

6. PROMOTION Code of ethics: See Section 5.1.

6.1. POLICY FOR PROMOTIONS.

Promotion through the academic ranks recognizes an individual's contributions and development, and signifies the institution's expectation that the contributions and development will continue.

6.2. ELIGIBILITY FOR PROMOTION

Minimum qualifications for appointment to the various ranks are detailed in Section 1.4. Because these are minimum qualifications, it is expected that all will be met before the application for promotion is submitted, and that qualitative evaluation of evidence will be a part of each promotion decision.

Service at Seattle Pacific University as adjunct faculty or other contracts/letters of employment issued by the Division of Continuing studies, overload contracts, and leaves of absence shall not accrue toward time qualifications for promotion.

Equivalency for terminal degrees is detailed in Section 1.4.

Each candidate for promotion to the rank of assistant professor shall have served a minimum of one year at Seattle Pacific University, and candidates for the ranks of associate professor or professor shall have served a minimum of two years at Seattle Pacific University before the year of application. For purposes of calculating length of SPU service and time at rank, a single fractional load which is .75 FTE (full-time equivalent) or greater shall be rounded up to 1. For multiple years at loads of .75 or greater, fractional loads shall be added. When this latter process results in

the individual's missing the eligibility threshold by .25 or less, the total may be rounded upward.

6.3. **CRITERIA FOR PROMOTION**

The demands of different disciplines and the talents of different individuals will lead to emphasis on one or more of the areas of additional evidence. The individual's Professional Development Plan (Section 5.4) provides a framework for evaluation. No individual is expected to offer evidence of all kinds for any criterion, and an individual may present a strong case for promotion with much evidence for one criterion and less for another. At the same time, the examination of any one negative criterion might deem the candidate not prepared for promotion. The categories of (1) **teaching and advising**, (2) **professional activity**, (3) **service to the university**, (4) **service to the church and the community**, and (5) **personal qualities** will be addressed in each application.

- 6.3.1. Effective teaching and advising (Section 5.2.1) will be a major consideration in evaluating teaching faculty for each promotion. Librarians with faculty rank will be evaluated under Section 5.3.1 in lieu of this criterion. Administrators with teaching duties (Section 11) will also address teaching effectiveness in the application. As noted in Section 5.2.1.2, required evidence includes
- A. teaching evaluations by students,
 - B. evaluations by program administrators such as the dean,
 - C. evaluations of one's teaching and advising, including findings of a peer review committee and/or peer review letters, preferably based on classroom visits, but in any case based on directly observed evidence and directly addressing the criteria noted in Section 5.2.1.1, and
 - D. self evaluation, including at minimum a statement that reviews the evidence submitted, demonstrates how findings have been incorporated into the candidate's professional development plan, and shows how the candidate has grown as a teacher and advisor.

Additional evidence of effectiveness in teaching and advising, of the kinds listed in Section 5.2.1.2 or of other relevant and documented types, may also be a part of the application.

- 6.3.2. Professional activity will be evaluated in each promotion decision. Section 5.2.2.2 lists kinds of evidence suggested and/or required for each kind of decision. Letters of support from peers by persons inside or outside the University, including some from persons in respected academic positions in the individual's discipline, may be

included to demonstrate the appropriateness of emphasis on certain characteristics, or on certain kinds or items of evidence.

6.3.2.1. Promotion to Instructor normally occurs when Lecturers advance into the ranked faculty. A candidate for the rank of Instructor may be able to offer little significant evidence of accomplishment in the discipline. In such a case, the applicant may emphasize the steps being taken to begin professional development, and letters of support may evaluate the apparent potential of the individual as a scholar or performer.

6.3.2.2. Promotion to Assistant Professor requires demonstration of substantive progress in professional development, including some evidence of the kinds listed in Section 5.2.2.2 or of other relevant kinds, directly linked to an approved professional development plan.

6.3.2.3. Promotion to Associate Professor requires evidence of a minimum of one publication prized by other scholars in the candidate's field outside the University or, in the case of faculty in applied disciplines, equivalent performance consistent with the provisions of Section 5.2.2.

6.3.2.4. Promotion to Professor requires evidence of a minimum of three publications or performances, to be evaluated by the same standards as those applied pursuant to Section 6.3.2.3, including a minimum of two since promotion or appointment to associate professor rank.

6.3.3. Service to the University. Each faculty member has some expertise to offer the University community as well as an overall commitment to the growth and health of the University and the fulfillment of its mission. Each applicant for promotion is encouraged to offer evidence in this area and to link the evidence to the professional development plan.

6.3.3.1. A candidate for promotion to Instructor may, in self-assessment, describe the potential for service to the University and may, if evidence is available, demonstrate how the service has begun.

6.3.3.2. Each candidate for promotion to Assistant Professor will demonstrate attendance at school meetings, is encouraged to demonstrate participation in the decision-making and curriculum development processes, and may include evidence of other service of the kinds described in Section 5.2.3.1, or equivalent service.

6.3.3.3. Promotion to Associate Professor requires evidence of service to the University of the kinds described in Section 5.2.3.1, or equivalent service, including contribution to the institution through committee service, curriculum development, student group advising, or participation in student activities.

6.3.3.4. Promotion to Professor requires evidence of significant and continuing service to the University of the kinds noted in Section 5.2.3.1, or other equivalent service, and which demonstrates leadership and effective use of personal talents in the growth and governance of the University, including such activities as service on committees and/or other appointed or elected responsibilities. Service as a mentor to junior faculty may be a significant contribution, and may be demonstrated through such activities as writing an article or a book, or preparing a lecture, with junior faculty member, working with a junior faculty on academic programs or programs appropriate to academic renewal or development.

6.3.4. Service to the Church and the Community. Leadership in church and community activities, whether civic, educational, or political, is required for each promotion (Section 5.2.4).

6.3.5. Personal qualities. Each applicant for promotion shall address the issues of Christian life and growth, ethics, cooperativeness and commitment defined in Section 5.2.5. Evidence will include the personal statement described in Section 5.2.5.2; each applicant is encouraged to supply additional evidence as the individual deems appropriate.

6.4. **PROCEDURE FOR PROMOTION**

6.4.1. Application. The candidate is responsible to make a strong case for promotion and may consult with colleagues in this process. The candidate's department chair (CAS) or dean (professional schools)

will serve as a counselor for the applicant and will facilitate the applicant's gathering of evidence.

6.4.1.1. Schedule. Annually, the Faculty Status Committee and the Provost will announce the deadline date for promotion applications.

6.4.1.2. Content.

6.4.1.2.1. Personal statement. The applicant will explain how the qualifications for promotion have been met, describing fulfillment of the minimum qualifications for appointment (Section 3) and the categories of personal and professional development for promotion to the rank for which the applicant is applying (Section 6.3), and projecting future contributions to the profession and the University. The statement will include a brief discussion of one's living, growing Christian faith and a summary of one's philosophy of Christian higher education, each presented in 1-2 pages.

6.4.1.2.2. Supporting materials. The application will include all of the following, packaged under one cover or in one container, and including a table of contents:

- A. current approved professional development plan, with self-assessment(s) and dean's response(s),
- B. current curriculum vita (preferably no more than 2-3 pages),
- C. the most recent three-year collection of student evaluations of teaching, in chronological order, supplemented by the applicant's analysis and responses. This supplementary analysis may be a part of the personal statement described above; (the requirement for a three-year collection of evaluations is reduced to the number of years of service for an applicant who has served at Seattle Pacific University for less than three years prior to application),
- D. documents as necessary to support the personal statement,
- E. letters of reference, including some from experts outside SPU and some from persons who have directly observed the candidate's teaching and advising (2-3 letters are sufficient), and

F. names, addresses and telephone numbers of individuals inside and outside the University who are qualified to assess the applicant's performance and professional contributions (in some cases, this requirement may be satisfied by the letters of reference called for in E).

6.4.2. RESPONSIBILITIES OF EVALUATORS

6.4.2.1. The school promotion committee (comprising all school faculty above the rank of the applicant), following procedures specified by the school faculty, reviews the candidate's file and reports its recommendation to the school dean. If circumstances warrant, majority and minority reports may be appropriate. The school dean will report the results of this evaluation to the applicant (without names of evaluators). The applicant may choose either to withdraw the application or to request consideration at the next level. If the committee's recommendation is negative and/or includes majority and minority reports, the applicant's decision to forward the application must be in writing, within the deadline schedule published by the Faculty Status Committee.

6.4.2.2. The dean shall review the candidate's file, if it is to be forwarded, and make a recommendation. If the application comes before the Faculty Status Committee, the dean may, at his or her request or by request of Status, supplement the application by presentation(s) to the Faculty Status Committee, and may present the case in person, without vote, to the Faculty Status Committee, who will notify the dean in advance of any significant questions or reservations to allow for appropriate response.

6.4.2.3. The Faculty Status Committee shall, in consultation with the Provost, review the file, which, if supported, shall be sent to the Provost.

6.4.2.4. The Provost shall review the candidate's file and make a recommendation. After the recommendation of the Provost is complete, he shall inform the applicant of action taken to this point and shall forward the recommendations to the President.

6.4.2.5. The President shall review the application and decide whether or not to support it. If the president decides to support the application, it shall be sent to the Board of Trustees for final approval.

6.4.2.6. The Board of Trustees, upon careful review of the President's recommendation, has sole discretion to determine whether to grant the promotion.

6.4.2.7. Responsibility for notification. If any evaluating person or body (dean, Status Committee, Provost, President) fails to support a recommendation for promotion from the faculty committee, the candidate shall be notified in writing with reasons based on the criteria. The notification of non-support shall be given to the candidate at the level at which the decision is made, except that the President shall represent the Board of Trustees to the candidate if the decision not to support is made by the Trustees.