

Tenure Renewal
Standards, Criteria, Materials and Process Summary

SUMMARY

Standards for Tenure

For purposes of assessing a candidate for re-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. Historically, the Bethel faculty has honored tenured-status, regarding tenure-renewal as a time of review to ensure that each faculty member is satisfactorily carrying out his or her responsibilities. The faculty expects that recommendations for denial of tenure renewal will remain a rare occurrence.

Criteria for tenure are:

- an appropriate terminal degree
- 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 Self-Assessment (not to exceed 1,250 words)
 - Candidates should respond to any issues or concerns raised in letters from the Promotion and Tenure Committee.
 - Candidates should comment on IDEA evaluations (which will be made available to the Promotion and Tenure Committee).
 - Candidates should reflect on the growth plan submitted during their most recent tenure review.
- An updated Curriculum Vita that documents relevant accomplishments
- A Seven Year Growth Plan (not to exceed 750 words)
- (optional) Letters of support from outside evaluators

From evaluators:

- Answers to evaluation questions from two peers
 - One from department
 - One tenured
- 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 chair^{1*} (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.]

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

Tenure Renewal

Standards, Criteria, Materials and Process Summary

From Academic Affairs:

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

Tenure Renewal
Standards, Criteria, Materials and Process Summary

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 1¹ – 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 15¹ – Candidate submits portfolio electronically to Academic Affairs
- September, October, and November – Tenure Renewal Committee reviews materials
- November and December – Candidate receives decision letter from Tenure Renewal Committee indicating their recommendation to the Provost
- November and December – Candidate makes appointment with Provost within two weeks of receiving letter
- November, December, and January – Candidate meets with Provost
- 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

¹ If a deadline falls on a weekend, materials are due on the following Monday.

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