

**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* (2001) 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 University's policy, *Faculty Tenure*. For a complete perspective, the reader is advised to review Section 7 in its entirety.

II. Mission

The mission of the Division of the Social Sciences 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 includes the disciplines of Anthropology, Management, Economics, History, Political Science, Psychology, and Sociology. In addition to providing majors in all of the above disciplines except Anthropology, the Division offers an interdisciplinary major in Liberal Arts for the Human Services and, for students seeking teacher licensure, in Social Sciences, and it participates in the following interdivisional majors: European Area Studies, Latin-American Area Studies, and Women's Studies.

III. Criteria for Tenure and Promotion

The University of Minnesota *Faculty Tenure* (2001) policy mandates that all faculty who receive promotion and/or tenure must satisfy University criteria for contributions to its teaching, research, and service missions. Of these three, teaching and research are understood to provide primary criteria and service, a secondary but nonetheless important criterion. The relative weight placed on the three criteria varies among the various units of the University. The University of Minnesota, Morris, places relatively greater weight than most other units on quality of teaching but recognizes research as a second essential commitment. The extent to which successful individual faculty excel in these three areas will also vary, but weaknesses in either teaching or research must be balanced by unusual distinction in the other.

#### 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, defined as fostering students' intellectual and personal growth, 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, engaging students in UROPs, MAPs, Internships, and service learning projects, grant projects related to teaching, evidence of high-quality 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. "Significant" is here defined according to national and international standards of the faculty member's discipline and as commensurate with the individual's status as a member of the University of Minnesota faculty. At a minimum it would entail the creation of knowledge, and at its highest level would involve the fundamental shift of our understanding and conception of that 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 learned societies, professional organizations, and other institutions of learning. For promotion to higher ranks, evidence that the faculty member's work has contributed to the work of others serves as a further indication of research stature. The quality and regularity of professional contributions are of greater significance than the 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. The University's policy defines "service" as "performance within the faculty member's academic expertise and the mission of the academic unit," such as providing technical consultation within and outside the University; it excludes participation in governance bodies such as "faculty and Senate committees." (Faculty Tenure, Footnote 8.) The latter are, however, valued at UMM and are considered a further secondary criterion for promotion and tenure.

#### IV. Distinctions Concerning Promotion

Promotion to the 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 and demonstrable national 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 2001 *Faculty Tenure* policy and distributed annually by the Vice President for Academic Affairs.

- A. Faculty wishing to be considered for promotion and faculty wishing to be considered for tenure prior to the final decision year for tenure must notify the Division Chair, in writing, as early as possible but no later than by March 1 of the previous academic year.
- B. A week before the first division meeting to consider personnel actions, a file containing evidence of contributions to the University for each person under consideration is made available in the Division Office for examination by all persons who may participate in the deliberations.
- C. The first meeting to consider personnel recommendations on a given set of faculty members is open to the entire Division faculty and the Student Advisory Committee except for the person actually under consideration at any given portion of the meeting. At this meeting, opinions, arguments, and evidence for or against a recommendation for tenure and/or promotion are presented by any person who wishes to do so. Sometime after the end of the meeting, the Chairperson meets individually with each faculty member discussed and summarizes the discussion without attributing statements to specific persons. Each faculty member discussed is also encouraged to seek such summaries (with the same limitation) from other persons present, who must also be careful to avoid attributing statements to specific persons.
- D. About a week later another meeting is held at which any faculty member under consideration who wishes to do so may rebut criticisms made of his/her case at the previous meeting. No new evidence, except in direct rebuttal) is introduced. The candidate may be questioned for purposes of clarification of his/her statement. At the conclusion of such statements an advisory vote is taken by the junior faculty (untenured for recommendations to grant indefinite tenure, untenured or tenured but junior in rank or at the same rank with the individual affected for recommendations to grant promotion to faculty with indefinite tenure) and Student Advisory Committee members on all recommendations under consideration. The student vote is recorded separately but recorded in the advisory vote total.
- E. A third meeting is held by senior faculty only (tenured for recommendations to grant indefinite tenure, tenured and senior in rank to the individual affected for recommendations to grant promotion to faculty with indefinite tenure) for discussion and voting on each case. The senior faculty vote is reported as the official vote. In all voting, the ballots are marked "yes" (persuaded that tenure/promotion has been earned), "no" (not so persuaded), "abstain" (not clearly persuaded but reluctant to vote no), or "not voting" (unable to avail oneself of the information required to make a judgment). Favorable recommendations require that the "yes" votes constitute more than one half of the total of all the "yes," "no," and "abstain" ballots cast by the faculty senior to the candidate.
- F. All other Social Science Division procedures are taken from the June 1988 *Procedures for Reviewing the Performance of Probationary Faculty* or subsequent statements of procedures of the University.