APPOINTMENT, TENURE, AND PROMOTION
GSIS GUIDELINES AND PROCEDURES
(REvised FEBRUARY, 2008)

Faculty personnel decisions concerning appointment, tenure, and promotion are governed by the University's "Faculty Personnel Guidelines relating to Appointment, Promotion, and Tenure." This document outlines internal GSIS procedures based on those Guidelines.

1. APPOINTMENT AS INSTRUCTOR OR ASSISTANT PROFESSOR

A. Criteria

"The candidate should be a person of demonstrated promise." (Faculty Personnel Guidelines, §4.7.1)

B. Procedures

A search committee is appointed by the Dean, who also names the committee chair. The committee ordinarily will be made up of a) three to five GSIS faculty members appointed by the Dean, and b) one student (ordinarily a PhD student) recommended by Student Government and appointed by the Dean. The Dean may also appoint one DU faculty member who is not on the full-time tenure-track GSIS faculty.

The search committee screens applications, recommends candidates for interviews to the Assembly, and organizes the interview process. The Assembly chooses candidates to be interviewed and recommends to the Dean, though a secret ballot, one or more candidates for appointment. The Dean then makes an appointment recommendation to the Provost.

Student and staff members of the Assembly do not vote on recommendations for appointment and will be asked to leave the session in which such recommendations are discussed, after they have made any observations that they wish to make. The student member of the search committee, however, is a full participant in all proceedings and has a vote.

2. TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

A. Criteria

"Tenure is awarded by the University primarily in recognition of excellent performance in teaching and scholarly research and/or creative activity. Additional consideration may be given to University service and public service. … An essential component in the award of tenure is the judgment by a faculty member's immediate peers and colleagues of the candidate's degree of merit." (Faculty Personnel Guidelines §5.3)

"The candidate shall have demonstrated growth and accomplishments in his/her academic career. The normal career would span approximately seven years of increasing academic responsibility, but persons demonstrating unusually high academic promise may have gained equivalent experience in a shorter time or in nonacademic fields. … Growth can be judged by evidence of development by the individual of new talents or expertise in successively broader fields or increasingly significant contributions made in a
single field." (Faculty Personnel Guidelines §4.6.1)

"The candidate shall have demonstrated competence and promise in teaching, scholarly research, and/or creative activity, and service to the University and to the public, in proportions appropriate to the responsibilities assigned to the candidate during the period of evaluation." (Faculty Personnel Guidelines §4.6.3)

"There should be evidence of the beginning of regional, national, or international recognition of the candidate's achievements and ability." (Faculty Personnel Guidelines §4.6.4)

As a measure of demonstrated competence in research, it is expected that the candidate will have, at a minimum,

a) published one book (or the equivalent in articles in refereed journals or refereed edited books), and
b) published a number of articles in refereed journals (in addition to any articles in a) above) and/or chapters in edited books\(^1\), and

c) have made substantial progress on a second major scholarly project beyond the dissertation.

Prominent placement of published work and evidence of impact on the scholarly research and publication of others are common but not exclusive measures of regional, national, or international recognition.

B. Procedures

A tenure committee consists of a) four tenured members of the GSIS faculty, \textit{two elected by the tenured faculty and two appointed by the Dean} (one of whom is appointed chair by the Dean); b) one Assistant Professor or untenured Associate Professor (if available) elected by the tenured faculty from a list of three or more nominees drawn up by the Dean; and c) one student (ordinarily a PhD student) recommended by Student Government and appointed by the Dean. In addition, the Dean may appoint a tenured faculty member from a DU unit outside GSIS who works in the field of expertise of the candidate.\(^2\) The candidate may request that a particular faculty member either serve or not serve on the committee, but the Dean will make the final decision on committee membership.

The committee will receive the tenure file from the candidate (see Faculty Personnel Guidelines §4.3), solicit outside letters of recommendation, supervise the collection of letters from students, and acquire whatever additional information it judges appropriate for informing its work.

\textit{The participation of the student member and any faculty member outside of GSIS is advisory. They do not vote on the recommendation on tenure, but may submit separate reports to the Dean.} Votes will be taken by secret ballot (Faculty Personnel Guidelines §5.4.6). Any minority reports will be signed by the individual(s) making the report.

The report or reports of the committee will be submitted to the Dean, who then submits his recommendation to the Provost. The candidate and the tenure committee have the opportunity to respond (Faculty Personnel Guidelines §5.4.8).

The proceedings of the committee are confidential. The report(s) of the committee, however, will be made available to the candidate when submitted to the Dean. The report of the Dean will be made available to the candidate and to the members of the tenure committee when submitted to the Provost. \textit{In addition, unless the candidate requests otherwise, the Dean's report -- redacted, if necessary, solely to}

\(^1\) Some portion of this expectation may be satisfied by editing a scholarly book.

\(^2\) An outside member from a cognate unit must be "acceptable to the department and the candidate" (Faculty Personnel Guidelines §5.4.2).
3. **PROTECTION TO FULL PROFESSOR**

A. **Criteria**

"Promotion to a higher rank by the University is primarily recognition of excellent performance in teaching and scholarly and/or creative activity. Consideration is also given to contributions to the institutional self-governance of the University and to public service. … An essential component in promotion is a positive judgment by a faculty member's immediate peers and colleagues regarding the candidate's performance in teaching and scholarly research." (Faculty Personnel Guidelines §4.2)

"The candidate shall have demonstrated growth and significant accomplishments in his/her academic career. The normal career would span approximately fifteen years of increasing academic responsibility, but persons demonstrating unusually high academic promise may have gained equivalent experience in a shorter time or in nonacademic fields. … Growth can be judged by evidence of development by the individual of new talents, or expertise in successively broader fields, or increasingly significant contributions made in a single field." (Faculty Personnel Guidelines §4.5.1)

"The candidate shall have demonstrated excellence in teaching, scholarly research and/or creative activity, and service to the University and to the public, in proportions appropriate to the responsibilities assigned to the candidate during the period of evaluation." (Faculty Personnel Guidelines §4.5.3)

"There must be evidence of regional, national, or international recognition of the candidate's achievements and ability." (Faculty Personnel Guidelines §4.5.4)

It is normally expected that the candidate will have published, at minimum, two books (or the equivalent in articles in refereed journals or refereed edited books) and a number of articles in refereed journals, chapters in edited books, or edited books. In addition, the candidate ordinarily will be expected to demonstrate an impact on scholarship in his or her chosen field(s), demonstrated by measures including citation or use of the candidate's work by others, prominent placement of published work, and the testimony of outside referees.

Length of time in rank as Associate Professor will not be sufficient grounds for promotion to full Professor, which should not be seen as "automatic." The University criterion of demonstrated excellence in teaching, research, and service is taken seriously at GSIS. The successful candidate for promotion to full Professor is expected to exceed minimum standards of competence and contribution in teaching, research and publication, and service and to have a record in at least one of these areas that is substantially above average.

B. **Procedures**

_The promotion committee will consist of a) four full professors, two elected by the tenured faculty and two appointed by the Dean_ (one of whom is appointed chair by the Dean); b) one tenured Associate Professor elected by the tenured faculty from a list of three or more nominees drawn up by the Dean; and c) one student (ordinarily a PhD student) recommended by Student Government and appointed by the Dean. In addition, the Dean may appoint one full Professor from a DU unit outside GSIS in the field of the candidate's expertise. The candidate may request that a particular faculty member either serve or not serve on the committee, but the Dean will make the final decision on committee membership.

The committee will receive the promotion file from the candidate (see Faculty Personnel Guidelines §4.3), solicit outside letters of recommendation, supervise the collection of letters from students, and
acquire whatever additional information it judges appropriate for informing its work.

The participation of the student member and any faculty member outside of GSIS is advisory. They do not vote on the recommendation on promotion, but may submit separate reports to the Dean. All votes are by secret ballot. Any minority reports will be signed by the individual(s) making the report. The report or reports of the committee will be submitted to the Dean, who then submits his recommendation to the Provost.

The proceedings of the committee are confidential. The report(s) of the committee, however, will be made available to the candidate when submitted to the Dean. The report of the Dean will be made available to the candidate and to the members of the committee when submitted to the Provost. In addition, unless the candidate requests otherwise, the Dean's report will be made available -- redacted, if necessary, solely to protect confidentiality -- to any faculty member who requests it.

4. Other Cases

A. Appointment as Associate or Full Professor  Individuals holding faculty appointments in another institution or with a record of substantial professional achievement may be appointed at the level of Associate Professor or full Professor, with or without tenure. In such cases, the search procedures of §1.B will apply. In addition, if the candidate is to be offered tenure, a tenure committee will be constituted and operate according to the procedures of §2.B above.

B. Appointments as Research Professor or Clinical Professor  These appointments, which imply the expectation of a continuing relationship between the candidate and the University, will be based on the criteria in §1.A, §2.A, or §3.A, depending on the level of seniority of the appointment. In the case of individuals hired primarily on the basis of their professional experience, a distinguished record of professional practice may be accepted as a substitute for a record of scholarly research and publication. Procedures will be as in §1.B above, except that instead of a search committee the Assembly will receive a recommendation from an ad hoc appointment committee established by the Dean.

C. Appointments as Lecturer

Lecturers are individuals with an advanced degree appropriate to their curricular responsibilities and a significant period of successful teaching experience at GSIS in areas central to the curriculum. These appointments imply the expectation of a continuing relationship between the candidate and the University. Appointment to the position of Lecturer does not confer rights or responsibilities in any of the annually appointed standing committees of GSIS.

Procedure: The Graduate Studies Committee (along with the Undergraduate Degree Director) will make a recommendation to the Dean each fall regarding the suitability of adjuncts for appointment to the position of Lecturer. When there is the possibility for such an appointment, the Dean will appoint an ad hoc appointment committee to consider the candidacy of prospective Lecturers. The committee will make a recommendation to the regular faculty, which will consider the matter and make a recommendation to the Dean.

D. Appointments as Adjunct or Visiting Professor

These appointments will be made by the Dean. In cases where a long-term commitment to and from GSIS is anticipated -- although no legally binding commitment is made -- the Dean will ordinarily seek the advice of the Assembly.

E. Promotion from Instructor to Assistant Professor
Recommendation to the Provost for promotion from Instructor to Assistant Professor may be made by the Dean without further action by the faculty or Assembly. (This will usually be based on receipt of the PhD degree.) The Dean will inform the Assembly of any such recommendations.