



Office of the Provost

# Department of Geology and Environmental Science

## Promotion and Tenure Evaluation Guidelines

Approved: 2012

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Approved by the department faculty members and CSM Dean on 05/08/09 [with amendments March 2012](#)

## **JMU Department of Geology and Environmental Science Governance Document**

### **I. Department of Geology and Environmental Science Membership**

The Department of Geology and Environmental Science membership includes a head, tenured and tenure-track faculty, administrative and professional faculty, visiting professors, full and part-time instructors, research scientists, emeritus faculty, adjunct faculty, and staff. The general voting membership consists of all full-time faculty members holding the rank of instructor, lab manager, assistant, associate and full professor. Part-time faculty are encouraged to attend full department meetings to voice opinions and advise voting faculty, but are not themselves to vote. The voting membership for curricular issues consists of all instructional faculty, which includes full-time tenured and tenure-track faculty, instructors, and full-time A&P faculty that have instructional responsibilities.

In this document, "department" is the general voting membership of the Department of Geology and Environmental Science, and "faculty member" is a general voting member of the department. Collectively, "faculty members" represent "the faculty."

Voting for tenure and promotion are explicitly restricted to tenured faculty of the Academic Unit Personnel Advisory Committee. This committee must exist as defined in the Faculty Handbook (III.E.2)

### **II. Departmental Meetings**

The Head shall call one or more formal departmental meetings each semester. Weekly meetings shall be called to deal with weekly curricular, college and university business and obligations. The Head may also convene a committee in order to address specific issues.

For formal meetings, written notice shall be given at least five (5) days in advance. All faculty members with the privilege of voting and speaking are expected to attend the meetings. A majority of the voting faculty shall compose a quorum. A majority vote for suspension of rules shall provide for consideration for business not on the agenda. Proxy voting shall be allowed by presentation of written credentials. Meetings may be held during summer sessions when deemed necessary by the Head. The Head or designated delegate thereof shall preside at each meeting. The Head may veto any action by the faculty. Should this case occur the Faculty may choose to send a formal letter of dissent to the Head and to the Dean. Faculty members (excluding the Head) may override the veto by 2/3 vote. The departmental secretary shall keep the minutes and distribute these promptly after each meeting.

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The latest edition of Robert's Rules of Order shall be used in resolving parliamentary disputes.

### III. Committees

The Department functions as a committee of the whole. Except for the specific departmental issues assigned by this document to other committees, the matters brought before the Department for its action are at the discretion of the Head. An ad hoc committee may be formed at any time for any legitimate academic purpose. The Head has the authority to form such committees. The Head shall solicit volunteers from the faculty to serve on such committees. The Head may appoint a committee if no faculty member volunteers for a specific task. In addition, the faculty members themselves may form the committee, with the approval of the Department Head. These ad hoc committees write their own procedures and guidelines, which must be approved by the committee Chairperson.

### IV. Procedures for Hiring and Non-Reappointment

#### Hiring

In its hiring practices, the department complies with the Faculty Handbook (<http://web.jmu.edu/facultysenate/facultyhandbook/main.htm>) and University Policy 2101 (III.C.1. General Procedures for Faculty and Administrative Appointments and III.C.2. Appointment of Faculty Members).

- A. **Qualifications.** The qualifications for appointment at each academic rank are equivalent to the criteria for promotion to that rank (see III.E in Faculty Handbook and section VIII in this document).
- B. **Procedures.** The Department of Geology and Environmental Science endorses and adheres to the University's affirmative action plan in all aspects of recruitment and hiring of faculty. Selecting and recruiting new faculty members shall be coordinated by the Head in consultation with department faculty, or an agreed upon selection committee, which may be a committee of the whole. The Department Head shall solicit volunteers among the department faculty and from a committee of 3-5 faculty members to serve as the department search committee. The search committee for tenure-track faculty shall normally be composed of tenure-track and tenured faculty. With approval of two-thirds of the faculty tenure-track or tenured faculty a non tenure-track/tenured faculty member may serve on the search committee. The department may choose to have membership on the committee from outside of the department. The members of the search committee in consultation with the Department Head will select from its membership a committee chair.

The recruiting process by the search committee for tenure-track faculty shall include:

- securing appropriate and complete credentials,

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- selection of a pool of candidates for phone interviews by the search committee in consultation with the AUH
- phone interviews by the search committee
- review of the strength of the applicant pool with the Department head prior to recommending the candidates for campus interview.
  - The search committee chair and department head shall submit the files of ~6 candidates to the Dean along with recommendations on 2-3 that the department wishes to interview on campus
- invitation of the best candidate(s) to JMU for a campus interview to include seminar presentation(s), which may include traditional research and/or teaching pedagogy to faculty and students,
- appropriate visitations with students, other departments, members of the JMU academic administration, etc.

The application material shall be available for review by all faculty members. After on-campus interviews are complete, the recommendation process for hiring shall commence. Any conflict of interest shall be disclosed by the faculty member and addressed by the committee chair and the AUH.

1. All faculty members evaluating the candidates shall arrive at a consensus of ranked candidates for the posted position.
  - a. An initial poll shall occur in which all faculty shall vote to indicate if an interviewed candidate is acceptable for hire.
  - b. All candidates must have at least 2/3 support to be considered for hire.
2. Consensus shall normally be achieved through an iterative ranking procedure.
  - a. All faculty members shall rank the candidates that have at least 2/3 support for hire.
  - b. The results of the rankings shall be discussed.
  - c. If at least 2/3 of the faculty agree to continue with the process, the candidate with the least support shall be ranked lowest, and a new ranking of the remaining candidates shall commence.
  - d. This process shall continue until a consensus of ranked candidates for the posted position is achieved.
3. The AUH shall provide the ranked list of candidates to the Dean.

If this process fails because consensus cannot be reached, a second ranking meeting shall be arranged no sooner than 24 hours later and the current ranking meeting shall be adjourned. At the second meeting, all candidates that were considered at the first meeting shall be considered again, and the

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ranking process shall commence in the same manor as in the first meeting. If at the second ranking meeting consensus is again not met, the AUH and the committee shall meet with the Dean to determine how to proceed with the search.

On occasion, it may be necessary to hire a temporary, full-time non-tenure track faculty member during the summer, when some faculty members are away from campus. In these situations, the Head and **at least two** other voluntary department faculty member will complete the hiring process adhering as closely as possible to the procedures outlined above, and involving available faculty members as much as possible.

Hiring of part-time faculty is the responsibility of the Head.

#### **Promotion and Tenure**

The **Tenure Committee** shall be composed of all AUPAC committee members in the department who are tenured. This committee will have a minimum of 3 members. This committee and the candidate shall agree upon at least 6 potential external to the department reviewers who are familiar with the applicant's research, teaching and/or discipline service. The committee shall choose at least 3 of these and solicit letters of review. The candidate may request that particular individuals not be contacted as external reviewers. The chair of the AUPAC shall contact external reviewers and provide to external reviewers the candidate's CV, narrative, and governance document. This committee will review all tenure applications based on the tenure guidelines (see sections VII and VIII) and provide a written statement of their recommendation to the Dean. The Head will make his/her own evaluation of merits of the candidate's application packet based on the tenure guidelines (see section VIII) and provide a written statement of his/her recommendation to the Dean. These written statements will become part of the applicant's tenure packet.

The **Promotion Committee** shall be composed of all AUPAC committee members. This committee will have a minimum of 3 members. This committee and the candidate shall agree upon at least 6 potential external to the department reviewers who are familiar with the applicant's research, teaching and/or discipline service. The committee shall choose at least 3 of these and solicit letters of review. The candidate may request that particular individuals not be contacted as external reviewers. The chair of the AUPAC shall contact external reviewers and provide to external reviewers the candidate's CV, narrative, and governance document. This committee will review all promotion applications based on the promotion guidelines (see sections VII and VIII) and provide a written statement of their recommendation to the Dean. The Head will make his/her own evaluation of merits of the candidate's application packet based on the promotion guidelines (see section VIII) and provide a written statement of

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his/her recommendation to the Dean. These written statements will become part of the applicant's promotion packet.

#### **Non-reappointment**

Full-time faculty. The department complies with University policy for non-reappointment. (See Faculty Handbook Section III.E and III.F )

Part-time faculty and staff. The authority for non-reappointment and dismissal of part-time faculty and staff members is vested with the Head.

#### **Special Faculty Status**

Recommendation for appointment to research, adjunct, emeritus or other special faculty status is by a majority vote of the faculty. Recommendations to terminate an individual in any of these categories must be supported by a 2/3 majority vote of faculty. The Head may veto a recommendation, which must then be forwarded to the Dean of the College for resolution by arbitration.

#### **V. Faculty Responsibilities**

**A.** Academic Unit Heads (Department Head, AUH) are considered teaching and research (T&R) faculty members. For more details, see Manual of Policies and Procedures, Policy 2107.

The Department Head's primary goal is to facilitate a high quality education in Geology and Environmental Science for students at JMU. Individual components of this goal include fostering cooperation among the faculty, encouraging the faculty toward excellence in teaching and all forms of scholarship, building research programs (emphasizing research involving undergraduates), campus and community involvements, managing the departmental resources prudently, and being responsive to the needs of the department. The Head also presides over department meetings, appoints committees, manages the budget, and acts as a liaison between the faculty and higher administration. The Head and/or his/her designees prepare class schedules and direct future plans of the department. The Head evaluates the faculty annually. AUPAC input on evaluation shall occur at specific points in a faculty member's academic career as outlined in VI. C. The Head determines salary increments in consultation with the Dean as necessary.

1. Selection of Department Head shall take place in accordance as outlined in III.C.3. Appointment of Academic Unit Heads
2. Recommendation for recall of Department Head shall require a vote of at least 3/4 of the voting department faculty other than the Head.

#### **B. Tenured/Tenure-track Faculty**

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1. Perform scholarly activities (teaching, discovery, application, integration) in accordance with all JMU policies.
2. Engage in the appropriate level of scholarship for rank (see VIII).
3. Engage in appropriate levels of service to the university, community, and profession (see VIII).
4. Attend department meetings, college and university assembly meetings, and assigned commencements.
5. Participate in departmental and university governance.
6. Reassigned time from teaching for scholarship and/or service will be negotiated between individual department faculty and the Head.

#### **C. Instructors**

1. Perform scholarly activities (teaching, discovery, application, integration) in accordance with all JMU policies
2. Engage in professional development.
3. Engage in an appropriate level of service to the university, community, and/or profession (see VIII).
4. Attend department meetings, college and university assembly meetings, and assigned commencements.
5. Reassigned time from instruction for laboratory coordinator duties will be negotiated between the individual department faculty and the Head.

#### **D. A & P faculty**

1. Perform scholarly or administrative activities in accordance with all JMU policies
2. Engage in professional development.
3. Engage in an appropriate level of service to the university, community, and/or profession
4. Attend department meetings, and college and university assembly meetings.
5. Perform duties as assigned by the Department Head

### **VI. Procedures for Evaluation of Faculty**

The department's procedure for evaluation of faculty complies with University policy (cf. Faculty Handbook III.E. Evaluation, Promotion and Tenure and Manual of Policies and Procedures, Policy 1307, Performance Evaluation of Administrative and Professional Faculty.)

#### **A. Performance Criteria**

The performance criteria enumerated here are not to be considered as a "check-list" of duties, but as activities for which a faculty member may provide evidence supporting the quality of their performance in evaluation categories of Teaching,

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Scholarship, and Service. **Physical evidence (i.e., documentation) of Teaching Performance is the responsibility of the faculty member.**

**1. Teaching Performance: *It is the intent of the Dept of Geology and Environmental Science to acknowledge and reward traditional and creative efforts in Teaching. We recognize the fact that Teaching can occur in diverse settings (classroom, lab, field, etc..) and can be accomplished in a variety of ways (lecture, one-on-one interaction, internet, etc.).***

Competent presentation of material and coverage of course content are mandatory elements of teaching performance. Other areas in which a faculty member may provide evidence of the quality of their teaching include:

- a. Development, dissemination, and/or evaluation of innovative teaching procedures, innovative applications of technology, web-based content to support classes, etc.
- b. Development, dissemination or delivery of on-line or technology-enhanced classes.
- c. Design and implementation of new classes.
- d. Letters of evaluation from faculty colleagues, external testimonials from firsthand observers, etc.
- e. Letters from former students
- f. Curriculum development.
- g. Writing grant proposals for and obtaining funding that supports curriculum development.
- h. Mentoring student research or independent study projects.
- i. Continuing efforts to improve professional teaching competence.
- j. Development of student assessments.
- k. Professional recognitions or honors in teaching.

**2. Scholarship: *It is the intent of the Dept of Geology and Environmental Science to acknowledge and reward the process, practice, and products of scholarship.*** Scholarship may be in many forms. Boyer's books *Scholarship Reconsidered; Priorities of the Professoriate* (1990) and *Scholarship Assessed: Evaluation of the Professoriate* (1996) serve as good guides for how one may define scholarship and how one's scholarship may be assessed. It is the faculty member's responsibility to demonstrate that their activities are scholarly, and to document their scholarly activity.

Evidence of Scholarship may include:

- a. Published articles or books in the Geosciences or related areas.
- b. Writing proposals for external grants or other research funding.
- c. Obtaining grant funding or other research funding.
- d. Presentation of scholarship at local, state, regional, national, or international meetings.
- e. Engaging in professional development.

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- f. Publication on the Web of material for classes in the Geosciences, or related areas, and the documentation of the use of that material to support classes at other universities.
- g. Conducting regional, national, or international faculty development workshops or short courses.
- h. Professional consulting done for the advancement of the department or university mission.
- i. Professional recognition or honors of scholarship.

**3. Service: *It is the intent of the Dept of Geology and Environmental Science to acknowledge and reward the many different ways that faculty provide leadership and interact with others in Service to the Department, University, local community, and our professions at large.*** Service is recognized in four areas. Examples of service in each of these four areas are listed below.

- a. Service to Department:
  - 1. Active and efficient service on department committees; effective leadership when serving as an officer.
  - 2. Participation in special assignments for the department.
  - 3. Attendance at and participation in departmental and committee meetings.
  - 4. Recruitment of majors.
  - 5. Advising students.
  - 6. Sponsorship of, or participation in, student organizations.
  - 7. Leading a faculty development workshop.
  - 8. Developing instructional resources for use by departmental faculty.
- b. Service to College and University:
  - 1. Active and efficient service on College and University Committees; effective leadership when serving as an officer.
  - 2. Active Participation in all College and University Assemblies or Councils.
  - 3. Attendance at and participation in College and University functions, such as commencement.
  - 4. Leading a faculty development workshop for College or University faculty.
  - 5. Placing instructional resources on the Web that are used by College or University faculty.
  - 6. Professional recognitions or honors in service to the College or University.
- c. Service to Community:
  - 1. Professional involvement in community enterprises as a representative of the University.
  - 2. Presentations to community groups of non-specialists.

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3. Conducting regional, national or international skills development workshops for the community in areas related to the Geosciences.
  4. Publication of material in accessible locations such as the Web that increases the awareness and appreciation of the Geosciences among non-specialists.
  5. Professional recognitions or honors in service to the community.
- d. Service to Professional Discipline
1. Activity in professional Geoscience organizations; effective leadership when holding office, serving on committees or boards.
  2. Serving as a peer reviewer for a professional journal or granting agency.
  3. Conducting regional, national or international skills development workshops for professionals in areas related to the Geosciences.
  4. Chairing a session at a professional meeting.
  5. Serving as an Editor or Associate Editor for a professional discipline publication.
  6. Active participation in professional meetings, organizations, seminars, or symposia.
  7. Professional recognitions or honors in service to the Discipline.

#### **B. Evaluation Process by Department Head**

Before the start of each academic year all faculty members submit a Faculty Anticipated Activity Plan (FAAP). The FAAP outlines the performance areas of teaching, scholarly achievement and professional qualifications, and professional service for an individual faculty member. The anticipated relative weights of these areas are negotiated with the Head prior to the start of the academic year, and the agreement should be shared with the Academic Unit Personnel Advisory Committee. At the end of each academic year all full-time faculty member prepares a Summary of Activities Report (SAR) that summarizes activities and accomplishments during the previous 12 months in the areas of teaching, scholarly achievement and professional qualifications, and professional service to the Department Head for review and evaluation purposes. Faculty may also submit other documentation as evidence of the performance criteria for teaching, scholarship, and/or service to the department Head.

#### **C. Evaluation Process by Departmental Peers**

Review by the AUPAC will supplement evaluations by the Department Head at particular junctures in a faculty member's academic career. These junctures are at (1) the fall after the 2<sup>nd</sup> full year of appointment for tenure-track faculty, (2) at the time of tenure application, (3) at the time of promotion application, and (4) during post-tenure review, under conditions stated in the Faculty Handbook sections III.E.4.k and III.E.8. The AUPAC shall prepare a report on each faculty member that

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is forwarded to the AUH based on the documentation submitted by the faculty member. The report shall address whether the faculty member meets the teaching, scholarship and service standards appropriate (see VIII) to his or her position in the Department. The AUPAC shall note practices that they consider commendable and make suggestions that will assist in improving performance in areas where improvement is necessary. A copy of this written report will be provided to the faculty member being reviewed.

**D. Annual Evaluation by the Academic Unit Head**

The AUH evaluates each faculty member at a performance level and with a numerical rating in each of the evaluation categories of Teaching, Scholarship, and Service. The performance levels are as follows:

<b>Performance Level</b>	<b>Numerical Rating Range for Performance Points</b>
Excellent	1 , 2, 3
Satisfactory	0
Unsatisfactory	-1

The AUH will give consideration to the AUPAC reports when made (see section C above), the faculty member's SAR and any supplemental documents submitted by the faculty member, and student evaluations. In addition, a faculty member and the AUH may agree on other sources for evaluation evidence (such as in-class visitation).

Merit raises shall be linked to the annual evaluation performance level/rank the following way: Fifty percent of the merit raise pool will go to faculty as a percentage of their salary for satisfactory performance. If a faculty receives an unsatisfactory performance rating, they shall receive no merit in that category. The remaining 50% of the merit raise pool shall be divided by the number of performance points above satisfactory on a 3-year rolling average, and each faculty shall receive additional raise based on their performance points.

For example, if there is a merit raise pool of 4% all faculty with satisfactory performance will receive a merit raise increase of 2% based on their salary. If the remaining raise pool for faculty is \$40,000, then the 3-year average performance points of the faculty is divided into \$40,000. For example, if there was a 3-year average of 40 faculty performance points (Year 1: 35 pts, Year 2: 45 points, Year 3: 40 pts. Therefore,  $(35+45+40)/3 = 40$ ), then for each performance point earned, a faculty would receive an additional \$1000 from the raise pool. So if a faculty member had a 3-year average performance points of 3 (Year 1: 2 pt. Year 2: 3 pts., Year 3: 4 pts.;  $[2+3+4]/3=3$ ), and had a salary of

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\$75,000 they would receive a merit raise of \$4,500 =  $(\$75,000 \times 0.02) + (\$1,000 \times 3)$  for a new salary of \$79,500.

The head may also confer with the Dean about additional salary compensation for selected faculty.

#### **D. Post-Tenure Review in the Department Geology and Environmental Science**

Annual review of faculty is conducted each year by the Department Head. If a tenured faculty member's overall annual performance is judged unsatisfactory, then a development plan shall be designed and the procedures outlined in the Faculty Handbook (sections III.E.4.k and III.E.8) shall be followed. Annual reviews of tenured faculty will be the basis for determining the necessity of post-tenure review by the AUH and the AUPAC (see VI C).

#### **VII. Procedures for Promotion and for Tenure**

- A. Promotion: Faculty members should be familiar with statements in the *JMU Faculty Handbook*, which gives minimum requirements for promotion (cf. *JMU Faculty Handbook*, Sections B, D, and E). For all ranks at or above the rank of Assistant Professor, the department requires that the faculty member hold a doctorate in the Geosciences or a related field.
- B. Promotion: A faculty member who is eligible for promotion as outlined by the *JMU Faculty Handbook* submits a written application packet, including detailed justification that complies with the "Guidelines for Promotion and Tenure Folders" (paragraph C below). This application is submitted to the AUH during the fall term that proceeds the requested academic year for promotion at a date established by the AUH. Faculty considering application for promotion will be notified of the submission deadline by the AUH at least 4 weeks prior to the deadline.
- C. Tenure: The *JMU Faculty Handbook* III.E.7.e outlines the policies and procedures that apply to applications for tenure. The candidate for tenure must have the appropriate number of years of service, including credit granted for service elsewhere, unless a different probationary period has been agreed upon by the candidate and AUH. At the proper time the candidate submits an application for tenure, including an application folder created using the guidelines detailed in section VII C. Evidence of potential for promotion to the next rank and indications of effort in that direction are expected and essential.
- D. Guidelines for Promotion and Tenure Folders. Applicants should provide as much appropriate documentation as possible in support of their applications for promotion and/or tenure. Applicants for tenure should include in their folder the AUH's and AUPAC's evaluations of the probationary period. Applicants for promotion should include the AUH's evaluations for at least the

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preceding five years, and the AUPAC 2<sup>nd</sup> year review. The promotion or tenure application folder should include a narrative with sections for each of the three evaluation categories: Teaching, Scholarship, and Service. The section on teaching should include a summary of the results of teacher evaluations by students for each year of the probationary period (in tenure applications) or for at least the three preceding years (in promotion applications), and notation that the original student evaluations are on file in the department office. The section on scholarship should include copies of published articles, books, or other media, a chronology of presentations at professional meetings, and a record of grant applications and grant awards. The section for service should include a record of all Department, College, and University committees, service to the community, and to the professional discipline, as well as memberships and offices held. In each of the three main sections of the narrative the faculty member should relate evidence of excellent performance to the performance criteria detailed in section VI A. An executive summary should capture the main arguments and evidence provided in the more expansive narrative. In preparing a promotion or tenure folder, a faculty member should provide the strongest possible evidence that he/she satisfies the department's qualifications for promotion and/or tenure (see section VIII).

#### **VIII. Qualifications for Rank and Tenure**

The qualifications for each rank are given in terms of the three evaluation categories, Teaching, Scholarship, and Service. Both for initial appointments and in the promotion process, evidence that the qualifications have been met should be given in terms of the evaluation criteria given in section VI A.

##### **Instructor**

1. Master's degree in Geoscience or a related field.
2. Quality Teaching.
3. Availability to students.
4. Professional development.
5. Service as agreed upon by the instructor and AUH.

An instructor may be promoted to Assistant Professor ([see Faculty Handbook III.D.4](#)).

##### **Assistant Professor: tenure-track**

**In addition to the qualifications for Instructor** (excluding the Master's degree requirement)

1. An earned doctorate in Geoscience or a related field
2. Evidence of satisfactory Teaching, or the potential thereof.
3. Evidence of satisfactory Scholarship, or the potential thereof.

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4. Evidence of satisfactory Service to the university, community and profession, or the potential thereof.

#### **Tenure**

1. Evidence of satisfactory Teaching during the probationary period.
2. Evidence of satisfactory Scholarship during the probationary period.
3. Evidence of excellence in one of the categories above (either teaching or scholarship) during the probationary period.
4. Evidence of satisfactory Service to the university, community and profession during the probationary period.
5. A collegial relationship with faculty members in the Department.
6. Favorable reference letters from outside evaluators.

#### **Associate Professor**

##### **In addition to the qualifications for Assistant Professor,**

1. Evidence of at least satisfactory Teaching while at the rank of Assistant Professor.
2. Evidence of at least satisfactory Scholarship while at the rank of Assistant Professor. This evidence is to include:
  - a. Scholarship presented at regional, national, or international meetings of professional peers.
  - b. Publication of peer-reviewed scholarship (e.g. journal articles, books, digital media).
  - c. Evidence of submission of grant proposals that have received positive reviews from peers, or the evidence of the award of an external research grant.
3. Evidence of excellence in teaching or scholarship while at the rank of Assistant Professor.
4. Evidence of satisfactory Service to the University, Community, and Discipline while at the rank of Assistant Professor.
5. Favorable reference letters from outside evaluators.

#### **Professor**

##### **In addition to the qualifications for Associate Professor, evidence of impact on your discipline at a regional, national, or international level.**

1. Evidence of excellence in Teaching while at the rank of Associate Professor.
2. Evidence of excellence in Scholarship or Service while at the rank of Associate Professor.
  - a. Evidence of excellence in scholarship is to include:
    - i. Scholarship presented at national or international meetings of professional peers.

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- ii. Evidence of continued peer-reviewed scholarship (e.g. journal articles, books, digital media).
- iii. Funded external grants or contracts.
- b. Evidence of excellence in Service is to include:
  - i. Evidence of **leadership** in the department, college and university, and or profession.
- 3. Favorable reference letters from outside evaluators.

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### Compelling Case for Early Tenure/Promotion

It is uncommonly advisable for a faculty member to apply for tenure and/or promotion ahead of the schedule that was agreed upon when they were hired. However, in very rare instances it may be possible to do so. Such instances will be evaluated on a case-by-case basis and it is incumbent upon the faculty member to put forward a compelling case. At a minimum, to achieve early tenure or promotion a faculty member's compelling case must include the following:

#### Tenure and/or Assistant to Associate Professor

1. Minimum of four years in full-time academic position.
2. Excellent in two categories, but one in teaching
3. Proof of exemplary scholarship, including letters of support from colleagues familiar with candidate's work.
4. Consultation with the Dean of the College prior to submission of materials. These consultations shall occur Mid-late spring semester prior to the academic year that the candidate would be submitting his/her application.

#### Associate to Professor

1. Minimum of four years since last promotion.
2. Excellent in all three categories
3. Same as above
4. Same as above

Note: All contractual agreements supersede the above policy. Time in rank plus achieving the appropriate recommendations by the Dean and Department Head does not guarantee the granting of early tenure or promotion.

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IX. Geology and Environmental Science Grievance Committee

1. Membership
  - a. A minimum of 3 faculty members and 2 students members (generally these student members shall be an officer of Sigma Gamma Epsilon and an officer of the Geology Club. Generally student members shall have greater than 60 credit hours)
2. Selection Procedure: Appointed by Department Head from faculty in the Department of Geology and Environmental Sciences and students that are majoring in department programs.
3. Term of Service: Open ended
4. Responsibilities — make a recommendation on a student grievance against a faculty member, which does not concern grades, discrimination, or harassment, to the Department Head (dean if the grievance is against the Department Head).
5. Procedures. See "Student Grievance Procedure" in the current JMU Undergraduate Catalog.

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**IX. Amendments**

The departmental governance document shall be amended by at least 2/3 majority faculty vote.