

Initial Tenure

Standards, Criteria, Materials and Process Summary

Standards for Tenure

For purposes of assessing a candidate for initial tenure, a pattern of sustained, effective teaching is of paramount importance. Additionally, candidates should demonstrate a pattern of contribution to their discipline and a commitment to service. While the balance between these two areas will vary from candidate to candidate, all candidates are expected to provide evidence of both scholarship and service. Candidates are expected to demonstrate collegiality as well as a continuing commitment to Bethel's Covenant for Life Together and Affirmation of Faith.

Criteria for initial tenure are:

- an appropriate terminal degree
- sustained teaching effectiveness
- commitment to scholarship
- commitment to service
- commitment to a Christian worldview
- collegiality

Each of these areas are described in the [Definition of Terms](#) document. Make sure to read this important document.

Materials that are part of review file

From the candidate: See the [linked document](#) for instructions and a detailed description of the requirements for a portfolio consisting of the following components. Use these [naming conventions](#).

- A Self-Assessment (not to exceed 3,000 words)
 - Candidates should respond to reappointment letters from the Appointment Committee, addressing any prior issues or concerns.
- Supporting documentation
- An Updated Curriculum Vita
- A Five Year Growth Plan (not to exceed 750 words)
- A Faith Learning Integration Essay (3,000-3,500 words)
 - See the [Faculty Development Webpage](#) to view a Faith Integration video by Dr. Chris Gehrz and to access sample Faith learning Integration papers from past Initial Tenure applicants.
- Letters of support from outside evaluators (optional)

Important Note – If you are applying for initial tenure in the fall and also planning to apply for promotion in the spring, make sure you notice that the criteria for initial tenure and promotion are different. The promotion portfolio requirements are also different for promotion than for initial tenure. The criteria and required materials for promotion vary by rank (assistant professor, associate professor, full professor). If you are applying for tenure and promotion in sequential semesters, you *may* use the same materials when applicable. You will have the opportunity to update your initial tenure portfolio to use it for your promotion application, by January 15, before any materials are reviewed in the spring.

- [Promotion Criteria, Materials, and Process Summary](#)
- [Promotion Portfolio requirements](#)

From evaluators (*These evaluations will be requested by the Academic Affairs Office*):

- Answers to [evaluation questions from two peers](#) (not including your department chair)
 - At least one from department
 - At least one tenured

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- Answers to [evaluation questions from one committee chair](#)
 - Committee on which candidate has served in past three years
- Answers to [evaluation questions from six alumni](#)
 - Graduated in the past five years
 - Two must have been advisees
- Answers to evaluation questions from department chair¹* (and program director when applicable)
 - * If you are the department chair, ¹ Academic Affairs will ask a faculty member, who has previously been the chair of your department, to complete the department chair¹ evaluation on your behalf. If this is not applicable, we will ask the most senior faculty member in your department to complete your evaluation.
- Feedback from [Department Review Evaluation Form](#)
 - ([Department Review Guidelines](#))
- Answers to summary survey questions from academic department review

From Academic Affairs:

- IDEA evaluations
 - All courses evaluated every term
 - Long form in at least one class per semester
- Appointment Committee letters
- (In rare cases) Performance Improvement Plan

¹ All references to department chair include program director when appropriate.

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PROCESS AND TIMELINE

- March 15 – Academic Affairs sends letter/email to candidate concerning application for initial tenure, including:
 - Google form for candidate to provide reference names of peers and committee chair
 - Google form for candidate to provide reference names of alumni
- April 1 – Academic Affairs notifies department chair² of faculty in department applying for tenure in the fall.
- April 1 – Candidate submits reference names of peers and committee chair
- May 1 – Candidate submits reference names of alumni
- June 1 – Peers submit evaluations
- June 1 – Committee chair submits evaluation
- August 1 – Alumni submit evaluations
- August 1 – Department chair¹ submits evaluation
- August 15³ – Candidate submits portfolio electronically to Academic Affairs
- August 15² – Candidate provides copy of candidate's curriculum vita to department chair¹ for department review.
- September 1 – Department chair¹ submits department review
- September and October – Initial Tenure Committee reviews materials
- October and November – Candidate receives memo or email from Initial Tenure Committee inviting candidate for interview (includes questions)
- November and December – Candidate receives decision letter from Initial Tenure Committee indicating their recommendation to the Provost
- November and December – Candidate makes appointment with President within two weeks of receiving letter
- November, December, and January – Candidate meets with President
- February – If recommended for tenure, Provost takes candidate's name to Board of Trustees meeting for approval.
- March (usually early) – Candidate receives letter from Provost with tenure decision

² All references to department chair include program director when appropriate.

³² If a deadline falls on a weekend, materials are due on the following Monday.