

St. Mary's University

## Policy: Faculty Tenure Application

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<b>Approver(s):</b>	Academic Council
<b>Authorizes release:</b>	Provost and Vice President for Academic Affairs
<b>Responsible office:</b>	Academic Affairs
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<b>Related policies:</b>	Faculty Promotion Application; Law Faculty Tenure Promotion Application
<b>Additional references:</b>	

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**APPLICATION FOR TENURE  
(COVER PAGE)**

Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Dept. \_\_\_\_\_

Present Rank \_\_\_\_\_ Year Awarded \_\_\_\_\_

**PLEASE ADDRESS YOURSELF TO EACH OF THESE NUMBERED TOPICS.**

Confer the attached "Guidelines for Applying for Tenure" for the kind of information and evaluation the Tenure Committee needs for a knowledgeable awarding of Tenure.

**1. EDUCATION:** Degrees earned, universities attended, other professional credentials earned; include the dates the degrees and credentials were awarded.

**2. EXPERIENCE:** Teaching experience at previous institutions and at St. Mary's. Include dates of these engagements.

*Note: Please review Section 2.7 Tenure (pp. 53-57) in the Faculty Handbook before preparing application.*

## **OUTLINE TO BE USED IN APPLYING FOR TENURE**

Respond to each of the following subjects when preparing your application for Tenure.

### **I. MISSION STATEMENT**

Please address your direct contribution and its effectiveness to the St. Mary's University Mission Statement (Section 1.2, pg. 1; Section 2.5.1, p. 43)

### **II. SCHOLARSHIP**

The Faculty Handbook provides for contributions to the *Scholarship of Teaching*, the *Scholarship of Discovery*, the *Scholarship of Integration*, and the *Scholarship of Application*. (Section 2.5.1.3.3, pg. 47)

- a. "all faculty members must devote some portion of their time, on a regular basis, to the *Scholarship of Teaching*;
- b. all faculty members must devote some portion of their time, on a regular basis, to at least one of the following forms of scholarship: *Scholarship of Discovery*; *Scholarship of Integration*, or the *Scholarship of Application*;
- c. faculty members teaching solely at the graduate level must devote some portion of their time, on a regular basis, to the *Scholarship of Discovery* or the *Scholarship of Integration*."

#### **A. SCHOLARSHIP OF TEACHING**

In addressing your contribution to the *Scholarship of Teaching*, the following sections of the Faculty Handbook are pertinent:

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|-----------------|--|
| Section 2.5.1   | Criteria for Faculty Evaluation (pg. 42) |
| Section 2.5.1.1 | Teaching and Advising (pg. 43)           |

Section 2.5.1.3	Scholarship (pg. 45)
Section 2.5.1.3.1	Types of Scholarship (pg. 45-46)
Section 2.5.1.3.2	Assessment of Scholarship (pg. 47)
Section 2.9.4	Duties related to Teaching (pg. 65)
Section 2.11.2	Advising Student (pg. 70) Also see Section 2.5.1.1

## B. EVALUATION OF TEACHING

Please submit copies of your teaching evaluations for the semesters you have taught at St. Mary's while in your present rank. **To fulfill this requirement, submit, minimally, the computer generated summary evaluation sheets.**

Section 2.5.3 Evaluation of Teaching by Students (pg. 48)

In evaluating a faculty member's teaching and advising, the Faculty Handbook states the one "may collect information from a variety of sources..." (Section 2.5.1.1, pg. 43)

## C. SCHOLARSHIP OF DISCOVERY, SCHOLARSHIP OF INTEGRATION, SCHOLARSHIP OF APPLICATION

In addressing your contributions to these types of Scholarship, the following sections in the Faculty Handbook are pertinent:

Section 2.5.1.3	Scholarship (pg. 45)
Section 2.5.1.3.1	Types of Scholarship (pg. 45-46)
Section 2.5.1.3.2	Assessment of Scholarship (pg. 47)

## III. UNIVERSITY AND COMMUNITY SERVICE

Please refer to the following section in the Faculty Handbook:

Section 2.5.1.2 Service to the University and the Community (pg. 44)

(Approved by Academic Council, September 6, 1995)