

Tenure Renewal and Long-term Clinical Contract Renewal

INSTRUCTIONS FOR MATERIALS

Preamble: *The committee reviewing your file is composed of individuals across all of Bethel's schools and colleges. Therefore, as you prepare your materials, please be mindful to communicate effectively to this interdisciplinary target audience of diverse thinkers. To help your colleagues understand the significance of your work, please craft your materials in a way that connects the big picture with the details of your work. Construct a narrative that communicates the work's relevance, why it is meaningful and important to you, and how the different aspects of your work (teaching, scholarship **or** clinical practice, service, and faith integration) intersect. Your self-assessment is an opportunity to celebrate your accomplishments and communicate the significance of these accomplishments to Bethel peers across disciplines and divisions.*

INSTRUCTIONS FOR TENURE RENEWAL AND LONG-TERM CLINICAL CONTRACT RENEWAL MATERIALS (See [Definition of Terms for Initial Tenure, Long-term Clinical Contract, Tenure Renewal, Long-term Clinical Contract Renewal, Reappointment, and Promotion.](#))

I. **Self-Assessment** (not to exceed 1,250 words)

The self-assessment should be a reflection on your faculty performance at Bethel that gives primary attention to the following areas:

- Effectiveness in teaching, incorporating a reflection on student evaluations
- Effectiveness in service, including student advising and mentoring
- Effectiveness in scholarship, based on one or more of Boyer's categories
- The growth plan you submitted as part of your last tenure review
- Your commitment to the development of a Christian worldview and the search for perspectives applicable to your discipline and how this is demonstrated in your teaching

Please note that this should be a narrative reflection of your growth and accomplishments since your last review and should go beyond a listing of your activities.

II. **Curriculum Vita**

Entries on your curriculum vita must include dates and status of projects (e.g., in progress, submitted for publication, etc.)

III. **Seven Year Growth Plan** (not to exceed 750 words)

The Seven Year Growth Plan should spell out your plans for future growth and development in the areas of teaching, scholarship (***Not needed for Clinical Faculty***) **or** clinical practice (***Clinical Faculty Only***), and service. The growth plan addresses the following areas:

Teaching

- Plans for strengthening teaching in both general and specific areas of teaching
- Innovative or best practice ideas in teaching to be incorporated
- Plans for evaluating teaching effectiveness other than required student evaluations (e.g., colleague observations, classroom visitations, etc.)

Scholarship (***Not needed for clinical faculty***)

- Plans for research/scholarship/artistic activities, noting work in progress and timeline for completion as well as future planned activities
- Plans for scholarly involvement as presenter, manuscript reviewer, writer of book reviews or short trade articles, fact-finding reports, etc.

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- Plans for performance and exhibits (e.g., preparing compositions, preparing for recitals/exhibits/performances, etc.)

Clinical Practice (*Clinical Faculty Only*)

- Description and assessment of your current engagement and accomplishments in clinical practice since your last review
- Delineation of
 - the process to earn and maintain licenses and/or certifications;
 - description of roles and achievements in professional organizations and/or committees; and
 - other professional activities
- Statement of how your clinical practice enriches your teaching

Service

- Plans for involvement in department operations and functions (e.g., development of new courses, department roles and responsibilities)
- Plans for institutional involvement and general faculty responsibilities (e.g., advising)
- Plans for professional service activities (e.g., memberships in organizations, consulting activity, attendance at professional meetings, developing workshops and seminars, upcoming sabbatical activities, etc.)
- Plans for church service (e.g., faith/learning activities, participation in the spiritual life of the university.)