

Hamline University

Policy on Faculty Rank, Tenure, and Evaluation

Approved by the Hamline University Board of Trustees  
November 21, 2008

## **I. Faculty Ranks**

The following ranks and titles shall be used for full time faculty at Hamline University:

### **A. Tenure Track Faculty**

Assistant Professor  
Associate Professor  
Professor

### **B. Non-Tenure Track Faculty**

#### **1. Teaching Faculty**

Instructor  
Lecturer  
Senior Lecturer  
Professor of Practice

#### **2. Clinical Faculty (in the School of Law)**

Clinical Instructor  
Assistant Clinical Professor  
Associate Clinical Professor  
Full Clinical Professor

#### **3. Visiting Faculty**

Visiting Instructor  
Visiting Assistant Professor  
Visiting Associate Professor  
Visiting Professor

## **II. Principles for Establishment of Tenure and Promotion Policies and Procedures**

Hamline University seeks to sustain and improve its academic stature. Maintaining and improving the quality of the faculty is a critical means of achieving these ends.

Consistent with the “Statement of Principles on Academic Freedom and Tenure” of the American Association of University Professors, Hamline affirms that a system of tenure attracts highly qualified faculty members, enhances stability, encourages loyalty to the university, and facilitates academic excellence by helping to retain and reward talented members of the faculty, who in turn create the strong academic programs that are the foundation of Hamline University’s reputation. The granting of tenure may be defined as a status granted to a faculty member which recognizes the superior professional accomplishment of that individual. After a faculty member has obtained tenure, such faculty member’s appointment may be terminated by Hamline only for adequate cause.

Following adoption of the present policies, Hamline University shall develop policies and procedures for tenure and promotion of tenure-track and tenured faculty for faculty members in the School of Business, School of Education, and Graduate School of Liberal Studies. The effort shall be led by the vice president for academic and student affairs, in collaboration with Faculty Council and the faculty and deans of the three schools. Final approval authority rests with the President and the Board of Trustees. If approved, the policies shall become effective as of the 2009-2010 academic year.

The present Section II defines principles and frameworks that the new tenure policy must follow. It does not apply to the College of Liberal Arts or the School of Law.

The existing tenure policies in the College of Liberal Arts and the School of Law remain in force, and may only be altered in accordance with provisions within the existing faculty handbooks of those two schools. The protections of tenure in the new policies shall be consistent with the protections common to the policies of the College of Liberal Arts and the School of Law.

#### **A. Tenure-track and Tenured Faculty Ranks**

The following ranks shall be used for full-time, tenure-track or tenured faculty in all schools:

##### **1. Assistant Professor**

Requires an earned terminal degree in the subject or related field from an accredited college or university, and promise of excellence in teaching, scholarship or artistic activity, and service. Faculty may be hired prior to the completion of the terminal degree on the tenure-track. The terms of such an appointment shall be defined in the initial letter of appointment.

##### **2. Associate Professor**

Requires an earned terminal degree in the subject or related field from an accredited college or university. In rare instances, a record of exceptional achievement as a scholar or artist may substitute for an earned terminal degree. Also requires a record of excellent teaching; a record of scholarly or artistic publication, and an agenda for ongoing scholarly or artistic productivity; and a record of excellence in service. The record should demonstrate promise of continued performance at a high level.

##### **3. Professor**

Requires an earned terminal degree in the subject or related field from an accredited college or university. In rare instances, a record of exceptional achievement as a scholar or artist may substitute for an earned terminal degree. The professor should be a professionally established faculty member who has demonstrated both sustained excellence in teaching, scholarship or artistic activity, and service and a commitment to continuing this level of high performance.

#### **B. Probationary Appointments/Tenure Clock/General Standards**

Initial appointments for tenure-track faculty shall be probationary for up to six years, with reviews and renewals as follows. A process allowing faculty to request an extension of the tenure clock if a faculty member becomes a parent, is a major caregiver for a family member, or has an extended illness, injury or disability shall be developed.

**1. Annual Renewals.** Prior to tenure, probationary tenure-track faculty who are in their initial appointment shall be reviewed annually to confirm that the faculty member is making the expected contributions in teaching, service, and scholarship. If the evaluation is negative, probationary faculty will not be renewed.

**2. Third Year Review.** Probationary tenure-track faculty shall undergo a comprehensive evaluation in their third year of service to determine whether the faculty member is making satisfactory progress toward a successful tenure evaluation. In the event of a positive evaluation, probationary faculty shall continue in their probationary status. If the evaluation is negative, probationary faculty will not be renewed.

**3. Tenure Evaluation/Promotion.** Probationary tenure-track faculty must be evaluated for tenure no later than their sixth year of continuous service, unless an extension of the tenure clock has been granted. To be awarded tenure, a probationary tenure-track faculty member must demonstrate sustained excellence in teaching, service, and scholarly or artistic accomplishments. Tenure shall normally be coupled with promotion to the rank of Associate Professor.

**4. Denial of Tenure.** Tenure may be denied for failure to achieve the performance standards in teaching, research or artistic accomplishments, and service; tenure may also be denied due to changes in the curricular, personnel, or financial needs of the program, department or university.

**5. Terminal Contracts/Notice of Non-Renewal.** In cases where a probationary faculty member is not renewed, the faculty member will receive at least three months notice if in the first year of service, at least six months notice if in the second year of service, and at least twelve months before the expiration of an appointment after two or more years at Hamline University. If tenure is denied, the faculty member will receive a terminal contract with one full year's notice of non-renewal.

**6. Dismissal for Cause** In addition to non-renewal, probationary faculty members are subject to dismissal for cause during the appointment term, per the same process developed for tenured faculty (see below).

### **C. Evaluation Criteria for Tenure-track and Tenured Faculty**

Each school shall establish clear standards of evaluation consistent with these policies, the school's own academic goals and the nature of scholarly or artistic work in its constitutive disciplines. Such standards must be approved by the faculty, the dean of the school and the vice president for academic and student affairs. General expectations are described below.

Tenure-track and tenured faculty shall be evaluated for their teaching and service pursuant to the same standards and evaluative process applicable to the teaching faculty. (See Section III.E.) In addition, tenure-track and tenured faculty shall be evaluated for their scholarly or artistic accomplishments. Tenure-track or tenured faculty are expected to engage in and publish scholarly work or publish, exhibit, or perform artistic work in the faculty member's area(s) of specialization. As part of the review of scholarly or artistic accomplishments, a faculty member's dossier shall be evaluated by an external reviewer.

The work assignment for tenure track faculty should reflect the expectation that they will engage in scholarship or artistic activity relative to non-tenure track faculty for whom scholarship productivity is not evaluated. This differentiation in work assignment will result in a lower teaching load or service commitment for those in the tenure track. Models for this differentiation currently exist within the College of Liberal Arts and the Law School. As the other academic units of the University begin to include tenure track faculty in their ranks they should develop models which emulate this differentiation.

Teaching load expectations can and will vary among the units of the university for both tenure track and non tenure track faculty. The differences in teaching load should reflect differing expectations for scholarly or artistic production, capstone projects, independent studies, and program development. As the GLS, HSB, and HSE develop differential models for faculty work load they should mirror these differences.

In both the College of Liberal Arts and the Law School tenure track faculty are accorded a period of several months during the year, typically during the summer, where freedom from teaching allows for concentration on scholarly or artistic production. As the GLS, HSB, and HSE include tenure track faculty among their ranks, those faculty should be accorded similar annual blocks of time free from teaching for concentration on scholarly or artistic production.

Eligible faculty who opt not to convert to the tenure track may have their work assignments adjusted to reflect the reduction in expectations for scholarship or artistic activity.

#### **D. Process for Evaluating Tenure-Track Probationary Faculty**

An annual academic decision timeline shall be set by the vice president for academic and student affairs. The deadlines for evaluation processes for all schools shall be specified in this timeline. The deadlines shall be adhered to by all evaluators.

Each school shall establish a process of evaluation for tenure that includes the following steps.

1. The process must be approved by the dean of the school and the vice president for academic and student affairs.
2. Review and recommendation by a faculty committee.
3. Review and recommendation by the dean.
4. Review and recommendation by the vice president for academic and student affairs.
5. Review and recommendation by the president.
6. The Board of Trustees shall make the final decision on tenure applications.

## **E. Promotion**

1. To associate professor. A recommendation for promotion to Associate Professor will normally be coupled with the recommendation of tenure.
2. To professor. Promotion to this rank will normally follow a period of time sufficient to allow the school and university to recognize and evaluate performance and contributions beyond those presented to earn the rank of associate professor. This will normally require a minimum of five years at the associate professor rank, but there should be no set timeline for promotion review.
  - a. The standard for promotion to professor is demonstration of sustained excellence in teaching, scholarly work or artistic activity, and service and a commitment to continuing this level of high performance.

## **F. Post-tenure evaluation**

The tenure and promotion policies and procedures shall include a process for post-tenure review by the faculty and dean. The post-tenure review should use annual reviews to assess overall performance in teaching, service, and scholarship or professional activities. If ongoing deficiencies are identified, the policy shall define a process for performance correction.

## **G. Discharge, Demotion, or Suspension of Tenured Faculty**

The tenure and promotion policies and procedures shall include standards and processes for dismissal, demotion, or suspension of tenured faculty. The protections of tenure in the new policies shall be consistent with the protections common to the policies of the College of Liberal Arts and the School of Law. The standards and processes should be consistent with the following principles:

1. Dismissal, demotion, or suspension will not be used to restrain faculty members in their exercise of academic freedom.
2. The policies must provide for the dismissal of tenured faculty members for cause. Cause must be directly and substantially related to the fitness of faculty members in their professional capacities as teachers or researchers/artists.
3. The policies must provide for dismissal of tenure faculty members due to financial exigency or discontinuance of a program or department.
4. The policies and procedures should provide for imposition for cause of sanctions short of dismissal, such as suspension with or without pay, withdrawal of faculty privileges, probation, mandated counseling or treatment (where permitted by law), or other appropriate measures. There should also be provision for interim temporary administrative suspensions where needed to avoid disruption or risk of harm pending outcome of the applicable process.

5. The procedures for dismissal or imposition of sanctions for cause will comport with generally recognized standards of due process, fairness, confidentiality, and notice. The procedures will include both informal opportunities to resolve situations and a more formal process, with input from an appropriate faculty body and review and recommendation by the dean of the school. The university will bear the burden of establishing cause throughout these proceedings.
6. The decision to sanction or dismiss a faculty member for cause should be grievable pursuant to established grievance and mediation procedures.
7. Hamline University will also design a process for dismissal for financial exigency or discontinuance of a department or program. Generally speaking, the procedures for dismissal of individual faculty members due to financial exigency or discontinuance of a program or department should be governed by the same general principles outlined above for dismissals for cause. However, rather than proving cause, in these circumstances the university bears the burden of demonstrating that, in light of all the circumstances, the dismissal is necessary due to program or department discontinuance or financial exigency.
  - a. If Hamline, because of financial exigency, terminates appointments, it will not at the same time make new appointments except in extraordinary circumstances where a serious distortion in the academic program would otherwise result. The appointment of a faculty member with tenure will not be terminated in favor of retaining a faculty member without tenure, except in extraordinary circumstances where a serious distortion of the academic program would otherwise result.
  - b. Before terminating an appointment because of financial exigency or discontinuation of a program or department, the institution, with faculty participation, will make every effort to place the faculty member concerned in and provide retraining for another suitable position within the institution.
  - c. Hamline shall assist displaced tenured faculty in finding employment in industry, government, or in other educational institutions.
8. The decision whether or not to discontinue a department or program ultimately rests with the university and its Board of Trustees, in consultation with faculty and administration consistent with the university's general principles of shared governance. The procedures should facilitate the faculty's consultative role in this process, but these procedures must account for the final decision-making authority of the Board and the university.

### **III. Teaching Faculty**

This Section III defines the category of non-tenure-track Teaching Faculty. It shall be applicable in all schools except the School of Law, where Clinical Faculty are appointed in accordance with the School of Law's Faculty Handbook.

### **A. Teaching Faculty Duties Defined**

The principal role of non-tenure track Teaching Faculty is the provision of instruction that complements that of the tenured and tenure-track faculty. Teaching Faculty are responsible for teaching and service to the university. For purposes of these policies, teaching and service are defined as follows:

1. Teaching includes instruction, student advising, and mentoring, as well as professional development activities pertaining to these teaching responsibilities and/or one's development as a teacher.
2. Service includes service to the program, school, and university, as appropriate and assigned. Service may also include community or professional activities that are related or relevant to the faculty member's field of expertise, although these activities cannot substitute for service to the university.

### **B. Teaching Faculty Ranks**

The following ranks shall be used exclusively for full-time faculty members at Hamline University whose responsibilities consist of teaching and service. Such persons are full members of the faculty who enjoy academic freedom and rights to participate in shared governance. Appointments to teaching faculty positions are not on the tenure-track and persons who hold such positions are not eligible for tenure. Initial appointments for teaching faculty shall be probationary for up to six years.

1. **Instructor.** Persons appointed to this rank shall hold a Master's degree or other advanced degree in the subject or related field from an accredited college or university.
2. **Lecturer.** All persons appointed to this rank shall hold an earned terminal degree in the subject or related field from an accredited college or university. Probationary teaching faculty may hold this rank.
3. **Senior Lecturer.** All persons appointed to this rank shall hold an earned terminal degree in the subject or related field from an accredited college or university. Probationary teaching faculty may not hold this rank; only those who have been awarded a multi-year contract may hold this rank.
4. **Professor of Practice.** This rank may be utilized in all schools for full-time faculty members with distinguished professional expertise, achievements, and reputation who nonetheless lack academic experience or a terminal degree. Professors of Practice serve under one year contracts and are evaluated annually for contract renewal.

### **C. Teaching Faculty Appointments**

Initial appointments for teaching faculty shall be probationary for up to six years. Initial appointments for teaching faculty shall be for annual, renewable appointments for up to six annual terms. Teaching faculty must be reviewed for promotion and appointment to a multi-year contract no later than the sixth year.

Teaching faculty who have a favorable sixth year review will normally be awarded a multi-year appointment, assuming an ongoing need for the position. Such appointment shall be for a renewable three year term.

#### **D. Teaching Faculty Expectations**

Hamline University is committed to high standards of teaching effectiveness. Renewal of annual probationary appointments is contingent on a faculty member's demonstration, through the annual review process, that he or she has a record of teaching effectiveness and meaningful teaching and service contributions. Promotion of teaching faculty and the awarding or renewal of multi-year appointments requires demonstrated and sustained excellence in teaching and service.

In addition to the teaching responsibilities defined in Section III.A above, teaching faculty are expected to engage in professional development activities pertaining to their teaching responsibilities. The teaching load for teaching faculty shall normally be higher than that for tenure-track faculty, in recognition of the fact of the primacy of teaching responsibilities.

Teaching faculty members are expected to provide service to the university, by contributing to the work of the program, school and university, as appropriate and assigned. In addition, faculty members will sometimes have rendered community or professional service related or relevant to their field of expertise. Such service is encouraged and will be considered as part of the evaluation process, but cannot substitute for service to the university. Service external to Hamline that is not related to a faculty member's assignment or discipline is not relevant to the performance evaluation, and thus will not be considered.

Evaluations of teaching faculty shall focus only on performance in the assigned areas of teaching and service.

#### **E. Standards for Evaluation, Renewal, and Promotion**

Renewal of annual probationary appointments is contingent on a faculty member's demonstration, through the annual review process, that he or she has a record of teaching effectiveness and meaningful teaching and service contributions. Promotion of teaching faculty and the awarding or renewal of multi-year appointments requires demonstrated and sustained excellence in teaching and service.

Each school shall establish clear standards of evaluation consistent with these policies, Hamline's mission, applicable professional society or disciplinary standards, and the school's own academic goals. Such standards must be approved by the faculty and dean of the school and the vice president for academic and student affairs. The standards should include guidelines for summative and formative evaluation of teaching.

In demonstrating achievements in teaching, teaching faculty must use a student evaluation instrument approved by the school. The results of the evaluation must be presented for all regular courses taught in the past academic year. The school shall provide a context for the analysis of the instruments employed, e.g., a statistical summary of department student evaluation results or a summary of comments included in student evaluations or in peer evaluations. In addition to student evaluations, teaching faculty should use at least one other source of evidence to support successful achievement of student learning outcomes.

In demonstrating achievements in service, teaching faculty members must provide a report of activities both on and off campus and evidence indicating the contributions made in this work. Such evidence might include statements from committee chairs, ratings by the supervisor of an activity, or acknowledgment or recognition of contributions by groups or organizations.

#### **F. Evaluation Schedule and Milestones**

**1. Decision Timelines.** An annual academic personnel decision timeline shall be set by the vice president for academic and student affairs. The deadlines for evaluation processes for all schools shall be specified in this timeline. The deadlines shall be adhered to by all evaluators.

**2. Probationary Teaching Faculty** Probationary teaching faculty shall be evaluated annually for renewal. Renewal of annual probationary appointments is contingent on a faculty member's demonstration that he or she has a record of teaching effectiveness and meaningful teaching and service contributions. If the renewal standard is not met, probationary faculty will not be renewed.

**3. Sixth Year Evaluation.** Probationary teaching faculty who have been renewed annually shall undergo a sixth year evaluation in which they are reviewed for promotion to Senior Lecturer and multi-year appointment. Promotion of teaching faculty and the awarding of a multi-year appointment require demonstrated and sustained excellence in teaching and service. In the event of a positive evaluation, probationary teaching faculty will normally be awarded a multi-year contract and promoted to Senior Lecturer if they satisfy the criteria for that rank and provided there is an ongoing need for the position.

If the evaluation in the sixth year review concludes that a faculty member does not meet the standards for promotion, probationary teaching faculty will not be promoted and will not be awarded a multi-year appointment. If the faculty member's performance meets the annual renewal standard (a record of teaching effectiveness and meaningful teaching and service contributions), he or she may be offered the option of continuing as a Lecturer, subject to the terms and conditions applicable to that rank, including annual evaluations. There is no assurance that a renewal will be offered to a faculty member who has not met the standards for promotion. Hamline University reserves the right to terminate the contract, following provisions in Section H below.

**4. Promotion Reviews After the Sixth Year Review** A teaching faculty member who is not promoted following the sixth year review and who remains on the faculty as a Lecturer may request a second review for promotion and multi-year appointment in a subsequent review year. A request for a second promotion review should be made in writing to the dean, after consultation with the faculty member's dean and department chair. A teaching faculty member who is not promoted following a second promotion review shall not be eligible for any additional promotion reviews.

**5. Merit Reviews for Post-probationary Teaching Faculty.** Faculty members in Senior Lecturer positions who hold multi-year appointments will undergo annual merit reviews, which will be used primarily for purposes of professional development, performance improvement, and compensation determinations.

### **G. Evaluation Process**

Evaluations of teaching faculty will take place as follows:

- 1. Dossiers.** Candidates for promotion or renewal must submit dossiers presenting evidence of their accomplishments in teaching and service.
- 2. Faculty Evaluation Committee.** Each school shall have a faculty evaluation committee to review teaching faculty dossiers. The committee shall recommend renewal or non-renewal, or promotion or non-promotion, to the dean based on the applicable standards set forth above. The deliberations of the committee shall be confidential. The recommendation, including the stated reasons, must be provided in writing to the dean of the school and the candidate. In the case of a sixth year review, a recommendation against promotion and a multi-year appointment must also include a recommendation as to whether or not the candidate should be offered the option to remain on the teaching faculty as a Lecturer.
- 3. Candidate Response.** The candidate may supplement the dossier with additional information after receiving the committee's recommendation. Such supplements shall be submitted to the dean within two weeks of the date the candidate is notified of the committee's recommendation.
- 4. Dean's Recommendation.** The dean shall make an independent judgment on renewal or promotion, based on a review of the dossier, all relevant information in the candidate's file, and the committee's recommendation. The dean shall recommend renewal or non-renewal or promotion or non-promotion to the vice president for academic and student affairs. The recommendation must state the reasons for or against renewal or promotion. In the case of a sixth year review, a recommendation against promotion and a multi-year appointment must also include a recommendation as to whether or not the candidate should be offered the option to remain on the teaching faculty as a Lecturer. The recommendation including the stated reasons must be provided in writing to the vice president and the candidate.

- 5. Vice President's Decision.** The vice president shall make an independent judgment on renewal or promotion, based on a review of the dossier, all relevant information in the candidate's file, and the committee's and dean's recommendations. The decision shall be provided in writing to the candidate. The decision of the vice president shall be final.

#### **H. Renewals/Non-Renewal/Dismissal**

- 1. Notice of Non-Renewal.** Under most circumstances, a faculty member in the first three years of service will receive at least three months notice of non-renewal. A faculty member in the fourth year of service or beyond will receive at least six months notice. These provisions for notice do not apply in the event that non-renewal is for cause or for business reasons unrelated to the faculty member's service or performance, such as changes in a department or program or financial exigency.
- 2. No Automatic Renewals.** Teaching faculty appointments are annual or multi-year appointments as described above. These appointments are subject to review for renewal at the end of the appointment term. No appointments shall be automatically renewable, nor shall any school use a "rolling contract" format in which a contract is presumed to extend periodically without further action by the parties.

Renewal of an appointment requires that the faculty member satisfy the applicable renewal criteria as outlined in these policies. The University further reserves the right not to renew teaching faculty contracts for reasons unrelated to whether or not the faculty member satisfies the applicable standards. Such reasons may include, but are not limited to, modification or discontinuance of a university program or financial exigency of a department, program, school, or the university as a whole.

- 3. Dismissal During the Appointment Term.** Teaching faculty are not eligible for tenure. However, there is a presumption that Hamline University will employ a teaching faculty member until the end of his or her contract, subject to the following conditions and exceptions. First, the University reserves the right to terminate employment for cause at any time. In addition to termination for cause, the university reserves the right to terminate an appointment during the term due to significant developments unrelated to the teaching faculty member's performance or behavior. Such developments may include, but are not limited to, modification or discontinuance of a university program or financial exigency of a department, program, school, or the university as a whole.

#### **IV. Transition Considerations**

This Section IV and the subsequent Section V shall apply to all current full-time non-tenure-track faculty in the College of Liberal Arts, the School of Business, the School of Education, and the Graduate School of Liberal Studies. They do not apply to legal writing or clinical faculty in the School of Law.

The transition process shall only be applicable in a school when approved tenure policies are in force. The following considerations shall apply to the transition process:

- 1. Application to College of Liberal Arts.** Because it has an approved tenure policy, upon approval by the Board of Trustees the process in Sections IV and V shall apply to all full-time contract faculty in the College of Liberal Arts.
- 2. Application to Other Schools.** The process in this Section IV shall become applicable to full-time contract faculty in the School of Business, the School of Education, and the Graduate School of Liberal Studies only after tenure policies are developed and approved. It shall not apply to the School of Law.
- 3. Continuation of Protections of Tenure.** Tenured faculty who are moving from the College of Liberal Arts to the new School of Business or the new School of Education shall continue to enjoy all the protections of tenure as defined in the College of Liberal Arts Faculty Handbook. They shall become subject to the tenure policies applicable to their school once those policies are developed and approved.
- 4. Probationary Status.** Regardless of the criteria for probationary status for teaching faculty specified above, current full-time contract faculty who have been promoted to Associate Professor or Professor shall not be on probationary status.
- 5. Length of Contract.** Regardless of the criteria for length of contract for teaching faculty specified above, current full-time contract faculty who have a multi-year contract will continue on a multi-year contract.
- 6.** A faculty member's eligibility for sabbatical shall not be altered by the transition described in Sections IV and V of the present document.

#### **V. Transition Process**

- 1. Timeline.** The timeline for transition will provide affected faculty members at least one academic year notice to allow the faculty member time for full consideration of his or her options. The beginning of the timeline will follow Sections IV.1 and IV.2 above.
  - a.** No faculty member will be asked to make a decision about conversion to the tenure-track until tenure policies applicable to his or her school have been approved.

2. **Option to Convert to Tenure Track.** A current, full-time contract faculty member who meets the eligibility criteria for tenure track faculty defined above may choose to convert to a tenure-track position or to remain in a non-tenure-track position.
3. **Converting to Teaching Faculty.** A current, full-time faculty member who chooses to remain in a non-tenure-track position, or who does not meet the eligibility criteria for tenure-track faculty defined above will be given an appointment as a member of the teaching faculty.
4. **Title Change for Teaching Faculty.** Regardless of the criteria for ranks specified for teaching faculty above, current full-time contract faculty who hold the rank of Assistant Professor, Associate Professor or Professor will retain their current title through the expiration of the deadline for conversion to a tenure track position in the faculty member's School. Following expiration of the School's conversion deadline, titles for teaching faculty in the School who were employed by the University as full-time contract faculty after September 15, 2004 shall transition to the teaching faculty titles outlined above, as follows:
  - An Assistant Professor (full-time, non-tenure track) shall hold the title of Lecturer;
  - An Associate Professor (full-time, non-tenure track) shall hold the title of Senior Lecturer; and
  - A Professor (full-time, non-tenure track) shall hold the title of Senior Lecturer.

Teaching faculty employed by the University as full-time, non-tenure track faculty on or before September 15, 2004 shall retain their titles following the conversion process and through the conclusion of their employment with the University.

5. **Promotion for Teaching Faculty Hired On or Before September 1, 2004.** Teaching faculty who were hired on or before September 15, 2004 and hold the title of Assistant Professor shall be eligible for promotion to the rank of Associate Professor. The expectations and process for evaluation shall be those defined for promotion to the rank of Senior Lecturer in Section III above. There shall be no promotion of teaching faculty to the rank of Professor.

## **VI. Conversion Process for Current Full-time Contract Faculty to Tenure-Track Faculty**

A faculty member who elects to convert to a tenure track position will retain the title held immediately prior to adoption of these policies so long as the faculty member remains on the tenure track. If the tenure review is not successful, the candidate will be offered a one year terminal contract, pursuant to the policies outlined below, and will retain his or her rank during the one year period.

- 1. Eligibility.** Full-time contract faculty who currently hold the rank of assistant professor, associate professor or professor may be eligible to convert to a tenure-track position. All criteria for tenure track positions, including those regarding terminal degrees, must be satisfied to be eligible for conversion to a tenure-track position.
- 2. Titles.** Faculty members who move on to the tenure-track will retain the title held immediately prior to adoption of these policies.
- 3. Probationary Period.** The tenure-track probationary period will last no longer than six years from the time of conversion, subject to the guidelines above for extension of the tenure clock.

Faculty members may choose to have a shorter tenure-track probationary period by electing to present themselves for tenure prior to the sixth year. A faculty member must have served a minimum of six years as a full-time faculty member to be eligible for consideration for tenure. Ordinarily a maximum of two years of service as a tenure-track faculty member at another institution may count toward eligibility.

- 4. Standards for Tenure Review.** Regardless of when the faculty member is reviewed for tenure, the standards for and processes of evaluation for tenure and promotion in place at that time shall apply.

Previous reviews, especially 6<sup>th</sup> year or promotion reviews, shall be included as part of the review for tenure, and shall be given appropriate weight by all evaluators, recognizing that previous favorable 6<sup>th</sup> year or promotion reviews indicate substantial accomplishment in the field according to the criteria applicable in the School at the time. Weight given to 6<sup>th</sup> year or promotion reviews shall be determined on a case by case basis in light of this recognition and the applicable history in the School.

Additional factors bearing on the weight given previous reviews may include, but are not limited to, the recentness of the previous reviews, the extent to which the file includes documentation of the basis for the review, the nature of that documentation (e.g., internal, external, self reported, surveys, etc.), and the extent to which the previous review included a consideration of the current tenure criteria (teaching, service, scholarly/artistic accomplishment).

- 5. No Future Conversion.** This shall be the sole opportunity to make the decision to convert to a tenure-track position. It is a one-time-only decision for conversion/not for conversion which must be made within the specified timeline.

- 6. Tenure Decision Schedule/Priority.** Given the number of current faculty members who may be eligible to convert to a tenure-track position, the following process shall be used to determine when a faculty member will be considered for tenure:
- a.** A maximum of twelve candidates converted to tenure-track positions may be considered in a single year, except that no faculty member shall have a tenure-track probationary period longer than the normal six years specified below.
  - b.** Faculty members who have completed a sixth year review or a promotional review shall be eligible to be considered first.
  - c.** Candidates who have more than two years of continuous full-time service at Hamline at the time of the adoption of this policy, but who have not yet completed a sixth year review or a promotional review, shall be eligible to be considered next.
  - d.** Candidates who have two or fewer years of continuous full-time service at Hamline at the time of the adoption of this policy shall be eligible to be considered next.
  - e.** In the event that there are more than twelve candidates in a given academic year, seniority (defined as years of continuous service as a full time faculty member at the rank of assistant professor or above) shall determine which twelve are considered.
- 7. Advice and Consultation.** Each school shall have a committee that shall provide, in a joint meeting with the school dean, timely advice to candidates on their preparedness to pass a tenure review and recommended time on the probationary tenure track. The advice shall be based on the standards for tenure review outlined above. The purpose of this advice and consultation is to maximize success, and to avoid a faculty member entering the process of evaluation prematurely. The input of the committee and dean in this regard shall be entirely advisory, cannot be grieved by a faculty member who receives the advice, and is not binding. The decision to advance to candidacy, subject to the other requirements specified in this policy, shall lie with the faculty member.

- 8. Optional Process for Faculty Who Have Completed a Sixth Year Review.** Faculty members who, as of July 1, 2008, have either successfully completed a sixth year review or been promoted to the rank of Professor in the CLA, may request that their existing sixth year review or promotion file, along with any subsequent reviews or other relevant material the faculty member wants included, serve as their tenure dossier. This request shall be made in writing to the faculty member's Dean no later than July 1, 2010. If the faculty member chooses this option, no additional review prior to forwarding the dossier to the Dean shall be required.
- a.** The process of evaluation for tenure shall commence with the Dean, and shall otherwise follow the provisions in the CLA Faculty Handbook governing tenure evaluation. The Dean shall consult with the Faculty Personnel Committee regarding the Dean's evaluation. For purposes of the Dean's evaluation, the sixth year review or professor promotion review shall be accorded substantial weight.
  - b.** In the event that the faculty member has moved from CLA to the School of Business or the School of Education, the evaluation shall be carried out by the Dean of his or her school in consultation with the school's faculty personnel committee, but subject to the CLA Faculty Handbook provisions.