

Case Western Reserve University  
**College of Arts and Sciences**

**Tenure and Promotion Guidelines**  
**Department of Biology**  
**Effective 7-1-2013**

The following represent current policies concerning tenure and promotion in the Department of Biology, Case Western Reserve University. All the Departmental guidelines are secondary to the regulations given in the Faculty Handbook of Case Western Reserve University. The three basic areas for consideration in the tenure and promotion process are (a) scholarship, (b) teaching, and (c) university and community service. Scholarship and teaching are equally important with service playing a smaller role.

**Scholarship**

A primary requirement for tenure is for the candidate to establish a research expertise of the highest quality that results in recognition nationally by the scientific community. The general form for the expression of scholarship in biology is by the publication in refereed journals. Other forms include articles in conference proceedings, presentations at scientific meetings and patents. We place no number requirements on publications but instead look for continuing productivity and quality of the work as evidenced by usage within the community and comments from the external reviewers. Usage can be documented by citations or by influence within the subfield.

The general practice for evaluating an author's contribution to a publication is by consulting the list of authors. In biology the first and/or last authors are usually the persons most responsible for the research being reported and these two positions therefore carry most weight in evaluating the contributions. However, in collaborative efforts, where more than one senior author contributes, this evaluation can be complex and will require further explanation of the candidate's role. The Department will also look to the candidate's research statement and the letters from outside reviewers to help assess the candidate's contribution to the research. Other indications of active research program include, but are not limited to, participation in conferences, invited presentations and contributions to edited volumes.

The Department does not require external funding for the granting of tenure or promotion but looks closely for continuing efforts to obtain external funding from government (for example, federal, state and/or local), philanthropic or commercial entities.

The evaluation of scholarship shall be through peer-review mechanisms. The Department will solicit letters (as required by the College guidelines) from scholars in the candidate's field to judge the candidate's scientific reputation, productivity and leadership as judged by the broader scientific community. The Department places strong weight on these outside letters.

## **Teaching**

Instruction including the range of undergraduate to post-graduate training is a vital part of the work of the Department. The prospective Associate Professor or Professor must be an effective teacher at all levels. Mentorship, student research supervision and academic advising are also important aspects of teaching performance. While effective teaching is difficult to document, the Department looks at the candidate's record of course evaluations, classroom visits and also places weight on letters from former students obtained several years after graduation. Innovation in teaching is important and can be documented by the introduction of new courses, restructuring existing courses or integrating new technologies into courses. The emphasis here is not in the quantity (of students taught) but in the quality of the instruction delivered.

## **Department, University and Professional Service**

Service to the Department and to the University is necessary for the functioning and governance of the Faculty. Service is also important to the faculty member as it introduces that faculty member to the functioning of the University. We expect our faculty to serve on Department and University committees when asked and as appropriate. Professional service can be through service to the biology community in the form of review activity for scientific boards and panels, or journals. It can also take the form of activities related to the education and outreach to the general public.

The above criteria apply generally to the promotion to Associate Professor or Professor.

More specifically:

***For tenure and promotion to Associate Professor*** the candidate shall demonstrate a maturing research program, a successful teaching portfolio and at least some level of Departmental or University service. The successful candidate at the Associate Professor level is expected to have some national/international recognition as evidenced by one or more of editorships, invitations to present talks or reviews, service on scientific review panels or as referee for scientific journals. The outside letters will also play an important role in assessing the candidate's broader reputation at this stage. Mentorship activities would include academic advising and scientific supervision of student researchers.

***For promotion to Professor*** the candidate shall have a mature research program with a well-founded national and growing international reputation, documented both by a strong publication record and by outside letters of evaluation. The candidate will also have demonstrated successful teaching at all levels with some expectation of innovation, and have an established record of ongoing mentorship of students. Finally the successful candidate will have participated actively in Departmental service and also, at least, a moderate degree of University service.

## **Monitoring of Pre-tenured Faculty Progress.**

In order to satisfy these criteria, the candidate for tenure is encouraged to seek advice and guidance from senior faculty in an informal manner. The Chair shall appoint a senior faculty member to act as a mentor to the candidate during the pre-tenure period. During this period each

junior faculty will be evaluated annually by the Chair and senior faculty as part of the College review of untenured faculty members, in addition to the formal annual review for all faculty members. The Chair will discuss with the candidate the overall assessment of his or her progress in attaining the requirements for tenure articulated above, and the candidate will be provided with a written summary of this progress report. A formal review of progress will be taken in the third year of the pre-tenure period by the entire tenured faculty of the department and this shall serve as the departmental view as to the progress of the untenured faculty in reaching the tenure requirements. This review will be subject to further oversight by the College Appointments Committee. This Committee shall provide a written summary of their recommendations concerning progress in meeting tenure requirements and the Chair shall provide this summary to the faculty member.

Consideration for tenure and promotion of junior faculty normally takes place during the sixth year after the initial appointment. This review shall follow the established guidelines of the Department and of the College of Arts and Sciences for such reviews.

### **Promotion of Tenured Faculty**

Consideration of an Associate Professor for promotion to the rank of Professor does not happen after a fixed period of time, but rather when the candidate has reached qualification for the promotion. The appropriate time to begin the process will be determined by consultations between the candidate, the Department Chair and the senior faculty in the Department.

### **Guidelines for Instructor and Senior Instructor Ranks**

#### **Instructor**

Hiring at the Instructor level will be made to enhance the teaching, research and/or overall operation and effectiveness of the Department in accordance with the provisions of the Faculty Handbook. The hiring and evaluation of persons at the Instructor rank will be based on their accomplishments and effectiveness in two of the three rubrics under which faculty members of professorial rank are evaluated – teaching, research and service. The identification of which two areas the Instructor is hired for, and according to which the Instructor will be evaluated, as well as any more precise expectations, will be stipulated as part of the initial hiring process. The areas and the criteria for evaluation of each at the Instructor level are as follows:

- a) Teaching—Instructors hired for teaching will have an advanced degree in the area of teaching, preferably a Ph.D. although, when appropriate, a terminal professional degree will be accepted. The teaching load will normally conform to the general obligations of the full-time members of the Department. Adequate fulfillment of this criterion will be demonstrated by positive teaching evaluations and a continuing need for the courses the Instructor is prepared to offer.
- b) Research—Instructors with research expectations should have an active and ongoing research program that conforms to the needs and character of the Department. Adequate fulfillment of this criterion is demonstrated by publications and public presentations that lead to regional or national recognition.
- c) Service—Instructors hired for service will normally be expected to take on administrative duties within the Department, or within the College or University that directly relate to

the Department's ability effectively to carry out its mission. Such service might include directing or co-directing a program related to, or located in, the Department; advising and mentoring students at the undergraduate and/ or graduate level; planning, organizing and implementing programs on behalf of the Department; and representing the Department on College or University committees, task forces and the like. Adequate fulfillment of the service component will be demonstrated by efficiency and effectiveness in these capacities.

Annual evaluations will be based on the above criteria and in accordance with the provisions in the Faculty Handbook.

### **Senior Instructor**

Consideration for promotion to the rank of Senior Instructor may occur at any time upon the formal request of the candidate and will proceed in accordance with the provisions of the Faculty Handbook. A positive recommendation for promotion to the rank of "Senior Instructor" will include the endorsement of a majority of the full-time members of the Department at the ranks of Senior Instructor, Assistant Professor, Associate Professor or Professor. Evaluation for promotion to the rank of Senior Instructor will be based on demonstrated positive contributions to the Department on the basis of the two criteria identified in the initial hiring with a major contribution in at least one of them.

Appropriateness of promotion to Senior Instructor will be indicated by contributions to two of the three areas:

- a. Teaching—a record of strongly positive teaching evaluations. A major contribution would include significant activity in the development and/or use of innovative or "cutting edge" teaching methods or technologies
- b. Research—a record of publication and/or presentations that indicate ongoing research activity. A major contribution would be indicated by the achievement of international recognition
- c. Service—demonstrated ability to carry out in exemplary fashion the defined administrative and organizational tasks expected of the Instructor as defined in the hiring process. Major contributions would include the development or advancement of significant new programs or initiatives within the Department.

Annual evaluations will be based on the above criteria and in accordance with the provisions in the Faculty Handbook.

Approved Biology Department 4/10/2013