

# Procedures and Standards for the Schools of Business Finance and Business Economics Area (Adopted in Area Meeting on October 5, 2011)

## **A. Procedures**

### 1. General Procedures

#### a. Establishing Procedures

Procedures are established by a majority vote with a 50% quorum of the area's PC membership present. Future changes to these procedures require the same.

#### b. Application Packets

The applicant must include in the application packet his/her: signed application, CV, course syllabi, student evaluation spreadsheet prepared in the required manner including all teaching evaluations at Fordham, and research material that the candidate wants considered. Claims that research has been accepted for publication must be documented.

### 2. Procedures for Contract Renewal and Tenure Decisions

#### Outside (i.e. Non-Fordham) Reviewers

In the case of tenure and promotion decisions, outside reviewer letters are solicited. By October 1<sup>st</sup> (for tenure applicants), the applicant shall provide: 1) a packet of papers, books, etc. that they want a representative outside reviewer to consider and 2) their CV (in electronic form) to their area chair to aid in the outside reviewer selection process. The CV would presumably be submitted to potential outside reviewers (when requesting their aid) to help the reviewer decide if they can/should do the review. By November 1<sup>st</sup> (for tenure applicants), the applicant supplies the area Chair with: 1) 8 packets, each containing their CV and copies of the papers, books, etc. they want sent to the outside reviewers to help the reviewers determine the impact that the applicant's research has had or is likely to have upon the field and 2) a list of 4 outside (i.e. non-Fordham) reviewers (and all relevant contact information such as their address, phone number, e-mail address, and fax number). Also by November 1<sup>st</sup> (for tenure applicants), the applicant's area chair, in consultation with the applicant's area PC members, selects 3 qualified outside reviewers (who have stated that they will do the reviews in the required time). These 3 reviewers are not to be selected by the candidate. They are expected to be truly unbiased outside reviewers. The area Chair gives the list of the 7 (4 from the candidate and 3 from the area chair) outside reviewers (and all relevant contact information such as their address, phone number, e-mail address, and fax number), and the packets to support staff. The support staff sends the 7 packets out, each with the standard letter from the area Chair, and keeps 1 as a back-up copy.

## Teaching Evaluations

The dean's office will provide the applicant's teaching evaluations to the PC and to the applicant in the standard spreadsheet format adopted by the PC. The candidate may include a different format of presentation, in addition to the standard format, if he/she wishes to do so, but the standard format must be included in the packet. The standard spreadsheet and notes below the standard spreadsheet should be modified as necessary to completely and accurately reflect all of the applicant's student evaluations since their arrival at Fordham. Missing evaluations should be indicated as such. The applicant is invited to audit the evaluations for accuracy and completeness and to aid in improving the spreadsheet's accuracy and completeness. Teaching evaluation may include class-visitation and review of all teaching materials.

## Three-member subcommittee

A three-member subcommittee for each applicant may be created in the applicant's first term at Fordham. Two subcommittee members may be appointed by the applicant's area chair. Applicants may be allowed to select a third member by the date their application is due. The purpose of the subcommittee if it is utilized is to perform due diligence of the application and present a summary of the application in a standard written format.

## 3. Procedures for Promotion to Associate Professor Decisions

For each promotion applicant there may be a three-member subcommittee as specified by the Contract Renewal and Tenure PC for contract renewal and tenure applicants.

When the applicant was granted tenure in the same calendar year as he/she is applying for promotion (*which requires a new application distinct from the tenure application*), he/she may use the tenure supporting materials (including the tenure-related solicited outside letters) in his/her promotion application.

When the applicant was not granted tenure in the same calendar year as he/she is applying for promotion, he/she must prepare a separate promotion application. These applicants shall signify their intentions to apply for promotion by *April 15<sup>th</sup>* of the calendar year that they are applying for promotion. *Their intentions are signified by providing the area Chair with: 1) the references and packets required of tenure applicants by the Contract Renewal and Tenure PC and 2) their CVs and packets as required of tenure applicants by the Contract Renewal and Tenure PC.* Teaching evaluation spreadsheets shall be included with the applicant's October 15<sup>th</sup> application. The spreadsheet shall be prepared in the manner specified for tenure applicants by the Contract Renewal and Tenure PC.

#### 4. Procedures for Promotion to Full Professor Decisions

For each promotion applicant there may be a three-member subcommittee as specified by the Contract renewal and Tenure PC for contract renewal and tenure applicants.

These applicants shall signify their intentions to apply for promotion by April 15th of the calendar year that they are applying for promotion. Their intentions are signified by providing the area Chair with: 1) the references and packets required of tenure applicants by the Contract Renewal and Tenure PC and 2) their CVs and packets as required of tenure applicants by the Contract Renewal and Tenure PC. Teaching evaluation spreadsheets shall be included with the applicant's October 15th application. The spreadsheet shall be prepared in the manner specified for tenure applicants by the Contract Renewal and Tenure PC.

#### 5. Procedures for Endowed and Named Professorships

We will follow the recommendations of the senate ad-hoc committee on appointment procedures.

### **B. Standards**

#### 1. Standards for Reappointment

The decision to reappoint a faculty member shall be based on demonstrated progress toward and estimated promise of a future favorable tenure decision.

#### 2. Standards for Tenure (Listed in order of relative importance)

- a. Research: The candidate is expected to establish an active and ongoing research program. The committee will consider publication in refereed journals, publication of books and book chapters, presentation of research results at conferences, and other research activity in making this evaluation. Both current research activity and future promise will be considered.
- b. Teaching: Teaching is an important part of the area's mission. The candidate is expected to have received favorable teaching reviews. The committee will consider ways in which the candidate helps students reach their educational goals including appropriateness of the course materials, availability to students, and development of new courses or materials.
- c. Service: Probationary Faculty are expected initially to focus primarily on developing their research and teaching programs. As they become more established in these areas, they should begin to contribute more service to the area, School, University, and public. Past service and the promise of future service will receive significant weight.

### 3. Standards for Promotion to Associate Professor

The standards for promotion to Associate Professor are similar to those for tenure and frequently both decisions will occur in the same year. Consideration for promotion will focus on actual accomplishments rather than future promise.

### 4. Standards for Promotion to Full Professor

Appointment as Professor requires distinguished academic achievement evidenced by outstanding contributions, recognized by scholars within and outside the University, in teaching, research and scholarly publications, and service. Significant time in rank is encouraged.

### 5. Standards for Endowed and Named Professorships

We will follow the guidelines from the University Statutes:

#### §4-05.06 - Procedure for the Appointment of University Professor

For University Professor, the President of the University will consult with a faculty committee of five senior faculty members from appropriate disciplines to be chosen by the President in consultation with the Faculty Senate.

If the nominee should seek an appointment in a faculty of a particular school or department, the following procedures will be used. Supporting materials for nominees already appointed to the University will include recommendations from departmental chairs (where the nominee is a member of a department) or personnel committees, dean(s), and at least two external referees. Supporting materials for nominees being newly appointed to the university will include recommendations from members of personnel committees with the rank of full professor, departmental chairs (where the nominee will be appointed to a department) or search committees, dean(s), and at least two external referees. After reviewing the complete nominations, the committee will make recommendations to the Academic Vice President to be forwarded to the President of the University for the nomination of University Professor(s) to the Board of Trustees.

#### §4-05.07 - Procedure for the Appointment of Distinguished Professor

The President of the University will appoint a committee composed of individuals with the rank of full Professor from a slate recommended by the Faculty Senate to receive nominations for Distinguished Professor. Only academic units may make nominations to the committee.

The committee will review the nominations and solicit supporting materials from those nominees for Distinguished Professor whom it considers pre-eminent in their fields, those with "demonstrated exceptional achievement" (§4-02.04).

Supporting materials for nominees will include recommendations from personnel committees, composed of those with the rank of full Professor, dean(s), and at least two external referees.

Only candidates receiving a favorable recommendation by the committee will be nominated to the Academic Vice President, to be forwarded to the President of the University for appointment to the rank of Distinguished Professor by the Board of Trustees.