

## UNIVERSITY OF SOUTH CAROLINA

### College of Nursing

#### **Criteria and Procedures for Tenure and Promotion Review, Post Tenure Review and Tenure Track and Tenured Faculty Annual Review**

College of Nursing criteria and procedures are described in the following five document sections: I) Promotion Criteria by Rank; II) Tenure Criteria; III) Tenure and Promotion Review Procedures; IV) Post Tenure Review Procedures; and V) Tenure Track and Tenured Faculty Annual Review Procedures. An earned doctorate is required for appointment to a tenure track or tenured position.

#### **I. Promotion Criteria by Rank**

##### **A. Overview of Scholarship for the Discipline and Profession of Nursing**

Scholarship in the profession and discipline of nursing is defined as those activities that systematically advance the teaching, research, and practice of nursing through rigorous, creative, and documented inquiry that is significant to the profession, can be peer-reviewed, replicated, or elaborated. The American Association of Colleges of Nursing (AACN), the accrediting body for undergraduate and graduate nursing education, strongly supports the inclusion of a broad array of scholarship to support the growth of scientific knowledge as well as affecting patient care outcomes through education and practice.

The faculty of the College of Nursing at University of South Carolina defines nursing as an applied profession informed by scholarship in the areas of research, education and practice. Faculty members engaged in research scholarship generate and disseminate new scientific knowledge to advance the science of nursing and the translation of nursing science into practice. Those engaged in educational scholarship generate and disseminate new knowledge related to pedagogical practices and innovations aimed at advancing nurses' development and professional practice performance. Faculty involved in practice scholarship translate, evaluate and disseminate new knowledge focused on nursing practice innovations and their impact on health care delivery structures, processes and outcomes. All scholarship areas are integral to the sustained growth of the nursing profession and, as such, of equal merit in tenure and promotion considerations.

For purposes of promotion, tenure-track faculty members in the College of Nursing are expected to develop, sustain, and provide evidence of a quality, focused program of nursing scholarship in a specific content or sub-specialty. Evidence of quality includes originality, innovation, methodological rigor, dissemination to multiple audiences (e.g., researchers, educators, practicing nurses, students), recognition by peers of the significance of contributions to the profession and discipline of nursing. In evaluating the scholarship of colleagues, the faculty recognizes both the College's need for faculty expertise across the various nursing subspecialty areas and the variation in opportunities for funding and dissemination of scholarship across different sub-specialty areas in the discipline. It is expected that an individual's focused scholarship program will be concentrated in one of the three areas (i.e., research, education, or practice), although it is possible, over the course of an individual's academic career, that

an individual may engage in scholarship in a specific content/sub-specialty across the three areas. Promotion criteria by rank are described in the following sections for the emphasis areas of scholarship (including research, education, or practice scholarship), teaching, and service.

**B. Scholarship Criteria by Rank**

Promotion to the associate professor rank is contingent on development of an independent funded program of scholarship that has advanced significantly beyond dissertation (or equivalent) and, when applicable, postdoctoral training accomplishments. Promotion to the professor rank is contingent on sustained growth of the focused scholarship program identified at the associate professor rank. Scholarship promotion criteria and support evidence by rank are presented in Table 1.

Table 1: Scholarship Criteria by Rank

Assistant Professor	Associate Professor	Professor
<p><b><u>Entry Level</u></b>  <u>FOCUS: Presents evidence of an identified focus area for a program of scholarship in nursing research, education, or practice.</u></p> <p><b><u>First Year</u></b>  <u>Presents evidence of dissemination activities consistent with the focused program of scholarship. Evidence meeting minimal expectations of dissemination activities include:</u></p> <ul style="list-style-type: none"> <li>• One (1) in-review manuscript for a peer-reviewed journal from doctoral dissertation or project as the first author.</li> <li>• One (1) peer-reviewed presentation or poster submission for a local conference from doctoral dissertation or project as the first author.</li> </ul> <p><b><u>Third Year</u></b>  <u>FOCUS: Presents evidence of active engagement in focused program of nursing scholarship.</u></p> <p><u>Evidence meeting minimal expectations of scholarship engagement include at least one (1) of the following or its equivalent:</u></p> <ul style="list-style-type: none"> <li>• Submission of two (2) proposals for internally-funded pilot projects (e.g., University of South Carolina grant programs).</li> </ul>	<p><b><u>Fifth Year</u></b>  <b><u>For promotion to Associate Professor, meets Assistant Professor Criteria and the following additional criteria:</u></b></p> <p><u>FOCUS: Presents evidence of an active and sustained program of scholarship in nursing research, education, or practice. Unfunded scholarship activities may contribute to the program of scholarship; however, clear evidence is expected of active grant-writing for funded scholarship activities. Examples of evidence meeting minimal expectations of active scholarship at the associate professor level as evidenced by at least one (1) of the following examples, or equivalent:</u></p> <ul style="list-style-type: none"> <li>• A co-investigator (Co-I) or co-project director (Co-PD) on a minimum of two (2) externally funded interdisciplinary grants consistent with identified scholarship program area.</li> <li>• Submission of two (2) externally-funded pilot-level multi-year grant proposals (e.g., National Institutes of Health, Health Resources and Services Administration, American Nurses Foundation, Robert Wood Johnson Foundation, Sigma Theta Tau, or similar funding sources).</li> <li>• The PI or PD on ONE (1) externally funded pilot-level multi-year grants, (e.g., National Institutes of Health, Health Resources and Services Administration, American Nurses</li> </ul>	<p><b><u>Meets Associate Professor Criteria and the following additional criteria:</u></b></p> <p><u>FOCUS: Presents evidence of sustained engagement in nursing scholarship in the specific program focus area, as evidenced by one (1) of the following:</u></p> <ul style="list-style-type: none"> <li>• The PI or PD on a minimum of three (3) externally funded mid-level multi-year grants, (e.g., National Institutes of Health R03, R21, R01 sub-award, Health Resources and Services Administration, Robert Wood Johnson Foundation, Sigma Theta Tau, or similar funding sources).</li> <li>• The PI or PD on a minimum of one (1) externally funded large multi-year grant (e.g., R01, HRSA).</li> <li>• A co-principal investigator (Co-PI), co-project director (Co-PD) or core director on a minimum of two (2) externally funded interdisciplinary grants consistent with identified scholarship program area.</li> </ul>

Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> <li>PI or PD on one (1) internally funded pilot-level grant.</li> <li>Submission of one (1) externally-funded pilot-level multi-year grant proposals (e.g., National Institutes of Health, Health Resources and Services Administration, American Nurses Foundation, Robert Wood Johnson Foundation, Sigma Theta Tau, or similar funding sources).</li> <li>A team member (Investigator or Co-Investigator) on two (2) externally-funded grants consistent with identified scholarship program focus.</li> </ul> <p><u>DISSEMINATION: Demonstrates dissemination activities consistent with identified focused program area as evidenced by meeting both of the following:</u></p> <ul style="list-style-type: none"> <li>A minimum of three (3) published or in-press peer-reviewed articles as the first or second author.</li> <li>A minimum of three (3) peer-reviewed presentations <u>or</u> posters at regional and national conferences as the first or second author.</li> </ul>	<p>Foundation, Robert Wood Johnson Foundation, Sigma Theta Tau, or similar funding sources).</p> <ul style="list-style-type: none"> <li>A co-investigator (Co-I) or co-project director (Co-PD) on two (2) externally funded interdisciplinary grants consistent with identified scholarship program area.</li> </ul> <p><u>DISSEMINATION: Demonstrates dissemination activities consistent with identified program focus area as evidenced by each of the following:</u></p> <ul style="list-style-type: none"> <li>A minimum of seven (7) total published or in-press <i>peer-reviewed publications</i> (e.g. journal article, book chapter, curriculum, practice guidelines, practice protocols, or similar publications) since appointment at USC. Candidate is expected to be first or second author on a majority of the peer-reviewed publications.</li> <li>A minimum of five (5) peer-reviewed presentations <u>or</u> posters at national and international conferences since appointment at USC. Candidate is expected to be first or second author on the majority of these presentations.</li> <li>Regional and national recognition of the candidate’s scholarship program area as evidenced by documented:               <ul style="list-style-type: none"> <li>Consultation requests.</li> <li>Publication citations.</li> <li>Scholarly achievement citations.</li> </ul> </li> </ul>	<p><u>DISSEMINATION: Demonstrates dissemination activities consistent with identified scholarship program area as evidenced by each of the following:</u></p> <ul style="list-style-type: none"> <li>A minimum of twelve (12) published or in-press peer-reviewed articles as the first or second author.</li> <li>A minimum of eight (8) peer-reviewed presentations <u>or</u> posters at national and international conferences as the first or second author.</li> <li>National and international recognition of the candidate’s scholarship program area as evidenced by documented consultation requests, publication citations, and scholarly achievement citations..</li> </ul>

**C. Teaching Criteria by Rank**

Teaching effectiveness is essential to the preparation of professional nurses. It is expected that teaching assignments and contributions will be commensurate with a candidate’s identified scholarship emphasis area and focus and as consistent as possible overtime to support sustained development of a candidate’s scholarship program and scholarship dissemination via appropriate educational venues. Specific teaching promotion criteria and support evidence by rank are presented in Table 2.

Table 2: Teaching Criteria by Rank

Assistant Professor	Associate Professor	Professor
<p><b><u>Entry Level</u></b></p> <ol style="list-style-type: none"> <li>Eligible for graduate faculty status.</li> <li><b><u>Beginning level teaching experience</u></b> as evidenced by a minimum of one (1) of the following or equivalent: <ul style="list-style-type: none"> <li>One (1) doctoral program course on collegiate-level teaching fundamentals.</li> <li>Doctoral program teaching assistant experience.</li> <li>Undergraduate didactic or clinical teaching experience.</li> <li>Graduate preceptor or clinical teaching experience.</li> <li>Clinical education of practicing nurses, including program development and teaching.</li> </ul> </li> </ol> <p><b><u>Third Year</u></b></p> <ol style="list-style-type: none"> <li>Appointed to graduate faculty status.</li> <li><b><u>Content Expertise</u></b>: Demonstrates content expertise in educational presentations by incorporating examples consistent with scholarship program area. Educational presentations may include but are not limited to guest lectures and course module delivery.</li> <li><b><u>Course Development</u></b>: Engages in course development consistent with identified scholarship program area as evidenced by contribution of scholarship expertise in the development of content for educational courses. Courses may include but are not limited to new elective courses, online courses, honors courses, and course revisions and revises courses in response to student and peer evaluations.</li> <li><b><u>Teaching Development</u></b>:</li> </ol>	<p><b><u>For promotion to Associate Professor with tenure meets Assistant Professor Criteria and the following additional criteria or equivalent:</u></b></p> <ol style="list-style-type: none"> <li><b><u>Course Development</u></b>: Provides leadership in course development consistent with identified scholarship program area as evidenced by <b><u>leadership of one (1) of the following:</u></b> <ul style="list-style-type: none"> <li>Three (3) didactic courses.</li> <li>One (1) didactic <b><u>plus</u></b> one (1) clinical course.</li> <li>Two (2) clinical courses.</li> </ul> </li> <li><b><u>Teaching Effectiveness</u></b>: Demonstrates teaching effectiveness as evidenced by consistently satisfactory teaching evaluations from students and peers.</li> <li><b><u>Faculty Mentorship</u></b>: Mentors faculty in development of their teaching roles as evidenced by formal peer teaching reviews, collaborative design and development of pedagogical approaches, or leading faculty in program review or evaluation</li> <li><b><u>Student Mentorship</u></b>: Mentors students as evidenced by: <ul style="list-style-type: none"> <li>Chairs at least one (1) doctoral, master’s thesis, or Magellan scholar committee; or Honors College thesis consistent with identified scholarship program area.</li> <li>Serves as the major advisor when chairing student theses and projects.</li> </ul> </li> </ol>	<p><b><u>Meets Associate Professor Criteria and the following additional criteria:</u></b></p> <ol style="list-style-type: none"> <li><b><u>Program Leadership</u></b>: Evidence of leadership in activities related to continuous quality improvement of courses, curriculum, or programs consistent with identified scholarship program area.</li> <li><b><u>Teaching Effectiveness</u></b>: Demonstrates teaching effectiveness as evidenced by consistently satisfactory teaching evaluations from students and peers.</li> <li><b><u>Faculty Mentorship</u></b>: Mentors faculty in their professional development as evidenced by: <ul style="list-style-type: none"> <li>Manuscript reviews.</li> <li>Proposal reviews.</li> <li>Co-authorship on publications.</li> </ul> </li> <li><b><u>Student Mentorship</u></b>: Mentors students as evidenced by the following or other equivalent activities: <ul style="list-style-type: none"> <li>Chairs a minimum of three (3) doctoral thesis committees.</li> <li>Inclusion of student authors on published manuscripts.</li> <li>Inclusion of students in grant proposal development activities.</li> </ul> </li> </ol>

<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
<p>Demonstrates sustained teaching skill development through participation in one (1) teaching development activity each year.</p> <p>5. <u>Teaching Effectiveness</u>: Demonstrates teaching effectiveness as evidenced by consistently satisfactory teaching evaluations from students and peers.</p> <p>6. <u>Student Mentorship</u>: Participates on a minimum of one (1) doctoral one (1) master's thesis or one undergraduate research committee consistent with identified scholarship program focus and area.</p>		

**D. Service Criteria by Rank**

Service commitment is an essential component of the faculty role. It is expected that service will be commensurate with a candidate’s identified scholarship emphasis, i.e., research, education, or practice, to support sustained and progressive contributions in their chosen area of scholarship. Table 3 describes specific service promotion criteria and support evidence by rank.

Table 3: Service Criteria by Rank

<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
<p><b><u>Entry Level</u></b>  <u>Professional Service :</u>                      Demonstrates professional service consistent with scholarship program area as evidenced by active membership in a professional organization.</p> <p><u>College of Nursing Service:</u>                      Demonstrates engagement in College service consistent with scholarship program area as evidenced by regular attendance at College councils and meetings.</p> <p><b><u>Third Year</u></b>  <u>Professional Development:</u>                      Demonstrates sustained professional development consistent with scholarship program area as evidenced by a minimum of one (1) of the following or equivalent:</p> <ul style="list-style-type: none"> <li>• Active national certification.</li> <li>• Participation in one (1) professional development activity annually.</li> </ul> <p><u>College of Nursing Service or Practice:</u> Demonstrates engagement in College service consistent with scholarship program area as evidenced by one (1) of the following or equivalent:</p> <ul style="list-style-type: none"> <li>• Chairs one (1) standing faculty governance council or committee.</li> <li>• College representative to one (1) local community organization or university level committee.</li> <li>• Contributes to the College practice plan consistent with scholarship program area.</li> </ul>	<p><b><u>For promotion to Associate Professor with tenure meets Assistant Professor Criteria and the following additional expectations:</u></b></p> <p><u>University Service:</u>                      Demonstrates engagement in University service consistent with scholarship program area as evidenced by a minimum of one (1) of the following or equivalent:</p> <ul style="list-style-type: none"> <li>• Participation on one (1) University committee.</li> <li>• Participation in one (1) University interdisciplinary initiative.</li> <li>• University representative on one (1) local community organization.</li> </ul> <p><u>Professional Service:</u>                      Demonstrates engagement in professional nursing service consistent with scholarship program area as evidenced by a minimum of one (1) of the following or equivalent:</p> <ul style="list-style-type: none"> <li>• Local office holder in a professional organization.</li> <li>• Contributes to state professional organization operational activities such as committee participation, conference development, member recruitment, etc.</li> <li>• Participates on state professional panels, e.g., practice guideline development, policy development, grant reviews, etc.</li> </ul>	<p><b><u>Meets Associate Professor Criteria and the following additional expectations:</u></b></p> <p><u>University Service:</u>                      Demonstrates engagement in University service consistent with scholarship program area as evidenced by a minimum of one (1) of the following or equivalent:</p> <ul style="list-style-type: none"> <li>• Chairs one (1) University committee.</li> <li>• Leads one (1) University interdisciplinary initiative.</li> <li>• Provides leadership for one (1) local community organization on behalf of the University.</li> <li>• Actively contributes to University Committees or interdisciplinary initiatives in other capacities.</li> </ul> <p><u>Professional Service:</u>                      Demonstrates engagement in professional nursing service consistent with scholarship program area as evidenced by a minimum of three (3) of the following or equivalent:</p> <ul style="list-style-type: none"> <li>• National office holder in a professional organization.</li> <li>• Holds an appointment to a national organizational board or review panel.</li> <li>• Chairs a professional board or special panel, e.g., federal grant review panel, practice guideline development, policy development, etc.</li> <li>• Serves as an editor for a peer-reviewed professional journal.</li> <li>• Participates on regional professional panels, e.g., external grant application review, practice guideline development, policy</li> </ul>

Assistant Professor	Associate Professor	Professor
		<p>development, etc.</p> <ul style="list-style-type: none"> <li>• Serves as a reviewer for a minimum of two (2) peer-reviewed professional journals.</li> </ul> <p><u>Professional Recognition:</u> Is recognized as a national expert in scholarship area as evidenced by a minimum of one (1) of the following or its equivalent:</p> <ul style="list-style-type: none"> <li>• Invited keynote speaker for national conferences.</li> <li>• Invited scholar-in-residence.</li> <li>• Invited content specialist for a national panel or board.</li> <li>• Invited consultant for grants, state or national professional organizations, or government agencies</li> </ul>

## **II. Tenure Criteria**

### **A. Promotion with Tenure**

Recommendations for tenure are made on the basis of demonstrated performance in scholarship, teaching, and service since appointment at USC. Achievements in these areas at other institutions are taken into consideration. A faculty member may not be tenured at the rank of assistant professor. To be tenured, a candidate must satisfy all of the criteria for rank of associate professor or higher. A candidate's record must provide evidence of consistency and durability of performance in scholarship, teaching, and service. Faculty members appointed at the rank of assistant professor who have not previously held tenure-track positions at another college or university normally will not be recommended for tenure until they are at least in their fourth year at the University of South Carolina. Faculty members appointed at the rank of associate professor or professor who have not previously held tenure-track positions at another college or university normally will not be recommended for tenure until they are at least in their third year at the University of South Carolina.

### **B. Appointment with Tenure**

Under certain circumstances, it may be in the College's best long-range interest to make an appointment with tenure. Such a decision is based on an assessment of institutional needs and resources and evidence of a candidate's potential for contributing to the College of Nursing based on prior achievement. Appointments with tenure are made only at the rank of associate or full professor.

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**Approved by UCTP April 06, 2011**

## **III. Tenure and Promotion Review Procedures**

**A.** The Tenure and Promotion Committee of the College of Nursing operates as a committee of the whole. All tenured faculty of the College of Nursing are members. The chair is elected annually at the April meeting of the committee. College faculty members serving in administrative positions are exempt from serving as chair of the committee. The Dean serves as an ex-officio member of the committee without a vote.

**B.** A quorum consists of two-thirds of the total membership. A quorum must be present for all tenure and promotion issues.

1. In the matter of promotion, only those with higher rank are eligible voting members. Of all members eligible to vote, two-thirds must vote "yes" to approve recommendations. . In the event that there are fewer than 5 members of the College of Nursing Tenure and Promotions Committee of the appropriate rank, the Dean of the College will appoint a sufficient number of faculty members from other units within the University to create a committee of five voting members. In general, these additional members will come from health science units or units that have some connection to the work of the faculty member under review, such as Social Work, Women's and Gender Studies, Sociology, Psychology, or Anthropology. If there is no member on the review committee from the College of Nursing, a member of Tenure and Promotions committee (usually the chair) may be present to answer questions about the College's evaluation process, teaching norms and expectations, etc. However, this individual will not have a vote on the review.
  2. In the matter of tenure, only those with equal or higher rank are eligible voting members. Of all the members eligible to vote, two-thirds must vote "yes" to approve recommendations.
  3. In the matter of other issues, a simple majority of the members eligible to vote and voting "yes" or "no" is necessary to approve recommendations.
- C.** Discussion by the committee as a whole takes place relative to each candidate under consideration. All such discussion is highly confidential, as is the report of the vote. Violation of confidentiality is grounds for removal from the committee. Concerns of the committee (other than those that relate to specific candidates for appointment, promotion, and/or tenure and general information about policy and procedures) may be freely discussed with non-tenured faculty.
- D.** In accordance with the UCTP calendar, during the first week in April of each year the Dean will communicate with all untenured faculty members to determine their desire to be considered for promotion and tenure. Similarly, in October of each year the Dean will communicate with all non-tenured faculty members with mid-year appointments and all faculty members below the rank of professor to determine their desire to be considered for promotion and/or tenure. Subsequently, the Dean will inform the T&P Chair of the faculty members who have indicated their desire to be considered for promotion and/or tenure in the specific academic term.
- E.** Upon receiving faculty statements of intent to apply for promotion and/or tenure, the T&P chair compiles a list of candidates.
1. The T&P chair notifies candidates of an orientation for faculty who plan to prepare a file for promotion and/or tenure in the upcoming year.
  2. The T&P chair notifies the members of the T&P Committee of the candidates under consideration. In the event that there are ten or more candidates to be considered, the T&P chair may designate panels for a primary review and recommendation on selected candidates.
  3. The T&P chair notifies the Associate Dean of Academic Affairs of persons applying for promotion and/or tenure and requests a criterion-based evaluative statement from the Associate Dean to the committee about each candidate.
  4. The T&P chair requests from the candidate a curriculum vitae and a sample of scholarly work to send to outside referees.
  5. The T&P chair identifies (in conjunction with the committee) at least five individuals external to the academic unit qualified to evaluate the candidate's scholarship. The

identity of these outside reviewers is not reported to the candidate. Referees should not be the candidate's dissertation chair, supervisor, research collaborator or any other person with possible conflict of interest.

6. Following receipt of informal agreement from those selected, the T&P chair sends copies of the candidate's scholarly work, curriculum vitae, and College tenure and promotion criteria to outside referees. A cover letter specifies the parameters to be evaluated. All referees must be able to be objective in their evaluation of the candidate and be at arms' length in terms of prior or current relationships with the candidate, e.g., a referee may not be a former colleague, dissertation chair or co-investigator on a grant, etc.
7. Prior to the deadline for the vote, the T&P chair schedules meetings for the purpose of discussing the candidate's qualifications for promotion and/or tenure. Committee members may take up to two working days following the discussion for the purpose of casting their vote and preparing letters in support of their vote. Each vote must have a written justification or it will not be counted. Abstentions will be counted with the majority of the votes unless there is no majority, in which case the abstention does not count.
8. Administrative staff in the Office of the Dean are responsible for safeguarding the files prepared by the candidates. Candidates are notified by the T&P chair of the deadline for closing the files. The files are normally closed on the date designated for submission of complete files to the unit T&P chair. Candidates may add materials such as letters of reference, publications, or funded grants to the file after the file is closed, if prior reference is made to the material. The Administrative staff member assigned to file maintenance is responsible for adding approved materials to the tenure and promotion files.
9. Two tellers are elected by the voting T & P members. The T&P Chair is informed by the tellers of the voting outcome(s). The tellers record the committee vote and compile the votes and written justifications of votes by the tenured faculty and forward these to the administrative staff in the Office of the Dean.
10. The T&P chair notifies the candidate of the committee's decision. The Dean may choose to support the committee decision or not. The Dean forwards all materials related to candidates who are recommended for tenure and/or promotion as well as a list of those candidates who were considered but not recommended by the unit to the Office of the Provost.
11. Faculty receiving an unfavorable vote on either promotion or tenure by the unit have the right to appeal the unit's T & P committee decision. A faculty member appealing an unfavorable unit decision notifies the unit T&P chair, who immediately announces to the unit faculty all such appeals and invites letters from the unit faculty regarding these cases (vide supra).
12. The section of the Faculty Manual entitled "Tenure Regulations and (Non) Reappointment Procedures" describes the process of consideration for tenure and promotion at the University level.
13. Faculty members dissatisfied with the University-level decision on tenure and/or promotion have access to a grievance procedure, described in the Faculty Manual entitled, "Academic Grievance Procedure."
14. The College of Nursing criteria for Tenure, and Promotion are reviewed and revised every five years.

15. Faculty members appointed into the tenure track AFTER January 1, 1995 will be responsible within their probationary period to meet the unit tenure and promotion criteria and University standards in effect at the time of their appointment. For all subsequent promotions the faculty member will be responsible for meeting unit criteria and University standards in effect at the time of their application for that promotion.
16. Faculty members appointed into tenure track PRIOR to January 1, 1995 have the choice of selecting either the criteria in place when they were hired or the criteria in place at the time of the application for tenure (See p.27 of the University Faculty Manual). In no event shall any change in tenure and promotion regulations be made retroactively for faculty hired before January 1, 1995, unless the faculty member chooses otherwise. It is the responsibility of the candidate to inform the T&P Committee that he/she wishes to be considered under an earlier version of the criteria for promotion and/or tenure.
17. Faculty members with Joint Appointments. Faculty members with joint appointments whose primary appointment is in the College of Nursing will be reviewed using the College of Nursing Tenure and Promotion criteria. For faculty holding joint appointments, each secondary unit will be asked to provide a list of outside evaluators and to comment on evaluators proposed by the primary unit. The College of Nursing Tenure and Promotion Committee will work with other units where faculty members hold secondary appointments to obtain a suitable, representative group of evaluators. An external evaluation must be solicited from at least one evaluator nominated or approved by each secondary unit. Any department that is the primary unit for one or more faculty members with joint appointments must include in its criteria, or in a memorandum of understanding approved as provided below, processes for (1) involving each secondary department or program in the selection of outside evaluators; (2) making the candidate's file available to eligible faculty of each secondary unit; and (3) obtaining formal input from the eligible faculty of each secondary unit and placing it in the candidate's file at least five working days prior to the unit's vote on the application.

For faculty with a secondary appointment within the College of Nursing, the T & P Committee will provide a summary compilation and the individual written reviews of all faculty members eligible to participate in evaluation of the candidate; these materials will be forwarded to the primary unit for inclusion in the candidate's file.

#### **IV. Post Tenure Review Procedures**

Post tenure review procedures may be obtained from the Chair of the College of Nursing Tenure and Promotions Committee.

#### **V. Tenure Track and Tenured Faculty Annual Review Procedures**

Annual reviews are for a calendar year and occur at the beginning of the spring semester. Reviews are based on current rank criteria. Emphasis is placed on faculty development through the use of mutually established performance goals for successful attainment of tenure and promotion and sustained contribution of tenured faculty.

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