

PROMOTION AND TENURE PROCEDURES & CRITERIA

DEPARTMENT OF ACCOUNTING AND MANAGEMENT INFORMATION SYSTEMS

UNIVERSITY OF DELAWARE

I. Promotion Procedures

A. Organization & Responsibilities

A faculty member has the right to apply for promotion at any time (subject to the provisions pertaining to tenure described in the "University Guidelines for Promotion and Tenure") and has the sole right to advance or withdraw the dossier from the promotion process. The candidate and relevant departmental entities will follow the schedule and format indicated in the "University Guidelines for Promotion and Tenure." No part of this document is intended to supercede the University Guidelines.

There are two authoritative steps in the Departmental Promotion and Tenure Process: The Department Promotion and Tenure Committee and the Department Chairperson. The timetable for each step in the process follows the "University Guidelines for Promotion and Tenure"

The Department Promotion and Tenure Committee is responsible for making recommendations on (1) promotion in rank; (2) the granting of tenure; (3) contract renewals for untenured faculty, (4) appointment rank for new hires, and (5) post tenure review . The Promotion and Tenure Committee shall consist of those tenured members of the Department who are senior in rank to the particular faculty member applying for the recommendation, e.g., all tenured faculty when the recommendation involves granting tenure. However, if the number of Professors in the Department is less than four, then the Chairperson of the Promotion and Tenure Committee must invite additional professors from other departments in the University to serve for purposes of considering a candidate to the rank of Professor. During post-tenure reviews, the committee shall consist of tenured faculty members at or above the rank of the faculty member under review. The Chairperson of the Committee may appoint a smaller subset of at least three of the qualifying committee members for purposes of post tenure review, the composition shall be subject to the agreement of the Department Chairperson and faculty member under review. The Chairperson of the Promotion and Tenure Committee shall be a Full Professor elected by the Committee by the end of the Spring semester preceding the academic year. Faculty members holding administrative positions [e.g., the Chairperson of the Department, Dean, Associate Dean] are not eligible for membership on the committee. The recommendations of the Promotion and Tenure Committee, a numerical record of the committee vote, and the promotion file shall be forwarded to the Chairperson of the Department for inclusion in the promotion file of the candidate.

When they arise, signed minority opinions may be forwarded as appendices to the Committee's recommendations.

The Chairperson reviews the evidence submitted by the candidate, the report of the committee, and the stated criteria, and makes a recommendation supporting or failing to support the candidacy. The Chairperson shall explain, in writing, the decision to the candidate and to the department committee.

The results and rationale of the recommendations of the committee and the chairperson shall be made available to the faculty member in accordance with the University schedule for such procedures in effect during the specific evaluation year.

B. Appeals

Appeals will be conducted in accordance with University Guidelines.

C. Application Content

Outside peer evaluation is an important indicator of a person's achievement and must be solicited for candidates seeking promotion and/or tenure at the rank of associate professor and promotion or appointment to the rank of professor. The solicitation of these evaluations must follow certain guidelines. The candidate may submit a list of reviewers, but the Department committee can suggest additional names. While the candidate must be informed of all potential reviewers and have an opportunity to comment on them, the Department Promotion and Tenure Committee makes the final selection. Insofar as reasonable and possible only reviewers without personal ties to the candidate shall be selected. The report of the referees is confidential in that only those individuals making or reviewing a decision have access to it. This includes the Department Chairman, the Dean of the College, the Department, College and the University Promotions and Tenure Committee and the Provost.

The Department will make every attempt to make promotion recommendations to the Assistant, Associate, and Professor rank according to the criteria described below. It is the responsibility of the faculty member to insure that evidence concerning performance in the areas of teaching, scholarly activity, and service be included in a dossier and that the dossier be up-to-date on the date of submission to the departmental committee and in the format specified in the "University Guidelines for Promotion and Tenure." It is the individual's responsibility to present the best case for promotion since she/he is most clearly involved in the outcome. At any stage in the process information may be added to the dossier with the candidate's knowledge and approval. It is important that the dossier be well organized and carefully prepared. The Committee will give advice to the candidate, whenever possible, on the organization and content of the dossier.

II. Faculty Evaluation & Voting Procedures

Evaluations will result in separate ratings of performance in the areas of (1) teaching, (2) scholarly activity, and (3) service according to Department criteria. The evaluation will result in an assessment of the strengths and weaknesses of the faculty member.

The evaluation must consider information available in the faculty member's dossier. Each faculty member shall be responsible for insuring that his or her dossier is current by the time specified by the University schedule in effect during the evaluation year.

Committee members must complete a thorough review of a candidate's dossier prior to voting or discussing the candidate's performance. Members that have not done so may not participate in the vote or discussion. Voting by absentee ballot is not permitted unless the member has been able to participate in the discussion of the dossier. Members who did not participate in the original vote may not participate in a subsequent vote should there be an appeal.

III. Promotion and Tenure Criteria

A. Prologue

The evaluation of faculty members by the Promotion and Tenure Committee in each of the area of teaching, scholarship, and service shall culminate in their being rated as:

Excellent

High quality performance

Below criteria

The evaluation of a faculty members' contribution in the three areas must be made with reference to the Departmental mission of increasing the general level of understanding of all aspects of accounting, management information systems, or business law. In general, this mission can best be accompanied by: (1) excellent undergraduate and graduate teaching, (2) theoretical and applied research on problems related to accounting, management information systems, or business law, and (3) the dissemination and interpretation of results to a wide audience. Service at all levels--department, college, University, community, profession, or nation--is also an integral part of the University's mission and must not be neglected on the grounds that scholarship and teaching have higher priority. The definitions of excellence in teaching, research, and service given below shall serve as a frame of reference for promotion decisions.

To be rated as excellent in teaching a candidate must meet the high standards expected in a Department which particularly stresses high quality teaching. The effectiveness of the candidate's teaching should be evaluated with respect to not only effort (soundness, rigor, quality and depth), but also outcome (learning has occurred).

To be rated as excellent in research, a candidate must have established a respected, quality research program. This program should be evidenced by publications in recognized quality and highly regarded refereed journals. The candidate's research should have received favorable review by recognized scholars from other Universities and provide unmistakable promise of continuing scholarly productivity.

The service category is important. To be rated excellent in service, a candidate must have demonstrated a high level of achievement in substantive service assignments. The

candidate is expected to demonstrate commitment and initiative in carrying out these assignments to the Department, the University, to the profession, and to the community.

B. Qualifications for Promotion and Tenure

1. Assistant Professor

To be eligible for Departmental recommendation for appointment or promotion to the rank of Assistant Professor, a faculty member must have been awarded a Ph.D. or its equivalent and show the potential for future growth and accomplishment in areas of teaching, scholarship and service.

2. Associate Professor

To be eligible for Department recommendation for appointment or promotion to the rank of Associate Professor, the candidate must at a minimum have achieved ratings of excellent in the emphasis¹ of their academic workload and high quality performance in all other categories. Furthermore, there should be clear indications that the individual will continue to progress.

3. Professor

To be eligible for Department recommendation for appointment or promotion to the rank of Professor, the candidate must at a minimum have achieved ratings of excellent in the emphasis² of their academic workload and high quality performance in all other categories.

Promotion to this rank requires an established reputation in the candidate's field and excellent contribution to his or her profession and the University mission. There should be unmistakable evidence of significant development and achievement in teaching, research, and service since the last promotion. Achievements of the candidates for the rank should be compared with those in similar academic environments.

4. Tenure

Tenure eligibility is defined in the Faculty Handbook. All decisions to grant tenure shall follow review of credentials both by appropriate faculty committees and by administrative officers. Tenure is granted or withheld solely on the basis of merit as determined both by appropriate faculty committees and by administrative officers.

5. Post-tenure review

¹ Emphasis is determined by the weights assigned in the faculty member's workload, during their tenure at the rank of Assistant Professor, as described in the approved Departmental Workload Agreement.

² Emphasis is determined by the weights assigned in the faculty member's workload, during their tenure at the rank of Associate Professor, as described in the approved Departmental Workload Agreement.

When called for, the post tenure review of faculty members shall consider the teaching, research and service accomplishments of the faculty member since the last formal review.

6. Non-tenure track renewal

To be eligible for Department recommendation for renewal, continuing non-tenure track faculty must at a minimum have achieved ratings of excellent in the emphasis³ of their academic workload and high quality performance in all other categories that are recognized as part of their workload. Furthermore, there should be clear indications that the individual will continue to perform at these levels. In addition, non-tenure track faculty must be able to maintain the status of “Professionally Qualified” according to standards of the AACSB International, as defined by the Department.

C. Other Appointments

1. Joint or secondary appointment

Faculty from other University departments seeking joint appointment at any rank in the Department of Accounting and MIS will be evaluated in the same manner as those with primary appointments. Joint appointments will be reviewed every three years for renewal.

2. Adjunct & Visiting Appointments

Faculty seeking adjunct appointment at any rank in the Department of Accounting and MIS will be evaluated in the same manner as those with primary, full-time appointments. Adjunct appointments will be reviewed annually for renewal.

3. Delegation

The Committee on Promotion and Tenure may delegate to the Chairperson of the Department, the authority to act on its behalf with regard to other appointments as specified in III. C.

IV. Evidence to be considered in Rating Departmental Faculty Members

Appraisal in each of the three categories is based upon performance on some or all of the following measures. These measures are provided as examples and are not collectively exhaustive. It is up to the candidate to make the best case in categorizing and documenting accomplishments.

A. Teaching Category

³ Emphasis for continuing non-tenure track faculty is normally “teaching”, the existence if a research expectation is determined by the weights assigned in the faculty member’s workload, during their most recent contract, as described in the approved Departmental Workload Agreement.

Relevant articles published in recognized quality refereed journals.

Departmental student course evaluations.

Course content, as evidence for example by the evaluation of tests and syllabi indicating the scope and depth of the material presented by the instructor.

Published textbooks, instructional cases, or workbooks.

Peer classroom visitation and critique of instructional activities.

Written evaluation by graduates.

The development of significantly new and innovative approaches to teaching (new or novel methods as well as new courses) which expand, integrate, and enrich the education experience.

An evaluation of individual studies directed.

Formal recognition of excellence in teaching by some group outside the Department.

Widely recognized ability as a student advisor with respect to professional and career development counseling.

Assessment of the above quality measures takes into account the number of students taught and the number of courses.

Each faculty member may submit additional evidence.

B. Scholarship Category.

Articles published in recognized quality refereed journals.

Scholarly books and monographs published.

Scholarly research projects receiving financial support from outside agencies or the University.

Service on editorial boards or as referees of professional journals.

Papers presented at professional meetings or published in proceedings.

Participation as discussant at professional meetings.

Each faculty member may submit additional evidence.

C. Service Category

Committee work at the Department, College and University level.

Service on boards, commissions, professional societies, etc., whether organized at the community, state or national level.

Invited papers or speeches of a general nature on substantive issues.

Organization of and participation in symposia or lecture series directed toward either students, the community, business or government.

Book reviews published.

Administrative duties within the University.

Services rendered of a professional nature on the community's behalf.

Each faculty member may submit additional evidence.

V. Amendments

Amendments to the Promotion and Tenure Policy & Procedures may be made by a majority vote of tenured and tenure track faculty members, according to the voting procedures outlined in the Department Bylaws.

Adopted: 1976

Revised: Spring 1999

Revised: October 2006