

Standards for Tenure and Promotion Evaluation

Introduction

All faculty evaluation in the Hamline School of Business occurs in line with the policies and procedures set forth in the Hamline University Faculty Handbook, adopted by the Hamline University Board of Trustees on August 28, 2009. Section 5.11 of the Faculty Handbook addresses criteria for evaluation of tenure-track faculty and makes reference to school-specific standards of evaluation consistent with a school's "own academic goals and the nature of scholarly or artistic work in its constituent disciplines."

The present document articulates the standards of evaluation for tenure and promotion in the Hamline School of Business. These criteria and standards are supplemental to and consistent with the Hamline University Faculty Handbook. In any case where an inconsistency emerges, the Faculty Handbook shall supersede any provisions in the present document and shall govern.

Specific Standards

Preamble

The goal of the School of Business is to provide management and economics education programs which are innovative, relevant to today's students, employers and communities, and of the highest quality. The faculty evaluation process is closely linked to this goal. Maintaining and supporting the quality of the faculty is a primary means of achieving a robust and highly respected academic and learning environment.

Development of the Tenure and Promotion Criteria

The Hamline School of Business (HSB) was established in April 2008 when the former Graduate School of Management (GSM) was merged with the former College of Liberal Arts Department of Management and Economics (M & E). The HSB thus became the first school at Hamline University to house both graduate and undergraduate degree programs. It also faced the challenge of merging a faculty from a school in which tenure was not awarded (the former GSM) with a department of tenured faculty members (the former M & E).

In the Fall of 2008, Dean Julian Schuster appointed a faculty committee to develop guidelines for departmental tenure and criteria and procedures for promotion in the School of Business. This committee, chaired by Professor Hossein Akhavi-Pour, represented the diverse make-up of the HSB faculty and met throughout academic year 2008-2009. The committee reviewed existing guidelines of schools at Hamline University, solicited feedback from HSB faculty and the Dean, and considered the developing vision, values, and culture of the nascent School of Business.

The committee proposed tenure and promotion guidelines to the full HSB faculty in May 2009. The guidelines were unanimously approved on May 14, 2009, with an understanding that adjustments or edits to align the guidelines with the Hamline University Faculty Handbook would be made when the Handbook was approved by the faculties and the Board. The Handbook was approved by the Board of Trustees on August 28, 2009.

Following the approval of the Hamline University Faculty Handbook, the HSB faculty, at the September 17, 2009 meeting, re-endorsed the criteria and charged the HSB Tenure and Promotion Committee with reconvening to make edits to align the guidelines to the Handbook. The Standards for Tenure and Promotion were approved by Dean Julian Schuster on October 30, 2009. Formatting for the Standards for

Tenure and Promotion was revised according to instructions from Vice President David Stern and the Faculty and the Dean affirmed the final version on May 21, 2010.

Standards for Tenure and Promotion (Pursuant to Faculty Handbook, Section 6.2)

School of Business faculty members are evaluated for tenure and promotion based on performance in three areas: teaching, intellectual contribution, and service, as specifically described in their professional development plan. The following details will help School of Business faculty members prepare for tenure and promotion. In each area certain contributions are expected, and other contributions are listed as supplementary. In the case of university-wide or cross-unit appointments, faculty members may submit, and the Committee shall consider, supporting evidence from other units as well as HSB, in a manner consistent with the faculty member's appointment.

Effectiveness in Teaching (Pursuant to Faculty Handbook, Sections 5.11 and 5.11.4)

Specific details regarding teaching effectiveness follow.

Required Teaching Contributions:

- A. High level of teaching effectiveness
- B. Use current and up-to-date teaching materials
- C. Revise and up-date courses regularly
- D. Document efforts to improve teaching
- E. Participate in student advising
- 1. Supplemental Teaching Contributions:
 - A. Active participation in student academic activities (student orientation)
 - B. Develops new course
 - C. Teaches a variety of courses
 - D. Teaches courses not usually taught (FYSEM, independent study, study abroad)
 - E. Reviews textbooks, teaching software and other published materials
 - F. Demonstrate ongoing use of creative and innovative teaching strategies
 - G. Creates innovative case materials
 - H. Directing student and faculty/student research

Supporting Evidence for Required and Supplemental Teaching Contributions

- A. Student course evaluations for at least past three years. Peer evaluations, department chair evaluations, and self-evaluation
- B. Course outline/syllabi. Description of changes.
- C. Number of advisees for at least past three years.
- D. New course approval, new program approval. Annual teaching schedule
- E. Copy of review; letter of request for review; letter of completion of review
- F. Self-evaluation of creative and innovative teaching strategies

Professional Activity and Intellectual Contribution (Pursuant to Faculty Handbook, Sections 5.11 and 5.11.5)

Specific details regarding professional activity and intellectual contribution follow.

Required Intellectual Contribution

- A. Publishes in peer reviewed journal (minimum expectation of 2 in 5 years)
- B. Presents own research at academic conferences and professional meetings

Supplemental Intellectual Contributions

- A. Speaks before or teaches non-student groups
- B. Publishes non-research articles and reviews
- C. Presents research at local or university forum
- D. Develops and publishes/distributes innovation instructional material
- E. Serves as reviewer for conference in field; serves as discussant/panelist/session chair at professional meetings
- F. Serves on the editorial board of a non-peer review journal. Serves on the editorial board of a peer review journal
- G. Serve as a reviewer in journal in field
- H. Conducts independent basic/applied research
- I. Conduct funded research
- J. Publishes research in non-peer reviewed journals
- K. Publishes books
- L. Recognized as an expert in the field

Supporting Evidence for Required and Supplemental Intellectual Contributions

- A. Published articles or manuscript or acceptance letter
- B. Copy of paper, copy of program, letter of acceptance
- C. Letter of invitation; letter of acknowledgement; description of the activity and self-evaluation of your contribution, copy of articles
- D. Letter of invitation; description of activity; letter of acknowledgement
- E. Copy of material/software; description of distribution
- F. Letter from conference organizer; conference proceedings
- G. Letter of appointment to editorial board; Copy of journal page listing members of editorial board
- H. Letter of request from editor; letter of acknowledgement for completion of review
- I. Letter of appointment to editorial board
- J. Description of research activity; list or description of outcomes (e.g. publications) from activity
- K. Copy of grant proposal; copy of award letter
- L. Published article/manuscript; letter of acceptance
- M. Copy of the book; copies of book reviews
- N. Copies of references to your work by others; critiques of you work by independent reviewers; examples of providing expert testimony at trials or arbitrations/mediations

Service to the School of Business, University Community and the Profession (Pursuant to Faculty Handbook, Sections 5.11 and 5.11.6)

Specific details regarding service follow:

Required Service Contributions

- A. Active participation in committees
- B. Participation in a professional organization