

**Reappointment: Tenure Track**  
*Standards, Criteria, Materials, and Process Summary*

**SUMMARY**

**Standards for Reappointment**

For purposes of assessing a candidate for reappointment on the tenure track, effective and/or improving 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. (If candidates have not completed a terminal degree then consistent progress towards its completion can be used as evidence of scholarship.) 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 Reappointment on the Tenure Track are:**

- an appropriate terminal degree, or progress towards completion
- improving or 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 3,000 words) of strengths and weaknesses.
  - A statement (Not to exceed 750 words) of professional and personal goals for the next year and the way(s) in which these relate to long-term plans for growth and development.
  - An updated Curriculum Vitæ.

From evaluators: a department chair evaluation.

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 (as applicable).

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**PROCESS AND 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.