

DEPARTMENT OF GEOLOGICAL SCIENCES PROCEDURES AND CRITERIA FOR PROMOTION

I. General Policy Statement

The mission of the University of Delaware encompasses teaching, scholarship, and service. In the Department of Geological Sciences, a recommendation for promotion requires that the candidate demonstrate excellence in scholarship and high-quality performance in teaching and service. Unsatisfactory performance in any of the three areas precludes promotion.

The criteria described in this document are considered minimum standards for evaluation for promotion and are meant to serve as guidelines for the Promotion and Tenure Committee. This document serves as an elaboration upon the University's Personnel Policies for Faculty with respect to Promotion and Tenure (as described in the Faculty Handbook, <http://www.udel.edu/provost/fachb/IV-D-1-facpt.html>).

II. Department Promotion and Tenure Committee

- A. For all promotions to ranks below full professor, the Department Promotion and Tenure Committee ("the P&T Committee") will be composed of three tenured members of the Department. When a tenured member is being considered for full professor, three full professors from the Department will make up the P&T Committee. When there are not enough full professors in the Department to satisfy this requirement, a full professor from another department will be nominated by the chair of the P&T Committee.
- B. The Department Chair will nominate the members of the P&T Committee who then will be voted on as a group by the faculty, by secret ballot. A simple majority of the faculty is needed to elect the P&T Committee.

III. Procedures

- A. Tenure-track and tenured faculty are expected to be familiar with all of the requirements and the procedures for Promotion and Tenure at the University as outlined in the Faculty Handbook (<http://www.udel.edu/provost/fachb/IV-D-1-facpt.html>). Any faculty member may apply for promotion in any academic year subject to the promotion process schedule as outlined in the Faculty Handbook and presented in this departmental document. The departmental deadlines in this document are intended so that the dossier preparation process and departmental review are kept on a schedule that will conform to the University schedule. It is in the interests of the candidate to submit his/her dossier to the P&T Committee as early as possible so that there is ample time for evaluation and revision.
- B. A candidate's intention of applying for promotion and/or tenure must be given to the Department Chair in writing by March 15. In this letter the candidate shall provide a list of potential external reviewers. Guidelines for selection of external reviewers are given in section IIID of this document and in the Faculty Handbook.
- C. If the department has changed its promotion and tenure policies during the period under review, a candidate whose dossier is being reviewed for promotion with tenure may choose to be evaluated under the old or the new criteria. The candidate must make an explicit statement of their decision in their letter of intent and it must be explicit in the dossier. A copy of the relevant version of the Promotion and Tenure criteria must be included in the dossier.
- D. External reviews of the candidate will be sought for promotion to all professorial ranks, including applications for tenure. A minimum of five external reviews of a candidate's record will be obtained. External reviewers should represent senior and distinguished leading scholars in comparable fields to that of the candidate. Insofar as possible, external reviewers with potential conflicts of interest or personal ties to the candidate should be avoided. In addition to the list of potential reviewers submitted in the candidate's letter of intent, the P&T Committee and the Department Chair will also suggest potential

reviewers. The total list of names should generally exceed the total number of letters solicited. This potential list of external reviewers shall be generated between March 15 and May 15. The candidate shall be given an opportunity to comment on all reviewers between May 15 and June 1, but the P&T Committee shall make the final decision on which reviewers to solicit. The final list of names will not be given to the candidate so as to preserve confidentiality of the reviewers. The P&T Committee will finalize the list of external reviewers by June 15.

- E. The candidate shall provide the following package of material by June 15 to the P&T Committee to be sent to the external reviewers: a current curriculum vitae, a copy of all publications during the period of review, and a statement of teaching, research, and service activities during the period under review.
- F. The P&T Committee will obtain a minimum of five external reviews of a candidate's record by September 1. In addition to their letters, external reviewers must also submit a copy of their curriculum vitae so that the qualifications of all reviewers can be demonstrated. Reviewers will be asked to describe the nature of their relationship, if any, with the candidate under review. Their reviews should directly assess the candidate's productivity and accomplishments relative to standards in the field. External review letters are confidential and will not be made available to the candidate. The external reviewers will be provided with a copy of the Department Promotion and Tenure document.
- G. Dossiers for promotion shall be organized following the guidelines in the Faculty Handbook (<http://www.udel.edu/provost/fachb/IV-D-9-dossier.html>). The candidate must submit the complete dossier to the P&T Committee no later than September 1. It is the P&T Committee's responsibility to work with the candidate to see that the dossier contains all required and appropriate information.
- H. All candidates seeking promotion to the rank of Associate Professor are required to include the 2- and 4-year reviews (i.e., reviews conducted by the P&T Committee and the Department Chair) in their dossier. The P&T Committee shall ask the Chair and the candidate to describe in writing by September 1 the nature of the candidate's workload during the period under review, and describe what, if any, implications this may have for the individual's record of accomplishments.
- I. For candidates whose workload is shared by more than one unit, the P&T Committee from the primary unit shall solicit information from the other units regarding the candidate's performance during the Promotion and Tenure review process.
- J. The candidate will be expected to review his/her dossier and to update the evidence that may bear on the criteria established for the promotion in question. Late additions to the dossier should be submitted to the P&T Committee. Any additions submitted after material has been sent to external reviewers will require written commentary by the P&T Committee noting the date of submission. If material is submitted after the P&T Committee has written their evaluation of the candidate's dossier, then the P&T Committee will prepare a written memorandum acknowledging the new material and evaluating its significance in light of the P&T Committee's previous letter. The P&T Committee's evaluation and the new material should then be passed on to the Department Chair, the College Promotion and Tenure Committee, the Dean, and the University Promotion and Tenure Committee.
- K. The P&T Committee's letter of recommendation, signed by all the committee members, must be transmitted to the candidate and Department Chair by September 15. The letter must indicate the numerical vote, describe the P&T Committee's membership, and explain the reasons for its decision. The P&T Committee's letter of recommendation shall be addressed to the Chair and inserted into the dossier. When they arise, signed minority opinions will be forwarded as appendices to the P&T Committee's recommendations. If the decision for promotion is negative, the P&T Committee will give recommendations for remedial work.
- L. The Department Chair will prepare a written recommendation regarding promotion within two working days of the P&T Committee's letter (with copies to both the P&T Committee and the candidate), and will meet with the candidate within three additional working days to discuss both letters.

- M. . The candidate has the sole right to withdraw from the Promotion and Tenure process at any step.
- N. The candidate shall have the right to appeal at each step of the promotion and tenure process. In the case of a negative decision by the P&T Committee, the candidate may appeal for re-evaluation within five working days of the meeting with the Department Chair. The candidate shall have a hearing with the P&T Committee within three working days of the notification of appeal. Within five additional working days, the P&T Committee and the Department Chair will issue separate written statements regarding the appeal. These statements will be provided to the candidate and included in the dossier. The candidate will then have seven working days to prepare written responses to the Department Chair's and P&T Committee's statements. These responses should be included in the dossier. Once the candidate's written responses are included in the dossier, the candidate will indicate to the Department Chair, in writing, whether or not the dossier should go forward to the College Promotion and Tenure Committee and Dean.
- O. The procedure and schedules for appealing negative decisions by the College Promotion and Tenure Committee, the Dean, and the University Promotion and Tenure Committee are described in the College and University Promotion and Tenure documents.
- P. Even in the case of positive recommendations, the candidate may respond to any items in the statements from the P&T Committee or Department Chair and may include written responses in the dossier. These written responses must be submitted to the Department Chair by October 1.
- Q. The completed dossier with the above recommendations and statements will be submitted to the Dean and the College Promotion and Tenure Committee no later than October 15.
- R. The schedule of the promotion and tenure process beyond the Department level will follow the promotion process schedule as outlined in the Faculty Handbook.

IV. Criteria

For promotion to Associate Professor or Full Professor, candidates will be evaluated based on the Department's promotion and tenure criteria appropriately weighted for the workload during the period under review.

A. Appointment or Promotion to Assistant Professor:

1. Academic training and professional competence must be demonstrated by the achievement of a Doctorate degree.
2. The candidate must show potential for future growth and accomplishment, including the ability to establish a vigorous research program in his/her specialty.

B. Promotion to Associate Professor:

Academic training and professional competence must be evident in experience beyond the award of the Doctorate degree. This experience must include scholarship that is based upon an independent and viable research program, teaching in geological or related sciences, and service to the Department, College, University, profession, and public. A candidate should show excellent achievement in scholarship and high-quality performance in teaching and service.

1. Scholarship. Excellence in scholarship is expected of each candidate. Evidence of this must include the establishment of an independent and viable research program involving original research of significance to geosciences. All scholarly work done in rank shall be considered for promotion and tenure. The work may be related to previous doctoral or postdoctoral research, but must show an independent approach and a progression of the research beyond previous work. It is expected that the candidate will seek external funding to support their research. Obtaining external funding is an indication of the viability and significance of the candidate's research.

Publications in peer-reviewed journals resulting from the research are required. In the determination of excellence of scholarship, both the number and the quality of publications will be considered. At a minimum, it is expected that a candidate will have at least 5 refereed publications accepted at the time of submission of the dossier for external review. These publications can take many forms, including single- or lead-authored publications, publications in which graduate or post-doc advisees are lead authors, and multi-authored collaborative publications in which the candidate has made a substantial contribution. In the case of the latter, there must be clear documentation of the candidate's contributions, including a written statement from at least one of the collaborating co-authors.

The candidate's research should be presented at conferences and other institutions. In the determination of the quality of the candidate's research program, other evidence presented in the evidential materials such as awards, invited lectures, and reputation in the research field will also be considered.

The potential for continued development of the candidate's research program and achievement in the field is expected.

2. Teaching. High-quality teaching by each candidate is required. Teaching experiences including undergraduate major and graduate level courses in at least one of the sub-disciplines of geological science are expected. Competence in teaching includes both course content and the ability to relate to and communicate with students. It also includes successful mentoring of students, both graduate and undergraduate. Supervision of student research leading to the production of graduate theses and/or dissertations is expected.

In the determination of high-quality teaching, review by the faculty (e.g., examination of course syllabi or teaching portfolio, classroom visitation) and by students enrolled in courses taught by the candidate (e.g., course evaluations) will be considered by the P&T Committee. (Evidential materials for evaluation of teaching are outlined in section VI B.)

3. Service. High-quality service by each candidate is required. The candidate should document service to the Department, College, University, profession, and the public. Active participation in business matters of the Department is essential and candidates will be evaluated on how their contributions have enriched and strengthened the Department's programs.

In the determination of high-quality service, the P&T Committee will consider the level of participation in Department committees, College or University committees, and professional and public service activities. At a minimum, it is expected that the candidate will have served on several departmental committees. Service to the profession may be demonstrated by membership on national professional committees, by reviewing research proposals and/or manuscripts, or serving on review panels for funding agencies. Service to the public may be demonstrated by participation in activities that promote the geological sciences. These may include presentations to K-12 students or to civic organizations (e.g., Girl Scouts, Boy Scouts) or advising community or governmental organizations that have a need for expertise in the geological sciences.

C. Promotion to Full Professor:

Academic training and professional competence must be evident in extensive experience beyond the last promotion. This rank is reserved for individuals who have established outstanding reputations in their fields and whose contributions to their profession and the University's mission are excellent.

Scholarship. Continued excellence in research and scholarly activity must be demonstrated by significant development and achievement since the last promotion. A substantial record of publication of papers in peer-reviewed journals of national and international importance should result from this research. Publications in other formats shall be considered on their merits. Funding of a significant level for the research should be evident. The candidate's research should be presented at conferences and other

institutions. In the determination of the quality of the candidate's research program, other evidence presented in the evidential materials such as awards, invited lectures, the achievements of the candidate's students after graduation, and the effective use of sabbaticals will also be considered. The candidate should be recognized as a prominent researcher in his/her field by his/her peers on a national and international level.

Teaching. High-quality teaching performance should be indicated by unmistakable evidence of significant development and achievement. Course instruction should include general service, advanced undergraduate and graduate courses, with the expectation that this range of teaching activities will continue after promotion. Supervision of doctoral dissertation research and other graduate student programs should be common.

Service. High-quality service to Department, College and University should be evident in the form of several committee memberships on the Department and University level. Service to the profession and to society is considered also, especially on a national and international level.

Continuing professional development should be evident. Membership in the major professional societies and contributions to these societies' committees, such as technical meeting coordinator, are expected. Attendance and presentation at national and international meetings and conferences should demonstrate continued learning on the candidate's part.

V. Organization of Dossier

The dossier should document the achievements of the candidate in the three broad areas of teaching, research, and service. The content and organization of the dossier is given in the Faculty Handbook, <http://www.udel.edu/provost/fachb/IV-D-9-dossier.html>). Other than letters from solicited peer reviewers and those individuals in the promotion ladder (Department Promotion and Tenure Committee, Chair, Dean, etc.), only materials approved by the candidate may be added to the dossier.

VI. Evaluation of the Candidate's Credentials: Evidential Materials

It is the candidate's responsibility to present the best case for promotion and the nature of the supporting evidence is largely their choice. Evidence for the candidate's performance in particular areas of interest can include, but is not limited to:

A. Research and Scholarly Accomplishment:

1. A copy of each publication in the time period since the last promotion. The candidate should list publications as peer-reviewed or not. If the work is collaborative and the publications multi-authored, the candidate should provide detailed information regarding the extent of his/her contribution to the publication.
2. A copy of each manuscript "in press" or "submitted" for publication in the time period since the last promotion, including dates of submission and/or acceptance.
3. Unpublished material may in some circumstances be an important indicator of a candidate's competence and achievements. Its evaluation, however, must be especially thoughtful. In particular, if it is to be a formal part of the dossier, it should be sent to outside reviewers for a critical assessment of its merits. These comments are meant to apply to unpublished manuscripts as well as so-called "in house" publications such as research reports that are not subject to an external review process.
4. A summary of research funding. The candidate should indicate the source of the funding (internal and external) and whether the proposals were peer-reviewed. For multi-investigator awards, the candidate should indicate the specific percentage and dollar amount of funding received and their exact role in the project.
5. A copy of any pending research proposals.
6. A list of awards and medals for research, publications, or professional activity.
7. A list of invited and contributed presentations by the candidate.
8. Sources citing the candidate's work that may indicate its importance.

9. A list of collaborators and the extent of their collaboration.
10. Any unsolicited peer evaluations as defined by the Faculty Handbook
11. Reviews of papers and/or proposals demonstrating candidate's reputation in the scientific community.
12. Any further evidence of scholarly attainment.

B. Teaching:

1. A summary of all courses taught, including course titles, dates, and number of students. Include undergraduate special problems.
2. A list of all graduate students and post-doctoral students (past and present) along with the title of their thesis or dissertation and the date of completion.
3. Peer evaluation. Faculty evaluation of the candidate's pedagogical competence, knowledge of the subject matter, organization and preparation, techniques of delivery and abilities to explain clearly the subject material. This can be based on observations of seminars presented by the candidate, team-taught courses, guest lectures by the candidate in other faculty's courses, and on invitation by the candidate to other faculty to attend his/her lectures. These evaluations will be solicited by the P&T Committee.
4. Student evaluation. Student evaluations should be properly tabulated and summarized, with means, standard deviations, and the rate of return for each question. The procedures used in administering the evaluations should also be described. Where available, comparable departmental evaluations and past measures of the candidate's performance should be provided. Also the type and size of courses should be taken into account.
5. Samples of verbatim student comments from student evaluations. The means by which these samples were selected should be provided.
6. Sample syllabi, examinations, and assignments.
7. Course development and revision. Teaching or curriculum improvement proposals and grants.
8. Textbooks authored.
9. Any further information that may demonstrate the teaching effectiveness of the candidate.

C. Professional service to Department, College, University, Profession, and Society

1. A summary of activities on departmental, college, and university committees.
2. A summary of activities in national professional organizations
3. Evidence showing the organization of symposia and meetings by the candidate.
4. A summary of professional service through peer review of manuscripts and proposals and service on review panels of foundations and governmental agencies.
5. A summary of service to the community or public related to candidate's profession.
6. A summary of consulting activities.
7. Any further evidence that might show the service activities of the candidate and the contributions to department, college, university, profession, and society.