

## Promotion and Tenure Frequently Asked Questions\*

1. What is considered the tenure year?

Teachers College defines the tenure year from October 1<sup>st</sup> to September 30<sup>th</sup>. Therefore, only scholarly work, course/teaching evaluations, service, etc., conducted from October 1<sup>st</sup> to September 30<sup>th</sup> each year, should be submitted for review by the department, college, and/or dean to assist in making a decision regarding progress toward tenure. For first-year faculty, the first tenure year decision is based on work completed since August.

2. What is considered a refereed publication?

The Teachers College Promotion and Tenure Document includes refereed journal publications and refereed book chapters. It is important to indicate how the refereed publications were reviewed. For example, were anonymous reviewers used? For book chapters, it is important to note whether the chapter was invited or was the chapter submitted, received an anonymous review, and then accepted for publication. Book chapters that are invited, reviewed, and then revised prior to publication are not considered peer-reviewed publications. Journal and book chapters must receive anonymous peer reviews before being considered as a refereed publication.

3. Do the College Promotion and Tenure Committee and Dean automatically agree with departmental promotion and tenure recommendations?

No, the College P&T Committee and the Dean make independent recommendations. The College Promotion and Tenure Committee and Dean review all materials, including department decisions, submitted before recommending tenure and promotion.

4. Will the College Promotion and Tenure Committee and Dean understand my area of research?

It is important to make sure the information included in the P&T materials is clear and concise. The College Committee is composed of faculty from all departments within Teachers College; therefore, a comprehensive description of your research and how it impacts your field will help the College Committee and Dean. For example, describing how three years of research resulted in one publication in a top-tier journal within your field can help the College Committee and Dean understand the importance of your scholarly publication and the amount of work required to publish in your area. A detailed description of the courses taught, the amount of preparation required, and the rigor of the course content is also helpful. For example, a course teaching students how to administer and interpret psychological measures may require a significant amount of instructor preparation, feedback, and supervision. Helping the College Committee and Dean understand the extent of your service activities is also important. For example, if you serve on an editorial board and conduct 15 manuscript reviews per year it is important to share this with the College Committee.

5. If I give a list of accomplishments in teaching, research, and service, is this enough for the College Committee and Dean to make a recommendation?

As indicated above, it is important to describe your work and contributions beyond just listing accomplishments within your vitae or P&T notebook. As a preface to each section of your notebook (teaching, research, and service), be explicit about how your work in the given area meets your department's criteria—this helps the College Committee and Dean better understand your work. Helping the College Committee and Dean understand your line of research and how it contributes to your field is important.

Discussing how your service has contributed to meeting department, college, and university goals and objectives can help the College Committee understand your service contributions. Describing your teaching philosophy, discussing your course evaluations, and sharing how you have modified your courses are ways to help the College Committee better understand your teaching.

6. When should I apply for promotion to full professor?

It is recommended that you begin your discussion regarding applying for promotion with your department chair and/or the chair of your department's tenure and promotion committee. Before applying for promotion, it is recommended you read the department, college, and university promotion and tenure documents carefully.

The decision on whether to apply for promotion often depends on several factors. For example, the quality and consistency of your publications is important to consider. The impact your scholarly work and activities have had upon your field may contribute to your decision to apply for promotion. Applying for promotion too close to when you were last promoted to Associate may result in a negative recommendation if you have not demonstrated consistency in publishing and/or are not able to demonstrate the impact of your scholarly work and activities at the national level. However, waiting too long to apply for promotion also may result in a negative recommendation. For example, someone who has published consistently for four years, stops publishing three or four years, and then applies for promotion will most likely not demonstrate the consistency in publishing needed for promotion. It would be better for the individual to wait and apply for promotion after demonstrating consistency in publishing after another round of publications.

7. Can I get promoted to Professor based upon exemplary teaching and service alone?

Although exemplary teaching and outstanding service are highly valued within Teachers College, it would be difficult to be promoted to Full Professor without demonstrating a consistent record of publications. Because Ball State University continues to maintain its national recognition as a research institution, there is an expectation of publishing in refereed publications (i.e., journals, book chapters).

8. How many refereed publications do I need to get tenure and promoted to Associate Professor?

There is a minimal expectation of 6 to 7 refereed publications. However, this does not mean that someone with only 5 refereed publications would not be recommended for tenure and promotion. For example, a faculty member who has 5 publications in top-tier journals and can demonstrate the impact of these publications within his/her field would likely be recommended for tenure and promotion. In contrast, someone who has 8 to 10 publications of poor quality in low-tier journals may not be recommended for tenure and promotion.

Collaboration is encouraged within Teachers College when conducting research and publishing. In addition, it is important to serve as a senior author on refereed publications as well. To assist the Teachers College Promotion and Tenure Committee, it is helpful for faculty to describe their specific contributions to multi-authored publications. Indicating the impact factor, acceptance rate, and review process for each refereed publication is also helpful to the Teachers College Promotion and Tenure Committee in understanding the scholarly contribution of publications.

9. Why do the College Promotion and Tenure Committee conduct fourth year pre-tenure reviews?

The University requires a fourth year pre-tenure review. The primary goal of the fourth year pre-tenure review is to provide feedback to the faculty member. Although the Teachers College Promotion and Tenure Committee will make a recommendation regarding progress toward tenure during the fourth year pre-tenure review, the feedback to the faculty is intended to assist in identifying areas in need of improvement and strengths.

10. What can I expect this year because I requested and was allowed to stop the tenure clock last year?

The university outlines specific requirements within the Faculty Handbook. If you requested to stop the tenure clock last year and the request was approved, you asked that the year not count toward tenure. For example, a faculty member completing his third year toward tenure has requested that his third year not count toward tenure. During his third year, he needed to take care of an immediate family member who was recovering from a major illness, which required him to travel extensively and left less time for him to conduct research. He formally requested that his third year not count toward tenure, and it was granted. A year later (his fourth year) would be considered his third-year tenure review, although he has been at Ball State for four years. His third and fourth years would be rolled into one and considered his third-year tenure review. Also, his seventh-year tenure and promotion recommendation would be made in his eighth year but would be considered his seventh-year review.

11. Should I follow a specific format for my vitae?

All faculty must submit their promotion and tenure materials, including their vitae, through the faculty success system. The College Committee does recommend the vitae follow a consistent style. APA style is preferred. Do not use abbreviations and proofread the materials to ensure all links and attachments work properly. Make sure your comprehensive and abbreviated vitae are consistent. For example, if the yearly vita says an article is in press but the comprehensive vita says it has been submitted, the "in press" nature will be suspect.

12. What type of vitae should I submit each year?

Faculty in years 1 through 7 will need to submit a comprehensive vita and a vita reflecting their scholarly work for the past tenure year (October 1<sup>st</sup> to September 30<sup>th</sup>).

Faculty interested in pursuing promotion from associate to full professor need to submit a comprehensive vita and a vita reflecting their scholarly work since they were last promoted to associate professor.

Make sure to select the appropriate report through the Faculty Success Platform.

13. Upon employment I was granted years toward tenure. How does this impact my fourth and/or seventh year tenure review?

It depends on the number of years you were granted at time of hire. Please note, faculty who are granted three years toward tenure will have a fourth year pre-tenure review during their first year by the College Committee as outlined in the College P&T document.

\*This information is provided by the Teachers College Promotion and Tenure Committee and is not intended to be comprehensive or binding. Faculty should

become thoroughly familiar with the Department, College, and University Promotion and Tenure Documents. In addition, faculty should read and become familiar with the Faculty Handbook. Examples are provided to assist and guide faculty but should not be considered comprehensive. Following the recommendations and examples does not guarantee a positive tenure and/or promotion recommendation.