

Reappointment: Initial Nontenure Continuing Status
Standards, Criteria, Materials, and Process Summary

SUMMARY

Standards for Initial Nontenure Continuing Status

For purposes of assessing a candidate for renewal of Nontenure Continuing Status, 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 Nontenure Continuing Status are:

- at least five years of annual appointments
- sustained teaching effectiveness
- commitment to scholarship
- commitment to service
- commitment to a Christian worldview
- collegiality

Materials that are part of review file

From the candidate:

- A portfolio consisting of:
 - A self-assessment (Not to exceed 3000 words) of strengths and weaknesses.
 - A statement (Not to exceed 750 words) of professional and personal goals for the next three years.
 - Materials on Faith-Learning Integration (Not to exceed 1,500 words)
 - An updated Curriculum Vitæ.

From evaluators:

- Answers to survey questions from two peers
 - One from department
 - One tenured
- Answers to survey questions from department chair* (and program director when applicable)
 - * If you are the department chair, it is recommended that a previous department chair write the chair evaluation. If that is not relevant or possible then it is appropriate for you to name a senior colleague in your department who would be willing to act as department chair on your behalf.
- Answers to survey questions from committee chair
 - Committee on which candidate has served in past three years

From Academic Affairs:

- IDEA evaluations
 - All courses evaluated every term.
 - Diagnostic ("long") form.
- Departmental instruments (if relevant; e.g., clinical evaluations for Nursing).
- Appointment Committee letters
- (In rare cases) Performance Improvement Plan

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Process:

At the end of five years of annual appointments, a faculty member may apply for nontenure continuing status.

1. The faculty member will be asked to submit documents as indicated below, for review by the appropriate faculty Committee, which will have reviewed the faculty member in previous years. Information on documentation will be provided to the applicant by the Office of Academic Affairs.
2. The appropriate faculty Committee will evaluate the documentation submitted during the fall of the candidate's sixth year of teaching and present a recommendation to the Provost. The Provost will review the information and may choose to recommend the appointment to the President for approval by the Board of Trustees at its mid-year meeting.
3. Approval by the Board of Trustees will result in the offer of a three-year appointment to begin in the following academic year. Completion of this appointment will result in subsequent three-year nontenured continuing appointments conditional on successful performance of assigned duties.
4. Faculty in this category will receive annual salary agreements.
5. Review of these faculty will be by the appropriate faculty Committee during the fall semester of the third year, with a recommendation to the administration.

Timeline:

- March 15:
 - Academic Affairs contacts candidates with a description of materials required and a deadline for submission.
 - Academic Affairs notifies department chair of candidate(s) in department so that the chair has time to complete teaching observation(s).
- April 1: Deadline for candidate to submit names of peer reviewers
- June 1: Deadline for committee chair and peer reviews to be submitted to Academic Affairs.
- August 1: Deadline for department chair to submit evaluation to Academic Affairs.
- August 15: Deadline for candidate to submit materials to Academic Affairs.
- September-November: Committee members read and review files.
- November 15:
 - Deadline to complete reviews and send recommendations to Provost.
 - Academic Affairs sends letters to candidates.