

## BY-LAWS OF THE FACULTY COMMITTEE ON RECOMMENDATIONS

### I. PURPOSE.

Established by the Board of Trustees of the University in 1978, it is this committee's unique and privileged function to provide the University President with the primary recommendation on faculty applications for tenure, promotion, and professional leaves in accordance with the criteria and procedures specified in the Faculty Status and Welfare Handbook. The Faculty Committee on Recommendations is responsible to the President.

### II. CONSTITUTION. The committee is composed of faculty members selected in accordance with the following guidelines:

- A. There shall be five representatives of the faculty: one from Arts, one from Sciences, one from Business, one from Journalism and Mass Communication, and one from Education.
- B. Elections for the committee will be held in April.
- C. Representatives are to be elected within each school or division by tenured faculty only. Balloting shall be anonymous and conducted either by paper or electronic ballot.
- D. Representatives must hold a terminal degree, be tenured, an associate or full professor, and not a current chair of an academic department. In addition, no one on the committee may apply for promotion while on the committee. Committee members applying to the committee for leaves of absence shall recuse themselves from consideration of their own applications and from being present at those deliberations. The chair shall serve on the committee at least one year before being elected, and shall have a vote.
- E. Term of service is three years.
- F. An individual may serve a maximum of two full consecutive terms.
- G. Election of representatives shall be "staggered." \* The staggered terms shall be based on the following start-dates:
  - Business (Fall 2012)
  - Education (Fall 2012)
  - Sciences (Fall 2013)
  - Arts (Fall 2011)
  - JMC (Fall 2011)
- H. The Provost shall convene the committee within two weeks after the committee is elected. The committee shall elect its own chair at this first meeting by majority vote.

### III. PROCEDURES. The Committee reviews and makes the final written recommendation to the President on faculty applications for tenure, promotion and paid professional leaves. This is done in accordance with the criteria and procedures of the Faculty Status and Welfare Handbook. The quality of performance and contributions over the length of service in the current rank at St. Bonaventure University shall be considered in evaluating applicants for both tenure and promotion.

- A. Tenure. An application for tenure shall consist of the following:

1. for teaching faculty, all in electronic form only, a faculty member's letter of request accompanied by the following application material:
  - a. evidence of teaching effectiveness inside, and, where applicable, outside of one's department of appointment within the university. This evidence is comprised of peer evaluations, a summary of students' evaluations, and a summary of annual self-evaluations
  - b. a curriculum vitae, comprising
    - (1) evidence of scholarship, as follows:
      - (a) at the level of Assistant Professor, proof that one is on track to have a sufficient record of scholarship to merit promotion to Associate Professor within a reasonable period of time after tenure (e.g., within approximately the next 2 years)
      - (b) at the level of Associate Professor, a minimum expectation of two respected, peer-reviewed journal publications or the equivalent, plus other complementary evidence of ongoing scholarly activity and accomplishments (e.g., lesser refereed journal publications; peer-reviewed conference presentations; peer reviewed conference proceedings, grant applications, etc.).

*Intent of peer reviewed*

The intent is that faculty scholarship be externally reviewed and validated by knowledgeable peers in one's field. For fields in which traditional "peer review" (as is the case with journal publications) is not the norm, a commensurate standard shall be specifically articulated and justified by the school or department, including by reference to established norms in the field.

*Intent of respected*

It will be up to individual academic units to articulate and justify the meaning of respected peer-reviewed journal publications, or the equivalent, within their discipline. This standard should be specifically addressed in the guidelines for scholarship established by the individual academic unit. Similarly, the guidelines should specifically address the nature of the scholarly works that will meet this standard, if other than peer-reviewed journal publications.

The use of the word "respected" is not intended to raise standards toward the acceptance of only top tier or other elite journals. Rather the word "respected" is used to set a floor below which standards should not be lowered.

- (c) at the level of Professor, a demonstrated pattern over time of high quality scholarly activity and accomplishments that have led to professional recognition for contributions to his or her field of knowledge, supported by letters from experts in the field external to the University, at least two of which letters should be solicited by the candidate and at least one by the department and accompanied by CVs of the letter writers.

(2) evidence of performance as a faculty member including service and the prospect for continued meritorious contribution to the University.

c. Administrative documentation: Letters from the faculty member's chair as principal commentator, dean, program directors and deans under whom the applicant has worked, and the Vice President for Academic Affairs indicating their assessment of the applicant's qualifications for tenure and the programmatic needs of the applicant's department. These letters, especially those from chairs, should address explicitly the quality of the candidate's scholarly creative work or scholarship with reference to approved guidelines.

2. For non-teaching faculty, tenure will be awarded according to the professional criteria applicable in their particular discipline and the prospect for continued meritorious contributions to the University. All documentation should be in electronic form only.

#### B. Promotions

An application for promotion should demonstrate that the candidate has satisfied the criteria specified in the Faculty Status and Welfare Handbook, Article II, Section A. The application should include, all in electronic form only, the same supporting documents specified above (III, A) for tenure applications.

#### C. Professional Leaves of Absence

An application for professional leave must meet the criteria specified in Article V, Section D of the Faculty Status and Welfare Handbook. All documentation should be in electronic form only.

#### D. Deadlines

Deadlines for applications and decisions for promotion are specified in the Faculty Status and Welfare Handbook, Article II, Section K. Deadlines for applications and decisions for tenure are specified in the Faculty Status and Welfare Handbook, and Article III, Section B. Deadlines for applications and decisions for professional leave are specified in the Faculty Status and Welfare Handbook, Article V, Section D (3).

#### E. Committee Procedures

1. The discussions among committee members regarding the applications are to be treated as confidential information by committee members and restricted to the committee.
2. Prior to making its preliminary recommendation regarding an application, the committee may request to meet with an applicant to obtain information that may help clarify or support the faculty member's application. Similarly, prior to the committee's preliminary recommendation regarding an application, an applicant may request to meet with the committee to provide information that may help clarify or support the faculty member's application. The final date and time for such a meeting to be held shall be included in the academic due dates calendar.
3. Prior to making any final recommendation the Committee shall communicate its preliminary recommendation and rationale only to the candidate, chair, respective dean, and Academic Vice-President by e-mail and by written correspondence to the candidate

at his or her mailing address. At the request of candidates, the Committee shall offer them and all relevant parties an opportunity to appear at a hearing before the Committee should they so desire. Relevant parties are those people who can speak to the issues over which the committee and the candidate are at odds.

- a. The content of the hearing shall be restricted to issues over which the parties are at odds.
  - b. The Committee shall schedule the hearing at a mutually convenient time and place. Candidates shall be provided at least five full class days to prepare for this hearing.
  - c. Candidates shall be afforded ample time to address the concerns of the committee, which must be made clear in the preliminary rationale. The Committee chair shall conduct the meeting, but the purpose of the hearing is to enable the candidate to make his or her case by addressing the concerns raised in the preliminary rationale.
4. Prior to making his or her final decision, the President shall meet with the Faculty Committee on Recommendations, along with the Vice President for Academic Affairs, to review all faculty applications and especially to discuss any outstanding differences between the recommendations of the Committee and those of any administrators who commented on the application. The entire application file, specifically, all material mentioned in III, A, B, and C, is to be made available to the President with the Committee's final recommendation.
- F. During the first week of May, the Committee shall convene a meeting for candidates who wish to apply for tenure/promotion during the upcoming academic year. Attending the meeting would be:
- Committee members from the current academic year
  - Committee members for the upcoming academic year
  - Candidates for tenure/promotion for the upcoming academic year
  - The department chairs and deans of those candidates
  - The provost

The chair of the current year's committee would preside over the meeting.

**IV. EVALUATION OF APPLICATIONS.** The conditions and criteria for promotion, tenure and professional leaves are specified in the Faculty Status and Welfare Handbook and detailed above. The Handbook assumes that the burden of proof rests upon the faculty applicant, together with those offering the administrative recommendations, to establish that the relevant conditions and criteria are satisfied.

The process of annual faculty evaluation is detailed in the Faculty Status and Welfare Handbook. It is expected that annual assessments of faculty performance, along with the evidence upon which such assessments are made, will form the basis of a comprehensive self-evaluation on the part of a faculty member who is applying for tenure or promotion. On the basis of their self-evaluations, the applicants should make the case that their record meets the relevant criteria, and that they fulfill the relevant conditions for tenure or

promotion. The value of a recommendation by a chair, dean, or vice president depends upon the extent to which it provides evidence and argument that substantiates or repudiates the applicant's burden of proof.

With the exception of non-teaching faculty, teaching effectiveness is the primary criterion for tenure as well as a necessary criterion for promotion. It therefore is the responsibility of those applying for tenure and promotion, together with their chairs and deans, to support and verify claims regarding the quality of their teaching. An application for tenure or promotion cannot be considered seriously if it does not seek to demonstrate the candidate's teaching effectiveness.

Meeting the Faculty Status and Welfare Handbook requirements for promotion to associate professor requires one to maintain a level of scholarly achievement, normally evidenced by significant publication or, when appropriate, by other generally accepted forms of professional activity. For promotion to full professor, one should have gained professional recognition for contributions to his/her field of knowledge. This recognition may be evidenced, for example, through such means as laudatory reviews of one's work by acknowledged experts in the field, honors bestowed by professional societies, visiting appointments, and so on.

In evaluating applications for tenure and promotion, the Committee shall use as guidelines prepared statements concerning scholarly achievement and professional recognition in specific academic areas. These statements shall:

- A. be prepared, written, and when necessary amended by individual departments;
  - B. be approved by the appropriate dean, by the Vice President for Academic Affairs and by the Faculty Senate;
  - C. become appendices to these By-laws.
  - D. The Faculty Status and Welfare Handbook shall supersede departmental guidelines.
- V. REPORTS.** Each year the Committee shall issue a report concerning that year's operation and its rationale for any suggested recommendations concerning policies governing tenure, promotion, and professional leaves. The report shall be directed to the President and the Chair of the Faculty Senate with copies to the Vice-President for Academic Affairs and all academic deans.
- VI. PROMULGATION AND AMENDMENT.** These by-laws shall be appended to the Faculty Status and Welfare Handbook and may be amended upon approval of the Faculty Senate and President.

Developed as a proposal May 26, 2010

Approved by the Faculty Senate, September 3, 2010

Revisions approved by the Faculty Senate, April 15, 2011

Revisions approved by the Faculty Senate, January 20, 2012

Revisions approved by the Faculty Senate, May 25, 2012 (Signed by the President May 29, 2012)

Revisions approved by the Faculty Senate, May 14, 2013 (Signed by the President May 2013)

Revisions approved by the Faculty Senate, Oct. 11, 2013 (Signed by the President Oct. 28, 2013)

Revisions approved by the Faculty Senate 4/7/2017 (signed by the President 4/2017)  
Reference to the School of Franciscan Studies removed, Fall 2017