

DEPARTMENT OF BIOLOGY

Policy for faculty promotion and tenure applications:

1. Applicants will submit promotion and tenure applications that provide generally the same content as the annual information packages, but with expanded Teaching, Scholarship and Service narratives that explain the evolution of activities over the evaluation period.
2. Applicants will additionally provide a list of at least four people outside of JMU Biology who are willing to provide letters of support to accompany their promotion and tenure applications. The list will include the contact information and short explanations on why the four are appropriate for this task to the department head and PAC chairman, who will jointly select one person from JMU and one person from outside JMU to provide letters on aspects of the applicant's professional development with which they are familiar. The PAC is encouraged to use these letters in composing their own letters of recommendation to the Dean.
3. Applicants will include in their promotion and tenure applications copies of all annual evaluation letters provided by the Department Head during the evaluation period.
4. The PAC will recognize an overall pattern of **Good** grades in annual evaluations of a category as corresponding to an **Excellent** grade for that category in a promotion or tenure application. *(This was voted on last year. However, in light of Dr. Brakke's comments at the faculty meeting a month ago, this point has to be readdressed to keep our department's frequency of Excellent ratings in P and T recommendations more in line with other departments on campus. Otherwise, our evaluations will continue to look inflated and our credibility will suffer.)*
5. The PAC will assign a grade of **Excellent**, **Satisfactory**, or **Unsatisfactory** for each category, as specified in the Faculty Handbook. For applicants meeting the PAC's approval, the PAC will additionally submit a letter to the Dean summarizing the applicant's accomplishments and impacts in furthering departmental and university missions over the evaluation period.