

University of Minnesota, Morris
Division of Education

CRITERIA AND EVALUATION PROCEDURES
for Promotion and Tenure Reviews of Regular Faculty

Divisional Statement as Required Under the University of Minnesota
Regulations Concerning Faculty Tenure, Section 7.12

I. Introduction

Reviews of faculty for promotion and tenure in the University of Minnesota, Morris are conducted in accordance with all-University policies and procedures contained in the University of Minnesota Regulations Concerning Faculty Tenure (1985) and related documents. Candidates for indefinite tenure and/or promotion in rank are judged on demonstrated accomplishments and on potential for future development and contributions to the UMM program in the areas of teaching, research, and service. This document describes with more specificity the indices and standards which will be used to evaluate whether candidates meet the general criteria in Section 7.11 of the Regulations. For a complete perspective, the reader is advised to review Section 7 in its entirety.

II. Mission

The mission of the Division of Education is one of teaching, research, and service commensurate with UMM's role as an undergraduate liberal arts college of the University of Minnesota. The Division of Education at UMM has responsibility for the elementary and secondary education and wellness and sport science programs. The Division is committed to preparing qualified and superior teachers in liberal arts disciplines for schools within and beyond Minnesota and to providing quality instruction in wellness and sport science. The wellness and sport science faculty are responsible for the intercollegiate, intramural, recreational, and community related athletic activities.

III. Criteria for Tenure and Promotion

A. Teaching

Effectiveness in teaching, including the academic advising of individual students, is essential at UMM. Those under review are expected to have a substantial and long term record of achievement in comparison with their peers. Teaching effectiveness is assessed using such evidence as student evaluations of various kinds, evaluations by colleagues, curricular proposals, course syllabi and reading lists, directed studies, teaching assignments, grant projects related to teaching, evidence of contributions to advising, and any other pertinent materials the candidate may present.

B. Research

Good teaching must be accompanied by scholarly or artistic productivity. A wide diversity of scholarly or artistic activities is acceptable at UMM, including publications and scholarly papers; creative and artistic endeavors, productions, and performances; and products, techniques, and pedagogical tools. These activities are to be consistent with the faculty member's appointment and are expected to make a significant contribution to the individual's field. The assessment of professional activities involves internal and external evaluation by peers and may also include the documentation of professional recognition by outside organizations, such as national and international societies, professional organizations, and other institutions of learning. The quality and regularity of professional contributions are of greater significance than a high level of annual activity.

C. Service

At UMM, contributions of professional expertise and service are expected. Service contributions to the campus and wider community play a secondary but significant role in evaluation. Quality of the faculty member's participation carries more weight than the quantity of activities alone.

IV. Distinctions Concerning Promotion

Promotion to rank of Assistant Professor is dependent upon completion of the terminal degree appropriate to one's field. Promotion to rank of Associate Professor is based upon professional distinction in research and on demonstrated effectiveness in teaching and advising students and in professional, university, and discipline-related service consistent with criteria for tenure. For promotion to the rank of Professor one is expected, in addition, to have an established reputation in one's field, to have demonstrated continuing intellectual growth and distinction over a period of years, and to have provided leadership within the faculty of the Morris campus.

V. Procedures

The Division complies with the Procedures for Reviewing the Performance of Probationary Faculty as provided by Sections 16.3, 7.4, and 7.61 of the Regulations Concerning Faculty Tenure and distributed annually by the Vice President for Academic Affairs.

- A. Promotion consideration in the Division of Education is given only to those who ask for it. The faculty member wishing to be considered for promotion, or early determination of indefinite tenure, must notify the Division Chair, in writing, by March 15 of the academic year preceding the one in which the decision is to be made. A faculty member can also be recommended by a colleague. In such an instance, the Division Chair asks that faculty member if he or she does indeed wish to be considered for promotion.
- B. The Chairperson of the Division of Education shall assure that there is systematic collection of information about the work of each member of the division faculty. Each faculty member being reviewed or considered for tenure or promotion will attest, in writing, that his/her review file is a complete record for purposes of the review prior to the committee's study and deliberation.
- C. When there are fewer than three tenured, or senior in rank, faculty members in the Division of Education to serve on the review committee, the Division of Education Chairperson shall select (in consultation with the person being reviewed and with approval of the Vice Chancellor for Academic Affairs) up to a five-person committee from within the University system. Any qualified Division of Education faculty member shall be included on the committee.
- D. Two meetings of the tenured faculty are held each year, consistent with review deadlines, to consider all faculty up for review or for tenure or requesting promotion consideration. A vote, by written secret ballot, is taken on all candidates whether being reviewed or considered for tenure or for promotion.
 1. At the first meeting, members discuss the full credentials of each faculty member and vote.
 2. After this meeting, the Division Chair prepares a summary of each discussion. The decision-making group then meets a second time to review the summaries, offer amendments if deemed necessary, and to endorse with their signatures each summary as an accurate account of each discussion.
- E. All other procedures are taken from the June 1986 draft Procedures for Reviewing the Performance of Probationary Faculty or subsequent statements of procedures of the University.