

School of Marine Science and Policy

Promotion and Tenure

Policy Statement Sf/1/10

(Supersedes Policy Statements F/1/82, F/2/83, F/1/91, F/1/92, F/1/98, F/1/07)

There shall be a standing Committee on Promotion and Tenure within the School of Marine Science and Policy (SMSP). The function, composition, and procedures of this committee are described below. The Committee shall discharge its responsibilities in accordance with University regulations as outlined in the University Faculty Handbook (<http://www.udel.edu/provost/fachb/>).

1. Functions

The Committee shall be responsible for the following tasks: (a) regular review of the academic progress of faculty; (b) review of candidates for promotion and tenure; (c) review of rank for new appointments to the faculty (including tenure-track, research, and adjunct faculty positions). Results of these reviews shall be reported in a timely fashion to the appropriate individuals, per University regulations.

2. Composition

The Committee shall consist of four tenured faculty members, at least three of whom shall be full professors. The Committee shall broadly represent the Academic Programs of the School, and each member of the Committee shall be associated with a different Program. Members of the Committee shall be elected by vote of the School faculty. The Director of the SMSP shall request a slate of candidates from the faculty at the beginning of each academic year. For a valid election, at least two-thirds of the eligible faculty must cast a vote. The Committee shall elect its Chairperson annually. The Chair of the Committee shall be a full professor and shall serve as Chair for one year. Each member of the Committee shall serve for a total of two years. In cases where a Committee member has a conflict of interest or where a Committee member undertakes a sabbatical or other extended leave, the Chair shall make an appropriate substitution of another faculty member. The Chair must consult with the Director of the SMSP and other members of the Committee in making this substitution. Normally the substitute Committee member will be chosen from the faculty of the School.

3. Procedures

Faculty members seeking promotion should examine University regulations regarding promotion and tenure procedures (<http://www.udel.edu/provost/fachb/IV-D-1-facpt.html>).

- a.** In considering any candidate for promotion or tenure, the Committee shall conduct a thorough and impartial review of the candidate's academic record and academic promise. The Committee shall request the candidate to submit evidence concerning: (1) teaching; (2) research; and (3) service to the University, profession, and public.

The Committee will provide guidance to the candidate concerning the specific types of evidence required.

- b.** In all cases, reviews for promotion to associate professor shall be conducted by associate and full professors, and reviews for full professor by full professors only. Where the Committee does not have the required rank, the Committee Chair, in consultation with the Director of the SMSP and other members of the Committee, shall make an appropriate substitution of another faculty member. Normally the substitute committee member will be chosen from the faculty of the School.
- c.** The Committee's statement of recommendations and decisions must include the numerical vote and must be transmitted in writing to the candidate, to the Director, to the Dean, and to the Committee on Promotions and Tenure of the College of Earth, Ocean, and Environment. Minority opinion may be forwarded as an appendix to the Committee's recommendations.
- d.** For tenure-track faculty, the Committee shall take into account: (1) teaching competence and performance, including formal classes, thesis and dissertation supervision, and academic advising; (2) research, including scholarly publications and research projects; and (3) University, professional, and public service. These criteria may be modified in the case of research faculty. In cases where the candidate has no teaching responsibilities, evaluation by the Committee may be restricted entirely to research and service. In all cases, the evaluation shall be conducted within the context of work-load agreements between the candidate and the Director of the SMSP.

4. Dossiers

All dossiers shall be organized according to guidelines in the University Faculty Handbook (see above).

5. Peer Evaluation for Candidates in Academic Programs

Solicited peer evaluations are required for promotion. Statements by peers should analyze and evaluate the candidate's work and remark on the candidate's potential for future development. The candidate may submit a list of appropriate reviewers and shall be given opportunity to comment on all potential reviewers. However, the decision on which reviewers to solicit for evaluation of the candidate shall be made by the Committee. All evaluations shall be confidential.

6. Qualifications

Appointment to Rank of Assistant Professor

A Ph.D. degree will normally be required, as will evidence of some accomplishment in research. Teaching experience is desirable but not mandatory.

Appointment to Rank of Associate Professor

This will require that the candidate has demonstrated excellent achievement in both scholarship and teaching, and that the candidate has demonstrated high quality performance in all areas of professional activities. Criteria for this level of achievement include: (a) evidence of the ability to identify significant research problems and to obtain the means to address them; (b) publication of research results through professionally respected channels; (c) evidence of competence and high performance as a teacher in formal classroom instruction and as a supervisor of graduate theses or dissertations; and (d) participation in University, professional, and public service. The candidate's work should have achieved national recognition in the relevant discipline. These criteria will also apply to the review of an untenured associate professor when being considered for tenure.

Appointment to Rank of Professor

This will require: (a) a record of having identified significant research areas and having acquired the means to make substantial contributions to knowledge in these areas; (b) a substantial record of publication of research results in appropriate scholarly channels; (c) evidence of maturity and high competence as a teacher in formal classroom instruction and supervision of graduate theses and dissertations; and (d) a record of service to the University, the profession, and the public that has demonstrably promoted the professional well-being of the School. The candidate should be recognized and respected both nationally and internationally.

7. Dossier Review

- The School Committee on Promotion and Tenure shall forward the dossier to the Director of the SMSP and provide its written recommendation to the Director and to the candidate.
- The Director shall review the dossier and either endorse or recommend against the action of the School Committee by written notification to:
 - the candidate
 - the Chair of the School Committee on Promotion and Tenure
 - the Dean of the College of Earth, Ocean, and Environment
 - the Chair of the College Committee on Promotion and Tenure
- The Director shall forward the dossier to the College Committee on Promotion and Tenure.

8. Orderly, Reasonable, and Fair Procedures

An appeal of the decision of the Committee may be taken by the faculty member within five days of receiving the Committee's decision and as specified in the University of Delaware Faculty Handbook (see above).

9. Publication and Distribution of Policy Statement

This document on promotion and tenure shall be published as a policy statement of the Policy and Procedures of the School of Marine Science and Policy and be distributed to every faculty member of the School.

10. Legislative History

- Promulgated by the Dean of the College of Marine Studies (CMS) – 1980.
- College of Marine Studies Executive Committee (COMSEX) members recommended an amendment to Policy Statement F/1/82 to reflect reduction of College academic programs from six to four – 1 May 1983.
- COMSEX prepared amendment to revise composition of the Promotion and Tenure Committee – 2 May 1983.
- Proposed amendment was distributed to the faculty and approved - 12 May 1983.
- Promulgated by the Dean of the CMS– 25 May 1983.
- Dean of the CMS recommended that length of service of Chair and committee members be added – 24 August 1990.
- P & T Committee prepared amendment – 12 October 1990.
- Proposed amendment was distributed to the faculty and approved – 2 November 1990.
- Promulgated by the Dean of the CMS – 3 January 1991.
- The procedure stating that program directors withdraw from the P&T Committee when faculty members in their programs are under review was discussed at the August 31, 1992 faculty meeting. The faculty voted to eliminate this statement from the policy statement.
- Promulgated by the Dean of the CMS– 31 August 1992.
- Section (c) of Qualifications for Appointment to Rank of Associate Professor and Section (c) of Qualifications for Appointment to Rank of Professor discussed and modified by faculty vote at the February 3, 1995 faculty meeting.
- P&T Committee revised policy statement to comply with University P&T statement and brought revision before faculty – 20 February 1998.
- P&T forwarded revision to Faculty Senate P&T – 27 February 1998.
- Faculty Senate P&T approved revision and forwarded to Provost – 25 March 1998.
- Provost approved revision – 5 May 1998.
- Promulgated by the Dean of the CMS – 6 May 1998.
- Discussed by College of Marine and Earth Studies (CMES) Academic Council 30 May 2006, 10 Oct. 2006, 14 Nov. 2006.
- Approved by vote of CMES faculty – 12 Dec. 2006.
- Promulgated by Dean of the CMES – 14 Dec. 2006.
- Faculty Senate P&T approved – 23 Jan. 2007.
- Discussed by Directors Council of the School of Marine Science and Policy (SMSP)—8 June 2009, 6 July 2009, 23 July 2009.
- Approved by vote of School faculty—14 August 2009.
- Approved by Dean of CEOE —17 August 2009.
- Promulgated by Interim Director of SMSP—18 August 2009.
- Initial comments from Faculty Senate P&T—23 November 2009.
- Revised document approved by Directors Council of SMSP—14 December 2009.
- Approved by Faculty Senate P&T and forwarded to Provost—2 February 2010.