

Washburn University
Biology Department
Criteria for Promotion and Tenure
Departmental approval: September 14, 2010
CAS approval: September 16, 2010

The Biology Department criteria for promotion and tenure include, and are consistent with, the College of Arts and Sciences Promotion and Tenure Guidelines as found in Section 3 of the Faculty Handbook.

As the primary mission of Washburn University is education, teaching effectiveness is of paramount concern for tenure, promotion, and salary decisions. The department strongly encourages teaching methods, which develop critical thinking, analytical and writing skills, as well as a lifelong commitment to learning.

TENURE

- **Educational Credentials**

A Ph.D. in a biological discipline is required.

- **Experience/Length of Service**

To be recommended for tenure, a candidate must complete a probationary period not to exceed seven years at Washburn University. Under unusual circumstances, a candidate may enter the department with tenure, or negotiated years toward tenure, at the discretion of the Department and the Dean. A clear written understanding of such an arrangement must be made at the time of appointment. Generally, the candidate is eligible to petition for tenure during the sixth year of employment in the Department, but under unusual circumstances may petition early.

- **Teaching Credentials**

The candidate must demonstrate a record of effective teaching as judged by the following:

1. evaluations by tenured faculty who have observed the candidate.
2. student evaluations in the last 3 years of the probationary period.
3. supervision of individual student research projects.
4. participation in faculty development.

- **Scholarship**

The candidate must demonstrate progress in a research area as judged by:

1. internal or external grant application and acquisition.
2. presentations at professional meetings.
3. submission of manuscripts for professional publication.

The nature of the research and time required to establish a laboratory, if essential to the work, must be taken into consideration. Research in progress which has not yet been published may be considered for tenure.

- **Service**

The candidate must demonstrate a commitment to departmental service as judged by:

1. conscientious advising of majors.

2. involvement in discussions of issues of importance to the department.
3. participation in departmental events.
4. a spirit of cooperation and collegiality in dealing with fellow departmental faculty, staff, and students.

and may include, but is not limited to:

1. sponsorship of student organizations.
2. departmental web site maintenance.
3. renovation of departmental space and equipment.

The candidate must demonstrate university service by making an effort to be a member of university committees. If selected to serve on a university committee, the candidate must fulfill all obligations related to service on the committee.

The candidate must show a willingness to perform community service, if asked.

PROMOTION

- **Educational Credentials**

A Ph.D. degree in a biological discipline is required for promotion to all ranks.

Promotion to Assistant Professor

- *Experience/Length of Service*

Candidates must have completed all requirements related to the Ph.D. degree to be considered for the rank of Assistant Professor at the time of employment.

- *Teaching Credentials*

The candidate must demonstrate an effective record of teaching as evidenced by:

1. peer evaluations.
2. positive student evaluations.

- *Scholarship*

The candidate must be pursuing a course of action which will eventually result in peer-reviewed contributions to the biological research literature.

- *Service*

The candidate must be involved in departmental service, including advising of majors and contributing to departmental discussions on subjects of concern to the welfare of the department and its students.

Promotion to Associate Professor

- *Experience/Length of Service*
The candidate must have completed 6 years of full-time college level academic experience, three of which must have been at the Assistant Professor rank.
- *Teaching Credentials*
The candidate must show evidence of excellence in teaching as judged by the following:
 1. evaluations by tenured faculty who have observed the candidate.
 2. unquestionably positive student evaluations in the 3 years preceding application.
 3. supervision of individual student research projects.
 4. participation in faculty development.
 5. effective innovative instruction.
 6. development of new courses or course materials.
 7. solicited and unsolicited feedback from current or former students.
- *Scholarship*
The candidate must have at least one publication in a refereed journal resulting from research performed subsequent to being hired by Washburn University. The candidate must also demonstrate a willingness to continue pursuing scholarly interests related to the research area of specialization. Additional documentation may include, but is not limited to:
 1. peer recognition.
 2. fellowships and awards.
 3. grant application and acquisition.
 4. professional consulting.
 5. presentations at professional meetings.
 6. editorial guidance of publications.
 7. publication of reviews, chapters, and books.
- *Service*
The candidate must demonstrate the following:
 1. effective student advising.
 2. involvement in discussions of issues of importance to the department.
 3. participation in departmental events.
 4. a spirit of cooperation and collegiality in dealing with fellow departmental faculty, staff, and students.
 5. consistent university service as evidenced by committee assignments coupled with conscientious attendance and fulfillment of committee obligations.
 6. performance of community service.

and may include, but is not limited to:

 1. sponsorship of student organizations.
 2. departmental web site maintenance.
 3. renovation of departmental space and equipment.
 4. service to professional organizations.

Promotion to Professor

- *Experience/Length of Service*

The candidate must have completed 10 years of full-time college level academic experience, four of which must have been at the Associate Professor rank.

- *Teaching Credentials*

The candidate must have maintained a record of teaching excellence. The same criteria as used for promotion to Associate Professor will be applied in judging the candidate.

- *Scholarship*

The candidate must demonstrate a sustained pattern of research activity since coming to Washburn University. Activity subsequent to promotion to the rank of Associate Professor must include 1 or more of each of the following:

- peer-reviewed publications (journal articles, chapters, books...)
- academic presentations at regional, national, or international meetings
- student research supervision

- *Service*

The candidate must show significant and continuous involvement in departmental and university matters, including service on major university committees, and/or leadership in professional associations. The candidate must show a sustained record of community service.

The criteria above will be used by the Chair in determining annual merit.

Faculty present at the time of adoption of these criteria are held to these requirements when they advance beyond the rank occupied at the time of adoption.