

Initial Tenure and 5-Year Clinical Contract

Standards, Criteria, Materials and Process Summary

SUMMARY

Standards for Initial Tenure/5-Year Clinical Contract

For purposes of assessing a candidate for initial tenure/5-year clinical contract, 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 (*Not needed for Clinical Faculty*) or clinical practice (*Clinical Faculty Only*), 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.

1. Criteria for Initial Tenure/5-Year Clinical Contract are:

- a. an appropriate terminal degree
- b. sustained teaching effectiveness
- c. commitment to scholarship (*Not needed for Clinical Faculty*)
- d. commitment to clinical practice (*Clinical Faculty Only*)
- e. commitment to service
- f. commitment to a Christian worldview
- g. collegiality

2. Materials that are part of review file

- a. From the candidate:
 - i. Portfolio consisting of:
 1. A Self-Assessment (not to exceed 3,000 words)
 - a. Candidates should respond to reappointment letters from the Appointment Committee, addressing any prior issues or concerns.
 - b. Candidates should comment on course evaluations (which will be made available to the Initial Tenure Committee).
 2. Supporting documentation
 3. An Updated Curriculum Vita
 4. A Five-Year Growth Plan (not to exceed 750 words)
 5. A Faith Learning Integration Essay (3,000-3,500 words)
 6. Letters of support from outside evaluators (*optional*)
 - ii. From evaluators:
 - i. Answers to evaluation questions from two peers
 1. One from department
 2. One tenured
 - ii. Answers to evaluation questions from one committee chair
 1. Committee on which candidate has served in past three years
 - iii. Answers to evaluation questions from six alumni

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1. Graduated in the past five years
 2. Two must have been advisees
 - iv. Answers to evaluation questions from department chair^{1*} (and program director when applicable)
 1. * 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.
 - v. Feedback from Department Review
 - vi. Answers to summary survey questions from academic department review
- c. From Academic Affairs:
- i. Course evaluations
 1. All courses evaluated every term
 2. Long form in at least one class per semester
 - ii. Appointment Committee letters
 - iii. Performance Improvement Plan (*in rare cases*)

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

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3. PROCESS AND TIMELINE

- March 15 – Academic Affairs sends letter/email to candidate concerning application for initial tenure/5-year clinical contract, including:
 - Google form for candidate to provide reference names of peers and committee chair
 - Google form for candidate to provide reference names of alumni
- March 15 – Academic Affairs notifies department chair¹ of faculty in department applying for initial tenure/5-year clinical contract 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 15² – Candidate submits portfolio electronically to Academic Affairs
- August 15² – Candidate provides copy of curriculum vita to department chair¹ for department review.
- September 1 – Department chair¹ submits department review
- September, October, and November – 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 separate appointments with the Provost and the President, within two weeks of receiving letter
- November, December, and January – Candidate meets with Provost and President separately
- February – If recommended for initial tenure/5-year clinical contract, Provost takes candidate's name to Board of Trustees meeting for approval.
- March (usually early) – Candidate receives letter from Provost with initial tenure/5-year clinical contract decision

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

² If a deadline falls on a weekend, materials are due on the following business day, 9:00am.