

Article III, Section G.10 – Procedures¹

a. Initiation

Any member of the Teaching-Research or Clinician- Educator Faculty, including the prospective candidate, may initiate and sponsor any member of the Teaching-Research or Clinician-Educator Faculty for the conferral of tenure or for advancement in rank. In cases of conferral of tenure, this must normally occur by or in the sixth year. The case should be processed according to the timetable in Article III, Section G.11 below.

- K) Years of Academic Service
- L) Whether or not degree is terminal (with explanation if degree is not a doctorate)
- M) Schools Attended: dates
- N) Degrees Earned: fields, dates
- O) Special Training Programs: fields, dates
- P) Field(s) of Interest

b. Dossier

The candidate shall initiate a dossier which shall include the following:

- 1) Teaching
- 2) Research

i. Curriculum vitae

- A) Name
- B) College or School
- C) Department
- D) Date and Rank of First Appointment
- E) Secondary Appointment(s) (if any)
- F) Years Granted Toward Tenure at Time of Employment
- G) Current Rank
- H) Date of Current Rank
- I) Date of Tenure (if held)
- J) Proposed Action:
 - 1) conferral of tenure, and/or
 - 2) rank of proposed promotion

- Q) Professional Employment: appointment, institution, dates
- R) Consultantships and Professional Services: dates
- S) Organizations: memberships and offices held, dates
- T) Fellowships and Honors: dates
- U) Awards and prizes: dates
- V) Grants: dates, amounts, whether approved and/or funded, candidate's level of participation, and whether or not Principal Investigator
- W) Scholarship
 - 1) Publications and Presentations with complete citations: by category, most recent first. The status of any scholarship which has not yet been published shall

clearly be indicated as either
“submitted” or “accepted.”

- (a) Monographs and Books
- (b) Articles
- (c) Reviews
- (d) Abstracts and Scholarly papers
- (e) Artistic exhibits (group, invited,
one-person) and Performances
(directed, written, performed)
- (f) Other

In cases of multiple authorships, the
candidate’s level of participation should
be indicated.

- 2) Other achievements in the area of
scholarship
- X) Teaching (classroom, graduate and
professional):
 - 1) Load and level by year since coming
to Creighton
 - 2) Other contributions to the area of
teaching
- Y) Graduate and Honors Student Theses:
dates
- Z) Service to the University, the
Profession and the Community:
activity, dates

ii. Faculty Profile (optional)

This section may be used to show how
the candidate’s achievements reflect
special circumstances, goals,
restrictions, emphases, conventions and
particulars of the discipline or position
at the University, which might not
otherwise be apparent to those
reviewing the case.

**iii. Names of at least six peer references in
accordance with Article III, Section
G.10.e. below:**

**iv. Names of at least six student
references.**

**v. Copies of student evaluations (when
not added by the Dean’s office).**

**vi. Copies of representative monographs,
books, articles, reviews, abstracts,
scholarly papers and other relevant
material from the last five years. (These
shall be returned to the candidate after
the Committees on Rank and Tenure
have completed their deliberations.)**

The candidate or other sponsor shall
submit two copies of the dossier to the
Dean of the College or School.

¹ *Faculty Handbook 2017*, Article III, Section G.10.a-b, at pp. 25-26.

Article III, Section G.10.c - h¹ – Review Process

c. Evaluation by the Chair

The Chair, or person to whom the Chair or Dean has delegated this responsibility in writing, shall submit a written evaluation of the candidate's performance to the Dean of the appropriate College or School. This evaluation shall cover the candidate's total professional development including teaching ability at each level of course offering, and scholarly achievement and productivity. This evaluation shall become a part of the candidate's dossier, prior to review by the College or School Committee on Rank and Tenure.

d. Student Input

Each College or School shall ensure that there is adequate student input for the evaluation of teaching achievement. The Dean of each College or School shall add this input to the candidate's dossier, when not added by the candidate.

e. Evaluation through Peer References

i. Generally.

The purpose of peer references is to objectively assess the candidate's teaching, scholarship, and service. The candidate's *curriculum vitae* and publications should be sent to peer referees for the purpose of obtaining an objective, confidential assessment of the candidate's progress in relation to the applicable College or School standards or guidelines for promotion and/or tenure. A copy of the applicable standards and/or guidelines should be provided to these referees. Ordinarily, referees should hold an academic rank or scholarly role higher than the candidate. The rank, experience, and

overall standing of referees, as well as their capacity for objectivity with regard to the candidate, affect the value of these references.

ii. Peer references chosen by the candidate.

The candidate shall add to the dossier the names of at least six, but not more than twelve references from among peers appropriate to the discipline, at least two of which must be unaffiliated with the University. The candidate shall supply the name, title, affiliation, mailing address, e-mail address, and phone number of these submitted referees. In addition, the candidate should provide a brief statement explaining the qualifications of each referee and disclosing any current or prior social, academic, professional, or institutional relationships, if any, that could potentially influence the objectivity of the references. The Dean or the Dean's delegate shall request the referees chosen by the candidate to objectively assess the scholarly, teaching, service and/or clinical activity of the candidate. These references shall become a part of the candidate's dossier, along with a copy of letters or other communications requesting references.

iii. Peer references chosen by the Dean or the Dean's delegate.

The Dean or the Dean's delegate shall select two external referees for the primary purpose of seeking an independent and objective evaluation of the candidate's scholarship.

These referees should ordinarily be scholars or clinicians who are neither members of the Creighton faculty nor former teachers, co-

workers, or students of the candidate, who are likely to provide a knowledgeable assessment of the candidate's contributions. (If for any reason these conditions cannot be met, for example, if the candidate's field is very small or specialized, reasons for departure should be explained.) For Clinician-Educator faculty candidates, external references may be selected based on their capacity to assess clinical performance and other evidence of scholarly contributions of the candidate.

Letters or other communication from the Dean or the Dean's delegate to these referees shall be included in the candidate's dossier along with the written evaluation from the referee. The Dean or the Dean's delegate shall also provide the candidate with the names of these referees, along with a brief statement explaining the method for selection and their qualifications to serve. The Dean or the Dean's delegate shall provide a brief statement explaining the qualifications of each referee and disclosing any current or prior social, academic, professional, or institutional relationships, if any, that could potentially influence the objectivity of the reference. The candidate shall be given an opportunity to provide a written response, including any concerns about the selection, qualifications, or suitability of the references. This statement by the Dean or the Dean's delegate, along with any written comments from the candidate, shall be included in the candidate's dossier.

f. Evaluation by the College or School Rank and Tenure Committee

The Dean shall submit the candidate's dossier to the appropriate College or School Committee on Rank and Tenure for

evaluation in accordance with Article III, Sections G.8, 9 and 10. Before consideration by the College or School Committee on Rank and Tenure, that Committee shall appoint a member or other competent individual to ensure that the dossier is complete, conforms to required norms, and contains no improper materials. The written recommendation of the College or School Committee on Rank and Tenure, including the vote of this Committee, shall become a part of the candidate's dossier.

g. Evaluation by the Dean of the College or School

The Dean shall independently evaluate the candidate's teaching, scholarship, service and clinical activity (if applicable) together with any special contributions to the program of the College or School, following the review by the School or College Committee on Rank and Tenure. The Dean's evaluation shall become a part of the candidate's dossier.

h. Review by the University Committee on Rank and Tenure

The Dean of each College or School shall pass each candidate's dossier on to the Chair of the University Committee on Rank and Tenure. The University Committee on Rank and Tenure shall review the dossier of each candidate in accordance with Article III, Sections G.8, 9, and 10. The written recommendation of the University Committee on Rank and Tenure, including the vote of this Committee, shall become a part of the candidate's dossier.

¹ *Faculty Handbook 2017*, Article III, Section G.10.a-b, at pp. 26-27.