

# **The Center for Professional Development Tenure/Promotion Workshop**

**Hosted by Debbie Guelda, Director**

**-Fall 2020-**

*How can you articulate your journey and growth while at BSU?  
How well can you articulate and evidence your own value in the 5 contractual areas?  
How can you articulate who you are and what you do that makes you so AWESOME?*

## **Part 1 – The IFO contract**

**What it says and what is left for interpretation**

**Article 25/22**

**Timelines**

**Part 2 – What is the difference between tenure and promotion?**

## **Part 3 – The tenure and promotion package**

**The *not-even-close-to-being-exhaustive* list of items you can address!**

**Part 4 – Being able to articulate who you are, what you do, and where you can improve as you prepare for tenure and promotion!**

**Part 5 – You are your own best advocate!**

**Part 6 – Q and A**

## Part 1 – The IFO contract

<https://static1.squarespace.com/static/59304e9ad2b85773b3fbdf63/t/5e597a45956faa777dcbade8/1582922337862/Final+--+2019-2021+IFO+Contract+%28Print+%26+Web+Ready%29.pdf>

### What is says and what is left for interpretation Article 25 - Section A. Criteria.

**Subd. 1. Tenure.** The decision to award tenure shall normally be based on the faculty member’s work during the probationary period. A faculty member’s work at the university prior to the commencement of the probationary period, if any, may be considered. To be awarded tenure, the faculty member must demonstrate a record of positive performance and professionally competent achievement over the duration of the probationary period that is consistent with the goals and objectives of the university/college/department/program and with the goals of the process outlined in Article 22. The faculty member’s record will be evaluated based on all the criteria outlined in Article 22. Completion of the probationary period alone does not mean the standards of tenure have been met.

**Subd. 2. Promotion.** The decision to promote shall be based on the faculty member’s cumulative work record since the faculty member’s last promotion or since the date of hire as applicable. To earn promotion, the faculty member must demonstrate a cumulative record of professional performance and high achievement appropriate to the relevant rank and consistent with the goals and objectives of the university/college/department/program. The faculty member’s record will be evaluated based on all the criteria outlined in Article 22.

**Subd. 3. Changing Expectations.** In arriving at a decision on tenure and promotion, due consideration shall be given to changes in performance expectations to the extent that such changes unfairly disadvantage faculty.

#### Contractual Deadlines

***\*\*BSU internal deadlines AND coversheet found at\*\****

<https://www.bemidjistate.edu/academics/affairs/wp-content/uploads/sites/96/2020/08/Promotion-Tenure-Memo-Timelines-and-Application-2020-2021-7-1-20.pdf>

Activity Deadlines	Tenure	Promotion
Faculty submission of application with required forms, documents and supporting documentation to supervisor and department(s)	<b>January 31</b>	<b>January 31</b>
Faculty response to Vice President’s recommendation	<b>May 1</b>	<b>May 1</b>
Vice President’s submission of recommendation to President	<b>May 1</b>	<b>May 1</b>
President’s decision on application	<b>June 15</b>	<b>June 15</b>
Effective date of tenure/promotion	Date of Notice	First duty day of subsequent year
Faculty request for meeting with President following denial of tenure	<b>January 15 of Terminal Year</b>	

## Part 2 – What is the difference between tenure and promotion?

### The quick and dirty answers:

**Tenure** – an indefinite appointment unless something serious occurs

**Promotion** – increase in rank and associated salary

### The contractual definitions:

**Subd. 41. Promotion.** Promotion refers to an increase in academic rank based on the promotion process set forth in Article 25.

**Subd. 49. Tenured Appointment.** A tenured appointment is a faculty appointment pursuant to Article 21, Section E, Subd. 7, upon successful completion of the probationary period. Tenured appointments are for an indefinite period of time and individuals holding such appointments are automatically reappointed annually unless terminated under the provisions of either Article 24 or Article 23.

### FYI:

Article 23 - Retrenchment

Article 24 – Faculty rights in disciplinary and investigative action

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## Part 3 – The tenure and promotion package

The *not-even-close-to-being-exhaustive* list of items you can address!

Note – Please see Article 22 of the contract.

**NOTE: In ALL areas of your Tenure and Promotion narrative, please be sure and include information on the impact of your activities, reflection on these, how you have grown, and steps you have made to improve.**

### Area I – Teaching Effectiveness

What is your philosophy when designing a class?

How have your classes evolved since you began teaching them? Why is this?

What teaching techniques have you attempted, but just didn't work for you? Reflection about this?

What teaching techniques have you attempted and still employ? Why do you think these work for you?

Have you attended meetings, seminars, viewed webinars, read books/articles etc. that addresses teaching effectiveness?

Did these help you alter your methodologies? How?

How do you approach writing exams? Assignments? How have these changed as you have become more experienced?

Do you regularly utilize mid-semester/end-of-semester teaching evaluations?

How have you used these assessments to change your teaching/classes? What worked? What didn't?

Do you use Best Practices of teaching evaluation distribution and utilization?

Have you have your teaching observed/evaluated by a peer or the CPD?

What did you learn about your teaching and how has this affected your approach?

*What else can you add here?*

Examples of suggested evidence to include in package:

- Documentation on conferences, seminars, workshops, webinars, attended.
- Quantitative information on teaching evaluations.
- Examples of student comments.
- Completed teaching evaluations (either all or samples – be sure and consult your dean).
- Examples of exams given in your classes.
- Bibliography of works read.
- Certificate(s) from the CPD for seminars/observations/workshops attended

## **Area II – Scholarly Achievement**

How your work fit into BSU’s Mission and Vision statements? The Strategic and Master Academic Plans?

How does your scholarship set you apart, yet compliment, other work in your department/program?

Does your scholarship affect your work in the other contractual areas? How?

Have you attended/presented at meetings? Local, regional, national, international?

Have you started collaborative relationships that you may not have had earlier in your career?

How has your research changed since your arrival at BSU? How has this challenged or strengthened you?

How does your scholarship affect others besides those that share you specific individual interests?

Have you shared your scholarship with students? With colleagues? With members of the university community?

*What else can you add here?*

Examples of suggested evidence to include in package:

- Manuscripts published, in print, or in prep.
- Copies of grants submitted, even those that were not funded.
- Confirmation of abstracts accepted/meetings attended.
- Copies of performance or exhibition promotional material.

## **Area III – Continuing Preparation and Study**

How are you growing as a faculty member at Bemidji State University?

How has your knowledge in your field grown?

To what professional organizations do you belong?

How have your interests changed or developed?

How has this affected growth in the other contractual areas?

How do you challenge yourself?

How do you keep current in your field?

Do you see yourself occupying the same role in your department/program, college, university as you did when you began your BSU career?

Suggested evidence to include in package:

- Documentation of professional organization memberships.
- Information on meetings, seminars, webinars, etc. attended.
- Bibliography of works read.
- Information on professional organizations to which you belong.

#### **Area IV - Contribution to Student Growth and Development**

How have you contributed to student growth and development outside of the classroom?

With how many advisees do you work? What is your philosophy of student advising?

Do you work with students individually in mentoring, individual research projects, performances?

Do you have graduate students? What is your philosophy here?

In what social or community building activities with students are you active?

Can you illustrate how you are integral in the success of students in your area (not directly related to teaching?)

Are you involved in student organizations?

How do you strive to build community with students in your department/program/program?

Are you a member of the graduate faculty and serve on committees?

Do you review students' resumes and offer advice for grad school applications, etc.?

How would students at BSU fare worse if you were not involved with them? Again, how do you uniquely serve our students?

*What else can you add here?*

Suggested evidence to include in package:

- Commentary from students in the form of emails, thank you cards, etc.
- Information regarding student clubs/organizations with whom you are involved.
- List of advisees and information regarding advising success.
- Information on student projects, theses, SSAC involvement, performances, in which you were integral.

#### **Area V – Service to the University and Community**

On what committees do you serve? For how long?

Can you articulate your contribution to these committees and how the work of these committees has moved forward because of your contribution?

How do you facilitate community engagement in your department/program?

How have you made BSU a better place for students, faculty, and staff?

Are you known in the community of Bemidji? In what context as it refers to BSU?

Have you worked with the foundation, donors, and alumni?

How have you actively promoted your department/program/BSU?

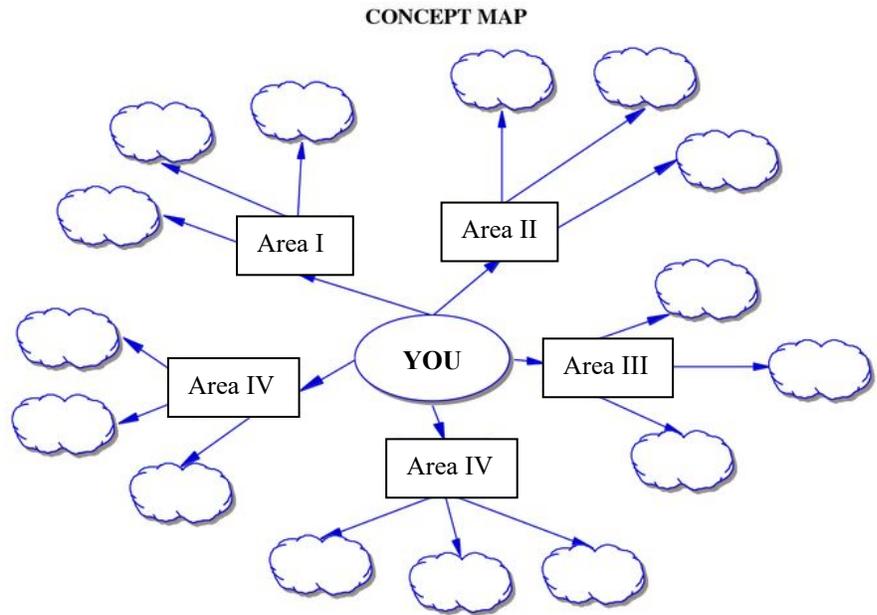
Can you speak to BSU's Fundamental Values?

*What else can you add here?*

- Suggested evidence to include in package:
  - Letters from chairs of committees speaking to your contribution and time served.
  - Information on initiatives on which you have worked.
  - Information on involvement in the community.
  - Letters from members of the community speaking to your involvement and contribution.
  - Examples of promotional materials, programs, etc.
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**Part 4 – Being able to articulate who you are, what you do, and where you can improve as you prepare for tenure and promotion!**

Can you draw a tree/concept map that demonstrates how you have grown and developed in the past x years in each of the 5 areas? How has your map changed since your first year?



**Part 5 – You are your own best advocate:  
No one knows what you do....like you!**

What do you see as your contribution in your department/program/program, college, and the university as a whole? In other words, what do you bring to the party?

**Department/program:**

**College:**

**University:**

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**And finally:**

*In 5 or less sentences, (yes, really) explain who you are, what you do, and the importance of you to Bemidji State University.*