

Tenure and Promotion By-Laws

Psychology Department

Fall 2013

These by-laws describe the process by which tenure is awarded in the UTC Department of Psychology. All aspects of this procedure are intended to comply with the Faculty Handbook, and, in the case of a dispute, that document is the overriding source. *It is expected that the highest level of professional ethics will be adhered to as outlined in the 2003 APA ethics code, amended in 2010, regardless of membership with APA and/or licensure status (APA Ethics Code, 2002; Gottlieb & Tjeltviet, 2010).*

Tenure and Promotion Application

The applicant is responsible for providing materials that demonstrate the individual's qualifications for tenure. The application should include, but is not limited to, the materials requested by the University, the College, and/or the Department and supporting materials from this or other employment, and any additional information that the applicant deems appropriate. The materials are to be presented to the Chair of the Tenure and Promotion Committee of the Department. It is the candidates' responsibility to address the concerns of the T & P committee that might have been proffered in previous years.

Tenure and Promotion (T&P) Committee Membership

In the matter of awarding tenure, the committee is constituted by those members of the Psychology Department faculty who are a) full-time faculty in the Department, and b) have been awarded tenure by the University of Tennessee Chattanooga. The Department Head is not a member of the T&P committee.

Tenure and Promotion Voting

All T&P committee members are entitled to vote on the issue of tenure. If a Committee member must be absent from the meeting, an absentee vote may be submitted to the Chair prior to the convening of the meeting at which the vote will be taken.

The Committee recommendation for tenure requires a majority positive indication from the members. Abstentions are counted as negative votes. The vote total will be forwarded with the committee's recommendation, but votes of individual committee members will remain confidential.

For promotion, the committee will consist of only those tenured faculty who have achieved the rank at or above that for which the candidate for promotion is being considered.

Criteria for Tenure and Promotion

The applicant must present a dossier that documents performance in three areas: teaching, scholarship, and research. The balance of these activities is flexible, but the greatest emphasis is

on teaching. Information regarding teaching portfolios is available through the UTC's Walker Teaching Resource Center. Collegial relationships are also valued and considered at time of tenure consideration.

The applicant must demonstrate a commitment to high quality teaching. This can be shown in the ratings provided by students and peers, involvement with student advising, actively involving students in the professional activities of the field, and/or involvement with student organizations. The important aspect of this criterion is evidence of the applicant's continuing commitment across the period under consideration.

The applicant must demonstrate an on-going program of scholarly professional activity that involves students. The criterion has three aspects. First, the activities must be on-going, that is, the applicant is expected to show that the process of scholarship will be a continuing part of their activities following tenure by the level of activity prior to this review. Second, the activity must culminate in a product that is available to other professionals. *While there is no explicit expectation of a particular number of products*, the expectation is that the applicant can show a record over the review period of publications, presentations and other appropriate products. Finally, a model of teaching that emphasizes student involvement in the research process is essential to the successful application of scholarship.

The applicant must demonstrate a commitment to providing service to the community. In this instance, both community and service are broadly defined. The community includes both the geographic and professional community. Service includes any activity, voluntary or paid, in which the individual uses his or her professional knowledge for the betterment of others. Evidence of this commitment would typically be seen in membership on committees, performing consulting activities, involvement in activities in service of a professional organization, participation in a community organization, or a similar role in the university, community or profession.

External Review Policy

We will comply with the spirit of the external review policy accepted for use by the College of Arts and Sciences (See Appendix A: College of Arts and Sciences External Review Policy).

Compliance with Faculty Handbook

As stated in the first paragraph of this document, these policies are intended to comply with those included in Chapter 3 of the UTC Faculty Handbook (<http://www.utc.edu/faculty-senate/pdfs/ch3handbook.pdf>).

References

- American Psychological Association. (2002). American Psychological Association Ethical Principles of Psychologists and Code of Conduct. Retrieved May 31, 2012, from <http://www.apa.org/ethics/code2002.html>
- Gottlieb, M., & Tjeltviet, A. (2010). Avoiding the Road to Ethical Disaster: Overcoming Vulnerabilities and Developing Resilience, *Psychotherapy: Research, Theory, Practice, Training*, 47(1), 98-110.

Appendix A: College of Arts and Sciences External Review Policy

External peer review is a process whereby academic peers across the country may provide input to tenure and promotion committees, department heads, deans, and provosts with regard to their appraisal of a candidate's creative or scholarly achievement within their discipline. It is difficult, if not impossible, for a reviewer to evaluate the teaching or the service of a candidate from afar. The College of Arts and Sciences External Review Policy will take effect on September 1, 2013. This is a broad and flexible policy for the departments within the College. Should departments wish to do so, they may submit to the Dean for approval, external review policies that are more refined or more rigorous than the policy listed below. This policy is in effect for any tenure-track faculty member hired after September 1, 2011. This policy is effective immediately for any tenured faculty member seeking promotion.

External Review Process

Prior to October 15th in the year that a faculty member applies for either tenure or promotion, the faculty member will provide the Promotion and Tenure Committee (or the equivalent) a single portfolio (or in the case of a digital portfolio, a DVD or CD-ROM) documenting creative activity and/or research.

The faculty member will provide a list of potential external reviewers, no fewer than four, that the Committee will review. Each potential reviewer should be identified by name, title, institution, accompanied by a brief rationale for his/her selection.

The Committee will choose at least two reviewers from the faculty member's list. The *Promotion and Tenure Guidelines and Policies, College of Arts and Sciences* 7 Committee will then generate a list of potential external reviewers, no fewer than four, that the faculty member will review. Each potential reviewer should be identified by name, title, institution, accompanied by a brief rationale for his/her selection. From the Committee's list, the candidate will choose no fewer than two reviewers. No fewer than four external reviewers remain at this point.

By November 1st, the chair of the Committee, with the Department Head*, will solicit via email a minimum of four and a maximum of seven external reviewers using a "neutral" template letter supplied by the College. Should some of the selected reviewers decline, the Committee would go back to the two lists and continue the process until at least THREE reviewers agree to submit an external review of the candidate's materials. Reviewers will then be mailed the candidate's scholarship portfolio and be asked to supply two things: 1) a one-to-two page letter of evaluation, and 2) a copy of their curriculum vitae by no later than January 15th.

Reviewer Selection Guidelines:

- Reviewers should be tenured and at or above the rank that the candidate seeks.
- Reviewers should be at a peer institution, an aspirant peer institution, or an institution that is universally recognized as excellent.
- Reviewers should not have had a working relationship with the candidate (dissertation director, chairperson, co-author, etc.)

- Reviewers should not be in contact with the candidate about the review process from the time that they accept the external review assignment. The candidate should also not attempt to contact the external reviewer.

External reviews will be delivered directly to the chair of the Committee. At minimum, the faculty member's dossier should include two reviewer recommendations. Should fewer than two external reviews be returned, the chair of the Committee will note the efforts made to solicit reviewers and their reviews. The chair must document the fact that only one external review was returned. The single external review, however, will not be included in the candidate's materials.

* In the event that the Department Head is him/herself being evaluated for tenure or promotion, the cover letter will be sent by the chair of the Committee and the Dean of the appropriate College.

Flow chart available on the following page.

FLOW CHART FOR EXTERNAL REVIEW PROCESS

