

# **Department of Criminology and Criminal Justice**

## **Policy and Procedures for Tenure and Promotion and**

### **Annual Review**

**---- January 31, 2003----**

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**Revised February 21, 2018**

### **Introduction**

This policy affects individuals applying for tenure and/or promotion beginning with the 2018-2019 academic year.

The Department of Criminology and Criminal Justice uses the following system to evaluate individual performance for reappointment and promotion from the rank of assistant professor to associate professor, from associate professor to professor, and from instructor to senior instructor. This policy reflects all aspects of the College of Arts and Sciences (CAS) policy on *Retention, Promotion, and Tenure Guidelines for Tenured and Tenure-Track Faculty* and relevant sections of the *University Handbook*. Candidates and the Department of Criminology and Criminal Justice Senior faculty should familiarize themselves with these documents.

In accordance with CAS policy, beginning with 2003-2004 academic year, faculty members will be awarded tenure only if they meet standards for promotion to associate professor.

The Department of Criminology and Criminal Justice considers three areas in tenure and promotion decisions: teaching, scholarship, and service. Faculty members must perform at a satisfactory level in all three areas to be recommended for tenure and promotion. In accordance with CAS policy, tenure-track faculty who receive credit for years of service before coming to ISU have the same tenure and promotion requirements as faculty members who do not receive such credit. For promotion to professor, the department will consider activities throughout the candidate's time at ISU, but the evaluation will focus on activities since achieving the rank of associate professor. For promotion to senior instructor, the primary criterion for evaluation is sustained teaching effectiveness over the period of employment at ISU and professional development related to teaching and non-teaching. Other contractually assigned responsibilities, such as advising, will be considered.

As noted in the College of Arts and Sciences *Retention, Promotion, and Tenure Guidelines for Tenured and Tenure-Track Faculty* (pp. 12-13), criteria for promotion and tenure may change during the probationary period of a faculty member. Both the College and the department recognize that the performance changes and expectations may impact a faculty members' ability to successfully progress through the process. Thus, "the default option is for faculty evaluation to be based on the criteria in place at the time and department/school of appointment" (p. 13). Likewise a faculty member may elect to be evaluated by adopted criteria subsequent to their appointment. Should a faculty member elect this option, they must inform the department in

writing of their desire to do so. This memorandum will be included in the portfolio (see CAS Retention, Promotion and Tenure Guidelines for more information).

## ***Procedures***

The *University Handbook* (Section 305) lists general requirements for review.

For tenure and promotion to associate professor, professor, and senior instructor, the personnel committee of the Department of Criminology and Criminal Justice will review the portfolio and determine whether the faculty member or instructor's performance is satisfactory or unsatisfactory in each of the areas. For promotion to professor, the process will be pursuant to the departmental by-laws which requires a special sub-committee of a minimum of three tenured faculty members, none of which may be candidates for promotion or tenure during the review period (see CCJ by-laws p. 5 for more information). The steps in this process are as follows:

1. The candidate applying for tenure and promotion and reappointment notifies the chair of the personnel committee that their portfolio materials have been submitted electronically and are available for review according to the timeline established in *General Time Lines for Tenure* and *Time Lines for Annual Performance Review* below. The chair of the personnel committee shall inform the personnel committee of access to the materials. The candidate should refer to Appendix 1 of the CAS policy for a description of the materials to be included as evidence of effectiveness in teaching, scholarship, and service for assistant and associate professors and teaching for instructors. Additional or specific materials required by the Department of Criminology and Criminal Justice are discussed in the pertinent sections below. Lack of documentation of activities may lead to a judgment of unsatisfactory performance in any area.
2. The personnel committee will review the portfolio and make a recommendation to the department chair regarding tenure and promotion or reappointment. The personnel committee will determine its recommendation based on a simple majority of the voting members (i.e, exclusive of those abstaining). The candidate will be informed in writing of the personnel committee's recommendation and rationale.
3. The chair will review the portfolio and the personnel committee recommendation and make recommendation on tenure and promotion and reappointment. The candidate will be informed in writing of the chair's recommendation.

If both the personnel committee and chair's recommendations are positive (i.e., recommend promotion and tenure, recommend reappointment), the application will be forwarded to the CAS Dean by the specified due date, as per CAS and University policy. If either recommendation is negative, the candidate should pursue one of the options described in the *University Handbook* (Section 305).

The candidate should be aware that the departmental review is the first step in evaluation for tenure and/or promotion or reappointment. He or she should, therefore, review all CAS and

university requirements to make sure that activities in all areas are in accordance with these policies.

*General Time Lines for Tenure:*

The University Handbook (Section 305) establishes the time frame the probationary period and advancement to promotion and tenure. As such the following serve as the general time lines for tenure:

“Tenure-track faculty members become eligible for continuous appointment (award of tenure) after satisfactorily completing a probationary period of six (6) years of full-time service in accredited institutions, as least four (4) of which must have been served under a tenure-track appointment at Indiana State University, except as cited below. During the probationary period, the appointee shall be given term appointments of not more than one (1) academic year. Service under a full-time temporary or part-time temporary appointment shall not ordinarily be counted as part of the required probationary period.” (Section 305.15.2).

Eligible faculty may apply for a delay or extension during their probationary period under the requirements of the Family and Medical Leave Act (FMLA), or for leave without pay in the event of a birth or adoption, or family illness (see *University Handbook*, Section 305.15.3 for more information).

As stated in the *University Handbook*, Section 305.19.2.1, the time frame for promotion to senior instructor is as follows:

“Instructors who have completed five or more years may submit materials for promotion to the rank of Senior Instructor following the calendar, rights, roles, procedures, and appeals for promotion of tenure-track faculty specified above except where specified here.” Candidates for promotion to Senior Instructor are evaluated at Department, College and University levels. As stated in the *University Handbook*, Section 305.19.1.4, “The renewal of an instructor and the promotion of an instructor are separate decisions.” Accordingly, “An instructor denied promotion to senior instructor will remain eligible for a continued appointment as an instructor.” (*University Handbook*, Section 305.19.2.2.1).

*Time Lines for Annual Performance Review:*

The annual time lines for performance review are set in conjunction with the College of Arts and Sciences guidelines. Materials are due to the Personnel committee typically four to six weeks prior to the College due dates. The time frames are estimates and may be moved according to the deadlines established by the College and/or University. Instructors in their initial appointments will follow the due dates for faculty in their first, second, or third year. Instructors appointed to an additional three year contract should follow the time periods outlined for the fourth, fifth, and sixth year review periods. Senior Instructors and those reappointed after a sixth consecutive year will follow the biennial review process.

The following outlines due dates by review year:

*First-year review:* Second Monday of October or October 10<sup>th</sup>, whichever comes first.

*Second-year review:* Second Monday of August or August 10<sup>th</sup>, whichever comes first.

*Third-year review:* Second Monday of September or September 10<sup>th</sup>, whichever comes first.

*Fourth and Fifth year reviews:* Second week of October or October 10<sup>th</sup>, whichever comes first

*Sixth-year (tenure) review:* September 1

*Part-time Temporary Faculty:* September 1 (full year appointments)  
January 20 (Spring appointment only)

### ***Scholarship:***

The College of Arts and Sciences promotes the incorporation of scholarship in three domains of performance: teaching, research/creative activity and service.

## **Evidence for Performance-Based Evaluation of Teaching**

ISU gives teaching high priority in making tenure and promotion decisions. Both student and peer evaluations of teaching are required. To receive a satisfactory rating faculty must present a variety of significant evidence which documents scholarly teaching effectiveness. Considerations include not only classroom instruction, but other work with students. For promotion to professor, the process will be pursuant to the departmental by-laws, which require a subcommittee of a minimum of three elected tenured faculty members.

### ***Student Evaluations of Teaching and Related Activities***

Classroom teaching: A University approved student evaluation shall be administered in each undergraduate and graduate course taught, excluding independent studies.

### **Promotion to Senior Instructor:**

Student evaluations of teaching will be considered Satisfactory if the candidate's total student evaluation score is generally at or above the median score possible on the evaluation instrument (typically 2.5). Applicants for the rank of Senior Instructor must further provide documentation of professional development activities related to teaching and non-teaching (if applicable) duties. Examples of professional development may include attending a Faculty Center for Teaching Excellence event; attending a teaching or other professional development conference; attainment of a specialized certification, teaching or service award, or peer evaluations of teaching or other assigned duties. Applicants will further be held to the standards in the Peer Evaluations of Teaching and Related Activities listed below in the Departmental criteria.

**Promotion to Associate Professor:** Student evaluations of teaching will be considered Satisfactory if the candidate's total student evaluation score is generally at or above the median score possible on the evaluation instrument (typically 2.5). Applicants for the rank of Associate Professor must further provide documentation of professional development activities related to teaching and non-teaching (if applicable) duties. Examples of professional development may include attending a Faculty Center for Teaching Excellence event; attending a teaching or other professional development conference; attainment of a specialized certification, teaching or service award, or peer evaluations of teaching or other assigned duties. Applicants will further be held to the standards in the Peer Evaluations of Teaching and Related Activities listed below in the Departmental criteria.

**Promotion to Professor:** Student evaluations of teaching will be considered satisfactory if the candidate has sustained student evaluations over a period of time at or above the median score possible on the assessment instrument (2.5). Evidence of teaching effectiveness must be multifaceted, for example, preparation and teaching of a variety of courses, utilization of a variety of course activities, involvement in professional development activities to enhance teaching, and evidence of grant or contract applications related to instructional activities will be considered. Applicants will further be held to the standards in the Peer Evaluations of Teaching and Related Activities listed below in the Departmental criteria.

### ***Peer Evaluations of Teaching and Related Activities***

The following materials and activities are to be considered in peer-review of teaching effectiveness and related activities (please see CAS Retention, Promotion, and Tenure Guidelines Appendix 1 for more detailed information):

1. Course materials in the tenure/promotion application (as described in Appendix 1 to the *CAS Retention, Promotion, and Tenure Guidelines* policy).
2. Courses developed for on-site and/or distance instruction.
3. Adherence to workload requirements (including office hours).
4. Work with students on MA thesis committees, comprehensive examinations, independent directed study courses, mentoring programs, and similar types of activities, which may include but is not limited to some form of community engagement.
5. Other types of peer evaluation are encouraged, such as having a colleague or the Faculty Center for Teaching Excellence critique classes.
6. Three or four representative course syllabi.
7. Supervision of students in experiential learning opportunities through internships, independent studies, or specific courses whereby practical experiences are required for course completion. These experiences may include but are not limited to site visits, research opportunities, or other applied exercises.

Peer evaluations use a more subjective assessment of teaching effectiveness than student evaluations. The personnel committee will examine documents submitted to determine whether the candidate is performing in accordance with university and department expectations.

Likewise, evidence of effective teaching may also include experiential learning activities as well as community engagement. These activities may include but are not limited to supervision of internships, agency visits, student projects involving the community, and any activity that allows the faculty member and students to remain connect to the larger Criminology and Criminal Justice community.

## **Evidence for Performance-Based Evaluation of Scholarly Achievement**

Criminology & Criminal Justice is not entirely academically traditional because a significant component of the discipline includes practitioner-oriented activities. Therefore, the Department of Criminology & Criminal Justice uses the following categories to illustrate the areas of scholarly activity relevant to the promotion and tenure process:

1. *Scholarship of Research*: a study conducted by the faculty member, using primary or secondary data, which includes qualitative or quantitative analysis and presentation of results. Scholarship of research is typically conducted in a field or area relevant to criminal justice or social sciences but may be extended to the scholarship of teaching.
2. *Scholarship of Integration*: work that integrates/synthesizes the works of others and includes a critical analysis or new interpretation of those works.
3. *Scholarship of Application*: work based on interaction that typically includes consideration of issues relevant to the formation, implementation, operation, and/or outcome of policies, procedures, and programs. Such activities are generally in the form of technical assistance, but may include program evaluations performed for an organization that the candidate does not anticipate will be used outside that organization. Activities and contributions to Indiana, the United States, and the global community shall all be considered.

All three types of scholarship are valuable to the discipline and should be taken into account when considering promotion and tenure, although the Scholarship of Research takes precedence. The preferred evidence for satisfactory performance in the area of scholarly activity is publication in peer-reviewed scholarly journals. All candidates for tenure and promotion to associate or full professor or senior instructors (if contractually specified) are strongly encouraged to meet this standard. In keeping with the mission of the department, however, candidates may substitute other types of significant scholarly activities. The faculty members reviewing an application for tenure and/or promotion may consider other types of publications on a case-by-case basis to determine whether the quality of a work or collection of works is sufficient to meet the publication requirements. For promotion to professor, the process will be pursuant to the departmental by-laws, which requires a subcommittee of three elected tenured faculty members. As per the CAS policy, “although book reviews may count towards satisfactory progress during the first and second year review, they typically are not counted toward tenure, unless,” there is evidence of a substantial independent contribution, e.g., special invitation to review, executive editor requests, etc.

The candidate must submit a request for any deviations from this requirement to the personnel committee and chair as soon as possible. If the deviation involves a planned book, the candidate can submit such a request only after the book contract is signed. For example, if a candidate plans to write a book, he or she may petition to have the book count as more than one of the four required publications. The personnel committee must provide the candidate a written decision and rationale in a timely fashion within 14 calendar days of receipt from the candidate. The chair will then review the request and decision from the personnel committee. He or she will provide the candidate a written decision and rationale in a timely fashion within 14 calendar days of receipt from the senior faculty.

Likewise, the personnel committee may decide that more than a single work from Category 2 is required to be considered the equivalent of one publication from Category 1.

During the candidate's annual reviews, the personnel committee and department chair must indicate to the candidate, to the extent possible, how his/ or her scholarly work will be considered in the promotion and tenure decision. If the senior faculty members wish to verify the role of a candidate on a scholarly work, they may request a written description of the candidate's work from the candidate and co-authors.

**Promotion to Senior Instructor:** Applicants seeking promotion to senior instructor, unless otherwise contractually specified, are not expected to meet the requirements of Scholarly Achievement. However, should an applicant seeking promotion to senior instructor be contractually specified to conduct research, expectations will follow those of an Assistant Professor being promoted to Associate.

**Promotion to Associate Professor:** The CAS policy states that a satisfactory record of scholarship is required for tenure, and notes that this is typically "4 publications in a peer-reviewed journal, or equivalent."

This document sets out the types of scholarship that the Department of Criminology & Criminal Justice considers equivalent to this standard. The preferred evidence for satisfactory performance in the area of scholarly activity is four publications in peer-reviewed scholarly journals. All candidates are strongly encouraged to meet this standard. In keeping with the mission of the department, however, candidates may substitute other types of significant scholarly activities for no more than one of the required publications, as long as at least three -additional scholarly activities are publications in peer-reviewed scholarly journals or more substantial peer-reviewed works (e.g., a book). Applicants must follow the steps outlined above to seek approval for exception to the minimum number (4) of peer-reviewed publications requirement.

The following table outlines how the department considers various types of publications when determining whether the candidate has met the standard of satisfactory scholarship. At least three of the four publications (or equivalencies) must be in Category 1. The others may come from Category 2; the list is not intended to be exhaustive. The candidate may petition the personnel committee to have another type of publication considered.

**Promotion to Professor:** Candidates must demonstrate substantial sustained achievement in the discipline by producing a body of scholarly work double the minimum expectation of promotion

to the rank of Associate Professor. A substantial body of work may include but it not limited to one or more books or a series of major articles in peer-reviewed journals. At least three of the works must be in Category 1, below.

**Category 1**

1. An article in a peer-reviewed scholarly journal as outlined in the Research or Integration areas
2. Book published by commercial publisher or university press (i.e., not vanity press or vehicle for self-publishing)
3. Peer-reviewed monograph as outlined in the Research area, published by commercial publisher, university, government agency, or professional organization

**Category 2**

4. Professional periodical article (or series of articles on same topic), not peer-reviewed
5. Book chapter by commercial publisher or university press (i.e., not vanity press or vehicle for self-publishing)
6. Final report from externally or internally funded grant or contract in which candidate is principal or co-principal investigator, Research area
7. Proposal for external funding, Research area
8. Editor or co-editor of book by commercial publisher
9. Book review published in peer-reviewed scholarly journal that makes a substantial independent contribution to the field, evidenced by special invitation to review, executive editor requests, etc. (As per CAS Retention, Promotion, and Tenure Guidelines policy)
10. Research presentation at national/international conference (not previously or later published elsewhere during pre-tenure period)
11. Monograph, whether or not peer-reviewed (includes technical assistance report, policy analysis, program evaluation and development of practice patterns)
12. Policy Papers designed to influence organizations or governments
13. Reports of interdisciplinary programs or service projects external to the university
14. Disseminating scholarly information to practitioners or discipline in written, electronic, or seminar forms that assists in solving real problems in the profession, industry, or community. Evidence of such activities may come in the form of accreditation by professional associations for continuing education credit or by other documentation supporting the quality and value of the activity to practitioners (such as participant evaluations or letters from agency.)

## Evidence for Performance-Based Evaluation of Academic Service

Service includes activities performed for the benefit of the university, community, and profession (see the CAS Retention, Promotion, and Tenure Guidelines policy for the complete definition of these categories). Although service to the department is required, the faculty member applying for tenure and promotion to the rank of associate or full professor or promotion to senior instructor (if contractually specified) is expected to have service activities outside the Department of Criminology and Criminal Justice, as well. No predetermined number or type is required, but the faculty member is expected to have several different service activities, including student-involved service. The candidate may petition the personnel committee for consideration of any exceptions to these expectations. For promotion to professor, the process will be pursuant to the departmental by-laws, which requires a subcommittee of three elected tenured faculty members. The personnel committee must provide the candidate a written decision and rationale within 14 calendar days of receipt from the candidate. The chair will review the request and decision from the personnel committee. He or she will provide the candidate a written decision and rationale within 14 calendar days of receipt from the personnel committee.

*Advising:* Candidates assigned an advising load shall administer an approved instrument or procedure for evaluation of advising on an annual basis (or more often if desired). The department does not mandate the use of a specific instrument. The faculty member must, however, select or create an instrument and procedure consistent with the CAS policy. The responsibility of advising meets the criteria for the University Mission based responsibilities. Academic advising is typically the responsibility of Instructors and the Graduate Coordinator, thus only those faculty who have been assigned advising responsibilities will be reviewed in this category. Faculty not specifically assigned an advising load will be exempt from being assessed on this responsibility.

*Directing or Coordinating Programs of Study:* Candidates assigned to direct or coordinate a program including study abroad will be considered a significant amount of service. Coordinators or directors may be responsible for teaching and advising in the programs in which they serve.

Regular faculty members are expected to participate in three domains of service. Service to the University; Service to Professional Groups; and Service to the Community. The following list of academic service activities illustrates different types of service. The list is not exhaustive but rather serves as an example of the types of service related activities that may be included. Additionally, the items are not presented in any order. The candidate must clearly describe all service activities.

Service to the University:

- Member of departmental, college, or university-wide committee
- Chair of departmental college- or university-wide committee
- Recipient of internal or external funding

Service to Professional Groups:

- Office-holder in national or regional professional organization
- Editor of refereed journal or monograph
- Editor of non-refereed journal, newsletter, service, or trade publication
- Presenter of a paper at meeting of professional organization
- External reviewer of grant/contract applications for funding agency or organization
- Reviewer of manuscripts for refereed journal
- Member of editorial board of refereed journal or monograph
- Chair or discussant at professional meeting

Service to the Community:

- Consultant to local, state, or Federal agency or private organization (paid or unpaid)
- Office-holder in a community organization relevant to the field of criminology
- Board member of criminal justice-related organization
- Member of external commission or board that oversees or advises a public agency
- Presenter to seminar for criminal justice personnel, interest groups, etc.
- Any Criminology and Criminal Justice related activity that engages the faculty member in the broader Wabash Valley and global community.

**Promotion to Senior Instructor:** Applicants seeking promotion to senior instructor, unless otherwise contractually specified, are not expected to meet the requirements of Academic Service.

When required, satisfactory service is exhibited by a pattern of service in specified areas: academic advising, service to the university, service to the community, and service to the profession. Unsatisfactory service is exhibited by a lack of activities in each of the areas mentioned above (university, community, or profession).

**Promotion to Associate Professor:** Satisfactory service is exhibited by a pattern of service in all three areas: the university, the community, and the profession.

Unsatisfactory service is exhibited by a lack of activities in each of the three areas mentioned above (university, community, and profession).

**Promotion to Professor:** Satisfactory service is exhibited by a documented pattern of active, substantial service in all three areas (university, community, and profession) more than that expected of individuals promoted to the rank of Associate Professor. Candidates are expected to have rendered sustained service at the university level, including regular committee membership, leadership roles, and special services (e.g., sponsorship of student organizations, service on search committees, ad hoc committees, mentoring of junior faculty). Candidates are also expected to have successfully assumed leadership roles on-campus and/or off-campus. Unsatisfactory service is exhibited by the lack of service of all three areas and the lack of at least one leadership position outside of the department.