

TENURE & PROMOTION POLICIES  
Department of Sociology & Criminology  
John Carroll University  
September 13, 2024

PREAMBLE

Tenured members of the Department of Sociology and Criminology are scholars who have shown evidence of their effectiveness in their research, teaching, and service. The ways in which they meet these responsibilities are varied. This document describes the process and sets out a minimum set of common criteria by which a candidate for tenure can demonstrate that s/he is qualified for tenure.

A strong tenure policy in a university grants the faculty member the contingent right to retain his or her appointment until retirement. The main purpose of tenure is to protect the academic freedom of the faculty member in the university setting. This academic freedom is typically expressed in the faculty member's capability to pursue truth in research and creative activities and to express the concepts and findings of the faculty member's discipline in teaching and in scholarly writing. The appointment of a tenured faculty member may be terminated only for just cause, such as grave misconduct or neglect of academic responsibility as determined through a fair hearing.

## I. CRITERIA FOR TENURE

### A. Research

Conducting research and making available its results are activities at the core of the profession. A candidate for tenure and promotion in the Department of Sociology and Criminology will show evidence of ability to conduct original, meaningful and ethical research leading to the expansion of knowledge about humans and human societies. This evidence is most strongly found in peer-reviewed journal articles and original monographs. The Department Tenure and Promotion Committee expects that a tenure candidate will have at least two such accepted peer-reviewed articles after coming to John Carroll University or an original monograph with an academic press. In addition, the candidate will have published at least one of the following: a third peer-reviewed article, a book chapter, a book contract with an academic press, or other scholarly writing, or will have been successful in obtaining external funding of a research proposal authored by the candidate. The tenure committee expects that the candidate will have presented his or her research findings at academic conferences. In submitting co-authored publications or papers for review by the Committee, the candidate must indicate the specific contributions that s/he has made to the work.

The candidate will also provide evidence of ongoing commitment to research through a research agenda that describes his/her achievable goals for the next 3-5 years.

## B. Teaching

The Department of Sociology and Criminology regards effective teaching as a crucial element of a faculty member's responsibilities at John Carroll University. Effective teaching takes place not only in the classroom, but extends beyond to include academic advising and working with individual students on research projects and independent studies. In a tenure and/or promotion application, a candidate will demonstrate teaching effectiveness by submitting:

1. summaries of all student course evaluations for each section and course taught
2. a syllabus for each course taught
3. samples of assignments, exams, and/or innovative teaching materials
4. a report on participation in the academic advising of majors
5. peer classroom teaching evaluations

In addition, the candidate may submit additional evidence of teaching activities, such as:

1. report of participation in workshops or conferences on teaching pedagogy
2. the number of first/second year student academic advisees
3. contracts for any Independent Studies taught
4. a report of working with students beyond course requirements, such as on preparation for Celebration of Scholarship presentations
5. other supportive documentation of the candidate's choice

## C. Service

The Department of Sociology and Criminology regards a faculty member's service as an integral part of the tenure evaluation at John Carroll University. Service may be demonstrated on many levels: departmental, college, university-wide, to the professional field, and to the surrounding communities. All tenured and tenure track faculty members are expected to participate in departmental committees and activities. Additional service to the department and university may include, but is not restricted to: joining committees that share in the administrative or curricular development tasks of the university, or participating in other university or student organizations. Service to the profession may include, but is not restricted to: becoming an active member of his/her professional organization(s) by serving on committees, organizing and moderating conference sessions, and peer reviewing conference abstracts and journal manuscripts. As a department committed to social justice, it would also be an appropriate service activity for the tenure candidate to volunteer with local, regional, national and/ or international organizations engaged in such issues. Quality of service may be demonstrated through a discussion of the number of committee assignments, length of participation, and/or the value of these assignments to the department, university or profession.

## II. CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR

For Assistant Professor the criteria for tenure and promotion to Associate Professor in the Department of Sociology & Criminology are identical.

### III. PROCESS & PROCEDURES

#### A. Composition of the Tenure & Promotion Committee

The Tenure & Promotion (T/P) Committee in the Department of Sociology and Criminology is composed of all full-time faculty members in the department who have been granted tenure and who have voting rights, as defined in the *Faculty Handbook*. Those who are granted tenure will join the T/P Committee during the first year in which tenure takes effect.

Each year, the T/P Committee shall elect its Chair from among its members. The Chairperson of the Department, if tenured, and shall act as the convener until the T/P Committee Chair is chosen. The Chair of the T/P Committee and the Chair of the Department shall have the same and equal voting rights to other committee members.

#### B. Procedure & Timetable

- 1.) Each tenure-track faculty (hereafter, “candidate”) is given a copy of the Department's statement on criteria and procedures for tenure and promotion prior to or at the time of the issuance of the initial contract.
- 2.) In the spring of each year, except for the mid-term review and the tenure decision year, a faculty member undergoes an annual tenure review. The candidate will prepare and submit appropriate materials to the T/P Committee by March 1. These materials will review the candidate’s progress in teaching, scholarship, and service since the previous tenure review and generally be formatted similarly to the Midterm Tenure Review but without as many appendixes (see step 5). Details about what is necessary will be communicated to the faculty member well in advance of the submission deadline.
- 3.) The T/P Committee will meet one or more times, as needed, to review and discuss the progress of the candidate(s). As part of this process, an annual vote will be held after deliberations on the retention of each candidate. Per the *Faculty Handbook*, a majority vote (50%) is necessary to continue on the tenure track.
- 4.) After the T/P Committee has deliberated over each candidate, the committee will formally meet with the candidate. The T/P Committee will then furnish each candidate with a written statement on the candidate’s progress toward tenure, detailing which areas are satisfactory and those in which improvement may be necessary. After this meeting, the T/P Committee Chair will follow-up with the candidate to ensure all questions have been met. The candidate will have the opportunity to respond in writing, if they desire. The Dean will also receive a copy of the T/P Committee’s written statement.
- 5.) In the spring of the third year and by February 1 (this and following dates to be adjusted in the case where a candidate starts mid-year, has an approved leave or stoppage or tenure clock, etc.), the candidate prepares a more extensive Midterm Tenure Review dossier whose form and content are specified in documentation supplied by the office of the Academic Vice President. The T/P Committee will follow all steps laid out in Steps 3 & 4 above. Unlike other annual tenure reviews, for the Midterm Review, the candidate’s entire dossier will be forwarded to the appropriate Dean by March 1, along with the T/P Committee’s written statement regarding

whether the candidate is progressing towards a favorable tenure decision. The Dean reviews the T/P Committee statement and the candidate's dossier, and makes a recommendation to the Academic Vice President (AVP). The University Tenure and Promotion Committee (UTPC) also reviews the candidate's dossier and the T/P Committee statement and makes a recommendation to the AVP. Before the end of the academic year, the AVP notifies the candidate, UPTC, the Dean and the Department T/P Committee of the decision in writing.

6.) In the fall of the sixth year, the typical tenure track candidate will apply for tenure (although this will be specified in the initial offer letter, and may be altered with official permission from the AAVP Office). The candidate must submit their dossier to the department T/P Committee by September 1 in the case of a fall decision, and February 1 for a spring decision. The dossier must be submitted both in electronic and paper format.\* In accordance with the *Faculty Handbook* guidelines, a two-thirds vote is necessary to recommend tenure. For promotion, a second vote will take place with only tenured associate and full professors voting, and a majority vote required for a positive recommendation. Both votes take place at the same meeting when both tenure and promotion are requested.

7.) After the T/P Committee makes its decision, it will forward the dossier and its report through appropriate channels to the Dean of Arts and Sciences by October 1. The Dean will evaluate the dossier and add their own recommendation, then forward it on to the University Tenure and Promotion Committee (UTPC). The UTPC will prepare its own report regarding the tenure and/or promotion of the faculty candidate. The chair of the UTPC should forward the dossier and reports to the Academic Vice President (AVP) by December 1.

8.) By December 15 (May 15 in the case of spring semester tenure application) the AVP notifies the candidate of his/her decision, and informs the appropriate dean, the department chair, the chair of the department tenure-and-promotion committee, and the University Tenure & Promotion Committee of that decision. These communications are done in writing.\*

*\*See the Tenure/Promotion Application Procedures provided by the Associate Academic Vice President's (AAVP) Office for more information.*

CRITERIA FOR PROMOTION TO THE RANK OF PROFESSOR  
Department of Sociology & Criminology  
John Carroll University  
September 13, 2024

**Preamble**

Appointment to the rank of full professor in the Department of Sociology & Criminology at John Carroll University recognizes a record of outstanding professional achievement and leadership to the academic community, and acknowledges the candidate's expertise in her/his discipline. The professorship is reserved for a person who has attained this stature nationally or internationally, and whose presence on the faculty adds to the prestige of the university. It presupposes normally a minimum of five years of experience as an associate professor. This document sets out the procedures and a minimum set of common criteria by which a candidate for full professor can demonstrate that s/he is qualified to achieve this rank.

**Process**

**Composition of the Promotion Committee**

The promotion committee in the Department of Sociology & Criminology is composed of all full professors in the department. If there are no full professors, then the Department Chair will act as the committee.

**Procedure**

As part of the annual review process, the chairperson of the department will review the guidelines for promotion to full professor with all associate professors. In the academic year a faculty member wishes to be considered for promotion, s/he should inform the Department Chair and the Associate Academic Vice President's Office as soon as possible, but no later than the first day of the fall academic semester. \*

The Department Chairperson will convene the promotion committee, which will be comprised of all Full Professors in the department, and will notify the administration as required. The promotion committee at the first meeting will select its chairperson. In addition to the information requested for the promotion dossier prepared by the Academic Vice President's office, the applicant may also submit to the committee any other documentation which they considers relevant to their application.

These materials must be submitted to the committee chairperson by September 1st. The dossier must be submitted both in electronic and paper format.\* The committee will meet and evaluate the application before October 1st. The committee chairperson will inform the appropriate administrators in writing of the committee's decision; the chairperson will also inform the applicant in writing and meet with the candidate.

The committee will either recommend the applicant for promotion or decline to recommend; a fifty percent vote of all committee members is required for a recommendation. The committee chairperson must inform the applicant and the administrators of the reason for the decision in writing. Normally this will be included in the letters informing the applicant and the administrators of the committee's decision.

*\*See the Tenure/Promotion Application Procedures provided by the Associate Academic Vice President's (AAVP) Office for more information.*

## **Criteria**

### **Scholarship**

Conducting research and making available its results are activities at the core of the profession. A candidate for promotion to full professor in the Department of Sociology & Criminology will demonstrate a continued commitment to conduct and disseminate original, meaningful and ethical research leading to the expansion of knowledge about humans and human societies. Evidence that strongly supports this commitment includes: at least 4 published peer-reviewed journal articles, or a single original published monograph by an academic press, or some combination of at least 2 published peer reviewed articles and additional works such as a text book. In submitting co-authored publications for review by the committee, the candidate must indicate the specific contributions that s/he has made to the work. Publications counted toward promotion to Full Professor in the numbers above are those that have come out subsequent to promotion to Associate Professor.

### **Teaching**

The Department of Sociology & Criminology regards effective teaching as a crucial element of a faculty member's responsibilities at John Carroll University. Effective teaching takes place not only in the classroom, but extends beyond to include academic advising and working with individual students on research projects and independent studies. In an application for Full Professor, a candidate will demonstrate teaching effectiveness by submitting:

1. a list of all courses taught since tenure and promotion
2. summaries of student course evaluations
3. samples of innovative teaching materials/assignments since the last promotion
4. a report on participation in the academic advising of majors, minors, and concentrations
5. peer classroom teaching evaluations

In addition, the candidate may submit additional evidence of teaching activities, such as:

1. record of leadership positions held or presentations given related to pedagogy at conferences or workshops
2. publications related to pedagogy
3. contracts for any independent studies taught
4. a report about working with students beyond course requirements, such as on the Celebration of Scholarship or serving as an outside master thesis or dissertation reader
5. other supportive documentation of the candidate's choice

### **Service**

In the Department of Sociology & Criminology, a Full Professor demonstrates a high level of service by her/his involvement in positions demonstrating leadership. In addition to continued service to the department, s/he also takes leadership roles in the university and professional communities. In an application for Full Professor, a candidate will demonstrate this level of service by such examples as:

1. serving as a peer reviewer of manuscripts for scholarly journals and books
2. serving as an outside reviewer for the tenure and promotion applications of colleagues at other universities
3. editing of a journal or serving on the editorial board of a journal
4. leadership roles on university governance, planning, curriculum, and other university committees
5. developing and/or directing academic programs
6. serving as chairperson of the department
7. being as an officer in a professional organization
8. in accordance with the department's commitment to social justice, serving on a nonprofit board or other similar leadership position
9. other supportive documentation of the candidate's choice

As evidence of achieving this senior stature within the university, the applicant for Full Professor is also required to submit a CV, and two letters from colleagues outside of the department:

- 1) One letter must be from a senior colleague at JCU from another department discussing the applicant's contributions to the JCU community
- 2) One letter must be from a senior scholar outside the university in the faculty member's area of expertise, who was not an academic advisor or in the applicant's graduate school cohort.