

Saint Mary's College of California
Guidelines for Application for Tenure and/or Promotion

Form A: Faculty Profile
Tenure and/or Promotion

Each candidate applying for tenure and/or promotion is to complete *Form A: Faculty Profile*. By **October 15**, one copy is to be given to the candidate's department chairperson and another copy is to be submitted to the office of the Provost for inclusion in the candidate's Rank and Tenure file. **Please make certain that a current curriculum vitae is included with the *Form A*.** Please follow the format below in preparing *Form A*.

1. **Application for tenure and/or promotion** to Assistant, Associate or Full Professor (please specify).
2. **Professional history** (please use the following format):
 - a. Candidate's name
 - b. Date of submission
 - c. Degrees earned (major field), institution, date awarded
 - d. Record of appointment to Saint Mary's College

3. **Date of initial appointment.**

4. **Dates of appointments to the ranks** of Instructor, Assistant Professor, Associate Professor, Full Professor (as applicable).

- a. Full-time appointments at other institutions of higher education: name of institution, rank or position, dates.
- b. Other full-time appointments, e.g., name of firm or institution, rank or position, dates.
- c. Other professional appointments.

5. **Teaching responsibilities at Saint Mary's College.**

Titles of different courses taught during this period. Please indicate other pertinent information such as, the level of the course (e.g., upper division, graduate), whether it was a course being taught by the candidate for the first time, whether it was a newly developed course, etc.

PLEASE USE APPENDIX A (SEE ATTACHED SHEET).

6. **General criteria for tenure and promotion.**

Please address carefully each of the general criteria for tenure and promotion as set forth in the Statement on Criteria for Promotion and Tenure, in the *Faculty Handbook*, Section 2.6.1.

- a. Teaching effectiveness
- b. Scholarly interests and pursuits
- c. Service to the College

(over)

7. **Tenure.** In addition to the general criteria above, please address carefully the following additional criteria that apply to permanent tenure as set forth in the *Faculty Handbook*, Section 2.6.1.1.
- a. The needs of the College and the department.
 - b. The possession of the doctorate or other appropriate terminal degree, or its equivalent;
 - c. A special emphasis on the contribution and commitment to the aims and ideals of the College, and an active interest in the quality of the curriculum and the ability to work well with colleagues.
8. **Promotion.** The following special criteria apply to various ranks, as set forth in the *Faculty Handbook*, Section 2.6.1.1.
- a. **Assistant Professor**
 - Possession of the doctorate or other appropriate terminal degree or its equivalent is normally expected.
 - Promise of teaching effectiveness, scholarly achievement, and effective service (see section 2.6.1, Statement on Criteria for Promotion and Tenure).
 - b. **Associate Professor**
 - Possession of the doctorate, other appropriate terminal degree, or its equivalent.
 - Evidence of teaching effectiveness, scholarly achievement, and effective service. (See Section 2.6.1, Statement on Criteria for Promotion and Tenure.)
 - Since the rank usually accompanies tenure, note criteria for tenure above.
 - In cases where the faculty member is being considered at the same time for tenure and promotion to Associate Professor and is awarded tenure at that time, the decision to award tenure will also result in a concurrent promotion to the rank of Associate Professor.
 - c. **Full Professor**
 - Possession of doctorate, other appropriate terminal degree, or its equivalent.
 - High level of teaching effectiveness and continued development of teaching expertise.
 - Evidence of highly effective service to the College community in and beyond the level of the department.
 - Significant scholarly achievement, evidenced at least in part by peer review and public presentation among academic colleagues outside the College.
 - A special emphasis on the contribution and commitment to the aims and ideals of the College, an active interest in the quality of the curriculum and the ability to work productively with colleagues.