

# Regis College, Application for Tenure and/or Promotion to Associate Professor

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Due to Supervisor **Sept. 21.**

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**Purpose.** The Application for Tenure and/or Promotion is the first step in the application process to be awarded tenure and/or promotion to Associate Professor. It provides the faculty member with the opportunity to reflect on performance and achievements during pre-tenure/promotion period, and have the first word in the process, in which it serves as the central piece of evidence. Additionally, it is hoped that the Application can serve a role in the faculty member's discernment about goals and professional development.

**Format.** The ranked faculty member completes the Application as a single word-processed document containing the information outlined in this form and submitted as a **PDF file** (no cover-sheet required) to the Supervisor.

**Frequency.** A tenure-track faculty member who has no credit towards tenure would apply at the beginning of the sixth year. Years credited towards tenure or early application would result in earlier application. Ranked non-tenure-track Assistant Professors may apply for promotion on the equivalent timeline.

## **Evaluation Process after Application Submission.**

By **Oct. 7**, the Supervisor must **e-mail** (1) the Supervisor's written evaluation and (2) the faculty member's Application to the Assistant to the Dean in PDF format. By these same dates the Supervisor must deliver as a paper copy (3) the Supervisor's evaluation page signed by the Supervisor and the faculty member after consultation **with original signatures**.

The Application is independently reviewed in turn by the Supervisor, the Committee on Rank and Tenure, and the Dean who all provide evaluations in the form of a letter after review of the prior evaluations. The Committee on Rank and Tenure and Dean send their evaluation letters to the Provost. Additionally, the Dean sends the Dean's letter of evaluation to the President. The Dean's Office places the Self-Evaluation and all evaluation letters in the faculty member's Academic Record File.

**Chapter 4 of the Regis College Faculty Handbook** provides information and the definitive rules for Regis College faculty-member review, tenure, and promotion. Refer to the R. C. Faculty Handbook for more detailed information and additional information.

**REGIS COLLEGE, RANKED FACULTY MEMBER**  
**APPLICATION FOR TENURE AND/OR PROMOTION TO ASSOCIATE PROFESSOR FORM**

Parts 1 through 4 comprise general reporting sections (previously on a cover sheet). Parts 5 through 8 are the portions where the faculty member presents accomplishments, challenges, and self-evaluates. The ranked faculty member completes the Self-Evaluation as a single word-processed document containing the information outlined in this form and submitted as a PDF file (no formal cover-sheet required) to the Supervisor.

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**PART 1. GENERAL INFORMATION.** Clearly indicate all of the following that are applicable.

- **Name, department, e-mail address, and date** (at time of submission).
- **Current academic rank** (at time of submission); Assistant Professor, Associate Professor, or Professor.
- **The academic years in the probationary period** (or period before promotion). Indicate the span of years under review.
- As of August 1 of the year of submission of this Self-Evaluation, **the number of years you have taught at your current academic rank.**
- **The month and year you began teaching as a ranked faculty member at Regis University.** If applicable, also indicate if and when any change in College of appointment occurred and/or if and when you previously taught as a non-ranked faculty member.
- If you were hired as tenure track, indicate the **number of years of credit towards tenure** (if any) that you were awarded at the time of hire.

**PART 2. REPORT OF OUTSIDE EMPLOYMENT, BUSINESS INTEREST, AND CONSULTING.** If you engage in outside employment, business interest, and/or consulting during your period of contract, list and briefly describe any “teaching outside the College, outside employment, business interests and consulting activities” in which you are currently engaged or in which you expect to engage. These activities need to be documented and approved by the Dean. Activities *fully* restricted to months during which a faculty member is not under contract and work on grants obtained and paid through Regis University need not be reported. See 2.3.18 in the *Faculty Handbook*. If not applicable, skip this section or indicate that it is not applicable.

**PART 3. STEPP WORKLOAD ELECTION AND REPORTING.** Ranked faculty members in Regis College elect what to do with one course-equivalent of workload each year to best meet professional goals. These categories of workload are Scholarship, Teaching, Extraordinary Service, Pedagogy Development, Program Development, or 1<sup>st</sup> Year Mission Development. Extraordinary Service, Pedagogy Development (which does not include basic course preparation for disciplinary teaching), and Program Development require a brief written description and written approval from the Supervisor and Dean to be placed in the faculty member’s Academic Record File. *Important Note:* Serving as Department Chair or Program Director for certain programs is a **course release** and is **not a STEPP election** for Extraordinary Service. Faculty members in these roles also will choose a STEPP election. Self-Evaluations and Applications serve as the place for making and reporting on these elections. Faculty members not undergoing review or application complete a separate form.

Clearly indicate all of the following that are applicable.

- **STEPP election for last academic year** and a **BRIEF one or two sentence description of the activities** completed. (Scholarship: identify research/creative-work activities and/or products. Teaching: indicate that you “taught a course”. Extraordinary Service, Pedagogy Development, Program Development, and first-year Mission Development: briefly describe your activities.)
- **STEPP election for this academic year** (which was selected and Supervisor approved last year).
- **STEPP election for next academic year** (elected after consultation with the Supervisor) and a **BRIEF one or two sentence description of the planned activities.** (For Extraordinary Service, Pedagogy

Development, and Program Development this may be the brief description you submitted the Supervisor and Dean for written approval.)

Supervisors and faculty members are encouraged to discuss and agree on STEPP elections before submission of the Application.

**PART 4. WORKLOAD.** Briefly list the **STEPP elections** and any **course releases** for every year during the probationary period or the period before application for promotion to Associate Professor. If a course release is for two courses, please indicate that as well.

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In the Application for Tenure and/or Promotion to Associate Professor, like in the Self-Evaluation, “faculty members’ achievements should be reflected upon thoughtfully through a narrative commentary. All three areas of self-evaluation (teaching effectiveness; research, creative work, and professional activity; and service) can benefit from some **narrative that considers data on performance** (e.g., student evaluations; information regarding student learning), **summarizes one’s accomplishments, considers recent challenges, and establishes goals for the future.** In recognition of the value of vocational discernment about one’s professional development, faculty members are invited to use the [Application] to reflect on how the **University mission** has contributed to their faculty formation and how their work contributes to the University mission in the [Application]. Acknowledging the importance of faculty-member involvement in furthering the university’s diversity goals and in supporting students of diverse identity and experience, faculty members shall identify any contributions to the mission-relevant area of **diversity and inclusion** in the [Application].” [Bold emphasis added.]

*Regis College Faculty Handbook (RCFH) section 4.3.2.1.*

#### **PART 5. TEACHING.**

- First, **list the course sections taught for each term** during the pre-application period (include: course number, course name, number of credit hours, the term taught, and number of students).
- Second, **discuss your teaching effectiveness** during the pre-application period. “Regis College recognizes that excellence in teaching is one of the most important attributes of a faculty member.” See *RCFH* section 4.3.1.1. The Committee on Rank and Tenure recommends that faculty members review available teaching evidence (which can include formal and informal student evaluations, peer feedback, formal and informal outcomes assessments, syllabi, assignments), present teaching accomplishments, discuss teaching challenges, and discuss future teaching goals or plans. Thoughtful consideration of a teaching challenge or an area the faculty member hopes to improve followed by plans to specifically address them is recognized by the Committee as a component of high-quality teaching. Do not separately and specifically evaluate every course section taught during the pre-application period. Feel free to speak generally and then focus on discussing a few examples.

#### **PART 6. RESEARCH, CREATIVE WORK, AND PROFESSIONAL ACTIVITY.**

- First, **list those things that document your research, creative work, and professional activities** during the pre-application period. Provide full citations for any published works.
- Second, **discuss your research, creative work, and professional activities** during the pre-application period. “Professional competence requires maintaining current knowledge of the work being done within one’s field as well as engaging in research or creative work of one’s own which contributes to the profession. Such intellectual and scholarly engagement is also important for effective teaching.” See *RCFH* section 4.3.1.2. The Committee on Rank and Tenure recognizes scholarship in the areas of discovery, integration, application, and teaching & learning as valuable areas of scholarship (Boyer, 1990). In all types of scholarship, they are recognized as scholarship by review and subsequent provision of feedback by professional peers.

#### **PART 7. SERVICE.**

- First, **list those things that document your professional service to Regis University.** These can include formal and informal student advising, advising student groups, contributions to the shared work of the department and/or program, elected and appointed committees, appointed positions, and anything else in the area of Service.

- Second, **discuss your service activities** during the pre-application period. “[A] faculty member may reasonably be expected to demonstrate participation in the operational concerns of the institution, including services rendered to the students of Regis College.” See *RCFH* section 4.3.1.3. The Committee on Rank and Tenure recognizes service to students, contribution to the shared work of the department and/or program, and contribution to the shared work of the College and University as areas of important service.

**PART 8 (Optional as a Separate Part). DIVERSITY AND INCLUSION.** This can be provided as a separate Part 8 or can be indicated whenever appropriate in parts 5 through 7. This is not a separate area of performance evaluation, but reporting contributions to Diversity and Inclusion in Self-Evaluations and Applications is required. See *RCFH* section 4.3.2.1.

- First, **list those things that document any training, professional development, teaching, scholarship, or service associated with the area of diversity and inclusion.**
- Second, **discuss any diversity and inclusion contributions** during the evaluation period.

#### **APPENDED MATERIALS.**

- **REQUIRED.** An updated **Curriculum Vitae**. (10 pages maximum)
- **REQUIRED.** Two representative **syllabi**. It is recommended that the faculty member select any courses more specifically discussed by the faculty member in the Application.
- **OPTIONAL.** Representative course assignments. Faculty members should feel free to select any assignments, especially any more specifically discussed by the faculty member in the Application.
- **OPTIONAL.** Any additional materials that the faculty member thinks are important to include in the context of the material discussed by the faculty member in the Application. This more commonly includes but is not limited to things like peer evaluations, informal course evaluations, outcomes assessments, and letters regarding contracts.
- **DO NOT INCLUDE** copies of publications or conference abstracts. The complete citations in the Application usually provide enough information or allow the Committee to obtain the works if needed.

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**Length & Format Considerations.** Balance the considerations of exposition and concision in writing the Application. An overly long Application can make the process difficult for those providing later evaluations. Keeping **Parts 5 through 7 under 10 pages** usually is a very good idea. If you feel you need a more extensive exposition consult with the Supervisor about the need to do so before significantly exceeding 10 pages. Faculty members are encouraged to make the sectioning clear (but are not required to use the numbers or section titles) as indicated above.

## Regis College Ranked Faculty-Member Workload Overview

(provided for reference)

Ranked Regis College faculty members have three workload component areas:

**Teaching, Service & Scholarship, and STEPP.** See RC Faculty Handbook 2.3.6.

The STEPP component is the personalized component of workload elected by a faculty member in consultation with the Supervisor and, in some cases, the Dean.

**Course releases for being Chair or for certain program directorships reduce the number of courses in the Teaching area of workload and are *not* STEPP elections.**

<p style="text-align: center;"><b>Teaching Components of Workload</b> (9 mo. fac.: 17-19 teach. hrs. ≈6 courses; 12 mo.fac.≈8 courses)</p>	<p>3 cr. Course Equivalent &amp; Associated Duties</p> <p>3 cr. Course Equivalent &amp; Associated Duties</p> <p>3 cr. Course Equivalent &amp; Associated Duties</p>	<p>3 cr. Course Equivalent &amp; Associated Duties</p> <p>3 cr. Course Equivalent &amp; Associated Duties</p> <p>3 cr. Course Equivalent &amp; Associated Duties</p>	<p style="text-align: center;"><b>+ for Faculty Members on 12-Month Contracts</b></p> <p>3 cr. Course Equivalent &amp; Associated Duties</p> <p>3 cr. Course Equivalent &amp; Associated Duties</p>
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**A course release** reduces the number of courses above.

[For example, a Chair or Program Director for certain programs receives a course release reducing Teaching Workload to 14-16 teaching hours (≈ 5 courses) and **also must make a STEPP election.**]

<p><b>Service &amp; Scholarship Components of Workload</b></p>	<p>Student Advising (formal and/or informal)</p> <p>Department and/or Program Meeting Attendance and Active Service</p> <p>Committee and/or Other Administrative Service</p> <p>Convocation and Commencement Attendance</p> <p>Attendance at Senate Faculty Forum</p> <p>Second and Third Years of the Three-Year New Faculty-Member Mission &amp; Orientation Program</p>	<p>Scholarship (research and/or creative work appropriate to the discipline)</p> <p>Consulting (an option as appropriate to the discipline, not diminishing a faculty member’s effectiveness, and not in violation of the University’s Conflict of Interests Policy, see RC Faculty handbook 2.3.18 )</p> <p>Professional Activity (as appropriate to the discipline)</p>
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<p><b>STEPP Component of Workload</b> (select one each year in consultation with the Supervisor)</p>	<p><b>Scholarship</b> (sustained, focused scholarly activity)</p> <p><b>Teaching a Course</b> (total teaching for 9 mo. fac. is 20-22 teach. hrs. ≈ 7 courses, if no course release; 12 mo. fac. ≈ 9 courses)</p> <p><b>Extraordinary Service*</b> (service that goes far beyond the standard expectations for service)</p> <p><b>Pedagogy Development*</b> (engaging in innovative and labor-intensive course preparation and teaching activity that goes beyond normal expectations)</p> <p><b>Program Development*</b> (developing a new program consistent with the College’s strategic plan)</p>	<p><b>Faculty Seminar on the Mission of Regis College*</b> (must be semester-long and meet regularly)</p> <p><b>First Year of the Three-Year New Faculty-Member Mission &amp; Orientation Program</b></p> <p><small>*These STEPP elections (for E, P, P, or Mission Seminar) require written proposals be submitted with the Reporting and Election Form that must be <i>approved by the Supervisor and the Dean</i> and will be placed in the faculty member’s Academic Record file.</small></p>
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Course releases do not affect a faculty member’s ability to make a STEPP election.

**LEVEL OF PERFORMANCE FOR EACH RANK**

(provided for reference)

See *Regis College Faculty Handbook* Section 4.2.1 for levels of performance for those at the rank of **Assistant Professor**. Shaded areas under the double line indicate performance below expected levels.

<b>Assistant Professor</b>	<b>Teaching</b>	<b>Research, Creative Work, and/or Prof. Activities</b>	<b>Service to the University</b>
	<b>Outstanding</b>	<b>Outstanding</b>	<b>Outstanding</b>
	<b>Accomplished</b>	<b>Accomplished</b>	<b>Accomplished</b>
	<b>Noteworthy</b>	<b>Noteworthy</b>	<b>Noteworthy</b>
	<b>Competent</b>	<b>Competent</b>	<b>Competent</b>
	<b>Unacceptable</b>	<b>Unacceptable</b>	<b>Unacceptable</b>

See *Regis College Faculty Handbook* Sections 4.2.2 for requirements for promotion to **Associate Professor** and expected levels of performance for those at the rank of Associate Professor. Shaded areas under the double line indicate performance below expected levels.

<b>Associate Professor</b> (including promotion to tenure and/or Associate)	<b>Teaching</b>	<b>Research, Creative Work, and/or Prof. Activities</b>	<b>Service to the University</b>
	<b>Outstanding</b>	<b>Outstanding</b>	<b>Outstanding</b>
	<b>Accomplished</b>	<b>Accomplished</b>	<b>Accomplished</b>
	<b>Noteworthy</b>	<b>Noteworthy</b>	<b>Noteworthy</b>
	<b>Competent</b>	<b>Competent</b>	<b>Competent</b>
	<b>Unacceptable</b>	<b>Unacceptable</b>	<b>Unacceptable</b>

See *Regis College Faculty Handbook* Sections 4.2.3 for requirements for promotion to **Professor** and expected levels of performance for those at the rank of Professor.

<b>Professor</b> (including promotion to Professor)  <b>Outstanding</b> à performance in <b>one area</b> and  <b>Accomplished</b> à performance in the <b>other two areas.</b>	<b>Teaching</b>	<b>Research, Creative Work, and/or Prof. Activities</b>	<b>Service to the University</b>
	<b>Outstanding</b>	<b>Outstanding</b>	<b>Outstanding</b>
	<b>Accomplished</b>	<b>Accomplished</b>	<b>Accomplished</b>
	<b>Noteworthy</b>	<b>Noteworthy</b>	<b>Noteworthy</b>
	<b>Competent</b>	<b>Competent</b>	<b>Competent</b>
	<b>Unacceptable</b>	<b>Unacceptable</b>	<b>Unacceptable</b>

# Regis College, Supervisor Evaluation of Applicants

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Supervisor Eval. due **Oct. 7**.

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**Purpose.** The Supervisor Evaluation is the second step in the application process. This evaluation is meant to consider faculty-member performance from the perspective of the immediate professional supervisor (or equivalent). From the perspective of the Committee on Rank and Tenure, the best supervisor evaluations seek to help faculty members with their professional goals, consider the faculty member's effect on our students, cite specific evidence, and provide departmental and disciplinary perspective.

**Format.** The supervisor completes the Supervisor's Evaluation as a single-page hard copy paper form and as an accompanying word-processed document containing the information outlined in this form. The hard copy form must be submitted with Supervisor and faculty-member signatures. The letter must be submitted as a PDF file to the Assistant to the Dean. Additionally, the Supervisor forwards the electronic copy of the faculty-member Self-Evaluation to the Assistant to the Dean.

**Frequency.** A tenure-track faculty member who has no credit towards tenure would apply at the beginning of the sixth year. Years credited towards tenure or early application would result in earlier application. Ranked non-tenure-track Assistant Professors may apply for promotion on the equivalent timeline. By **Oct. 7** the Supervisor must **e-mail** (1) the Supervisor's written evaluation and (2) the faculty member's Self-Evaluation to the Assistant to the Dean in PDF format. By this same date the Supervisor must deliver as a paper copy of (3) the Supervisor's evaluation page signed by the Supervisor and the faculty member after consultation **with original signatures** to the Assistant to the Dean.

## Review of the Application.

- Review **Part 1** for accuracy. If something is inaccurate, and time permits, ask the faculty member to revise and re-submit the Self-Evaluation to you.
- Review **Parts 2 through 4** for accuracy and as a supervisor considering the faculty member's professional development.

If you have a question or concern regarding **outside employment, business interest or consulting**, after discussing it with the faculty member, contact the Dean who also must approve.

Your review in this context is the approval process for **STEPP election** for a faculty member undergoing review. Supervisors and faculty members are encouraged to discuss and agree on STEPP elections before submission of the Self-Evaluation. If you are not willing to approve a specific STEPP election, and time permits, discuss it with the faculty member and if the faculty member agrees to change the STEPP election, then ask the faculty member to revise and re-submit the Self-Evaluation to you. In a case where the Supervisor disapproves of the faculty member's election the Supervisor will include explanation that clearly identifies the concerns regarding the faculty member's ability to complete the requirements of the STEPP in the written component of the Supervisor's evaluation.

- Review **the remainder of the Application** and consider all the evidence and context provided by the faculty member. The Self-Evaluation or Application often is the first time someone has to comprehensively think "how did this go?" Often, important context is obvious in the Self-Evaluation or Application, and it can help you both with evaluation and with helping the faculty member with professional development. As supervisor, you can also review past Self-Evaluations, Applications, and evaluation letters from the faculty member's Academic Record File. A new chair should do this to be aware of what has and has not previously been conveyed to the faculty member, as well as generally ensuring consistency through transitions between chairs.

## Assigning Evaluation Rankings.

- Consider the **evidence** and context in the Application and any other evidence you have from your observation(s) of teaching, observations of interactions with students, service interactions with the faculty member in the department or program, official or other student evaluations, peer observations passed along to you, syllabi, course shells observed, and any other evidence. Based on this, how is the faculty member performing in the three areas of evaluation?
- Consider the **faculty member's professional development and trajectory**.

- Consider the faculty member's performance with respect to the required performance for tenure and/or Associate Professor rank during the pre-evaluation period.

**Associate Professors & ranked faculty members with tenure** are expected to have and then maintain **Noteworthy** performance in Service and in Research, Creative Work, and Professional Activity, and **Accomplished** performance in Teaching.

Supervisors should provide rankings that are consistent with the recommendation regarding tenure and/or promotion. Also keep in mind that there is **no expectation that a faculty member must improve in rankings** from early to later before applying for tenure and/or promotion.

- Consider the **faculty member's STEPP elections and course releases** in evaluating level of performance. (e.g., A faculty member who consistently elects a Scholarship STEPP as compared to someone consistently electing a Teaching STEPP should have a somewhat greater expectation of scholarship performance required to achieve the same ranking.)

### **Writing the Evaluation Letter.**

- The Supervisor is required to provide a written evaluation (*not to exceed 2 pages*) to justify the rankings provided on the paper-copy evaluation form. The written evaluation letter should **re-state the rankings**.
- Use **evidence** and be specific about your evidence. What in the Self-Evaluation, other submitted materials, student evaluations, conversations with students in the classes, colleague observations, or any other evidence led you to your conclusions? In general, avoid "bare" statements about the innate qualities of a person (e.g., Dr. ... is talented. Dr. ... is smart.) that are not preceded or succeeded by specific evidence or a summary of specific achievements. Do not use "fit" as a consideration in evaluation.
- When relevant, **provide context** for evidence and how you are interpreting it. Did particular circumstances make something anomalous or especially challenging for the faculty member? You can and should both consider and explain the anomaly or the challenge. You definitely can consider performance in the context of such challenges.

### **Meeting with the Faculty Member.**

- The Supervisor is required to provide the evaluation ranking page and the letter of evaluation to the faculty member after which they meet and both sign the ranking page. The faculty member signature indicates the opportunity to review the evaluation and does not constitute a statement of agreement.
- Emphasizing the evaluation in the context of the faculty member's professional development and goals can be important.

**Chapter 4 of the Regis College Faculty Handbook** provides definitive rules and more information.



**SUPERVISOR'S EVALUATION OF APPLICATION FOR TENURE AND/OR PROMOTION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluation for Years: \_\_\_\_\_

*Overall evaluation of **teaching** performance.*

- \_\_\_\_\_ Outstanding
- \_\_\_\_\_ Accomplished
- \_\_\_\_\_ Noteworthy
- \_\_\_\_\_ Competent
- \_\_\_\_\_ Unacceptable

Note:

Tenure and/or Associate Professor rank requires at least Accomplished teaching performance.

*Overall evaluation of **research, creative work, and/or professional activities.***

- \_\_\_\_\_ Outstanding
- \_\_\_\_\_ Accomplished
- \_\_\_\_\_ Noteworthy
- \_\_\_\_\_ Competent
- \_\_\_\_\_ Unacceptable

Note:

Tenure and/or Associate Professor rank requires at least Noteworthy performance in research, creative work, and/or professional activity.

*Overall evaluation of **service to the University including service to the student body.***

- \_\_\_\_\_ Outstanding
- \_\_\_\_\_ Accomplished
- \_\_\_\_\_ Noteworthy
- \_\_\_\_\_ Competent
- \_\_\_\_\_ Unacceptable

Note:

Tenure and/or Associate Professor rank requires at least Noteworthy performance in service to the University.

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**Regis College Faculty Handbook Section 4.2.2** "Promotion to Associate Professor and award of tenure requires that the candidate provide evidence of: a. at least the minimum education and teaching experience required [], b. accomplished teaching [], c. noteworthy research, creative work, and/or professional activities as appropriate to the area(s) in which the faculty member teaches [], d. noteworthy service to the University, including service to the student body [], e. being a productive and collaborative member of the academic community and of the University by consistently performing the duties and responsibilities of faculty members as set forth in [the] Handbook; and f. promotion of the advancement of the University's educational goals."

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**RECOMMENDATION REGARDING TENURE (and/or promotion to Associate from Assistant Professor):**

APPROVE: \_\_\_\_\_

DISAPPROVE: \_\_\_\_\_

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The Supervisor is required to attach a written evaluation (*not to exceed 2 pages*) to justify the above rankings and recommendation. The Supervisor is requested to describe the criteria and evidence used to justify the rankings.

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Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Position: \_\_\_\_\_

(Department Chair, Program Director, Academic Dean for Department Chairs, or Special Academic Evaluator)

Signature of Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

The Faculty Member will please sign to confirm that she or he has had an opportunity to review this evaluation. A signature does not constitute a statement of agreement with the contents of the Supervisor's evaluation.