

DISCIPLINE SPECIFIC GUIDELINES
Section IV.6.1.4

IV.6.1.4 Department-Specific Guidelines for Promotion and Tenure

To ensure sufficient flexibility, equity, and integrity in the evaluative process, each department will develop, in consultation with and with the final approval of the Promotion and Tenure Subcommittee and the Dean of Faculty, a document that clearly articulates departmental expectations for teaching effectiveness, professional achievement, and service. These documents will be located at a place specified by the Dean of Faculty.

IV.6.1.4.1 Contents of the document

The departmental document should include three sections describing appropriate forms and levels of teaching, professional achievement and service.

The teaching effectiveness section will describe the department's understanding of what constitutes teaching success both in and out of the classroom, including attention to elements included in IV.6.1.1. Departmental guidelines regarding teaching will include a statement identifying the role of colleague observations of actual class sessions.

The professional achievement section will reflect appropriate disciplinary standards and expectations within the candidate's discipline(s) and will be defined by the candidate's department. In practice, certain types of scholarship will be more prominent in some disciplines than in others. Likewise, forms of peer-valued public dissemination will vary among the disciplines and professions. The professional achievement section should include a description of the types and expected levels of scholarship, the particular kinds of public scholarly products, and the types of peer review that are most common and valued within their discipline, including interdisciplinary scholarship.

The service section may briefly define and identify institutional and departmental forms of service, especially those that might be unique to the department, but will focus on describing forms of service both inside and outside of the college to the disciplines represented by the department.

These guidelines should differentiate between promotion and tenure of non-tenured faculty from promotion to the rank of professor, and provide a set of clear expectations for tenure and promotion within the discipline-specific interpretation of the standards stated in the Faculty Handbook, section IV.6, Faculty Evaluation Process.

IV.6.1.4.2 Review of the document

Departments must be able to demonstrate that the department-specific guidelines are commensurate with external institutions and agencies (such as similar institutions of higher education, professional organizations, or accrediting bodies) as well as with Linfield's values as stated in the strategic plan. The department, the Promotion and Tenure Subcommittee, and the Dean of Faculty will agree upon demonstration of

external and internal support of departmental disciplinary-specific guidelines. These materials should be included in submission of departmental guidelines.

The document must be created in consultation with the Promotion and Tenure Subcommittee, and the Dean of Faculty, and must be approved by the Department, the Promotion and Tenure Subcommittee, and the Dean of Faculty before it is used as a basis for discipline-specific evaluation of faculty in that department.

The document should be reviewed regularly as a component of the department's Academic Departmental Program Review.

Revisions should be submitted to the Promotion and Tenure Subcommittee and the Dean of Faculty for review and approval.

IV.6.1.4.3 Use of the document

The Promotion and Tenure Subcommittee will use the document containing the guidelines as the discipline-specific interpretation of Sections IV.6.1.1, IV.6.1.2, and IV.6.1.3 in the Faculty Handbook, and therefore use the guidelines to evaluate the materials submitted by candidates within that discipline.

IV.6.1.4.3.1 Timing of implementation

A department's guidelines shall be used beginning in the 2015-2016 academic year, or when approved, whichever comes later.

IV.6.1.4.3.2 Optional use of guidelines during transition period

Candidates for promotion or tenure may "opt-out" of using their discipline-specific guidelines during the transition period of adoption of guidelines. The transition period will end 1 July 2019.

IV.6.1.4.3.3 Use of the Handbook in the absence of guidelines

In the absence of approved discipline-specific guidelines, the Promotion and Tenure Subcommittee shall use Sections IV.6.1.1, IV.6.1.2, and IV.6.1.3 in the Faculty Handbook in its evaluation of materials submitted by candidates within that discipline.

IV.6.1.4.3.4 Conflict of Interest

No member of the Personnel Committee or any of its working groups may participate at all in the review of his or her own department's discipline-specific guidelines. It is recommended that Associate Deans of Faculty hold themselves to the same standard.

IV.6.1.4.3.5 Report to the Faculty Assembly

A department's guidelines, once approved, shall be made available to all members of the faculty assembly. The Promotion and Tenure Subcommittee shall report to the faculty assembly at the September meeting an annual summary of approved guidelines.