

**Initial Tenure and Long-term Clinical Contract**  
*STANDARDS, CRITERIA, MATERIALS, AND PROCESS SUMMARY*

**SUMMARY**

**Standards for Initial Tenure/Long-term Clinical Contract**

For purposes of assessing a candidate for initial tenure/long-term clinical contract, a pattern of sustained, effective teaching is of paramount importance. Additionally, candidates should demonstrate a pattern of contribution to their discipline and a commitment to service. While the balance between these two areas will vary from candidate to candidate, all candidates are expected to provide evidence of both scholarship (*Not needed for Clinical Faculty*) or clinical practice (*Clinical Faculty Only*), and service. Candidates are expected to demonstrate collegiality as well as a continuing commitment to Bethel's Covenant for Life Together and Affirmation of Faith.

**1. Criteria for Initial Tenure/Long-term Clinical Contract are:**

- a. an appropriate terminal degree
- b. sustained teaching effectiveness
- c. commitment to scholarship (*Not needed for Clinical Faculty*)
- d. commitment to clinical practice (*Clinical Faculty Only*)
- e. commitment to service
- f. commitment to a Christian worldview
- g. collegiality

**2. Materials that are part of review file**

- a. From the candidate:
  - i. Portfolio consisting of:
    1. A Self-Assessment (not to exceed 3,000 words)
      - a. Candidates should respond to reappointment letters from the Reappointment Committee, addressing any prior issues or concerns.
      - b. Candidates should comment on course evaluations (which will be made available to the Initial Tenure and Long-term Clinical Contract Committee).
    2. Supporting documentation
    3. An Updated Curriculum Vita
    4. A Five-Year Growth Plan (not to exceed 750 words)
    5. A Faith Learning Integration Essay (3,000-3,500 words)
    6. Letters of support from outside evaluators (*optional*)
- b. From evaluators:
  - i. Answers to evaluation questions from two peers
    1. One from department
    2. One tenured
  - ii. Answers to evaluation questions from one committee chair
    1. Committee on which candidate has served in past three years

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- iii. Answers to evaluation questions from six alumni
    - 1. Graduated in the past five years
    - 2. Two must have been advisees
  - iv. Answers to evaluation questions from department chair<sup>1\*</sup> (and program director when applicable)
    - 1. \* If you are the department chair, <sup>1</sup> Academic Affairs will ask a faculty member, who has previously been the chair of your department, to complete the department chair<sup>1</sup> evaluation on your behalf. If this is not applicable, we will ask the most senior faculty member in your department to complete your evaluation.
  - v. Feedback from Department Review
- c. From Academic Affairs:
- i. Course evaluations
    - 1. All courses evaluated every term
    - 2. Long form in at least one class per semester
  - ii. Reappointment Committee letters
  - iii. Performance Improvement Plan (*in rare cases*)

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<sup>1</sup> All references to department chair include program director when appropriate.

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**3. PROCESS AND TIMELINE**

- March 15 – Academic Affairs sends letter/email to candidate concerning application for initial tenure/long-term clinical contract, including:
  - Google form for candidate to provide reference names of peers and committee chair
  - Google form for candidate to provide reference names of alumni
- March 15 – Academic Affairs notifies department chair<sup>1</sup> of faculty in department applying for initial tenure/long-term clinical contract in the fall.
- April 1 – Candidate submits reference names of peers and committee chair
- April 1 – Academic Affairs sends evaluation requests to peer and committee chair references
- May 1 – Candidate submits reference names of alumni
- May 1 – Academic Affairs sends candidate a personal Google folder link to upload candidate materials
- June 1 – Peers submit evaluations
- June 1 – Committee chair submits evaluation
- June 1 – Academic Affairs sends evaluation requests to alumni references
- August 1 – Alumni submit evaluations
- August 1 – Department chair<sup>1</sup> submits evaluation
- August 15<sup>2</sup> – Candidate uploads portfolio electronically to a personal Google folder provided by Academic Affairs
- August 15<sup>2</sup> – Candidate provides copy of curriculum vita to department chair<sup>1</sup> for department review.
- September 1 – Department chair<sup>1</sup> submits department review
- September, October, and November – Initial Tenure and Long-term Clinical Contract Committee reviews materials
- October and November – Candidate receives memo or email from Initial Tenure and Long-term Clinical Contract Committee inviting candidate for interview (includes questions)
- November and December – Candidate receives decision letter from Initial Tenure and Long-term Clinical Contract Committee indicating their recommendation to the Provost
- November and December – within two weeks of receiving letter, Candidate contacts President’s Office to schedule an appointment to meet with the President and Provost
- November, December, and January – Candidate meets with President and Provost

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<sup>1</sup> All references to department chair include program director when appropriate.

<sup>2</sup> If a deadline falls on a weekend, materials are due on the following business day, 9:00am.

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- February – If recommended for initial tenure/long-term clinical contract, Provost takes candidate's name to Board of Trustees meeting for approval.
- March (usually early) – Candidate receives letter from Provost with initial tenure/long-term clinical contract decision