

## **DEPARTMENT OF BIOLOGICAL AND ENVIRONMENTAL SCIENCES TENURE POLICY**

The awarding of tenure is an expression of the university's confidence in the professional excellence of the individual. The Department of Biological and Environmental Sciences fully acknowledges the importance of tenure and sets forth the following guidelines for tenure-track faculty.

### **Departmental Procedures**

These by-laws address specific procedures in this department's tenure process which may differ from those of other departments. However, nothing in the by-laws should be understood to conflict with general university policy as found in chapter three of the Faculty Handbook.

1. The department will maintain a retention, promotion, and tenure committee. Membership of that committee will consist of all tenured faculty within the department with the exception of the head. Tenured faculty on leave are eligible to sit on the committee, but are not required to do so. At its first called meeting of the year the committee will elect a chair.
2. Prior to the conclusion of their probationary period, tenure-track faculty wishing to be considered for tenure shall, following existing university and college guidelines, submit a dossier with appropriate materials pertaining to teaching, research, and service to the departmental retention, promotion, and tenure committee.
3. A positive recommendation for tenure will consist of a majority vote of the retention, promotion, and tenure committee membership present and voting at a meeting specifically called to formally consider eligible faculty for tenure. A quorum, as specified in the Faculty Handbook, is required.
4. Recommendations (denial or approval) for tenure by the retention, promotion, and tenure committee are made to the department head.
5. Recommendations (denial or approval) for tenure by the department head are made to the dean of the college of arts and sciences for review and judgement.

## **Departmental Criteria for Tenure**

These by-laws address specific clarification, appropriate for this department, of the general criteria for tenure found in chapter three of the Faculty Handbook. The College of Arts & Sciences also maintains a regularly updated publication, "Promotion and Tenure: A Guide to the Preparation of Documentation," which is endorsed by this department as a complement to these by-laws and a valuable guide to the faculty member in preparing an effective tenure application. Neither by-laws nor guide should be understood to conflict with general university policy as found in chapter three of the Faculty Handbook.

1. Demonstrated excellence in teaching and advising as evidenced, in part, by the following:
  - student ratings of faculty instruction.
  - testimonials from current or former students.
  - specific evidence of performance of students with regard to any appropriate outcome measure.
  - peer evaluations.
  - superior academic advising to students.
  
2. Establishing a productive research program as evidenced, in part, by the following:
  - publication of articles or book chapters in peer reviewed professional regional, national, and/or international journals based on research undertaken while at UTC.
  - publication of a book(s) with a regional, national or international publisher.
  - award(s) for excellence in research from an appropriate professional society.
  - funded grants from external granting agencies.
  - funded grants from internal university sources.
  - testimonials from peers at off-campus institutions attesting to the quality and significance of research.
  
3. Demonstrated service to the profession and the university as evidenced, in part, by the following:
  - active service on departmental, university, and professional organization committees.
  - chairing departmental and university committees.
  - service as an elected member , executive committee member, or president of the faculty council.

- officer in state, national, or international professional organization.
- documented community service related to the profession.

The above listing should not be considered a comprehensive listing, nor should it be assumed that the three items are of equal significance. The department places its greatest weight on the first two items.

*Approved by Department Retention, Tenure, and Promotion Committee 11/20/98*  
*Approved by Biological and Environmental Sciences Faculty 3/26/99*