

School of Marine Science and Policy

Policy Statement 3.2 Promotion and Tenure

There shall be a standing Promotion and Tenure Committee 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://facultyhandbook.udel.edu/>).

I. Functions

The Committee shall be responsible for the following tasks: (a) peer 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, Continuing Track, and Temporary Non-tenure Track faculty). In considering any candidate for promotion or tenure, the Committee shall conduct a thorough and impartial review of the candidate's academic record and promise. Results of these reviews shall be reported in a timely fashion to the appropriate individuals, per University regulations.

II. Composition

The Committee shall consist of four tenured faculty members, the majority of which shall be at or above the rank to which the candidate seeks promotion. The Committee shall broadly represent the disciplines of the School and the candidates being reviewed by the Committee. Members of the Committee shall be elected by vote of the School faculty in accordance with policy. For a valid election, at least two-thirds of the eligible voting faculty must cast a vote. Committee members are accepted by simple majority of those voting. In the early spring semester, the Director of the SMSP shall request a slate of candidates from the faculty. If the slate of candidates include Continuing Track faculty, an additional committee member from the Continuing Track faculty within the University must be included. This member contributing to the Continuing Track faculty review will only participate in the review of Continuing Track faculty. There also may be substitutions in the Committee, in cases where there are issues of rank, or where a Committee member has a conflict of interest, or where a Committee member undertakes a sabbatical or other extended leave. In these cases, faculty can be solicited from the School, units within CEOE, or other academic units within the University. 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.

III. Procedures

The committee shall oversee the review of candidates seeking promotion, tenure, and in-rank peer reviews in SMSP.

A. Promotion and Tenure

Faculty members seeking promotion and tenure should examine University regulations regarding these procedures (<http://facultyhandbook.udel.edu/handbook/44-promotion-and-tenure>).

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 areas may be modified in the case of Temporary Non-tenure Track faculty and Continuing Track faculty such that evaluation by the Committee may be restricted to only the categories specified by workload assignments. In all cases, the evaluation shall be conducted within the context of workload agreements between the candidate and the SMSP Director.

1. Dossier

The Committee shall request the candidate to submit a dossier containing evidence concerning: (1) teaching; (2) research; and/or (3) service to the University, profession, and public. All dossiers shall be organized according to guidelines in the University Faculty Handbook (<http://facultyhandbook.udel.edu/handbook/449-promotion-dossiers>). In the case of Continuing Track faculty and Temporary Non-tenure Track faculty, the dossier will have a focus appropriate to their appointment and their assigned workload.

2. External Reviews

Solicited external peer evaluations are required for promotion and tenure. The committee shall generate a list of potential reviewers. Additionally, the candidate will submit a list of appropriate external reviewers and shall be given an opportunity to comment on all potential reviewers. The selection process of external reviewers should avoid potential conflicts of interests. SMSP has identified the NSF grantee standards as good guidance to avoid potential conflict of interests. (https://www.nsf.gov/pubs/manuals/gpm05_131/gpm5.jsp#510). However, the decision on which external reviewers to solicit for evaluation of the candidate shall be made by the SMSP Promotion and Tenure Committee. Statements by external peers should analyze and evaluate the candidate's work and remark on the candidate's potential for future development. All external evaluations shall be confidential. Promotion and tenure for Tenure Track and Continuing Track faculty require a minimum of 6 external review letters. Promotion of Temporary Non-tenure Track faculty also requires a minimum of 6 letters. The SMSP Promotion and Tenure Committee shall provide the external reviewers a cover letter with the request, the candidate's curriculum vitae, a minimum of 3 publications chosen by the candidate representing their work (not applicable for Continuing Track faculty), and a personal statement by the candidate making the case for promotion and/or tenure.

3. Committee Review

Each candidate will be reviewed by the SMSP Promotion and Tenure Committee on their individual merits, and comparisons to individual faculty of the rank under consideration shall not be made. The committee has at its disposal for review of the candidate the candidate's dossier including personal statements, the external letters, teaching evaluations, and the committee members' observation/review of the candidate's teaching (when possible). The Committee may request additional information from the candidate for clarification if deemed necessary. The SMSP Promotion and Tenure Committee's statement of recommendations and decisions must include the numerical vote and must be transmitted in writing to the SMSP Director, with a copy to the Promotion and Tenure Committee of the College of Earth, Ocean, and Environment, and the Dean of the College of Earth, Ocean, and Environment, and to the candidate. Minority opinion may be forwarded as an appendix to the Committee's recommendations.

4. Schedule

Tenure Track Assistant Professors are expected to be evaluated for tenure on or before their sixth year of employment. Tenure Track Associate Professors can request to be evaluated for the rank of full Professor during any year of service. Continuing Track faculty and Temporary Non-tenure Track faculty can apply for promotion during any year of service.

The time schedule for the promotion and appeals process is shown below. Whenever possible, these deadlines should be anticipated and dossiers forwarded (with recommendations) at an earlier date. Continuing Track faculty, whose primary role is instructional, are strongly advised to notify by December 1 the SMSP Promotion and Tenure Committee Chair of intention to apply for promotion the following year. This allows for SMSP Promotion and Tenure Committee scheduling for instructional review in the following semester. (Note: Candidates can be required by department policy to submit dossiers before September 1 according to the Faculty Handbook policy 4.4.8 Promotion Process Schedule <http://facultyhandbook.udel.edu/handbook/4410-promotion-process-schedule>). The timeline for SMSP full peer reviews is as follows:

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| 30 April | Candidate notifies SMSP Promotion and Tenure Committee Chair of intention to apply for promotion in writing. SMSP Promotion and Tenure Committee begins the process of soliciting peer evaluations. |
| 15 June | Tenure Track and Temporary Non-tenure Track faculty submit a list of at least 10 potential outside technical reviewers to the SMSP Promotion and Tenure Committee Chair. Continuing Track faculty with a primarily instructional role shall submit a minimum of 5 |

potential external reviewers to the SMSP Promotion and Tenure Committee Chair.

- 15 July Faculty submit an external dossier package to the SMSP Promotion and Tenure Committee Chair.
- 1 September Dossier to SMSP Promotion and Tenure Committee and SMSP Director.
- 1 October SMSP Promotion and Tenure Committee's recommendation to the SMSP Director.
- 15 October SMSP Director's recommendation to the CEOE Promotion and Tenure Committee and CEOE Dean.
- 1 December CEOE Committee's recommendation to the CEOE Dean.
- 2 January CEOE Dean's recommendation to the University Promotions and Tenure Committee
- 15 February University Promotions and Tenure Committee recommendations to Provost
- 15 March Provost's recommendations.

B. Periodic In-rank Peer reviews

In-rank reviews will be conducted by the SMSP Promotion and Tenure Committee in accordance with guidelines for "Peer Evaluations" in the University Faculty Handbook Policy 4.3.5 Evaluation of Faculty Members (<https://facultyhandbook.udel.edu/handbook/435-evaluation-faculty-members>). The purpose of the in-rank evaluations are to ensure that the level of activities appropriate to the candidate's position continue to meet the criteria of their current rank, to provide feedback on areas for possible improvement, and offer guidance toward further promotion when appropriate.

1. Dossier

The Committee shall request the candidate to submit a dossier containing evidence concerning: (1) teaching; (2) research; and/or (3) service to the University, profession, and public. All dossiers shall be organized according to guidelines in the University Faculty Handbook (<http://facultyhandbook.udel.edu/handbook/449-promotion-dossiers>). For in-rank reviews, the dossier will highlight the work completed since the previous promotion or in-rank review.

2. Reviews

Consistent with the guidelines for University Faculty Handbook Policy 4.3.5 Evaluation of Faculty Members (<https://facultyhandbook.udel.edu/handbook/435-evaluation-faculty-members>), the SMSP Promotion and Tenure Committee in consultation with the SMSP Director may request additional evidence, including external reviews. If external reviews are requested, the procedures will follow those in section IIIA2.

3. Committee Review

Each candidate will be reviewed by the SMSP Promotion and Tenure Committee on their individual merits, and comparisons to individual faculty of the rank under consideration shall not be made. The committee has at its disposal for review of the candidate the candidate's dossier including personal statements, possibly external letters, teaching evaluations, and the committee members' observation/review of the candidates teaching when possible. The Committee may request additional information from the candidate for clarification if deemed necessary. The SMSP Promotion and Tenure Committee's statement of recommendations and decisions must include the numerical vote and must be transmitted in writing to the SMSP Director, with a copy to the candidate. A minority opinion may be forwarded as an appendix to the Committee's recommendations.

4. Schedule

On recommendation of the Faculty Senate and approval by the administration, "faculty members at all ranks should be subject to periodic reviews at reasonable intervals of time." For Tenure Track faculty, Assistant Professors are subject to in-rank reviews in years 2 and 4; Associate Professors* are reviewed every 3 to 5 years and full Professors are reviewed every 5 years. Temporary Non-tenure Track faculty will follow the same schedule for in-rank reviews as Tenure Track faculty. For Continuing Track faculty, in-rank peer reviews are performed according to Term and Contract renewal according to the Faculty Handbook policy 4.1.6 Non- Tenure Track Faculty (<http://facultyhandbook.udel.edu/handbook/416-non-tenure-track-faculty>). The timeline for SMSP in-rank reviews is as follows:

First Friday in February - The deadline for the reviewee to submit a dossier

March 1st – P&T Committee report due to the Director with a copy to the reviewee

The Director will follow-up with the reviewee and if needed communicate the report to the Dean

*Non-tenured Associate Professors will be reviewed in the year prior to their eligibility for tenure

IV. Criteria

The standards of each candidate will be based on evidence of qualification for the rank being evaluated in the areas of teaching, research and service as detailed in section IIIA.

A. Qualifications

The following are the qualifications needed for achieving a given rank in SMSP.

1. Appointment to the Rank of Assistant Professor

A Ph.D. degree will be required, along with evidence of skill or scholarly accomplishment in the area of expertise for the identified position.

2. Appointment to the Rank of Associate Professor

This will require that the candidate has demonstrated excellent achievement in all areas of professional activities. For Tenure Track faculty this is in the areas of research, teaching and service. For Temporary Non-tenure Track faculty and for Continuing Track faculty, demonstration of professional activities are expected in areas consistent with their appointment and workload assignment. 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; publication of research results through professionally respected channels; favorable reviews by external experts; receipt of external research support and proficiency in advisement of undergraduate and/or graduate students. The candidate's research and scholarship should have achieved national recognition in the relevant discipline.(b) Evidence of competence and high performance as a teacher in formal classroom instruction and as a supervisor of student theses or dissertations; and (c) positive contribution to University, professional, and public service. These criteria will also apply to the review of an untenured Associate Professor when being considered for tenure.

3. Appointment to the Rank of Professor

The rank of Professor is reserved for candidates who have established unmistakable evidence of significant development and leadership, and demonstrated excellent achievement since the last promotion in all areas of professional activities. For Temporary Non-tenure Track faculty and for Continuing Track faculty, demonstration of professional activities is expected in areas consistent with their appointment and workload assignment. Criteria for this level of achievement will require those criteria expected at the rank of Associate Professor as well as all of the following (as relevant to faculty appointment): (a) a record of having identified significant research areas and having acquired the means to make substantial contributions to knowledge in these areas; a substantial record of publication of research results in appropriate scholarly channels; favorable reviews by external

experts; receipt of external research support and proficiency in advisement of undergraduate and/or graduate students; (b) evidence of expertise and continued high performance as a teacher in formal classroom instruction and supervision of student theses and dissertations; and (c) 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's research, scholarship, teaching and service should be recognized and respected both nationally and internationally.

B. Definitions

The following are definitions of the qualifications and metrics used by the SMSP Promotion and Tenure Committee for evaluation and review of each candidate.

1. Research., Professional and Scholarly Performance

Primary indicators of research and scholarly performance are the candidate's publication record, written comments of external experts in the candidate's field, and external sponsorship of the candidate's research. Publications in refereed scientific and technical journals, publications of scholarly books and, in certain cases, peer-reviewed conference proceedings will be considered important indications of scholarly achievement, as will patents or other indications of innovative accomplishments. Lesser weight is attached to non-refereed publications, unless the significance of such work is established through outside evaluations conducted by the SMSP or selection procedures equivalent to peer evaluations. The number of publications is secondary to their quality. Candidates are encouraged to indicate the quality of the journals they publish in, and when appropriate, the number of citations and any other metrics that will assist the P&T Committee in evaluating the impact on the scientific and professional communities. The candidate should also describe his/her contributions to co-authored work. The candidate is encouraged to provide in their personal statement the significance and qualities embodied in these publications and the plans for continued growth of their research program. Obtaining contracts and grants through a peer review process to carry out scholarly research, while largely regarded as molding promise for future work, also reflects upon the quality of those activities. It is expected that faculty will develop and maintain vigorous research programs; clear evidence of the sustainability of this research is expected, in conformity with national trends, although specific funding levels will not be employed as a condition for promotion or the granting of tenure.

2. Teaching

Teaching of high quality is expected of all Tenure Track faculty. Good teaching implies excellence in activities both inside and outside the classroom, the latter involving the availability of the faculty member for counseling and assistance of students (undergraduate and/or graduate) on an individual basis and one-on-one work. Continuing Track faculty are expected to demonstrate excellence in teaching if teaching is consistent with their appointment and represents their assigned workload.

Classroom teaching performance evaluation will be based upon faculty observation, student course evaluations, and/or demonstration of initiative and innovation in the introduction and/or development of significant new courses and course materials, and improvement of teaching techniques. As part of teaching, Tenure Track faculty are expected to show sustained support and advising of undergraduate and/or graduate students, and demonstrate excellence in mentoring and career preparation for their students.

3. Service

Service on School, College and University committees is expected of all faculty members, and is considered in evaluation of the candidate for promotion. Service to the University will be measured by the contributions made by the faculty member on University, College and School committees and administrative assignments. Evaluation letters from the Committee Chairperson or from those affected by the candidate's work and having knowledge of it may be sought in the case of especially significant or demanding activities. Service to the community and the respective profession will be considered to the extent that such service contributes to the School's scholarship, teaching and stature. The effectiveness of SMSP, its stature and the quality of the educational experience of students, all depend upon the unselfish devotion of a faculty member to the shared goals of the School. This citizenship responsibility may normally be assumed to be present to a reasonable degree but especially demanding events are to be recognized as significant. Activities such as those promoting undergraduate and/or graduate student mentorship and the initiation and development of joint teaching and research activities are to be noted.

V. **Distribution of Policy Statement**

This document on promotion and tenure shall be publicly available policy statement of the Policy and Procedures of the School of Marine Science and Policy.

VI. **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.
- Revised by the Director's Council - 12 January 2018.
- Updated by SMSP faculty – 02 February 2018.
- Approved by CEOE Academic Council - 16 November 2018.
- Approved by University - 29 April 2019.