**Theology Department Evaluation of Probationary Faculty in Preparation for Tenure**

The Theology Department will assist probationary faculty in their preparation for tenure evaluation according to the Providence College Faculty Handbook, Section 3.5 and Appendix E (9th Ed.). This process assists probationary faculty in demonstrating sufficient development and achievement in their teaching, scholarship and service to the department, the college and the community.

**Ordinary Schedule of Deadlines in Preparation for Tenure:**

This schedule of deadlines will be revised as necessary to account for the circumstances of individual candidates, such as when prior years of credit are granted upon hiring.

**First Year**

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Sep. 15</td>
<td>Meeting with Department Chair to Review Department Procedures for evaluation of probationary faculty</td>
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<tr>
<td>Nov. 15</td>
<td>Two Informal Observations of Teaching, and meeting with Tenure Committee</td>
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<td>May 1</td>
<td>Two Teaching Observations by Appointed Members of Tenure Committee, and one Teaching Observation by Department Chair</td>
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<tr>
<td>May 15</td>
<td>Meeting with Tenure Committee</td>
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<tr>
<td>June 1</td>
<td>Dossier Preparation Workshop</td>
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**Second Year**

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<tr>
<td>Dec. 1</td>
<td>Two Teaching Observations by Appointed Members of Tenure Committee</td>
</tr>
<tr>
<td>Apr. 15</td>
<td>Research Presentation to Theology Faculty and Students</td>
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<tr>
<td>May 1</td>
<td>Two Teaching Observations by Appointed Members of Tenure Committee, and one Teaching Observation by Department Chair</td>
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<td>May 15</td>
<td>Meeting with Tenure Committee</td>
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<tr>
<td>June 1</td>
<td>Dossier Preparation Workshop</td>
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**Third Year**

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<th>Date</th>
<th>Event</th>
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<tr>
<td>Sep. 21</td>
<td>Submission of Tenure Dossier to Theology Department for Third-Year Review</td>
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</table>
Oct. 15- Thorough evaluation by tenured members of the Theology Department faculty of probationary faculty-member’s teaching, scholarship and service.

Dec. 1- Two Teaching Observations by Appointed Members of Tenure Committee

May 1- Two Teaching Observations by Appointed Members of Tenure Committee, and one Teaching Observation by Department Chair

May 15- Meeting with Tenure Committee

June 1- Dossier Preparation Workshop

Fourth Year-

Dec. 1- Two Teaching Observations by Appointed Members of Tenure Committee

Apr. 15- Research Presentation to Theology Faculty and Students

May 1- Two Teaching Observations by Appointed Members of Tenure Committee, and one Teaching Observation by Department Chair

May 15- Meeting with Tenure Committee

June 1- Dossier Preparation Workshop

Fifth Year-

Dec. 1- Two Teaching Observations by Appointed Members of Tenure Committee

May 1- Two Teaching Observations by Appointed Members of Tenure Committee, and one Teaching Observation by Department Chair

May 15- Meeting with Tenure Committee

June 1- Dossier Preparation Workshop

Sixth Year-

Sept. 21- Submission of Tenure Dossier to Theology Department and VPAA

Oct. 15- Evaluation by Theology Department faculty of probationary faculty-member’s teaching, scholarship and service, with department recommendation about tenure

Tenure Dossier:

All probationary faculty will maintain a tenure dossier in the Theology Department Main Office that contains, at minimum, the following:

$ Current Curriculum Vitae
Schedule of Teaching Hours and Office Hours
Copies of Course Syllabi
Sample Quizzes, Exams and Writing Assignments
Course Evaluations by Students
Reports of Teaching Observations by Tenure Committee
Offprints of Current Publications and Copies of Conference Papers Delivered
Letters of Appointment to Departmental and College Committees

The probationary faculty-member may supplement this dossier with any material that would assist the department in its evaluation of the candidate in the areas of teaching, scholarship and service.

The probationary faculty-member has the right to review and revise the Tenure Dossier at any point prior to its review by the department for evaluation of the candidate for tenure.

**Dossier Preparation Workshop:**

The department will conduct an annual Dossier Preparation Workshop at the end of the academic year to assist faculty in preparing dossiers for tenure and promotion. This workshop will provide guidance to faculty in the collection, organization and presentation of materials to be presented for evaluation of teaching, service and scholarship, and provide for an informal review of dossiers in comparison to dossiers of faculty who have earned tenure and promotion. Participation in this workshop is normally expected of all probationary faculty each year prior to their evaluation for tenure.

**Tenure Committee:**

During the first five years of the probationary period, probationary faculty will be assigned a Tenure Committee consisting of the department chair (or his/her designate) and two tenured faculty-members of the Theology Department appointed by the chair in consultation with the probationary faculty-member. The normal term for assignment of tenured faculty to a tenure committee shall be two years. The ordinary responsibilities of the Tenure Committee shall be:

- One teaching observation each year by Department Chair.
- Two teaching observations each year by tenured faculty appointed to the committee (normally once each semester), with a written evaluation of the candidate’s theological competence in the content of the course and the candidate’s teaching techniques.
Administration of student teaching evaluations each semester.

An annual meeting of the committee to review the teaching observations and tenure dossier, to formulate a joint report on the candidate’s progress toward tenure, and to meet with the candidate to discuss the candidate’s progress and provide guidance for meeting the criteria for tenure.

The initial observations by the committee members in the first semester of the probationary period will be informal unwritten observations, followed by an informal meeting with the probationary faculty-member to provide verbal feedback and guidance.

In addition to these formal evaluation procedures, the tenure committee will provide informal advice and guidance to the probationary faculty in his or her teaching, scholarship, service and participation in the academic life and activities of the college.

The probationary faculty-member will have the right to respond in writing to any teaching observation, and include that written response in the Tenure Dossier.

Third Year Review

A thorough review of the Candidate’s record of teaching, scholarship, and service shall be conducted by the Chair in consultation with the tenured members of the department in the fall of the Candidate’s third contract year. (For faculty who were awarded a full three years of credit toward tenure at the time of initial appointment, the review will take place in the fall of their second contract year at Providence College.)

The pre-tenure review will include all materials normally considered in making a tenure decision. The Candidate shall make available to the tenured members of the department course evaluations, departmental teaching evaluations, and syllabi. The Candidate shall also make available any pertinent materials concerning scholarship and service. At a meeting, the department Chair in consultation with the tenured members of the department will make a thorough evaluation of the Candidate. The Department Chair will report and discuss this evaluation with the Candidate within two weeks of said meeting.
Departmental Evaluation of Probationary Faculty: Teaching

- Probationary faculty will be exempted from any obligation to teach in the DWC program during their first three years of full-time teaching as ordinary faculty.
- Probationary faculty will not be asked to teach courses as an overload during the probationary period.
- Probationary faculty will be encouraged to make full use of resources and technological assistance provided by the college, including the services and activities of the Center for Teaching Excellence and Academic Media Services.
- Probationary faculty will provide evidence of their teaching methods and content in accordance with the requirements of the Probationary Faculty Dossier described above.
- Probationary faculty will be evaluated on a regular basis by the Tenure Committee as described above.

Departmental Evaluation of Probationary Faculty: Scholarship

- Candidates will make a formal presentation of current research to the Theology Faculty and students in the second year and fourth year of their probationary period.
- Candidates will be expected to propose and present papers for the college community and to the appropriate scholarly organizations.
- Candidates will be expected to submit and obtain favorable peer review of scholarship (e.g. acceptance of an article in a referred theological journal).
- Scholarship will be ranked in the following order:
  1. Scholarly books
  2. Scholarly Articles in Refereed Journals (or equivalent)
  3. Selected articles or chapters in a collected volume
  4. Popular books relating to the faculty’s academic discipline
  5. Book reviews
  6. Popular articles relating to the faculty’s academic discipline
  7. Unpublished addresses to scholarly, ecclesiastical and civic organizations
- Faculty may provide for external reviews of their scholarship and its contribution to their professional field to be forwarded to the department chair. These external reviews will accompany the candidate’s Tenure Dossier for review by the department faculty, and will be forwarded to the Vice President for Academic Administration for evaluation by the
Committee for Academic Rank and Tenure. The faculty-member should solicit no more than four external reviews to accompany the Tenure Dossier.

**Departmental Evaluation of Probationary Faculty: Service**

Candidates will be expected to offer service to the department, the college and the academy.

Service to the Department includes:
1. Service on department committees
2. Service as major, minor or graduate-studies advisor for Theology students
3. Representing the department at college functions, such as Family Day and Major/Minor Fairs
4. Facilitating the department’s mission (e.g. advising student organizations related to the department’s mission, campus lectures, etc.)

Service to the College includes:
1. Directing an academic or administrative program
2. Service on Faculty Senate
3. Service on college or interdisciplinary-program committees
4. Service as an undeclared student advisor
5. Pastoral Service to the College Community

Service to the Academic Discipline includes:
1. Holding office or committee service in regional or national professional associations
2. Departmental liaison to a professional organization
3. Serving as editor to a scholarly publication

Service to the Church and Community includes:
1. Participation in and appointment to ecclesiastical boards, commissions and organizations
2. Pastoral service
3. Charitable work
4. Speaking to Community groups
5. Advising civic organizations and government groups
6. Other activities in which the candidate’s knowledge and skills are shared with community groups.
Theology Department Evaluation of Faculty for Promotion

The Theology Department will assist ordinary faculty in their preparation for promotion in accordance to the Providence College Faculty Handbook, Section 3.4 and Appendix E (9th Ed.). This process assists ordinary faculty in demonstrating sufficient achievement in their teaching, scholarship and service to the department, the college and the community.

Schedule for Promotion:

Faculty may apply for promotion to the rank of Associate Professor after four years service to the college in the rank of Assistant Professor.
Faculty may apply to promotion to the rank of Full Professor after five years service to the college in the rank of Associate Professor.
The schedule below requires faculty to be aware of which year of their contract they will be eligible to apply for promotion, and to begin preparations for that promotion a year in advance

Year Prior to Applying for Promotion-

Sep. 15- The Faculty-member applying for promotion meets with the Department Chair to review department procedures for evaluation faculty for promotion, and the chair appoints two tenured faculty to serve on the Teaching Evaluation Committee
Dec. 1- Two Teaching Observations by Appointed Members of Teaching Evaluation Committee
May 1- Two Teaching Observations by Appointed Members of Tenure Committee, and one Teaching Observation by Department Chair
May 15- Meeting with Teaching Evaluation Committee
June 1- Dossier Preparation Workshop

Year of Applying for Promotion-

Sept. 1- The Vice President for Academic Administration informs faculty of their eligibility for promotion
Dec. 1- Two Teaching Observations by Appointed Members of Teaching Evaluation Committee
Dec. 15- Faculty-member submits Promotion Dossier and Letters of Recommendation to the Theology Department Chair, who makes the material available to the Theology faculty of appropriate rank.

Feb. 1- The department chair and Theology faculty of rank of promotion evaluate candidate and forward results to the Vice President for Academic Administration.

**Faculty Promotion Dossier:**

All faculty who intend to seek promotion will create and maintain a Promotion Dossier in the Theology Department Main Office. The responsibility for creating and maintaining the Promotion Dossier lies entirely with the faculty-member seeking promotion. The Promotion Dossier will contain, at minimum, the following:

- Current Curriculum Vitae
- Schedule of Teaching Hours and Office Hours
- Copies of Course Syllabi
- Sample Quizzes, Exams and Writing Assignments
- Course Evaluations by Students
- Reports of Teaching Observations by Tenure Committee
- Offprints of Current Publications and Copies of Conference Papers Delivered
- Letters of Appointment to Departmental and College Committees

The faculty-member seeking promotion may supplement this dossier with any material that would assist the department in its evaluation of the candidate for promotion in the areas of teaching, scholarship and service.

In the case of probationary faculty seeking promotion, maintaining a Tenure Dossier will substitute for the requirement of maintaining a Promotion Dossier.

**Dossier Preparation Workshop:**

The department will conduct an annual Dossier Preparation Workshop at the end of the academic year to assist faculty in preparing dossiers for tenure and promotion. This workshop will provide guidance to faculty in the collection, organization and presentation of materials to be presented for evaluation of teaching, service and scholarship, and provide for an informal review of dossiers in comparison to dossiers of faculty who have earned tenure and promotion.
Participation in this workshop is optional, but strongly recommended, for the faculty-member seeking promotion in the subsequent year.

**Teaching Evaluation Committee:**

At the request of the faculty-member at least one year prior to seeking promotion, the chair will assign a Teaching Evaluation Committee consisting of the department chair (or his/her designate) and two tenured faculty-members of the Theology Department, of equal or higher rank, appointed by the chair in consultation with the faculty-member seeking promotion.

- The Teaching Evaluation committee will observe and evaluate the teaching of the candidate for promotion each semester for a period of three semesters prior to the faculty-member’s submission of materials for promotion.
- The Teaching Evaluation committee will provide individual teaching observations, as well as a common summary teaching evaluation for inclusion in the candidate’s promotion dossier.
- The Teaching Evaluation Committee will administer student course evaluations at the end of each semester.

The faculty-member seeking promotion will have the right to respond in writing to any teaching observation, and include that written response in the Tenure Dossier.

In the case of probationary faculty seeking promotion, the candidate’s Tenure Committee will substitute for a Teaching Evaluation Committee.

**Departmental Evaluation for Promotion: Teaching**

- Faculty will be evaluated for at least three semesters by the teaching Evaluation Committee, as described above.
- Faculty will submit any additional student evaluations to be included in the promotion dossier.
- Faculty who teach in DWC may solicit teaching evaluations from colleagues and from the director of the DWC program.

**Departmental Evaluation for Promotion: Scholarship**
Scholarship to be considered for promotion will be ranked in the following order:

1. Scholarly books
2. Scholarly Articles in Refereed Journals (or equivalent)
3. Selected articles or chapters in a collected volume
4. Popular books relating to the faculty’s academic discipline
5. Book reviews
6. Popular articles relating to the faculty’s academic discipline
7. Unpublished addresses to scholarly, ecclesiastical and civic organizations

Faculty should provide for external reviews of their scholarship and its contribution to their professional field to be forwarded to the department chair. These external recommendations and reviews will accompany the candidate’s promotion dossier for review by the department faculty, and will be forwarded to the Vice President for Academic Administration for evaluation by the Committee for Academic Rank and Tenure. The faculty-member should solicit no more than four external reviews to accompany the Promotion Dossier.

**Departmental Evaluation for Promotion: Service**

Candidates will be expected to offer service to the department, the college and the academy.

**Service to the Department includes:**
1. Service as Department Chair or Director of the Graduate Theology Program
2. Service on department committees
3. Service as major, minor or graduate-studies advisor for Theology students
4. Representing the department at college functions, such as Family Day and Major/Minor Fairs
5. Facilitating the department’s mission (e.g. advising student organizations related to the department’s mission, campus lectures, etc.)

**Service to the College includes:**
1. Directing an academic or administrative program
2. Service on Faculty Senate
3. Service on college or interdisciplinary-program committees
4. Service as an undeclared student advisor
5. Pastoral Service to the College Community

**Service to the Academic Discipline includes:**
1. Holding office or committee service in regional or national professional associations
2. Departmental liaison to a professional organization
3. Serving as editor to a scholarly publication

Service to the Church and Community includes:
1. Participation in and appointment to ecclesiastical boards, commissions and organizations
2. Pastoral service
3. Charitable work
4. Speaking to Community groups
5. Advising civic organizations and government groups
6. Other activities in which the candidate's knowledge and skills are shared with community groups.