



Implementation Guidelines  
to the  
*Faculty Policy Manual 2019 – 2026*

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The following Implementation Guidelines (IGs) reflect the commitments by the Faculty, Board of Trustees, and Administration to work together in a collegial and transparent manner, with mutual trust, integrity, and accountability to develop and implement academic processes that embody the qualities of shared governance as described in Section 1.2.A of the Faculty Policy Manual (FPM).

In the IGs, the term ‘academic unit head’ refers to a department chair, division/School director, program director, or associate dean, depending on the College’s organizational structure. Each College’s Operating Procedures (OPs) shall specify any individuals who serve as academic unit heads.

## 1.4 DEVELOPMENT AND AMENDMENT OF IMPLEMENTATION GUIDELINES AND OPERATING PROCEDURES

These IGs adhere to a number of principles:

- that nothing may conflict with the policies articulated in the FPM;
- that well-established and best practices already in place across the University should be respected; and
- that, where possible, the goal is increased consistency and universality across the University, except in those cases where there is a strong justification for varying approaches.

These IGs follow in good faith the structure and outline of the FPM; where sections are absent from this document, no IG is needed.

### 1.4.A IMPLEMENTATION GUIDELINES

As the FPM states:

*“Implementation Guidelines delineate University-wide procedures for operationalizing the policies described in this Manual. Implementation Guidelines are developed through a process of collaboration among the Faculty Senate, the Voting Faculties of the four Colleges, and the Provost or their designee. Implementation Guidelines may not conflict with any provision of the Manual or any governing document of the Corporation. Prior to a final Faculty vote to approve Implementation Guidelines, the Provost must review them for clarity, consistency with best practices, and alignment with this Manual. University Implementation Guidelines shall take effect when the Voting Faculty and the Provost have approved them.”*

In addition, the FPM makes clear how the IGs shall be amended:

*“The Implementation Guidelines may be amended through a process of collaboration among the Faculty Senate, the Voting Faculty of the four Colleges, and the Provost. As with the initial approval of Implementation Guidelines, amendments shall be reviewed by the Provost for*

clarity, consistency with best practices, and alignment with this *Manual* and shall take effect when the Voting Faculty and the Provost have approved them.”

“The *Implementation Guidelines* shall stipulate the manner by which the Voting Faculties of each College may amend them. Once a revised *Manual* is approved by the Faculty and the Board of Trustees, revised *Implementation Guidelines* must be developed and approved by the Faculty and Provost within ten months of the date on which the *Manual* is approved.”

#### 1.4.B OPERATING PROCEDURES

Operating Procedures (OPs) shall be specific to each College, at the College level, and shall operationalize the practices articulated in this document. At the same time, no OP shall “conflict with any provision of the *Manual*, *Implementation Guidelines*, or any governing document of the Corporation” (FPM 1.4.B). Prior to their approval by the Dean and the College Faculty, the Provost reviews all OPs for “clarity, consistency with best practices, and alignment” with the FPM and the IGs (FPM 1.4.B). Each College’s Voting Faculty shall vote on its own OP.

#### 1.6.A THE BOARD OF TRUSTEES

In consultation with the Provost, the Faculty Senate shall propose a slate of faculty representatives to those Committees the Board of Trustees has identified for faculty representation.

#### 1.6.E Faculty

##### 1.6.E.1 Policies for Faculty Participation in Institutional Governance

- Voting on academic degrees takes place on a schedule set by the Registrar’s Office. Undergraduate degrees are voted on by University-wide undergraduate faculty and graduate degrees are voted on by the Voting Faculty of each College.
- Undergraduate Admissions standards are set by the undergraduate faculty in consultation with the Office of Undergraduate Admissions.
- University-wide standards for graduate program admission are specified in the graduate catalog. Specific Graduate Admissions standards are set by the appropriate graduate faculty and Dean in consultation with the Office of Graduate Admissions. No graduate program may set their standards and procedures for admission lower than the standard of the University.
- A graduate program may set their standards for continuance in the program higher than the University standard, with the approval of the Graduate Curriculum Committee and the Dean of the College in which the program is housed.
- Graduate programs shall set their standards for dismissal with the approval of the Dean of the College in which the program is housed.

- Proposals to open new programs or close existing programs shall follow standard review processes:
- Program closure or development proposals shall include analyses based on standardized Simmons data regarding enrollment trends and costs; discipline/profession market trends; and consider available resources and required investments (for program development).
- Program proposals shall include a rationale for the proposed action.
- Program proposals may be generated by faculty or administrators.
- Program proposals shall be considered by the academic unit, Undergraduate and/or Graduate Curriculum Committees and the Faculty Senate, on behalf of the faculty.
- Administrative consideration of program proposals shall be led by the Dean and Provost, and involve units such as Admission, Marketing, and Budget/Finance, as appropriate.
- The Board of Trustees retains the ultimate authority to create new or close existing programs.

Review processes and forms from the UCC and GCC are located on the Simmons University Faculty Senate Website and co-managed by the Senate and the Office of the Provost:

<https://internal.simmons.edu/faculty-staff/general/faculty-forms-and-governance/forms>

Other relevant policies and procedures are found throughout this IG document and Section 1.7.D below.

#### 1.6.E.2 Voting Faculty

On or before September 1st of each academic year, the Dean of each College shall provide to the Senate Parliamentarian a complete list of that College's Voting Faculty that includes the name, rank, graduate/undergraduate teaching status and appointment (full-time or proportional) of each voting member.

#### 1.7.D UNIVERSITY COMMITTEES

The purpose, jurisdiction, and reporting requirements of University standing committees are set forth in the FPM. Committees may request additional information beyond what is specified in these IGs to meet their needs. In addition, any committee may create sub-committees in order to carry out its charge(s).

Standing Committees shall meet as laid out in the Faculty Meeting Schedule located on the Simmons University Faculty Senate Website:

<https://internal.simmons.edu/faculty-staff/faculty-resources/faculty-meeting-schedule>

Each committee below shall annually elect its own chair.

Senate shall maintain ongoing communication with University Committees. No later than June 1 of the academic year, every committee below shall submit a written report to the Senate. Ordinarily, committees shall also report at the last university faculty meeting of the academic year.

Links to committee websites and forms are located on the Simmons University Faculty Senate Website:

<https://internal.simmons.edu/faculty-staff/general/faculty-forms-and-governance/forms>

Annual written reports to the Faculty Senate shall include the following components:

- A list of committee members and the chair, with their terms of appointment;
- A narrative outlining the major accomplishments of the year, including the to-date status of each activity (i.e. completed, pending Provost approval, needing a vote, etc.);
- An appraisal of the successes and challenges the committee faced during the year, along with recommendations for continuous improvement; and
- A projection of the work anticipated for the year ahead.

#### 1.7.D.1 Faculty Fiscal Affairs Committee (FFAC)

The FFAC shall consist of four members elected from the voting faculty, one from each of the four Colleges. The non-voting ex officio members shall be the University's Chief Financial Officer and Provost. Members are elected for staggered three-year terms.

The FFAC shall meet at least twice annually. One meeting shall be scheduled in the Fall semester to review the University's audited financials. Another shall be scheduled in the Spring to review budget assumptions and budget priorities for the next year. The Spring meeting shall be scheduled with sufficient time for the FFAC to provide any written recommendations to the administration, as required by the FPM.

#### 1.7.D.2 Faculty Compensation Committee

The Faculty Compensation Committee is a subcommittee of the Senate. The non-voting ex officio members shall be a representative of the Provost and of Human Resources. When the University conducts a faculty compensation survey (ideally, every five years), it shall include salary data from comparable institutions (peer, aspirational, and local) and benchmark the competitiveness of Simmons faculty salaries at all ranks. All individual salary information is confidential and shall only be shared in the aggregate.

#### 1.7.D.3 Graduate Curriculum Committee (GCC)

The GCC consists of five members elected from the voting graduate faculty, including one graduate faculty member from each of the Colleges and one at-large member. Members are elected for staggered three-year terms. The Provost's Office shall provide administrative and logistical support for the GCC. The Chair shall be a tenured faculty member.

The non-voting ex officio members shall be a representative of the Offices of the Provost, Office of the Registrar, and the Library. A graduate student shall be a voting member.

The GCC Chair shall notify the appropriate academic unit head and the Registrar of the outcome of GCC deliberations.

For processes related to program closures or substantive curricular changes see above (1.6.E.1).

GCC Forms are located on the Simmons University Faculty Senate Website:

<https://internal.simmons.edu/faculty-staff/general/faculty-forms-and-governance/forms> (To be created.)

#### 1.7.D.4 Undergraduate Curriculum Committee (UCC)

The UCC consists of eight members elected from the voting faculty, two from each College. Members shall be active in teaching undergraduates and are elected for staggered three-year terms. The UCC Chair shall notify the appropriate academic unit head and the Registrar of the outcome of the UCC deliberations. The Chair shall be a tenured faculty member.

The non-voting ex officio members shall be the Dean of the Undergraduate Program, the Director of Undergraduate Advising (or a representative), the Registrar (or a representative), and the Director of the Library (or a representative). The Provost's Office shall provide administrative and logistical support for the UCC. An undergraduate student (normally the Academic Affairs Officer of the Student Government Association) shall be a voting member.

For processes related to program closures or substantive curricular changes see above (1.6.E.1).

UCC Proposal Guide and Forms are located on the Simmons University Faculty Senate Website: <https://internal.simmons.edu/faculty-staff/general/faculty-forms-and-governance/forms> (To be created.)

#### 1.7.D.5 Undergraduate Admissions Committee

The Faculty Senate could vote to reestablish or eliminate this committee.



#### 1.7.D.6 Undergraduate Administrative Board

The Undergraduate Administrative Board consists of five members elected from the undergraduate voting faculty, one from each of the four Colleges and one at-large member. The ex officio members include a representative of the Office of the Registrar who also serves as the secretary and representatives from the Offices of Advising and Student Affairs. Faculty members are elected for staggered five-year terms.

#### 1.7.D.7 Academic Integrity Board

The Academic Integrity Board consists of four members elected from the voting faculty, one from each College, and one additional faculty member appointed by the Provost in consultation with the Faculty Senate to help ensure that an on-line faculty member and two graduate voting faculty are members of the Board. The non-voting ex officio member shall be the Director of Academic Integrity. Members are elected for staggered three year terms. See also the [Academic Integrity Guidebook For Faculty](#) and the [Academic Integrity Policy](#).

#### 1.7.D.8 Assessment of Teaching and Learning Committee

The Assessment of Teaching and Learning Committee consists of six faculty members, one from each College, and two at-large faculty members appointed by the Provost in consultation with the Faculty Senate. Ideally, the faculty selected shall include faculty teaching at all levels of instruction (Bachelors, Masters, and Doctoral). Members are elected/appointed for staggered three-year terms. The non-voting ex officio members shall be the Associate Provost for Planning, Assessment and Accreditation and the Director of the Center for Excellence in Teaching.

#### 1.7.D.9 University Promotion and Tenure Committee (UPTC)

The UPTC shall consist of seven elected members, all of whom hold tenure, and shall include one full professor from each of the four Colleges, and three at-large members, at least one of whom shall hold the rank of professor. Only members who have rank above or equal to the candidates' rank can vote on the candidacy. Members are elected for staggered three-year terms. UPTC members shall recuse themselves from voting on members in their local academic unit or if they have voted on a candidate as a member of their Local Promotion and Tenure Committee (LPTC).

#### 1.7.D.10 Review Committee

See Appendix A.1 in the FPM. The requirement for "having previously served on a committee of promotion and tenure" is meant to refer to faculty who have served on either a UPTC or legacy-based promotion and tenure committee at Simmons.

#### 1.7.D.11 Hearing Committee

See Appendix B.1 in the FPM.

#### 1.7.D.12 Intellectual Property Policy Committee

The Intellectual Property Policy Committee consists of five faculty members, one elected from each College and one appointed by the Provost in consultation with the Faculty Senate. At least one committee member shall teach primarily online. Ex officio members include University Counsel, the Director of the Office of Sponsored Programs, and a representative from the library. Members are elected for staggered, three-year terms.

“Normal” or “traditional” resources for purposes of intellectual property ownership at Simmons means those resources that are typically supplied to Faculty to satisfy their responsibilities for teaching and scholarship. Traditional resources include: computers, laboratory space, libraries, office equipment, office space, administrative assistance, library resources and privileges.

#### 1.7.D.13 Institutional Review Board

The IRB consists of six faculty members and three alternate faculty members as well as a community member (and alternate), a Dean in the Office of Student Life, and the Director of Sponsored Programs; all IRB members are voting members. The IRB Committee Chair/Co-Chairs review the Committee composition annually and solicit faculty nominees from IRB Committee members and Sponsored Programs staff. Prior to appointing a new IRB faculty Committee member and after consultation with the appropriate Dean, the Chair recommends faculty Committee members for the Provost's approval.

#### 1.7.D.14 Academic Technology Committee (ATC)

The ATC consists of four elected members from the voting faculty, one from each of the four Colleges. The non-voting ex officio members shall be the Chief Information Officer (or designee), the director of the CET, and other technology staff as invited.

### 2.1.E FACULTY HIRING

When a position has been approved for hire by the Provost, the Dean of the College and Human Resources shall collaborate with the appropriate Faculty within the College to:

- develop the position description, including relevant experience and credentials;
- determine appropriate venues for advertisement of the position to ensure a diverse and high-quality pool of candidates working with the Office of Culture, Inclusion, and Equity (OCIE) (<https://www.simmons.edu/your-simmons/commitment-inclusivity/organizational-culture-inclusion-equity>);
- determine the composition of the faculty search committee; and

- determine the procedures for the faculty search process.

Weighing heavily the deliberations and recommendations of the Faculty Search Committee, the Dean of the College in which the candidate shall hold their primary appointment shall select which candidate is made an offer of hire.

Only in situations of emergent need or unanticipated circumstances shall the hiring practices stipulated in the FPM be modified.

## 2.1.G FACULTY LETTERS

### 2.1.G.1 Initial Appointment Letter

The following shall be considered “standard terms” in every initial appointment letter:

- rank;
- type of appointment (i.e., tenured, tenure-track, or contract);
- appointment status (i.e., full-time or proportional);
- benefits eligibility (including earned time off, as appropriate);
- appointment period (e.g., nine, ten, or twelve months);
- start date;
- base salary; and
- that Simmons faculty members are subject to the FPM, Employee Handbook, and other University policies.

Initial appointment letters shall also include, should these conditions apply:

- specific deviations from the standard duties and expectations in the FPM (Sections 2.2, 2.3, and 2.4), such as a different teaching load, research or service expectations, administrative responsibilities, and/or external grant funding), specifying the time period for which these deviations shall apply;
- any financial considerations or incentives (stipends or additional compensation) related to the deviations from standard duties and expectations.

If the faculty appointment is a joint appointment, the letter shall also state the primary affiliation (“home unit”) and shall set forth the expectations of relative proportion of assignment between the two units.

The initial appointment letter for a tenure-track appointment shall also indicate:

- the scheduled Tenure Decision Year, known as the “TDY;”

- the timing of the midpoint review;
- any institutional support available for tenure-track faculty (See FPM sections 2.7A and 2.7E); and
- the amount of prior service at other institutions that shall be credited toward the probationary period at the University, if any.

### 2.3.A FACULTY ANNUAL WORKLOAD

For the purposes of determining workload, a course may carry either three or four credits, regardless of whether the course is campus-based or online. Generally, when faculty team-teach, they shall split the responsibility for credit generation. In the case of courses bearing other credit counts and non-traditional credit systems, the Dean is responsible for determining course equivalencies, and the Deans and Provost for ensuring equity across the University.

Modifications to workload for substantial leadership responsibilities, include (but are not limited to) the following course reductions during the period of service:

- Faculty Senate president (three course reductions);
- Faculty Senate president-elect (two course reductions);
- Chair of the University Promotion and Tenure Committee (one course reduction); and
- Chair of the University Undergraduate Curriculum Committee (one course reduction).

As the GCC clarifies and codifies its practices, workload compensation shall be evaluated.

Each College's OPs shall set requirements concerning faculty availability over times when classes are not in session but their appointment letters stipulate that they are available to the University, such as for responses to emails, assistance with admissions, orientation and student events. Unless special consideration has been agreed to in faculty members' appointment letters (e.g. an agreement to serve as chair for a determined period of time in exchange for compensation), nine- and ten-month faculty are free to decline to participate in University activities that are outside the scope of their appointment.

### 2.3.B PRE-RETIREMENT PROPORTIONAL WORKLOAD REDUCTION OPTION

Tenured faculty who are contemplating a Pre-Retirement Proportional Workload Reduction Option first shall consult with the Provost and Dean to clarify implications to benefits, faculty review processes, and workload such that plans can be made before November 15. The amount of the proportion shall be negotiated by the Dean, with the recognition that workload includes more than teaching.

Contract faculty who meet the eligibility requirements set forth in the FPM may request a proportional appointment from their Dean. The same date and process as described above apply.

### 2.3.C TEACHING AND PROFESSIONAL ACTIVITIES OUTSIDE OF SIMMONS UNIVERSITY

The University supports external professional activities through which faculty stay professionally qualified and engaged, as long as such activities do not cause a conflict of commitment or conflict of interest, as defined in the FPM. This includes maintaining professional qualifications as required by some accrediting agencies.

A faculty member is expected to fulfill their Simmons commitments and may participate in outside activities that amount to no more than 20% (or one day) over their Simmons workload during their contract period. The faculty member shall report on those prospective external activities related to their professional areas of expertise as part of their Activities and Accomplishments Report. The faculty shall notify the Dean about any subsequent changes.

Faculty members shall give attribution to Simmons University for external presentations, publications, and grants/contracts for which Simmons has contributed resources.

### 2.4.C OTHER TYPES OF APPOINTMENTS

#### 2.4.C.1 Joint Appointments

When a joint appointment is made, a primary affiliation (home academic unit) shall be stipulated. If that faculty member comes up for promotion, tenure, or other forms of review, the primary review is written by the home unit with input from the other unit. Members of the other unit may also serve on the Local Promotion and Tenure Committee (LPTC). The faculty member is expected to attend faculty meetings and fulfill faculty responsibilities in the College where the home department is located.

### 2.5.A COMMITTEES ON PROMOTION AND TENURE

#### 2.5.A.1 Composition

##### *2.5.A.1.b College-Based Promotion and Tenure Committees*

An LPTC shall be created for each tenure track candidate being considered for tenure and/or promotion. Each LPTC shall be composed of three to five faculty members (at or above the rank to which promotion is being considered) from the candidate's primary (and secondary academic unit(s), if a joint appointed faculty member). If the primary (or secondary, if a joint appointed faculty member) academic unit does not have enough available and qualified faculty at the appropriate rank to serve in this capacity, faculty from outside the unit with affiliated disciplinary expertise shall serve.

A College Contract Promotion Committee (CCPC) shall be created for the contract faculty being considered for promotion each year. The CCPC shall be composed of tenure stream and contract faculty members (at or above the rank to which promotion is being considered) and include faculty from candidates' academic units.

Heads of academic units with administrative appointments (typically Directors and Associate Deans), as distinguished from faculty with a course release to serve as Department Chair, shall not serve on College-Based Promotion and Tenure Committees. The College's Operating Procedures shall specify academic unit heads excluded from LPTC service.

Local Promotion and Tenure Committees shall be formed in accordance with the principles of shared governance and to maximize consistent and equitable consideration of all cases for tenure and for promotion.

Each LPTC shall be proposed by the head of the candidate's academic unit and the unit faculty and shall be approved by the Dean. The members of the LPTC shall elect the chair. College OPs shall further specify the LPTC member selection process.

### 2.5.C CRITERIA FOR PROMOTION AND/OR TENURE

A three-level rating scale of "excellent," "strong," and "not strong" is discussed below.

#### 2.5.C.1 Excellence as a Teacher

All candidates for tenure and/or promotion shall demonstrate excellence in teaching. Teaching falls into three categories: classroom practice, course content, and student mentoring. Simmons University is committed to the use of multiple measures to assess teaching, which may include (but are not limited to) student evaluations, annual peer observation, and evaluation of syllabi and other course materials. Input from students other than what appears in end-of-course student evaluations may not be included in the dossier.

The following list provides examples of factors relevant to excellence in teaching:

- course or program development/revision and pedagogical innovation, including state-of-the art teaching technologies, appropriate assessment techniques, and clear and organized syllabi;
- consistently favorable teaching evaluations; such evaluations shall consider both quantitative and qualitative feedback, and shall be contextualized by considering the potential for implicit bias, the level of difficulty of the course, evaluations in comparable courses (e.g. writing-intensive, community-engaged, large class size, quantitative, required versus elective), and whether there is sufficient data (percent of class submitting an evaluation) to enable a conclusion;
- positive feedback from peer observations and improvement in areas

- identified in developmental peer observations;
- commitment to independent learning and student success, including supervision of student research, student presentations at internal or external conferences and programs, independent studies, clinical work, internships, and theses;
- awards for teaching;
- other forms of recognition for outstanding teaching, including conducting workshops for faculty;
- improvement in areas identified as developmental in analysis of student course evaluations;
- thoughtful self-reflection of teaching philosophy;
- teaching outside one's disciplinary area, including general education courses and interdisciplinary courses;
- inclusive practices;

Specific methods, and guidelines for assessing teaching performance with respect to categories of evaluation shall be found in each College's Operating Procedures.

#### 2.5.C.2 Achievement in Research, Scholarship, and/or Creative Works

Scholarship is innovative work that contributes to an intellectual community. At Simmons, scholarship is defined expansively and with deference to disciplinary differences. Simmons faculty members are expected to be active in their fields and to continue to develop scholarly or creative work consistent with professional standards within their discipline. Scholarship may entail traditional research in the disciplines; scholarship of teaching and learning; research into practice; community-engaged research conducted in collaboration with community organizations; or the communication of information about the discipline or practice to the public (including museums, libraries, educational institutions, social service or government agencies, community-based organizations or companies.) Creative work may include writing in various genres, visual art in various genres, media composition, or performance.

Excellence in the area of scholarship is a trajectory of scholarship, research, and/or creative activity that has focus, builds a coherent body of work, and is recognized by one's professional peers as making an important contribution to the candidate's area of expertise and/or to professional practice, policy, and/or education. The candidate's accomplishments up to the time of application for tenure and/or promotion, as well as the candidate's potential for continued future development as a scholar, shall be taken into consideration.

The following lists provide examples of forms of scholarship relevant to the tenure and promotion process. Each contribution to the field may vary in weight or importance by discipline.

Published Scholarship and Creative Work, including:

- scholarly articles in refereed journals, with particular recognition of the significance of publishing in journals recognized as “top-tier” by the disciplines or multidisciplinary fields;
- scholarly books and monographs, with particular recognition of the significance of books published by presses held in high regard by the discipline or multidisciplinary fields;
- essay collections, textbooks, scholarly editions, and translations with particular recognition of the significance of books published by presses held in high regard by the disciplines or multidisciplinary fields;
- chapters in edited collections, textbooks, or equivalent contributions to other collaborative scholarly projects, with particular recognition of the significance of projects published by venues held in high regard by the disciplines or multidisciplinary fields;
- creative writing (poetry, fiction, creative non-fiction), with particular recognition of the significance of publishing in venues widely respected in the field;
- book reviews, with particular recognition of the significance of publication in nationally and internationally recognized publications.

Presentations, Addresses, and Panel Participation, including:

- presentation of papers or posters at professional conferences, with particular recognition of the significance of national and international conferences, and of the importance in certain disciplines of presenting at highly selective, peer-reviewed, top-tier conferences;
- work at conferences, including invited addresses (particularly by prestigious institutions and organizations), serving as a discussant, panelist, session organizer, and/or presenter at a regional, national, or international professional conference;
- serving as a panelist or workshop presenter at professional conferences, with particular recognition of the significance of national and international conferences;
- external invited addresses.

Creative or Artistic Work, including:

- artwork, performance, musical composition and publication of musical composition, and public exhibitions of artwork, with particular recognition of the significance of exhibiting or performing in venues widely respected in the field;
- liner notes, program notes, and text translation (in music);
- curatorial work, with particular recognition of the significance of contributing to venues widely respected in the field;
- developing a professionally-focused webpage contributing significantly to the field or discipline.

Other Evidence of Scholarly Reputation, including:



- grants, fellowships, and partnerships, with particular recognition of the significance of receiving awards or affiliations from highly competitive opportunities;
- substantial contributions to public policy or influence upon professional practice, such as the adoption of a faculty member's model for problem resolution, intervention program, instrument or process, and/or consulting where appropriate;
- public scholarship, such as articles in magazines, newspapers, or recognized digital outlets;
- external recognition (for example, prizes, awards, and/or favorable reviews of work, particularly in top-tier journals);
- work for peer-reviewed journal as an editor or guest editor;
- research affiliation outside of Simmons.

Specific methods, and guidelines for assessing performance in scholarship with respect to categories of evaluation shall be found in each College's OPs with consideration for disciplinary differences.

### 2.5.C.3 Contributions of Service to the University and/or Profession

Service represents good Simmons and academic citizenship and is vital to an academic community's ability to flourish. Service is demonstrated through a consistent record of contributions to, participation in, and leadership of programs, academic units, Colleges, the University, and one's profession.

Faculty are expected to attend their unit's meetings, to advise students (as defined in the academic unit), and to attend major institutional events.

The following are examples of forms of service relevant to the tenure and promotion process: membership on one of the following committees: UCC, GCC, Administrative Board, Senate, UPTC, FFAC, or Assessment Committee; and participation in service activities included below:

Internal service includes:

- task forces, ad hoc committees, or other standing committees;
- sharing academic expertise with other faculty (e.g. guest lecturing, curricular coaching, leading workshops, etc.);
- work on advising that goes beyond the academic unit's requirements, including advising student organizations and advising outside the major (e.g., first-year advising);
- faculty mentoring;
- service to graduate and/or undergraduate admissions;
- work with the broader community consistent with the Simmons mission, including creating and managing projects that raise the visibility of Simmons locally, regionally, nationally, or internationally.

External service includes:

- involvement as a judge in competitions, with particular recognition of the significance of national and international competitions;
- invited external reviewer of the scholarship section of tenure and promotion cases from other institutions;
- service on scholarly committees of national or regional scholarly/professional associations;
- intellectual leadership in scholarly and professional organizations (such as organizing conferences), with particular recognition of the significance of involvement in national-level professional organizations;
- participation in seminars or summer institutes (particularly those sponsored by prestigious national organizations);
- federal or state regulatory committee, and administrative committees of national or regional scholarly/professional associations;
- acting as an expert advisor, including developing curricula, leading in-service programs, providing expert testimony, acting as an invited juror in one's discipline, and/or consulting where appropriate;
- service on the editorial board of a professional journal;
- service on an external review committee of a masters thesis or doctoral dissertation;
- service on an external department or program review; on an accreditation team; as a promotion or tenure reviewer; or on an external tenure committee;
- reviewer of manuscripts for scholarly or professional journals;
- reviewer of research proposals for funding agencies.

Excellence in internal and external service includes leadership, recognition, significant contribution or duration for any of the above.

## 2.5.D Tenure Policies

### 2.5.D.2 Probationary Period

#### *2.5.D.2.d Waiver of Probationary Period*

When hiring a Dean or Provost, the expedited tenure process shall involve reserving time during each candidate's campus visit for tenured faculty in the candidate's discipline to meet together with the UPTC and the candidate so that these faculty may weigh in on the suitability of an offer of tenure and rank.

#### *2.5.D.2.f One-Year Extension of the Probationary Period*

Faculty members who wish to petition for a one-year extension shall submit a request by March 1 to the academic unit head and Dean. The Dean, in consultation with the academic unit head, shall make their

recommendation to the Provost by March 15 in the year preceding eligibility for tenure. The decision of the Provost is final.

#### 2.5.D.3 Suspension of the Tenure Clock for Professional Reasons

In the case of an administrative appointment, the faculty member's written request to the Dean shall be made within three months of assumption or assignment of the new duties and shall make clear the anticipated length requested for the suspension of the tenure clock.

In other cases, the faculty member's written request to the Dean shall make clear the planned length of the suspension (no more than two years).

The Dean's written recommendation to the Provost shall provide a rationale and shall make clear when the tenure clock will resume. In all cases, upon resumption the standard tenure calendar (see 2.5.F.1 below) shall prevail. The Dean shall communicate the Provost's decision to the faculty member in a timely manner.

### 2.5.F Tenure and Promotion Procedures

#### 2.5.F.1 Tenure and Promotion Procedures for Tenure-Stream Faculty

"Evaluation year" refers to the academic year in which a candidate's tenure and/or promotion is considered and decided (the final probationary year for candidates for tenure, and the consideration year for candidates for promotion to Professor). "Eligible faculty" refers to tenured faculty (at or above the rank of a candidate) in a candidate's academic unit whose input into a tenure case may be sought by the LPTC, according to College Operating Procedures.

The normal schedule for promotion and/or tenure is as follows:

- A. By September 30 of the academic year prior to a candidate's evaluation year, the Dean shall inform candidates of their eligibility to apply for tenure in the following academic year. Associate Professors are responsible for tracking their own progress to Full Professor.
- B. By March 1 of the academic year prior to a candidate's evaluation year, any faculty member who is eligible to be considered for tenure and/or promotion in the following year shall convey to the Dean their decision to apply for tenure and/or promotion. At this time, a faculty member can also request an extension of the probationary period (see FPM section 2.5.D.2.f). (The candidate may begin the creation of their electronic Research Folder and Electronic Dossier Folder at any time. See Folder preparation guidelines, below.)
- C. By March 15 of the academic year prior to a candidate's evaluation year, the Dean shall notify the UPTC and Provost of a candidate's intention to apply

for tenure and/or promotion to Associate Professor and for promotion to Professor.

- D. By April 1 of the academic year prior to the candidate's evaluation year, the Dean shall notify the academic units of each candidate for tenure and/or promotion that an LPTC shall be proposed. (See 2.5.A.1.b)
- E. By May 1 of the academic year prior to a candidate's evaluation year, the Provost and the Chair of the UPTC meet with all candidates (and their LPTC Chairs) coming up for tenure and/or promotion, to discuss the tenure/promotion process and address any issues the candidates may have.
- F. By May 1, the candidate shall inform the Dean if they elect to be notified at each stage of the review process.
- G. By May 15 of the academic year prior to the candidate's evaluation year, the LPTC Chair and the candidate shall each recommend to the Dean the names of external reviewers and a brief account explaining why each proposed reviewer is appropriate (see External Reviewer guidelines below).
- H. By May 31 of the academic year prior to the candidate's evaluation year, the Dean shall contact potential external reviewers to determine their willingness to serve. If necessary to fulfill these requirements, the Dean may request additional names from the candidate and the LPTC. No more than five and no fewer than three external reviewers shall be secured.
- I. By June 1 of the academic year prior to the candidate's evaluation year, the candidate shall transfer electronic 'ownership' of their *Research Folder* to the Dean, formalizing submission of the *Folder*. (See *Folder* preparation guidelines, below).
- J. By June 15 of the academic year prior to the candidate's evaluation year, the Dean shall grant permission to access an electronic *Research Folder*. External reviewers shall be requested to return their reviews to the Dean no later than September 1. The Dean shall create a *Review Folder* which is not part of the dossier (See *Folder* preparation guidelines, below). The candidate shall not have access to this *Review Folder*. Permissions to access this folder shall be maintained by the Dean. Those permissions shall be terminated as each stage of review is completed.
- K. By June 15 of the academic year prior to the candidate's evaluation year, the Dean shall send to the candidate and to the tenure file: 1) a list of courses, including enrollments, taught by the candidate since the date of hire (or date of promotion/PDMYR for Professor candidates); and 2) a complete set of the candidate's student course evaluation summary sheets since the date of hire (in the case of tenure/promotion) and all student evaluation summary sheets since the date of promotion or last PDMYR (in the case of promotion to Professor).

- L. By September 1 of a candidate's evaluation year, the candidate shall submit their electronic *Dossier Folder* to the Dean and the LPTC Chair, formalizing the submission of the *Dossier Folder*. The Dean may make the *Dossier Folder* available to any eligible voting faculty (which here refers to the faculty holding the rank at or above the rank to which the candidate is applying) of the candidate's academic unit not serving on the LPTC. The LPTC shall include such faculty's perspectives in developing their review and recommendation and include the faculty's vote on the candidacy in their written review and recommendation.
- M. By October 1 of the candidate's evaluation year, the LPTC Chair shall forward the LPTC review and recommendation to the Dean. The LPTC review and recommendation shall address the three areas of teaching, scholarship, and service. In the case of tenure, the LPTC review and recommendation shall also address "need." The Dean shall add this document to the *Review Folder* and share both the *Review Folder* and the *Dossier Folder* with the UPTC.
- N. By November 30 of a candidate's evaluation year, the UPTC Chair shall upload their Review and Recommendation to the *Review Folder*. The UPTC shall give substantial weight to the LPTC Review and Recommendation in writing their Review and Recommendation.
- O. By December 31 of a candidate's evaluation year, the Dean shall upload their Review and Recommendation to the *Review Folder*. The Dean shall ensure that the perspectives of the academic unit head, if not already included in the LPTC review and recommendation, are included in the Dean's review and recommendation. The Dean shall give substantial weight to the LPTC and UPTC Reviews and Recommendations, the vote of the academic unit's eligible faculty, and the perspectives of the academic unit head in writing their Review and Recommendation. The Dean shall share the *Dossier Folder* and the *Review Folder* (which now includes the Dean's Review and Recommendation) with the Provost.
- P. Before the first Board Meeting of the calendar year, the Provost and President shall submit their recommendations to the appropriate committee of the Board and shall notify the Dean of their recommendation. The Provost and President shall weigh heavily all prior Reviews and Recommendations before making their own recommendations to the Board of Trustees
- Q. At the first Board meeting of the calendar year, the Board votes on the Provost and President's recommendations.
- R. As early as practicable and within one week of the Board of Trustees' vote, the Provost shall notify the candidate of the Board's decision.
- S. When the decision is final, the Dean may write to the outside references to thank them and inform them of the decision.

- T. On July 1st, if the candidate is awarded tenure and/or promotion, the new faculty rank shall take effect.
- U. Before July 1st, if a candidate has not been awarded tenure, the University shall offer the faculty member a one-year terminal contract at the faculty member's current rank.

If any specified due date for the promotion/tenure schedule falls on a Saturday, Sunday, or holiday when the University is closed, the documents, written Recommendations, or actions shall be due on the next business day.

Unless the candidate opts out, they shall be informed by the Dean, verbally and in general terms, of the recommendations at each stage of review - by the LPTC, the UPTC, the Dean, and the Provost - within one week after the recommendation is made.

### **Research Folder, Dossier Folder and Review Folder Preparation for Tenure-stream Faculty**

The electronic *Research Folder* for tenure and/or promotion shall be created by the candidate and contain the following sub-folders and information, in the order below:

1. Curriculum Vitae (CV);
2. Research Statement focusing on professional development and accomplishment in scholarly activity and service to the research community, not to exceed five single-spaced pages;
3. Evidence of Achievement in research, scholarship, and/or creative works, including supporting materials appropriate for the discipline;
4. A letter contextualizing the teaching and scholarly expectations of the University (provided by the Dean). The Provost shall maintain a template for external reviewer requests and shall review the template annually with the Faculty Senate.

The electronic *Dossier Folder* for tenure and/or promotion shall be created by the candidate and contain the following sub-folders and information, in the order below:

1. Table of Contents;
2. CV;
3. Personal Data Sheet;
4. Personal Statement of no more than ten single-spaced pages focusing on the three areas of evaluation: teaching, scholarship, and service;
5. Student Evaluations: summary reports from student evaluations of all courses since the date of hire (in the case of tenure) and student evaluations

of all courses since the date of promotion (in the case of promotion to Full Professor) and aggregated quantitative charts (mean, median, and mode) for the same period;

6. Peer Class Observations;
7. Evidence of Achievement in research, scholarship, and/or creative works, including supporting materials appropriate for the discipline;
8. Annual Reviews and (the Dean's Mid-Point Review Letter for promotion to Associate Professor or PDMYR if available for promotion to Professor).

Candidates may revise and update the documents (new publications and activities, or corrections of errors) included in the *Research Folder* and *Dossier Folder* during the appropriate review periods. To avoid ambiguity in what information was received by the external reviewers (*Research Folder*) and LPTC and/or UPTC (*Dossier Folder*), the titles of files within the folders shall be changed to indicate "revised on date."

The *Review Folder* for tenure and/or promotion shall be created and permissions maintained by the Office of the Dean. The *Review Folder* shall contain, in the order below:

1. The external review letters with reviewers' CVs.
2. The LPTC materials Supporting Need<sup>1</sup>, based on input from the academic unit head.
3. The LPTC review and recommendation.
4. The UPTC review and recommendation.
5. The Dean's review and recommendation.

The review and recommendation of the LPTC and UPTC shall be based solely on the material presented in the *Dossier Folder*, the external review letters, and the materials supporting need. The candidate shall prepare the *Dossier Folder* knowing that the members of the LPTC and/or the UPTC may not be familiar with the context of their discipline or the significance and scope of their accomplishments in the field.

Please refer to the UPTC tab within the Senate's Website for Forms:  
<https://internal.simmons.edu/faculty-staff/general/faculty-forms-and->

<sup>1</sup> including, for example, a Chart of Curricular Need (a *table* listing Courses in the Department, Frequency Offered, Required/Elective, and each tenure stream faculty member's academic preparation to teach.) In addition, evidence of need might include strong enrollments in the candidate's academic unit; teaching expertise in key curricular areas in the unit; expectations for enrollment change in the discipline; and the candidate's interest in interdisciplinary innovations, non-traditional modes, or teaching outside the unit (for Tenure).

[governance/forms](#)

### **External Letters of Recommendation for Tenure and Promotion**

The Dean, in consultation with the faculty member and their appropriate local unit head, shall solicit external letters to aid in the assessment of the candidate's scholarship or creative work. At least three but no more than five external letters shall be sought from experts in the profession/discipline who serve as reviewers of the candidate's scholarly credentials. Experts shall include some individuals nominated by the candidate and some individuals nominated by the LPTC Chair in consultation with the Dean. In order to achieve the goal of three to five reviewers, the candidate and the LPTC Chair shall each provide to the Dean at least five names, including a brief description of the reviewer's academic credentials, rationale for the selection, and contact information.

Reviewers shall not have a close professional or personal relationship with the candidate. Specifically, recent collaborators, members of the candidates' dissertation committee, and mentors shall not be invited to serve as external reviewers.

The identities of the reviewers shall remain anonymous to the candidate, and references to those reviews (e.g. in a review and recommendation) shall be general (e.g. "a full professor from an R1 university describes Professor X as . . .") and shall not include identifying information. If external reviewers hold or have held faculty appointments, they shall hold or have held rank at or higher than the rank sought by the candidate. If the reviewer does not hold a faculty position, then relevant expertise and seniority shall be demonstrated.

The Dean, in consultation with the LPTC Chair, shall determine any exceptions to these criteria. The Dean shall finalize the list of names. The candidate shall not have access to the list of reviewers. The letter to the reviewers shall state that their review and comments shall be held in confidence from the candidate in accordance with applicable Massachusetts law. The external reviewers shall be instructed to keep the process confidential, including from the candidate. Unsolicited letters shall not be considered in the tenure or promotion process.

### **Right to Appeal a Decision not to Grant Tenure and/or Promotion**

A faculty member who is not awarded tenure and/or promotion has the right to appeal the decision in writing to the Provost in accordance with procedures described in Section 3.3 and Appendix A of the FPM.



### 2.5.F.2 Promotion Procedures for Contract Faculty

#### **Schedule for Contract Faculty**

The ordinary schedule for promotion is as follows:

- A. By September 30, any faculty member who wishes to be considered for promotion in the following year shall notify the Dean of their intent to apply for promotion.
- B. By October 31, the members of a College Contract Promotion Committee (CCPC) shall be established according to each College's OP.
- C. By March 1 of the evaluation year, the candidate shall submit a complete electronic dossier to the Dean and CCPC.
- D. By March 15 of the evaluation year, the academic unit head shall submit their written review and recommendation to the Dean, including a statement of need.
- E. By April 1 of the evaluation year, each CCPC submits their written review and recommendation to the Dean and the Provost. The CCPC review and recommendation shall address teaching, continued professional engagement, and service.
- F. By May 1 of the evaluation year, the Dean shall submit their written review and recommendation regarding each of the College's promotion candidates to the Provost. The Dean shall give substantial weight to the CCPC review and recommendation in writing their review and recommendation.
- G. By May 15 of the evaluation year, the Provost shall make a decision on promotion and shall notify in writing the CCPC, the Dean of the candidate's home academic unit, and the candidate of the promotion decision.
- H. On July 1, if the candidate is awarded promotion, the new faculty rank shall take effect. If a candidate has not been awarded the promotion and if the candidate's contract is renewed, the University shall offer a contract at the current rank.

If any specified due date for the promotion schedule falls on a Saturday, Sunday, or holiday when the University is closed, the documents, letters, report(s), or actions shall be due on the next business day. The candidate shall be informed by the Dean of each recommendation - by the CCPC, Dean, and Provost - within five days after the recommendation is made.

#### **Promotion Folder and Dossier Preparation for Contract Faculty**

The Dean and Chair of the CCPC are responsible for working with candidates to prepare the Dossier and complete the Promotion Folder.

The *Dossier Folder* shall include:

1. Table of Contents;
2. Curriculum Vitae;
3. Personal Data Sheet;
4. Personal Statement focusing on professional development and currency, accomplishment (teaching and service), and teaching philosophy, not to exceed ten single-spaced pages in length;
5. Student Evaluations: summary reports from student evaluations of all courses since the date of hire or most recent promotion and aggregated quantitative charts (mean, median, and mode) for the same period;
6. Peer Class Observations;
7. Evidence of Professional Development (as specified in each College's OPs);
8. Materials Supporting Need, including, for example, a Chart of Curricular Need, as prepared by the candidate's academic home unit. Most simply, the chart is a *table* listing Courses in the Department in each *row* and Frequency Offered, Required/Elective, and each tenure stream faculty member's academic preparation to teach in a separate *column*. In addition to the Chart, evidence of need might include strong enrollments in the candidate's academic unit; teaching expertise in key curricular areas in the unit; expectations for enrollment growth in the discipline; and the candidate's interest in interdisciplinary innovations or teaching outside the unit;
9. Annual Reviews;
10. Additional supporting documents, as specified in each College's OPs.

The *Review Folder* for promotion shall be created and permissions maintained by the Office of the Dean. The *Review Folder* shall contain the reviews and recommendations within sub-folders, in the order below:

1. Academic Unit Head (including statement of need).
2. The CCPC.
3. The Dean.

The review and recommendation of the CCPC shall be based solely on the material presented in the *Dossier Folder*. The candidate shall prepare the *Dossier Folder* knowing that the members of the CCPC may not be familiar with the context of their discipline or the significance and scope of their accomplishments in the field.

A faculty member may introduce additional supplemental material into their *Dossier Folder* until the time the dossier is submitted to the Provost's Office.

### **Right to Appeal Decision not to Promote for Contract Faculty**

A contract faculty member who is not awarded a promotion has the right to appeal the decision within five business days after they receive notice in accordance with procedures described in Section 3.3 and Appendix A, Petition for a Limited Review by a Review Committee.

## **2.6 REVIEWS OF FACULTY**

Each College may create additional mechanisms for developmental review in its OP.

### **2.6.A REVIEW OF FACULTY WITH TENURE-TRACK APPOINTMENTS**

#### **2.6.A.1 Annual Review**

Each full-time and proportional tenure-track faculty member shall participate fully in the process of faculty evaluation. Reviews of faculty members are intended to foster professional growth and development by encouraging self-reflection and by providing an opportunity for advice and assistance from administrators and peers. Such reviews shall contribute to decisions about compensation and retention as appropriate. The annual review is based on the faculty member's [Activities and Accomplishment Report](#) (including quantitative and qualitative measures of teaching performance) and a written assessment by the head of the faculty member's academic unit or designee. Criteria for tenure and promotion shall serve as a guide for annual review criteria within the written assessment. Each full-time and proportional tenured, tenure-track, and contract faculty member shall be reviewed each year by the academic unit head and the annual reviews shall be approved and finalized by the Dean or the Dean's designee. Classroom observations by faculty peers shall occur annually.

No later than June 1, faculty members shall submit their Annual Activities and Accomplishments Report to their academic unit head. Courses whose course evaluation reports are released to Faculty by May 31 shall be included in Annual Activities and Accomplishments Reports for that year. Courses whose final evaluations are released after May 31 shall be included in the next year's Activities and Accomplishments Report. No later than June 15, the academic unit head shall submit completed faculty Annual Reviews to the Dean.

No annual review is required for individuals after they have resigned or received notice that their association with the University is terminating. This evaluation policy does not apply to faculty serving as full-time administrators; they shall be evaluated by their administrative unit head.

#### **2.6.A.2 Mid-Point Review**

This evaluation shall include an assessment of the faculty member in light of the Criteria for Promotion and Tenure as established by the University. An assessment of the faculty member's demonstrated capacity to develop and grow

sufficiently is required to satisfy the Criteria for Promotion and Tenure as generally applied to tenure candidates.

The general mid-point review timeline is as follows, unless a faculty member requests a limited extension of time to delay. The Dean and Provost shall approve the extension request.

1. The Dean shall remind faculty scheduled for a mid-point review by March 15 of the year prior to the year designated for their mid-point review in their appointment letter.
2. For faculty whose initial appointment letters indicate shorter probationary periods, the mid-point year shall have been specified in the initial appointment letter.
3. By April 30 the Mid-Point Review Committee (of no more than five members) shall be formed by the head of the candidate's academic unit, in consultation with the appropriate faculty and with the approval of the Dean. Typically, the academic unit head chairs the Mid-Point Review Committee. In cases where the academic unit head's primary role is administrative or where the unit head is untenured (as determined by the College's OP), that person shall not serve on the Mid-Point Review Committee. Further, non-tenured faculty are excluded from mid-point review committees. Instead, the most senior member of the academic unit will work with the Academic Unit Head to populate the Mid-Point Review Committee. The members of the Mid-Point Review Committee shall elect the chair.
4. The candidate shall submit their dossier by May 31.
5. The Mid-Point Review Committee, after considering the candidate's dossier, shall submit a letter to the Dean by June 15.
6. The Dean shall meet with the academic unit head (if the latter has not served on the Mid-point Review Committee) and shall incorporate the academic unit head's perspectives in any recommendations.
7. The Dean shall meet with the candidate to discuss their dossier and any recommendations and an implementation plan by September 15.
8. After the meeting with the candidate, the Dean shall forward their written recommendations to the candidate and Provost by October 15.

The Dossier Folder for mid-point evaluation shall include, in the order below:

1. Table of Contents;
2. Curriculum Vitae;
3. Personal Data Sheet;

4. Personal Statement of no more than ten pages focusing on the three areas of evaluation: teaching, scholarship, and service;
5. Student Evaluations: summary reports from student evaluations of all courses since the date of hire and aggregated quantitative charts (mean, median, and mode) for the same period;
6. Peer Class Observations;
7. Evidence of Professional Development (as specified in each College's OPs);
8. Materials Supporting Need, including, for example, a Chart of Curricular Need, as prepared by the candidate's academic home unit. Most simply, the chart is a *table* listing Courses in the Department in each *row* and Frequency Offered, Required/Elective, and each tenure stream faculty member's academic preparation to teach in a separate *column*) In addition to the Chart, evidence of need might include strong enrollments in the candidate's academic unit; teaching expertise in key curricular areas in the unit; expectations for enrollment growth in the discipline; and the candidate's interest in interdisciplinary innovations or teaching outside the unit;
9. Annual Reviews;
10. The mid-point review committee's review shall be written as a memo to the candidate's Dean and shall include:
  - a. a full review of dossier materials, summarizing highlights of dossier,
  - b. an evaluation of teaching research and service, in accordance with the criteria for promotion and tenure,
  - c. a context for the candidate's work from a disciplinary and Academic Unit's perspective (e.g., time commitment of work described, impact in the field, typical scholarship output for discipline, mitigating factors impacting candidate's work)
  - d. a statement of the academic unit's need,
  - e. formative recommendations (e.g., continue with current rate of productive and accomplishments, give specific attention to one or more areas).
11. The Dean's review shall include:
  - a. a full review of dossier materials, summarizing highlights of the dossier
  - b. an evaluation of teaching, research and service, in accordance with the Criteria for Promotion and Tenure

- c. a context for the candidate's work from a disciplinary and Academic Unit's perspective (e.g., time commitment of work described, impact in the field, typical scholarship output for discipline, mitigating factors impacting candidate's work)
- d. a statement of the College's need
- e. formative recommendations (e.g., continue with current rate of productive and accomplishments, give specific attention to one or more areas)

## 2.6.B REVIEW OF TENURED FACULTY

### 2.6.B.1 Annual Review

Each full-time and proportional tenured faculty member shall participate fully in the process of faculty evaluation. Reviews of faculty members are intended to foster professional growth and development by encouraging self-reflection and by providing an opportunity for advice and assistance from administrators and peers. Such reviews shall contribute to decisions about compensation and retention, as appropriate.

The annual review is based on the faculty member's [Activities and Accomplishment Report](#) (including quantitative and qualitative measures of teaching performance) and a written assessment by the faculty member's academic unit head. Every full-time and proportional (tenured, tenure-track and contract) faculty member shall be reviewed each year by their academic unit head. Every academic unit head shall be reviewed each year by their Dean or designee as indicated in College's Operating Procedures. Post-tenure, peer classroom observations shall also occur annually.

No later than June 1, faculty members shall submit their Annual Activities and Accomplishments Report to their academic unit head. Courses whose course evaluation reports are released to Faculty by May 31st, shall be included in Annual Activities and Accomplishments Reports. For example, summer courses should be included in the following year's Activities and Accomplishments Report. No later than June 15, completed faculty Annual Reviews shall be submitted to the Dean.

No review is required for individuals after they have resigned or received notice that their association with the University is terminating. Faculty on sabbatical shall be reviewed according to the standard review schedule and process. This evaluation policy does not apply to faculty serving as full-time administrators; they shall be evaluated by their administrative supervisor.

## 2.6.B.2 Periodic Development Multi-Year Review (PDMYR)

### *2.6.B.2.b Periodic Developmental Multi-Year Review (PDMYR) Procedures and Schedule*

PDMYR recurs following six years of service after the award of tenure and every six years thereafter. The Dean shall maintain a schedule identifying when each tenured faculty member is scheduled for PDMYR.

#### **Schedule**

- By May 1 of the academic year preceding the review year, the Dean shall advise each scheduled tenured faculty member of the timing of their PDMYR.
- By May 31 of the year preceding the review year, the Dean, in consultation with the faculty member and the academic unit head, shall appoint a PDMYR Review Committee (of three to five faculty members) for each faculty member scheduled for PDMYR. The Chair of the committee shall be at or above the rank of the candidate and may be the academic unit head, if meeting that qualification, unless their primary role is administrative. If there are insufficient numbers of appropriate faculty in a faculty's academic unit, the PDMYR Review Committee shall include faculty with relevant expertise or close disciplinary association.
- By September 1, the Dean of each College shall provide the Provost with the list of faculty participating in the review process in that academic year.
- By February 1, each faculty member who is scheduled to participate shall submit materials for review.
- By March 15, the PDMYR Review Committee shall consider the materials provided by the faculty member and discuss with the faculty member their feedback and recommendations. The PDMYR Review Committee shall prepare written feedback summarizing the faculty member's strengths and opportunities for growth. As appropriate, the feedback shall provide suggestions for improvement.
- By April 1, the Review Committee shall forward developmental recommendations to the Dean for consideration. The Review Committee's report shall not recommend specific financial or workload adjustments. The Dean, based upon those recommendations, shall identify appropriate institutional support.
- By May 1, the Dean shall submit their developmental and support recommendations to the Provost, to be given strong consideration based on best practices and available resources.
- By June 1, the Provost shall review the developmental recommendations from the PDMYR Review Committee and the Dean. The Provost shall notify the faculty member, the Review Committee,

and the Dean of their decisions.

#### *2.6.B.2.f Materials Required for the Review*

All relevant aspects of a faculty member's professional performance over the previous six years should be considered in a PDMYR. With that in mind, a faculty member being reviewed shall provide the following to the PDMYR Review Committee:

The Dossier Folder for PDMYR shall include, in the order below:

1. Curriculum Vitae;
2. Personal Statement not to exceed five pages that includes a reflection about past performance in teaching, research, scholarship and creative work, and service, and a written statement of plans for the future as related to teaching, research, scholarship and creative work, and service, looking out over the next three to five years;
3. Annual Reviews for the previous six years;
4. Course evaluations and peer observations since the granting of tenure or most recent PDMYR review;
5. A written report of the outcomes of any sabbatical awarded during the previous six years;
6. Copies of research, scholarship, and creative works for the previous six years;
7. A request for resources and support tied to the developmental goals specified in the three to five year plan;
8. Any additional materials the faculty member would like the PDMYR Committee, the Dean, and the Provost to review.

#### **2.6.C REVIEW OF FACULTY WITH CONTRACT APPOINTMENTS**

The annual review of contract faculty mirrors the review of Tenure Stream faculty in dates and process. In addition, practice-track and NTT faculty shall submit evidence of professional engagement.

#### **2.6.D. REVIEW OF FACULTY WITH ADJUNCT APPOINTMENTS**

Reviews of faculty with Adjunct Appointments (classroom instructors) are vital to ensuring high-quality teaching and curricular oversight. Each College shall establish a regular and periodic process to review adjunct faculty in their Operating Procedures

#### **2.7.A PROFESSIONAL DEVELOPMENT FUNDS**

Professional Development Funds support activities that contribute to a faculty member's field, such as the dissemination of creative work or scholarship (e.g., conference travel), and align with University priorities. Tenure Stream and Contract Faculty are eligible for professional development funds. Professional development



funding is not limited to, but can be used to cover:

- conference/research expenses – including membership, registration, flights, lodging, meals, gas mileage, etc.
- editorial services/fees for article, journal or book submissions
- membership renewal – shall be directly related to the faculty's field of academia
- continuing education course(s) or certification(s)
- workshop fees
- supplies or equipment related to research
- subscriptions to databases (with input from IT)
- discipline-specific software (with approval from IT)
- discipline-specific journals not subscribed to by the library

Funds cannot be used to supplement an academic unit's operating budget. Professional development funds may not be used to cover:

- student salaries, student registrations for conferences, etc.
- personal book purchase or journal subscriptions
- non-academic memberships

The Guidelines for submitting requests for funds can be found in each College's Operating Procedures.

Accounts Payable processes expenses based upon the fiscal year in which an event, conference, or service takes place. For example, if a faculty member attends a conference in fiscal year 20X2, but purchase registration or flights in fiscal year 20X1, FYX2 funding shall cover these expenses. The same policy applies to memberships. If a faculty member joins or renews a membership that shall be active from one fiscal year into the next. Accounts Payable prorates reimbursements based upon the percentage of the total expense that accrues each fiscal year. A three-year academic membership would be prorated over the course of those three years. Refer to the Accounts Payable Office for Mileage Reimbursement information.

## 2.7.B SABBATICALS FOR TENURED FACULTY

### 2.7.B.4 Sabbatical Procedures, Contents of Proposal, Written Report, and Timelines

A faculty member seeking a sabbatical shall submit a written proposal at any time up to October 1 of the year preceding the academic year in which the proposed sabbatical is to be taken. Faculty seeking enhanced sabbaticals must have applied for at least two external grants through the Office of Sponsored Programs in the years leading up to the sabbatical. The grant applications do not have to be accepted to earn the enhanced sabbatical; however, the grants to which the faculty member applies or has applied must be approved as eligible by the Dean and the Office of Sponsored Programs and will ordinarily include salary support.

In no case can a faculty member earn more than 100% of their salary for the appointment period. They may earn grant salary during summer months not covered by their appointment.

A faculty member shall submit the proposal to the Dean, copying their academic unit head. The academic unit head shall submit a letter with their recommendation to the Dean regarding the application and how (whether) the responsibilities of the candidate shall be covered. Subsequent developments relevant to the proposal shall be submitted within five business days to anyone who has received the initial proposal. After consultation with the academic unit head, the Dean shall transmit their written recommendation to the Provost by December 15. The Provost shall consult with the President in the decision-making process. As early as practicable and before February 28, the Provost shall notify the candidate of the decision.

Sabbatical requests may need to be deferred, if multiple requests would result in instability in the academic unit. Deans shall make such decisions in consultation with the Provost and the academic unit head. When sabbatical proposals are considered, preference shall be given to a faculty member who had earlier agreed to defer in the interest of the institution.

Each proposal shall explain how the sabbatical activities support the faculty member's career and professional goals or research agenda. The proposal shall indicate: how it meets the purpose of sabbaticals; a plan describing in detail the objectives to be achieved; the breadth of activities in which the faculty member is to be engaged; the anticipated location where the work shall be carried out; a timetable, including the beginning and ending dates of the sabbatical; the potential benefits of the sabbatical to students, the academic unit(s), the university or greater discipline; and how the sabbatical contributes to the mission of the University. In cases where external funding is anticipated, the proposal shall include a statement identifying anticipated sources of funds. The University is not responsible for expenses (such as travel) incurred by faculty. Sabbatical Proposal forms may be found on the Senate's Website: <https://internal.simmons.edu/faculty-staff/general/faculty-forms-and-governance/forms>

Faculty members granted a sabbatical shall submit a written report of their sabbatical activities to their academic unit head, their Dean, and the Provost. Faculty shall be prepared to summarize outcomes of their last sabbatical when applying for the next sabbatical, as prior outcomes shall be considered in the review process. The deadlines for sabbatical reports are March 15 for fall sabbatical leaves and October 15 for full-year or spring sabbatical leaves. Failure to submit a timely sabbatical report may result in the denial or postponement of a future sabbatical. Sabbatical Report forms may be found on the Senate's Website.

## 2.7.C Professional Development Leave for Contract Faculty

### 2.7.C.4 Professional Development Leave Procedures, Contents of the Proposal, Written Report and Timelines

A contract faculty member seeking a professional development leave shall submit a written proposal at any time up to October 1 of the year preceding the academic year in which the proposed leave is to be taken. Each proposal shall explain how the professional development leave (PDL) supports the faculty member's career and professional goals or research agenda. The proposal shall include: a statement indicating how the PDL meets the purpose of professional development; a plan describing in detail the objectives to be achieved; the breadth of activities in which the faculty member is to be engaged; the anticipated location where the work shall be carried out; a timetable including the beginning and ending dates of the PDL; the potential benefits of the PDL to students, the academic unit(s), university or greater discipline; and how the PDL contributes to the mission of the University. In cases where external funding is anticipated, the proposal shall include a statement identifying anticipated sources of funds. The University is not responsible for expenses such as travel incurred by faculty. PDL Proposal forms may be found on the Senate's Website:

<https://internal.simmons.edu/faculty-staff/general/faculty-forms-and-governance/forms>

The faculty member taking the PDL shall submit a written report of their PDL activities to their academic unit head, with full copies to their Dean and the Provost. Faculty shall be prepared to summarize outcomes of their last PDL, where applicable, when applying for the next PDL, as prior outcomes shall be considered in the review process. The deadlines for PDL reports are March 15 for fall PDL and October 15 for spring or full-year PDL. The PDL clock restarts upon submission of a PDL report. PDL Report forms may be found on the Senate's Website:

<https://internal.simmons.edu/faculty-staff/general/faculty-forms-and-governance/forms>

## 2.7.D Special Leave

### 2.7.D.5 Special Leave Procedures, Contents of Proposal, Written Report and Timelines

A faculty member typically submits a proposal for a special leave by October 1 of the year preceding the academic year in which the proposed leave is to be taken. A faculty member shall submit a proposal for a special leave to the College Dean with copies to their academic unit head. After consultation with the academic unit head, the Dean shall transmit their recommendation to the Provost, who shall make the decision and inform the Dean and faculty member before March 1.

Each proposal shall include a statement indicating how the proposed leave meets the purpose of special leaves, including a plan describing in detail the objectives to be achieved, the activities in which the faculty member is to be engaged, the anticipated location where the work shall be carried out, expected deliverables, and a timetable including the beginning and ending dates of the leave. The proposal shall also include a statement identifying anticipated sources of funds.

Upon returning to the University after their special leave, the faculty member shall submit a written report of their activities during the leave to their academic unit head, Dean, and the Provost by March 15 for fall Special Leave and October 15 for spring or full-year Special Leave.