferences, workshops, and seminars are principal criteria to be considered for faculty promotion. Professional consultation; travel related to teaching and research; and recognition by one's peers through professional honors, grants, and awards should also be given serious consideration. Voluntary and philanthropic activities related to the faculty member's discipline or area of expertise should be considered where appropriate. Professional activity includes the application of knowledge to address practical, social, political, or economic issues or challenges.

2. Clinical Track Faculty
   Scholarship. Scholarship is the foundation for teaching and professional activity. Applied research, and creative works contribute to faculty members' knowledge within their teaching fields, permit them to become productive scholars among peers in learned and professional societies and establish them as citizen-scholars who contribute to local and regional communities. Therefore, the pursuit of a definite, continuous program of studies, investigations, or creative works is essential.

   Remembering that quality of scholarly production is considered more important than mere quantity, candidates should demonstrate such evidence as collaborating with researchers or leading clinical research investigations, activities leading to participation in and papers presented to professional meetings and the publication of articles and books with a focus on clinical practice; peer-reviewed documentation of applied research projects and their impact; and the receipt of professional honors, grants, and awards.

   Professional Activity. Active participation in organizations that stimulate and propagate knowledge in professional disciplines is an essential ingredient to professional growth and development. Therefore, evidence of membership; committee service; offices held in professional organizations; and experience in organizing and assisting in conferences, workshops, and seminars are principal criteria to be considered for faculty promotion. Professional consultation; travel related to teaching
and research; and recognition by one's peers through professional honors, grants, and awards should also be given serious consideration. Voluntary and philanthropic activities related to the faculty member's discipline or area of expertise should be considered where appropriate.

Professional activity includes the application of knowledge to address practical, social, political, or economic issues or challenges.

Practice. Clinical practice is the foundation for teaching and professional activity in a practice discipline. Evidence in clinical practice expertise include designing and implementing a clinical milieu for students' learning experiences; demonstrate leadership in clinical practice through consultation and improvement of clinical practice guidelines; and is recognized for practice expertise at the regional and national levels.

3. Librarians

Scholarship. Scholarship is integral to the professional growth and development of the librarian and to his/her educational function in the University. Awareness of and contributions to current developments in the profession and appropriate subject files, continuing scholarly growth as exemplified by formal or informal study, independent research, and creative works not only contribute to librarians' knowledge within their fields, but also permit them to become productive scholars among their peers in learned and professional societies. Each librarian, therefore, should pursue a definite, continuous program of studies, investigations, or creative works. Remembering that quality of scholarly production is considered more important than mere quantity, candidates should demonstrate such evidence as continuing education courses, workshops, seminars, institutes, formal courses, or certificate programs; research activities leading to participation in and papers presented to professional meetings or publications of recognized merit; creative work which results in publications, exhibits, or demonstrable improvement of the profession; or the receipt of professional honors, grants, and awards.

Professional Activity. Active participation in organizations that stimulate and propagate knowledge in professional disciplines is an essential ingredient to professional growth and development. Therefore, evidence of membership; committee service; offices held in professional organizations; and experience in organizing and assisting in conferences, workshops, and seminars are principal criteria to be considered for promotion. Professional consultation; direction of a student's practice work; travel related to professional development and research; and recognition by one's peers through professional honors, grants, and awards should also be given serious consideration. Voluntary and philanthropic activities related to the librarian's discipline or area of expertise should be considered where appropriate.

C. Service

1. Teaching faculty

University Service. Teaching-faculty members are expected to be available for service to University faculty, students, and administration. They must show willingness to serve and to demonstrate efficient performance in such capacities as faculty governance, department/college and University-level committees, administrative assignments, sponsorship of student organizations, and other University-related activities.

Community Service. Service to groups, agencies, and institutions external to the University is a legitimate responsibility of faculty and is consistent with the mission statement of the University. In general, community service should result from carefully developed plans of activity. Persons who desire recognition for their service must document their work's effectiveness.

2. Clinical Track Faculty

Same as for Teaching Faculty

3. Librarians

University Service. Librarians are expected to be available for service to University faculty, librarians, students, and administration. They must show willingness to serve and to demonstrate efficient performance in such capacities as faculty and librarian governance, departmental, college, and University-level committees, administrative assignments, sponsorship of student organizations, and other University-related activities.

Community Service. Service to groups, agencies, and institutions external to the University is a
legitimate responsibility of librarians and is consistent with the University mission statement. In general, community service should result from carefully developed plans of activity. Persons who desire recognition for their service must document their work’s effectiveness.

4. CRITERIA FOR PROMOTION AND TENURE
Criteria and requirements listed below should guide all concerned with academic promotions and/or tenure decisions. Mere attainment of these conditions does not, in itself, automatically justify tenure and/or promotion.

To be eligible for promotion to a higher rank and/or tenure, at the time of application, one must ordinarily meet minimum requirements described below. Except under extraordinary circumstances, the following criteria should be fulfilled before eligibility for promotion and/or tenure is considered. (Eligibility suggests when candidates may be considered for promotion and tenure.) Ordinarily faculty members serving a probationary period may not submit applications for promotion until the final year of probation, but application may be made earlier if eligible according to the quantitative and qualitative criteria.

Tenure can only be granted to those individuals who apply for and meet the criteria for promotion to the rank of associate professor, or who have already attained that rank at the University of Southern Indiana. After the expiration of a probationary period, a faculty member applying for promotion to the rank of associate professor or higher shall be simultaneously considered for academic tenure (under conditions listed). Once tenure is granted, an individual shall be terminated from employment only for adequate cause, except under extraordinary circumstances, such as financial exigencies, decrease in enrollments, or discontinuance of instructional programs. Academic tenure status at the University of Southern Indiana is a privilege earned through performance at USI—it is not transferable from another institution.

The privilege of tenure depends on the individual's meeting these conditions:
1. On appointment to the rank of assistant professor or higher rank, and after having successfully completed the probationary period of full-time service in accredited educational institutions, three years of which must have been served at the University of Southern Indiana, faculty members who meet criteria for promotion to associate professor or higher rank shall become eligible for tenure. Appointment to tenure will be by action of the University of Southern Indiana Board of Trustees upon the recommendation of the president.
2. Tenure is not given in administrative assignments.
3. Tenure is effective only with the beginning of the academic year (fall semester).
4. Tenure is ordinarily granted at the close of the probationary period, simultaneous with the consideration for promotion to associate professor. Faculty members who are unsuccessful in their petition for promotion at the end of their probationary period shall not be granted tenure and their notification of non-reappointment will be dated not later than twelve months before the expiration of the appointment.
5. Probationary faculty members holding the rank of associate professor are not required to apply for promotion and tenure simultaneously. Untenured associate professors shall apply for tenure at the end of their probationary period, the length of which shall be mutually agreed upon at the time of hire.

Criteria for Teaching Faculty
Instructor to Assistant Professor
A. Quantitative Criteria
1. Should attain three years of teaching experience in rank.
2. Should complete 30 semester hours of graduate work beyond the master's degree, or the equivalent, in an area relevant to the teaching assignment.
3. Should have at least five years of teaching experience or equivalent professional experience.
4. Should have taught at the University of Southern Indiana at least three years.
5. Shall be eligible for promotion the academic year following completion of the doctorate or terminal degree.

B. Qualitative Criteria
1. Should meet criteria for Assistant Professor in teaching, scholarship/professional activity, and service.
   a) Teaching: Teaching performance should be supported by demonstrable evidence of development in pedagogical techniques, cooperation with students and colleagues, and scholarly inquiry. Advising
performance should be supported by demonstrable evidence of development in effective advising techniques.

b) Scholarship and Professional Activity: Academic preparation should be sufficient for progress in teaching, independent scholarship, and creative work. A foundation of professional activity should be in evidence.

c) Service: University service should be in evidence at least at the college level. The candidate should demonstrate activity within the University's continuing education area or membership and activity in local community and public service agencies, groups, and other organizations.

2. Should have positive recommendations from the appropriate department and/or college committees, department chair, and dean.

**Assistant Professor to Associate Professor**

A. Quantitative Criteria

1. Should have attained an earned doctorate or terminal degree.
2. Should have attained four years in rank.
3. Should have attained ten years in rank and completed 60 semester hours of graduate work beyond the master's degree, or equivalent, in areas relevant to the teaching field if the doctorate or terminal degree has not yet been earned.
4. Should have at least five years of teaching experience or equivalent professional experience.
5. Should have taught at the University of Southern Indiana at least three years.
6. Should have received or be eligible to receive tenure. Individuals not currently tenured, who are applying for promotion to associate professor, are required to simultaneously apply for tenure.

B. Qualitative Criteria

1. Should meet criteria for Associate Professor in teaching, scholarship/professional activity, and service.
   a) Teaching: Teaching performance should be supported by demonstrable evidence of continuing development of pedagogical techniques, cooperation with students and colleagues, and independent scholarly inquiry as reflected in the revision of course content. Advising performance should be supported by demonstrable evidence of engagement and understanding of departmental and university advising programs, processes, and goals.
   b) Scholarship and Professional Activity: The production of scholarly or creative works should be of sufficient merit to gain local, state, or regional recognition. Significant involvement in advancing knowledge through participation in professional organizations and other professional activity at the local, state, or regional level should be apparent.
   c) Service: Effective University service at various levels should be in evidence. The candidate should demonstrate effective community service at various levels.

2. Should have positive recommendations from the appropriate department and/or college committees, department chair, and dean.

**Associate Professor to Professor**

A. Quantitative Criteria

1. Should have attained an earned doctorate or terminal degree.
2. Should have attained four years in rank.
3. Should have at least ten years of teaching experience or equivalent professional experience.
4. Should have taught at the University of Southern Indiana at least three years.
5. Should have held the doctorate or other terminal degree at least six years.
6. Should have received or be eligible to receive tenure. Individuals not currently tenured, who are applying for promotion to professor, are required to simultaneously apply for tenure.

B. Qualitative Criteria

1. Should meet criteria for Professor in teaching, scholarship/professional activity, and service.
   a) Teaching: Teaching performance should be supported by demonstrable evidence of continuing development of creative pedagogical techniques and significant cooperation with students and colleagues, supported by continuing scholarly inquiry through which new knowledge affects course and curricular revision. Advising performance should be supported by demonstrable evidence of continuing engagement and understanding of departmental and university advising programs, processes, and goals. Faculty should be mentors for junior faculty.
b) **Scholarship and Professional Activity:** The production of scholarly or creative works should be of sufficient merit to gain regional, national or international recognition. Leadership in advancing knowledge through participation in professional organizations and other professional activity at the local, state, regional, or national level should be clear.

c) **Service:** Effective leadership in University service at various levels should be in evidence. Leadership within local and regional groups should be in evidence.

2. Should have positive recommendations from the appropriate department and/or college committees, department chair, and dean.

**Criteria for Clinical Track Faculty**

**Clinical Assistant Professor**

A. **Quantitative Criteria**

1. Should hold a master’s degree in discipline or related field.

B. **Qualitative Criteria**

1. Should meet criteria for Assistant Professor in teaching, scholarship/professional activity, practice, and service.
   - **Teaching:** Teaching performance should demonstrate competency in classroom and clinical teaching; evidence of depth in area of specialty; and responsible for curriculum implementation and evaluation. Advising performance should be supported by demonstrable evidence of development in effective advising techniques.
   - **Scholarship and Professional Activity:** Academic preparation should be sufficient for progress in teaching, demonstrates expertise in clinical practice, and contributes to the development of materials pertinent to practice. A foundation of professional activity should be in evidence.
   - **Practice:** Designs and implements clinical milieu for student’s clinical experiences, facilitates collaborative relationships, and has advanced clinical practice skills.
   - **Service:** University service should be in evidence at least at the college level. The candidate should demonstrate activity within the University’s continuing education area or membership and activity in local community and public service agencies, groups, and other organizations.

2. Should have positive recommendations from the appropriate department and/or college committees, department chair/director, and dean.

**Clinical Assistant Professor to Clinical Associate Professor**

A. **Quantitative Criteria**

1. Should have attained the terminal degree in discipline as determined by the college and program.
2. Should have attained six years in Clinical Assistant Professor rank.
3. Hold state/national certification/licensure in area of expertise.
4. Should have taught at the University of Southern Indiana at least three years.

B. **Qualitative Criteria**

1. Should meet criteria for Associate Professor in teaching, scholarship/professional activity, practice, and service.
   - **Teaching:** Teaching performance should be supported by demonstrated evidence of outstanding classroom and/or clinical teaching, documentation of innovative student clinical experiences, and assumes leadership in curriculum activities. Advising performance should be supported by demonstrable evidence of engagement and understanding of departmental and university advising programs, processes, and goals.
   - **Scholarship and Professional Activity:** Assumes a leadership role in the development of materials pertinent to practice, presents evidence of clinical scholarship, and initiates research utilization in practice setting. Has a regional reputation as an expert in clinical specialty. Significant involvement in advancing knowledge through participation in professional organizations and other professional activity at the local, state, or regional level should be apparent.
   - **Practice:** Demonstrates expertise through clinical practice, leadership through clinical consultation and improvement of clinical guidelines. Also participates in the development of clinical programs.
   - **Service:** Effective University service at various levels should be in evidence. The candidate should demonstrate effective community service at various levels.
2. Should have positive recommendations from the appropriate department and/or college committees, department chair, and dean.

**Clinical Associate Professor to Clinical Professor**

A. Quantitative Criteria
1. Should have attained an earned doctorate.
2. Should have attained four years in Clinical Associate Professor rank.
3. Hold state/national certification/licensure in area of expertise.
4. Should have taught at the University of Southern Indiana at least three years.

B. Qualitative Criteria
1. Should meet criteria for Clinical Professor in teaching, scholarship/professional activity, practice, and service.
   - **Teaching:** Teaching performance should be supported by demonstrable evidence of continuing development of exemplary teaching in classroom and/or clinical setting. Assumes leadership role in program development and evaluation and mentors faculty in advising.
   - **Scholarship and Professional Activity:** The production of scholarly works should be of sufficient merit to gain regional and national recognition. Holds national reputation as an expert in clinical specialty and mentors junior faculty with scholarly activities. Leadership in advancing knowledge through participation in professional organizations and other professional activity at the local, state, regional, or national level should be clear.
   - **Practice:** Demonstrates clinical expertise and leadership at the regional and national levels and serves as a consultant to professional colleagues on practice at the regional or national levels.
   - **Service:** Effective leadership in University service at various levels should be in evidence. Leadership within local and regional groups should be in evidence.

2. Should have positive recommendations from the appropriate department and/or college committees, department chair, and dean.

**Criteria for Librarians**

1. **Affiliate to Assistant Librarian.**
   A. Quantitative Criteria
   1. Should attain three years of librarian experience in rank.
   2. Should have at least five years of librarian experience or equivalent professional experience.
   3. Should have at least three years of librarian or equivalent professional experience at the University of Southern Indiana.

B. Qualitative Criteria
1. Should meet criteria for assistant librarian in professional performance, scholarship/professional activity, and service.
   a) **Professional performance:** Professional performance should be supported by demonstrable evidence of development of professional techniques, cooperation with students and colleagues, and scholarly inquiry.
   b) **Scholarship and Professional Activity:** Experience and academic preparation should be sufficient for progress in professional performance, independent scholarship, and creative work. A foundation of professional activity which may be demonstrated by membership or activity in local groups should be in evidence.
   c) **Service:** University service should be in evidence at least at the departmental level and may include committee work. The candidate should demonstrate activity within the University's continuing education area or membership and activity in local community and public service agencies, groups, and other organizations and may include membership and participation in organizations outside the University and the librarian's professional field, volunteer work in the community, speaking engagements in the community, and public offices held.

2. Should have positive recommendations for promotion from the internal promotions committee and the director.

2. **Assistant to Associate Librarian.**
   A. Quantitative Criteria
1. Should have attained four years in rank.
2. Should have at least five years of librarian or equivalent professional experience.
3. Should have at least three years of librarian or equivalent professional experience at the University of Southern Indiana.

B. Qualitative Criteria

1. Should meet criteria for associate librarian in professional experience, scholarship/professional activity, and service.
   a) **Professional Performance:** Professional performance should be supported by demonstrable evidence of continuing development of professional techniques, cooperation with students and colleagues, and independent scholarly inquiry as reflected in revision of services.
   b) **Scholarship and Professional Activity:** The production of scholarly or creative works should be of sufficient merit to gain local, state, or regional recognition. These scholarly or creative works may consist of bibliographies, catalogs, indexes; exhibits; book reviews; pamphlets; consulting activities; bibliographical research including the identification and evaluation of literature for collection development; codification of professional practices including interdepartmental and departmental procedures; manuals; charting of operations; preparation of scholarly exhibits; development of subject indexes and classification schemes; in-depth visits with analysis of other operations for the purpose of gaining insights into technical procedures, services, buildings, or new technology; development of professionally related skills, including computer programs, statistics, subject specialties, editing data bases; and evaluative studies of processes, procedures, or products; journal articles; booklets; book chapters; and other similar activities and works. Significant involvement in advancing knowledge through participation in professional organizations and other professional activity at the local, state, regional level should be apparent.
   c) **Service:** Effective University service at various levels should be in evidence. The candidate should demonstrate effective community service at various levels.

2. Should have positive recommendations for promotion from the internal promotions committee and the director.

3. **Associate Librarian to Senior Librarian.**

A. Quantitative Criteria

a. Should have attained four years in rank.
b. Should have a least ten years of librarian or equivalent professional experience.
c. Should have at least three years of librarian or equivalent professional experience at the University of Southern Indiana.
d. Should have held the terminal degree at least six years.

B. Qualitative Criteria

1. Should meet criteria for senior librarian in professional performance, scholarship/professional activity, and service.
   a) **Professional Performance:** Professional performance should be supported by demonstrable evidence of continuing development of professional techniques and significant cooperation with students and colleagues supported by continuing scholarly inquiry through which new knowledge affects products and services.
   b) **Scholarship and Professional Activity:** The production of scholarly or creative works should be of sufficient merit to gain recognition by publication or by receipt of a grant, fellowship, regional or national award or other special honor. These scholarly or creative works may consist of grants, bibliographic essays, significant catalogs, bibliographies, indexes, pamphlets, book chapters, booklets, exhibits, extensive reviews, subject indexes and classification schemes, analyses of other operations resulting in major internal changes, development of professional skills contributing to major departmental or university improvement of services, books, journal articles, and other similar activities and works. Leadership in advancing knowledge through participation in professional organizations and other professional activity at the local, state, regional, or national level should be clear.
   c) **Service:** Effective leadership in University service at various levels should be in evidence. Leadership within local and regional groups should be in evidence.

2. Should have positive recommendations for promotion from the internal promotions committee and the director.
3. **PROCESS FOR PROMOTION AND TENURE**

During the probationary period, the appointee is given sequential term appointments of two two-year appointments and a final appointment of three years.

1. The notification of reappointment or non-reappointment during the first two-year probationary appointment at the University of Southern Indiana shall be dated not later than December 15 of the second year of the first two-year appointment. The notification of reappointment or non-reappointment during the third or later year of probation at the University of Southern Indiana shall be dated not later than twelve months before the expiration of the appointment. (The notification shall be by first-class mail.)

2. Any interruption of the probationary period, reducing the academic year to less than a full-time service period, will result in a delay of tenure eligibility until the entire probationary period has been completed.

3. During the probationary period, the faculty member shall have the same academic freedom enjoyed by all other members of the faculty.

4. During the probationary period, faculty members will be notified of weaknesses or evidences of unsatisfactory service or of any condition that might serve as a basis for non-renewal of their appointment at all levels of evaluation.

5. Service under a part-time or adjunct appointment shall not be counted as part of the required probationary period of service.

6. Faculty members on term appointment may submit their resignation prior to the official notification of non-renewal of their appointment.

7. A leave of absence without pay granted during the probationary period will delay tenure eligibility.

8. If an appointee is granted one year of credit for service at another accredited institution of higher education, the initial appointment shall be for one year. The appointee will receive notice of reappointment or non-reappointment by March 1 during the first year for a subsequent probationary two-year appointment. Assuming satisfactory performance during the two-year contract, the appointee will be eligible for a final probationary three-year appointment.

9. If an appointee is granted two years of credit for service at another accredited institution of higher education, the initial appointment shall be for two years. The appointee will receive notice of reappointment or non-reappointment to the final probationary three-year appointment by December 15 of the second year of the initial two-year appointment.

10. If an appointee is granted three years of credit for service at another accredited institution of higher education, the initial appointment shall be for one year. Before the end of the first year, the appointee will receive notice of reappointment or non-reappointment by March 1 for a final probationary three-year appointment.

**PROCEDURES FOR PROMOTION**

**Teaching Faculty**

Procedures may vary among the colleges and academic units with respect to promotion evaluations. However, all colleges are to utilize at least one evaluation of each applicant by a committee of faculty peers at the department or college level plus an evaluation by the dean. Evaluations at both the departmental and college levels may be appropriate and necessary in some areas. Evaluation procedures shall be written and distributed to all faculty within the college or academic unit. The procedures and deadline dates listed in this section of the *University Handbook* apply to all colleges regardless of additional evaluations that may be performed. Applications for promotion are available in the Office of the Provost and can be initiated as follows:

1. An individual member of the teaching faculty who meets the minimum criteria and requirements for promotion may submit an application form to the department chair or dean as appropriate for evaluation and action.

2. Faculty members who are not under the direct jurisdiction of a dean may submit promotion applications to their immediate supervisor or director, who should follow the procedures outlined for deans.

3. A faculty member's completed application for promotion must be transmitted to the appropriate dean or director by the first Monday in November.

**Clinical Track**

Procedures are same as for Teaching Faculty

**Librarians**
Applications for promotion are available in the Office of the Provost, and procedures conform to the deadlines and other guidelines observed at the department and college level. When the promotion application is properly forwarded to the provost, he will appoint a five-member Library Promotions Committee with a designated chair. Among the committee's members shall be a representative of the University Promotions Committee, a representative of the Faculty and Academic Affairs Committee, and members of the professional library staff. This committee will carry out the actions of the University Promotions Committee, applying the criteria for the promotion of librarians.

All promotions are effective in August at the beginning of the next academic year unless otherwise specified.

OPPORTUNITY TO WITHDRAW AN APPLICATION
Once submitted to the dean, an application for promotion is automatically routed through the various faculty committees and administrative offices on the university campus regardless of specific recommendations that may be made regarding it until and unless the individual faculty member requests that the application be withdrawn. This process constitutes an automatic review procedure for recommendations formulated within the University. The process of automatic review does not extend beyond the Office of the President.

DISMISSAL FOR CAUSE
Termination for cause of a faculty member who has tenure or whose term appointment has not expired shall be upon the recommendation of the dean or director and the provost and vice president for Academic Affairs to the president for the University.

RESPONSIBILITIES OF PERSONNEL INVOLVED IN THE PROMOTION AND TENURE PROCESS
To protect from potential conflict of interest, any individual who is a candidate for promotion and/or tenure should not participate in the formal review process at any level during the year of their candidacy.

A. Applicant
An applicant for promotion must assume the following responsibilities:

1. To prepare a completed promotion application which provides well-organized evidence to document his achievements in the area of evaluation specified in the University Handbook.
2. To transmit the completed application to the dean or director by the first Monday in November or to transmit it to the department chair at an earlier prescribed date if a departmental evaluation is to be used.
3. To provide additional pertinent information upon request by an appropriate administrator or Promotions Committee evaluating the applicant.
4. An applicant may withdraw the promotion application at any time prior to its being transmitted to the Board of Trustees.

B. Chair of Academic Unit
1. To receive the applicant's promotion application from the applicant.
2. To evaluate pertinent information concerning an applicant’s qualifications for promotion and/or tenure.
3. To provide the dean or director with a written evaluation of the applicant's strengths and weaknesses.
4. To forward the applicant's promotion form and any other pertinent information to the dean or director.

C. College or Academic Unit Promotions Committee
This Committee will assume these responsibilities:

1. To receive the applicant's promotion application from the dean or director.
2. To evaluate pertinent information concerning an applicant's qualifications for promotion and/or tenure.
3. To grant or request an interview with the applicant prior to making the committee's recommendation.
4. To inform the dean or director in writing of the committee's recommendation by the first Monday in December.
5. To provide the dean or director with a written evaluation of the applicant's strengths and weaknesses.

D. Dean or Director
The dean or director will assume these responsibilities:

1. To make a continuing study of those faculty members who are eligible for promotion and/or tenure.
2. To suggest that any faculty members in the college or academic unit deemed worthy of consideration submit an application for promotion and/or tenure; such suggestions must be made by an announced date of each year.
3. To create annually a College or Academic Unit Promotions Committee(s) whose membership(s) is (are) established in agreement with the college faculty.
4. To complete a recommendation form for each faculty member applying for promotion and/or tenure.
5. To inform the applicant of the dean's or director's recommendation.
6. To forward the applicant's promotion form and any other pertinent information to the provost by the first Monday of classes of the spring semester.
7. Upon request, to confer with an applicant regarding his strengths and weaknesses.

**E. University Promotions Committee**
The Promotions Committee is defined in Faculty Handbook Section II Article V: Standing Committees. The University Promotions Committee will assume the following responsibilities:
1. To acknowledge in writing to the individual under consideration the receipt of the promotion application.
2. To review pertinent information concerning any applicant's qualifications.
3. To inform each applicant in writing, by way of the committee chair, of the committee's recommendation regarding promotion.
4. To make recommendations to the provost concerning those for whom promotion should be recommended and those for whom promotion should not be recommended. It is understood that promotion is a necessary, but not sufficient criteria for the determination of tenure.

**F. Provost**
The provost will assume these responsibilities:
1. To make applications for promotion available to any faculty member who requests one.
2. To suggest that any faculty member whom the vice president deems worthy of consideration submit an application for promotion to the dean or director.
3. To receive the recommendations for promotion transmitted by the chair of the University Promotions Committee.
4. To analyze such recommendations and to seek additional data deemed necessary.
5. To make recommendations on each applicant regarding promotion and/or tenure.
6. To confer, upon request, with any faculty member whose application for promotion did not receive final favorable action.
7. To provide, upon the applicant's request, a written evaluation of the applicant's strengths and weaknesses.

**G. President for the University**
The president for the University will assume these responsibilities:
1. To suggest that any faculty member whom the president deems worthy of consideration submit an application for promotion to the college dean or appropriate administrator.
2. To receive from the provost all the completed applications, all recommendations, and all evaluations.
3. To submit to the Board of Trustees in time for consideration at its May meeting the names of those faculty members the president recommends for promotion and/or tenure.
4. To confer, upon request, regarding strengths and weaknesses with applicants who received conflicting recommendations from the provost and the University Promotions Committee.

**H. University Board of Trustees**
The University Board of Trustees will assume these responsibilities:
1. To receive from the president all recommendations for promotion and/or tenure.
2. To approve or deny said recommendations for promotion and tenure.