

Guidelines and Responsibilities for Faculty Applying for Tenure and Department Chairs and Department Tenure Committees

(Updated September 2009)

Guidelines for applying for tenure at Edinboro University of Pennsylvania are outline below. All applicants should be familiar with the tenure procedures described in the Collective Bargaining Agreement (CBA) between the Association of Pennsylvania State College and University Faculties (APSCUF) and The Pennsylvania State System of Higher Education. They can be found in Article 15, "Tenure," (pages 33-37) of the July 1, 2007 to June 30, 2011 APSCUF Agreement book.

Deadlines for submitting tenure applications to the President and respective Departments:

Fall hires, 2005:	Thursday, December 31, 2009
Spring hires, 2006	Monday, May 3, 2010
Fall hires, 2006	Friday, 31 December, 2010
Spring hires, 2007	Monday, 2 May, 2011

Tenure Application (also referred to as the Tenure Folder)

Guidelines for a tenure application generally follow promotion guidelines and a promotion application can provide the foundation for a tenure application or your tenure application can provide the foundation for a promotion application. Please make sure, however, that you address **Tenure** specifically throughout the Tenure Folder.

Your application must be presented in an 8 ½ by 11 inch binder no more than 3 inches thick. For tenure you must provide **two** complete binders. You may consider making a third for yourself, which contains your original documents. You **do not** have to provide additional copies of the narrative as you do to the University-wide Promotion Committee. Both binders must contain the following material:

1. Signed Tenure Folder Checklist (**only** in the folder going to the University-wide Tenure Committee. (http://users.edinboro.edu/bucell/tenure/tenure_checklist.pdf))
2. Form providing permission for the University-wide Tenure Committee to review your University personnel file. If you are unwilling to allow such access, simply do not sign the form but you **must** still include it. (<http://users.edinboro.edu/bucell/tenure/permission.htm>)
3. Letter of hire.
4. Table of Contents.
5. Current *Curriculum Vitae*.
6. Recommendation of the Department Chair.
7. Recommendation of the Department Tenure Committee.
8. Transcripts of all post secondary education shown on the CV.
9. Narrative. The narrative is limited to 15 pages. (Most candidates for tenure should be able to summarize their 4 ½ probationary years in fewer than 15 pages.) The narrative should address the following three areas:

- a. Fulfillment of Professional Responsibilities (documented by Chair and Committee).
 - Prepares for and meets assigned classes
 - Confers with and advises students
 - Evaluates students fairly and promptly
 - Participates in group deliberations
 - Accepts reasonable duties
 - Preserves and defends University goals
 - b. Effective Teaching.
 - Quality of course examinations, assignments and instructional resources
 - Evidence of growth and improvement
 - c. Continuing Scholarly Growth.
 - Graduate work completed
 - Development of new scholarly or practical insights
 - Development of new courses
 - Membership in professional organizations
 - Attendance at professional workshops, institutes or short courses
 - Evidence of active research or development of performing or artistic abilities
 - Testimony of experts in the discipline
 - Invited papers delivered, performances given, exhibits held, etc.
 - Professional consultant activities
 - Evidence of current activity which maintains or increases subject mastery
 - d. Contributions to the University and Community.
 - Contributions to student organizations or activities
 - Contributions to University governance
 - Contributions to department, faculty and University committees
 - Performance in individual assignments
 - Development of special programs which benefit the University
 - Participation in community work which brings recognition to the University
 - e. If necessary, an explanation of how specific conditions in your hiring letter have been met.
10. Supporting documentation. Activities outlined in your narrative and CV, other than departmental and teaching and advising duties, should be documented. Departmental, teaching and advising duties will be addressed by department chairs and tenure committees.
 11. **All** peer and chair observations and chair and evaluation committee evaluations (two peer observations per semester and one chair observation, one chair evaluation, and one evaluation committee evaluation per academic year).
 12. Dean's evaluations (one per year).
 13. **All** student evaluations. Copies of student evaluations are available in the University Archives in the Baron-Forness Library.

NOTE: If peer observations or student evaluations are missing through no fault of your own insert a one-page explanation in place of the missing data.

Failure to submit a complete application will have a negative effect on the University-wide Tenure Committee's recommendation to the President.

Procedural Information

One copy of your complete application must be submitted to your Department Tenure Committee Chairperson or designee. The other copy of your complete application must be submitted to the President's Office. Both copies **must** be submitted by the appropriate dates indicated above. It is the responsibility of the tenure candidate to deliver these documents personally or to make sure that they are delivered by a designee. Since this is an important document we recommend that you obtain a receipt when you deliver the document to the President's Office.

Departmental Responsibilities

It is the responsibility of the Department Chair and the Department Tenure Committee Chair to forward their written recommendations on eligible tenure applicants in their department to the University President by the following dates:

Spring hires, 2005:	Thursday, October 1, 2009
Fall hires, 2005:	Monday, February 15, 2010
Spring hires, 2006	Friday, October 1, 2010
Fall hires, 2006	Tuesday, February 15, 2011
Spring hires, 2007	Monday, October 3, 2011

A copy of each recommendation must also be placed in the Tenure Application provided to the University-wide Tenure Committee. The tenure candidate or a representative of the Department will then deliver the complete application to the Chair of the University-wide Tenure Committee. Applications due from 2005 hires may be delivered to the current Committee Chair, Dr. Ron Spiller, 119 Hendricks Hall, beginning on the dates below. Give folders directly to Dr. Spiller, 119 Hendricks Hall, or to the Secretary of the Department of History & Anthropology, Ms. Sue Wilkosz, Hendricks Hall 145. Applications will be accepted beginning:

Spring 2005 hires:	Monday, September 28, 2009
Fall 2005 hires:	Wednesday, February 10, 2010

Applications must be received by 4:30 PM, Thursday, October 1, 2009, for Spring 2005 hires, and 4:30, Monday, February 15, 2010 for Fall 2005 hires.

As part of the Department evaluation of tenure applications Chairs and Department Tenure Committees must ensure that applications are complete and contain all required documentation. (Please refer to the Tenure Folder Checklist.)

University-wide Tenure Committee Procedures

The University-wide Tenure Committee may, at its discretion, request that the applicant or others appear before the committee.

In cases where the University-Wide Tenure Committee is considering a negative recommendation for tenure, the committee will notify the applicant, and the applicant may request a hearing before the committee and may ask up to two professionally associated individuals to speak on his or her behalf. The applicant may not be represented by an attorney at this meeting, but may request an APSCUF representative be present. All University-wide Tenure Committee meetings will be held in a timely fashion to meet contractual deadlines.

As required in the CBA, when the University-wide Tenure Committee has completed deliberations the applicants' binders will be delivered to University President's office (no later than November 1, 2009 for Spring 2005 hires and April 1 for Fall 2005 hires) along with the Committee's recommendations. Notification by the President to the applicants of his decision will be made by the dates established in the CBA.

Questions should be referred to the Chair of the University-wide Tenure Committee: Dr. Ron Spiller, 814-732-2966 or rspiller@edinboro.edu. Committee members for 2009-2010 are:

Dr. Leo Gruber, Foreign Languages
Dr. Naod Kebede, Chemistry
Dr. Ed Snyder, Professional Studies
Dr. Ron Spiller, History & Anthropology
Ms. Kathleen Strosser, Office of Students with Disabilities
Dr. Marc Sylvester, Math & Computer Science
Dr. Maureen Walcavich, Early Childhood & Special Education