**Initial Tenure, Long-term Clinical Contract, and Promotion**

**Guidelines for Departmental Review Process**

***(revised to include clinical faculty, May 2024)***

This document is intended to guide conversation regarding the candidate's initial tenure, long-term clinical contract, or promotion application. *This document**will be used by the department chair, or designated moderator, but* ***is not intended to be part of the candidate's file -*** *only* *a summary of the discussion will be included in the* [*department chair's evaluation*](file:///Q%3A%5CAcadAffairs%5CDept%5CFaculty%20Reviews%5C2025-2026%20Reviews%5CUpdated%20Documents%5CEvaluation%20Form_Peer%2C%20Chair%2C%20Prog%20Dir_Init%20Ten%2C%20Long-term%20Clin%20Cont%2C%20Ten%20Ren%2C%20Long-term%20Clin%20Cont%20Ren%2C%20Reappt_3-13-2025.docx%20-%20Shortcut.lnk)*.*

The following guidelines should be used in the department review process.

* Candidate materials, including a CV, should be made available to the department.
* Tenured, tenure track, clinical, and non-tenured continuing faculty are expected to participate in the departmental review. The candidate should not be present during the discussion.
* The department chair/program director convenes the meeting and leads the discussion.
* It is recommended the department convenes the meeting during the semester, prior to the review by the Initial Tenure and Long-term Clinical Contract, and Promotion Committees. (Spring semester for initial tenure/long-term clinical contract and Fall semester for promotion).
* If the candidate is up for both initial tenure/long-term clinical contract and promotion in the same academic year, the recommendation will carry for both actions. Make sure to consider the criteria for both initial tenure/long-term clinical contract and for promotion, based on rank. The department’s recommendation may be different for initial tenure/long-term clinical contract and promotion. For the overall recommendation, we will separate tenure/long-term clinical contract and promotion. (See the bottom of the document.)
* Small departments (3 or less) should consult with the Dean of Faculty regarding other faculty who could be brought into the departmental discussion to include at least 4 faculty of instruction members in the discussion.
* The candidate will be made aware of the department chair summary of the departmental review at the same time as the department chair review. It is expected that the chair/program director will share the feedback prior to submission.
* The Professional Development team is available to consult with departments regarding effective review strategies.
* It is expected that the department comes to a consensus on each rating item. When consensus is not met then a majority vote should be taken.

**Discussion Guide for Department Chair**

It is expected that department faculty discuss items 1-5 to determine final recommendation. However, the discussion is not limited to these five areas.

1. The candidate contributes to the department through effective teaching (i.e., completing teaching responsibilities, positive attention to students).

Exceeds expectations       Meets expectations       Below expectations

Specific example(s) to justify rating:

***Not Applicable to Clinical Faculty:***

1. The candidate is active in developing/implementing a scholarly agenda appropriate to application (i.e. initial tenure or promotion).

Exceeds expectations       Meets expectations       Below expectations

Specific example(s) to justify rating:

***Clinical Faculty Only:***

1. The candidate is actively engaged in clinical practice that contributes to the field and enriches her/his teaching.

Exceeds expectations       Meets expectations       Below expectations

Specific example(s) to justify rating:

1. The candidate makes positive contributions to departmental activities (i.e., department meetings, advising responsibilities, student recruitment, departmental and/or university initiatives).

Exceeds expectations       Meets expectations       Below expectations

Specific example(s) to justify rating:

1. The candidate demonstrates commitment to a Christian worldview in teaching and

 with students.

Exceeds expectations       Meets expectations       Below expectations

Specific example(s) to justify rating:

1. The candidate demonstrates collegial behavior in interactions with members of the faculty and administration.

Exceeds expectations       Meets expectations       Below expectations

Specific example(s) to justify rating:

1. Provide any recommendations, if applicable, discussed by the review group for strengthening performance in any of the above areas.

**OVERALL RECOMMENDATION**

Do you recommend this colleague for initial tenure, long-term clinical contract, and/or promotion?

** Initial Tenure:**

       Yes, with no reservations

       Yes, with the following reservations:

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       No, for the following reasons:

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** Long-term Clinical Contract:**

       Yes, with no reservations

       Yes, with the following reservations:

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       No, for the following reasons:

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** Promotion:**

       Yes, with no reservations

       Yes, with the following reservations:

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       No, for the following reasons:

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