

3. Faculty

3.1 Tenure and Promotion

3.1.1 Eligibility for Review

3.1.11 Tenure To be eligible for tenure, one must hold a full-time appointment as a member of the faculty of instruction. The total period of full-time service prior to acquiring continuous tenure may not exceed seven years, including an allowance of up to three years of credit for previous full-time service with the rank of instructor or higher in university-level appointments in other institutions. The amount of credit for previous service must be established at the time of initial appointment. Four years of service at Drake is required prior to granting tenure, except with the special approval of the Board of Trustees. University policies on conditions of tenure as stated in the Bylaws of the University, the Academic Charter, and the Faculty Manual are applicable in the College.

3.1.12 Promotion A faculty member appointed at the rank of instructor, pending completion of an advanced degree, may be promoted to the rank of assistant professor when the dean receives official notice that all requirements of the degree have been satisfied. The time required in rank for assistant and associate professors before eligibility for promotion is typically six years, including service in rank in another institution for which credit is granted at the time of appointment at Drake. In unusual circumstances, exceptions to the six-year requirement may be permitted.

3.1.2 General Guidelines

3.1.21 All evaluation procedures and practices must comply with the established equal employment policy of the university and with the university bylaws, academic charter, and faculty manual. The term “department” in this handbook also refers to programs that have their own chair or director.

3.1.22 At the beginning of the academic year, the Dean of the College, in consultation with the Provost and Department Chairs, shall conduct a detailed assessment of all positions occupied by probationary and consecutive term faculty to determine their long-term place in the University's programs and plans, taking into account the educational needs and resources of the University. Upon completion of this review, the Dean shall notify Department Chairs of a) the names and appointment dates of untenured faculty, specifically identifying those eligible for consideration for tenure; b) the names of those untenured faculty for whom tenure consideration is mandatory in that academic year; and c) the names of those faculty holding positions subject to discontinuance for administrative reasons. The Dean shall also provide Department Chairs with the names of tenured, probationary, and consecutive term faculty members whose years of service in rank qualify them for consideration for promotion.

3.1.23 To ensure a fair and impartial review, the faculty member under review must be informed of the procedures to be followed and the criteria to be applied in the review process and have access to all materials considered by the departmental and college committees, except in instances where access to external letters of review is waived (see 3.1.62). The evaluation criteria shall be teaching, scholarship, and service, unless different criteria are approved in writing by the dean of the college and contained in the letter of appointment.

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3.1.24 All individuals involved in the review process must be informed of the procedures applicable at each stage of the review and the performance criteria used to evaluate the candidate. Annual notification of the URL of this Handbook to all faculty shall be regarded as satisfying this requirement, provided that these individuals are also given copies of the department statements of criteria and procedures for faculty evaluations specified in the concluding paragraphs of 3.1.31, 3.1.32, and 3.1.33.

3.1.25 Evaluation of a candidate for tenure and/or promotion shall take into account the evolution of the candidate's responsibilities as reflected in the assignments made and accepted and in initiatives undertaken by the candidate to accomplish the objectives stated in the criteria outlined below from the date of initial appointment to the time of consideration for tenure and/or promotion. These assignments and initiatives should be reflected in the annual evaluations in the candidate's personnel file.

3.1.26 Candidates are responsible for knowing the Criteria for Review of Faculty Performance (see 3.1.3 below) and for presenting a record of achievement in teaching, scholarship/creative activity, and service within the guidelines of these criteria. Any exceptions to or exemptions from the criteria and standards shall be recorded in writing.

3.1.27 THE URL ADDRESS OF the [Guidelines for Preparing Credentials for Tenure and/or Promotion Review](#) (addendum to the faculty handbook) shall be disseminated to all new tenure-track faculty in the college, and shall serve as a guide for preparation of credentials for promotion and/or tenure review.

The *Guidelines for Preparing Credentials for Tenure and/or Promotion Review* must be consistent with the policies on promotion and tenure as stated in section 3.1 of this handbook. Should any inconsistencies appear, section 3.1 of the handbook shall prevail. The *Guidelines* are to be reviewed by the promotion and tenure committee at the conclusion of its deliberations each academic year, and any changes they may deem appropriate are to be submitted to the Arts and Sciences Council. Any change in the *Guidelines* must be approved by the Arts and Sciences Council.

[Note: Initial *Guidelines for Preparing Credentials for Tenure and/or Promotion Review* were approved by the Council on February 12, 1992. Consistent with 3.1.27, proposed revisions were approved on April 7, 1993, and the revised copy was given to new tenure-track faculty, faculty to be reviewed in 1993-94, and department chairs. No revisions were proposed between 1994-95 and 2000-01. In 2000-01, the A&S Council approved advising as an area to be evaluated for tenure and promotion. In 2001-02, guidelines for evaluation of advising were added to the *Guidelines*. Revision to the *Guidelines* deleting the section on advising were initially approved by Council in December 2008 and by the general faculty in February 2009.]

3.1.28 Annual review of probationary (i.e. tenure-track) and consecutive term faculty leading to recommendations for reappointment or non-reappointment requires the participation of all tenured faculty in the department, allowing those who are on sabbatical or other leaves of absence and those in their final year before retirement to be excused. The evaluative memorandum presenting the recommendation to the Dean shall record who participated in making the recommendation, and the recommendation shall be signed by all tenured faculty (except those excused by the provision in this paragraph). First year faculty members who will not be recommended for reappointment for the subsequent year are to be so notified, by AAUP

standards, as early in the academic year as possible, and not later than March 1. Recommendations concerning first-year faculty must therefore reach the Dean no later than February 15 to allow time for consultation and counseling. AAUP guidelines provide for early notification (December 15) of second-year faculty members in cases of non-reappointment for the subsequent year. Accordingly, recommendations regarding reappointment or non-reappointment of persons in each department must be made by the department, in accordance with established procedures, and submitted to the Dean no later than November 15, again, to allow time for consultation and counseling. Recommendations concerning the reappointment of third-, fourth-, and fifth-year faculty members must be submitted by February 15. Recommendations affecting third-year faculty are regarded as particularly critical. Persons for whom the eventual attainment of tenure and/or promotion is regarded as at all problematical should not be recommended for reappointment at any stage, but particularly not at this time. Persons not recommended for reappointment in the tenure-track will be given a terminal appointment for the subsequent year. Recommendations concerning candidates for tenure in the year of mandatory review are due in the Dean's office October 1. This means that department review processes must be completed by this time. In the evaluation leading to the recommendation at every stage, chairs and departments address both the strengths and the weaknesses of the faculty member in the areas of teaching, scholarship/creative activity, and service. The evaluation must reflect the agreed-upon standards of the department as well as those specified in this handbook. Questions that the recommendation is likely to raise should be the subject of a discussion between the department chair and the Dean at least several weeks before the recommendation is formally submitted. A conference between the Dean and the department chair about recommendations regarding reappointment or non-reappointment is desirable in all instances.

3.1.3 Criteria for the Review of Faculty Performance

Commitment to excellence and demonstrated effectiveness in teaching is the most important consideration in the granting of tenure and/or promotion. A record of quality scholarship/creative activity that is subject to external review is required. A strong service record, including advising, service to the university, to one's profession, to students and/or the community is also important. Deficiencies in teaching cannot be offset by accomplishments in other areas. See also 4.7 in this handbook.

3.1.31 Teaching

Excellent teaching as defined for purposes of tenure and/or promotion encompasses three broad dimensions:

- a. Expertise in the discipline or interdisciplinary areas and mastery of the subject matter one teaches;
- b. Ability to define instructional objectives, organize materials and activities for the accomplishment of these objectives, and evaluate student achievement;
- c. Ability to present materials clearly; conduct classroom, laboratory, studio, or tutorial activities purposefully; engage students' minds and motivate them to perform to the best of their ability; and develop students' skills consistent with course objectives.

In addition, teaching includes:

- d. Mentoring, which encompasses activities similar to apprenticeship-preparation for entry into a profession or career. Mentoring activities typically occur outside the classroom and may include

assisting students on choosing graduate or professional schools; preparing letters of recommendation for graduate scholarships, graduate studies, or employment; discussing career options; directing independent studies and undergraduate research, and assisting students in identifying and obtaining internships and/or professional experiences.

e. The development of models, equipment, inventions, computer-based instructional materials, or audiovisual materials that further the teaching of a discipline;

f. Other activities the candidate's department identifies and justifies as meriting consideration as directly related to teaching performance, such as developing service learning or study abroad experiences. The department is expected to recognize teaching done in interdisciplinary areas and to consult with the director of applicable programs in conducting the evaluation.

Within these guidelines, each Department must develop its own practices to assess instructional skills and accomplishments as they apply to excellence in teaching in its disciplines, and each Department may develop a statement that delineates any special or unique standards of teaching effectiveness and performance in its disciplines. The assessment practices and the statement of special or unique standards must be approved by the Dean of the College. Departments are expected to incorporate into their statements their procedures for taking into account work of an interdisciplinary nature. All members of the Department must be apprised of the Department's assessment practices and its additional statement, if one exists, on special or unique standards for the Department. Special or unique standards within the established criteria shall not be changed by the Department or the Dean without notice to the faculty member; the faculty member must be given an opportunity to demonstrate the ability to perform within these standards.

3.1.32 Scholarship/Creative Activity

Scholarship and creative activity are demonstrated in activities that show one's mind at work and one's skills in practice in one's discipline or artistic field. Often these activities not only advance knowledge, they also contribute to high quality teaching. Although the definition of what constitutes scholarship and creative activity varies with individual disciplines and artistic fields, the college asserts their importance in the evaluation of candidates for tenure and/or promotion.

Scholarship and creative activity may be demonstrated in a variety of ways, including but not limited to those enumerated below. Faculty members are expected to present the results of their scholarly work or to perform or exhibit their artistic work, using means that subject them to critical review of the individual's initiative, contribution, and effort by peers within and beyond Drake University. An idea, product, or performance which cannot be subjected to some form of critical examination by peers is not scholarship or creative activity as here defined. In the case of joint, cooperative, or collaborative efforts in the above items, the nature and extent of the candidate's involvement in them must be described.

Evaluation of scholarship or creative performance is based principally on these elements:

a. Publications, such as books, articles in refereed journals, chapters in books, monographs, and scientific reports;

b. Artistic activities that are subject to critical evaluation, where practicable, including musical recitals and/or concert performances, publication or performance of original musical compositions, exhibitions of art work in individual or group displays, involvement in creative aspects of theatrical productions (i.e., stage/costume/lighting design, direction or choreography, acting or

play writing), public readings of one's own creative work in prose and/or poetry, or other appropriate evidences of artistic activity.

In addition, scholarship/creative activity may include:

- Grant proposals funded (or approved for funding, pending availability of funds, or if not funded, judged to be of superior merit) through competitive processes involving peer review;
- Participation in professional meetings and conferences: principally, presenting scholarly papers or posters, but also serving as a discussant, organizing a session, participating in a workshop, or being a panel member;
- On-campus scholarly activities such as lectures;
- Editorial work, such as editing professional journals and refereeing papers for journals; commissioned book reviews;
- The development of computer-based instructional materials that are published or otherwise evaluated and distributed by appropriate organizations and groups;
- A program of research designed to broaden or improve course offerings or to evaluate the effectiveness of pedagogical strategies.

The department and the candidate may present other activities for consideration such as unpublished research—papers or manuscripts that have not been published or presented in a public forum but are in process, existing at a stage where critical review by peers from off-campus is feasible; printed material, judged by peers to demonstrate scholarship, prepared for classroom use; awards and citations for excellence or for contributions in a discipline. The obligation to demonstrate that an activity cited merits consideration as scholarship or creative performance rests with the candidate and the department.

Since the recognition of scholarship varies among departments and disciplines, each department must develop its own practices to assess scholarly and artistic achievement as they apply to its disciplines, and each department may develop a statement that delineates any special or unique standards of scholarly or artistic achievement in its disciplines. The assessment practices and the statement of special or unique standards (which may be elaborations on or extensions of items a) and b) and those that follow, but in every instance they must be consistent with these items) must be approved by the dean of the college. Departments are expected to incorporate into their statements their procedures for taking into account work of an interdisciplinary nature. All members of the department must be apprised of the department's assessment practices and its additional statement, if one exists, on special or unique standards for the department.

3.1.33 Service

Service includes constructive involvement in the matters enumerated in items a) to k), below. Evaluation of service to students, the university, the community, and the profession is based on such things as:

a. Advising, by encouraging a relationship between professor and advisee to facilitate the student's adjustment to and development within the academic environment. Academic advising activities typically occur outside the classroom and may include: working with open program students and departmental majors and referring them appropriately to sources of specialized help on such matters as financial aid and personal problems; assisting in the orientation of new students; helping students to prepare academically for semester- or year-long international programs; advising student organizations; and assisting in the recruitment and placement of students.

- b. Serving on department, college, and university committees in governing the college and the university, formulating academic policies, and conducting university affairs;
- c. Promoting collegiality and the aims of the university through participation in university activities;
- d. Leading or participating in the operation of interdisciplinary programs (in addition to teaching and scholarship, provided for above);
- e. Contributing professional expertise to community affairs through such things as lecturing to groups or organizations;
- f. Serving as a representative of the department, college or university by designation of the President, the Provost, or the dean of the college;
- g. Serving on local, state, or national boards, commissions, or advisory groups and providing leadership relating to one's discipline; or serving a professional association as officer, board member, or committee member;
- h. Providing professional or expert advice on subjects in one's discipline to media organizations;
- i. Writing newspaper articles, opinion columns, and other non-refereed pieces;
- j. Editing professional newsletters;
- k. Consulting professionally, paid or unpaid.

Each department must develop its own practices to assess university and community service as it applies in the department, and each department may develop a statement that delineates any special or unique standards of service in its disciplines. The assessment practices and the statement of special or unique standards (which may be elaborations on or extensions of items a) to j), but in every instance they must be consistent with these items) must be approved by the dean of the college. Departments are expected to incorporate into their statements their procedures for taking into account work of an interdisciplinary nature. All members of the department must be apprised of the department's assessment practices and its additional statement, if one exists, on special or unique standards for the department.

3.1.4 Review Procedure

Upon notification by the Dean regarding eligibility for tenure and promotion (see 3.1.22 above) the Department Chair shall notify each faculty member in his or her department who is to be reviewed for tenure and who is eligible for promotion. Each faculty member requesting review must notify the Chair by the date named by the Dean.

3.1.5 Review Committees

3.1.51 Department Review Committee

All available tenured members of a department/program shall constitute the review committee of candidates for tenure. Departments/programs with two or fewer tenured faculty members shall add tenured faculty members from outside the department so that the review committee

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shall have at least three members. In the case of review for promotion, the department shall determine who serves as a review group. See section 3.1.63.

3.1.52 Arts and Sciences Promotion and Tenure Committee [See section 2.5](#)

3.1.6 Operational Procedure

3.1.61 Faculty Credentials

A faculty member being reviewed for tenure and/or promotion shall prepare a set of credentials which shall normally include a self-reflective statement in which the candidate discusses her/his record and indicates plans for future development, supported by evidence including:

- a) A current *vitae*. The *vitae* should list the candidate's educational attainments and professional positions held, giving status and rank as appropriate. It should also present the record of achievement of the candidate in teaching, scholarship and creative activity, and service. (See 3.1.3 above for the appropriate sub-categories in which this record might be presented.)
- b) Student evaluations for every course taught, including summer and J-term, and all reports prepared by peer observers.
- c) Attachments showing evidence of scholarship or creative work appropriate to the faculty member's discipline or interdisciplinary areas. These may include products of the faculty member's work and any critiques or evaluations provided by reviewers of that scholarly work or creative activity (for example, book reviews, critiques by article reviewers, observer reports, etc.).
- d) Attachments showing evidence of effectiveness in service to students, the university, one's profession, and the community.
- e) Attachments showing evidence of effectiveness in advising and mentoring.
- f) Letters of support or recommendation, which will be attached to the candidate's application file or sent directly to the department chair for inclusion with the candidate's credentials.
- g) All other evidence the candidate wishes to submit with respect to his or her achievements concerning the established criteria.

3.1.62 Departmental Review

A faculty member being reviewed for tenure and/or promotion shall submit a set of credentials to the department chair in accordance with the time schedule established by the dean and shall be invited to appear before the review committee. The department chair shall provide the candidate's credentials to the departmental review committee and shall convene that committee to discuss those credentials. The criteria to be used for review are outlined in 3.1.31, 3.1.32, and 3.1.33 (above) and are supplemented by the department's own statements on practices and standards. In its deliberations, the department must consider evaluations of teaching performance by students, peers and department chairs (see 4.7 below) and it shall take into account the candidate's work of an interdisciplinary nature. In the case of scholarship/creative activity, a department will seek reviews from persons outside the university who are in a position to speak about the significance and promise of the candidate's work and whose professional and personal relationship with the candidate is such that the external reviewer can be expected and assumed

to provide an objective review of the candidate's work. Letters must not be solicited from those who served as dissertation direct or major advisor for post-doctoral research. In addition, a candidate for tenure or promotion must submit, along with his/her application for tenure or promotion, a statement in which the candidate briefly explains and discloses his/her personal and/or professional relationship with each prospective reviewer. Persons solicited for these reviews of scholarly/creative work should be provided with the necessary materials and the time to complete such reviews before the college review committee begins its consideration of the candidates. All persons so solicited should be made aware that the candidate may see these letters when they are included in the file, unless he or she has waived the right to see them. For more detail on procedures for collecting such reviews, see the Guidelines for Preparing Materials for Tenure and/or Promotion Review, III.B.2, Outside Letters of Evaluation.

In the event of a positive recommendation by the department, all documentation, including the external review letters, together with the recommendation, shall be forwarded to the Arts and Sciences Promotion and Tenure Committee. In support of the recommendation, the department may submit evaluations provided by other departments in the same division or school. In the event of a negative recommendation, the chair of the departmental review committee shall write to the faculty member stating the committee's reasons. Upon the request of the faculty member, the departmental review committee shall reconsider its recommendation and the faculty member shall appear before the committee to provide his or her perspective on the judgment the committee reached. The faculty member should submit an appeal within fifteen working days of the departmental review committee's negative recommendation, and the departmental review committee should make a decision on this appeal within fifteen working days of receipt of the appeal. Should the negative recommendation of the department stand, the faculty member may submit his or her credentials to the Arts and Sciences Promotion and Tenure Committee for review. Such an appeal of the departmental review committee's recommendation must be made before the promotion and tenure committee completes its deliberations on the recommendations before it, which is typically December 10 or earlier. In the event of an appeal, the department shall submit to the promotion and tenure committee a detailed account of its proceedings, including a tally of the vote, and a statement of its reasons for the negative decision.

3.1.63 Promotion to the Rank of Professor

In general the promotion and tenure committee and dean of the college follow the criteria in section 3.1.3 and the same procedures as noted above in evaluating a candidate for promotion from associate professor to professor. More specifically and to reiterate,

a) To merit promotion to professor a candidate shall have demonstrated ongoing development in each of the categories of evaluation, namely:

- 1) A commitment to and systematic evidence of excellent and effective teaching;
- 2) A record of quality scholarship/creative activity that has been subjected to external review by academic/creative peers;
- 3) Service to the university, one's profession, students and/or the community supported by detailed evidence of the quality of this work.

b) A candidate for promotion to full professor must present a statement of self-reflection with supporting evidence of achievement in each category as described in the guidelines since the date of promotion to associate professor using the same outline of required materials as stated above. The candidate will notify the department/program chair of intent to seek promotion by October 1 of the year before submitting materials to the department and promotion and tenure

committee. The department should constitute an evaluation committee, at least three of whom must be at the rank of professor, drawing such faculty from outside the department and from a related field if necessary. The committee should arrange to carry out observations of classroom teaching, as well as review student evaluation forms for all courses taught in each of the two semesters prior to consideration for promotion, in addition to other observations that may have been conducted (See 4.8.1b). If the department/program has accumulated systematic data on teaching effectiveness equal to these requirements, that may be used by the committee in their evaluation and sent on to the college committee. The department/program must provide evaluative letters from at least three academic/creative peers outside the university who are in a position to speak about the significance of the candidate's scholarship or creative activity and who hold an academic or professional rank equal to that to which the candidate aspires. These external reviewers should not be close acquaintances or direct collaborators of the candidate.

3.1.64 Arts and Sciences Committee on Promotion and Tenure

The dean of the college shall call the initial meeting of the Arts and Sciences Committee on Promotion and Tenure to elect a committee chair, to review operational procedures, and to outline the committee's workload. In addition to providing the committee with the materials presented by the candidates for tenure, the dean shall give the committee a complete set of the Professional Activities Records and Evaluations and recommendations for reappointment during the candidates' tenure-track years. For candidates for promotion, the dean shall give the committee the Professional Activities Records and Evaluations for the previous five years. The dean shall be present as an observer at the subsequent meetings of the committee.

The promotion and tenure committee shall maintain minutes of its proceedings, showing all motions, recording all votes (which are registered by secret ballot), and noting the principal areas discussed regarding each candidacy. Verbatim minutes are not required. The committee shall request that the department chair and/or the chair of the departmental review committee appear before it to provide additional information and answer questions concerning the credentials and performance of the candidate under review. Committee members who have participated in annual, formal evaluations of a candidate who is before the committee shall absent themselves from discussion and debate when that candidate is under consideration and shall not participate in those discussions in any way, including the final vote. Associate professors may not serve on the committee during the year they apply for promotion.

After reviewing the recommendations and credentials of the faculty member and other materials relevant to the decision, all eligible members of the promotion and tenure committee shall vote to recommend or not recommend the candidate for promotion and/or tenure. The chair of the promotion and tenure committee is a participating, voting member. A tie vote is a negative recommendation.

For each candidate for tenure and/or promotion, the promotion and tenure committee shall prepare the recommendation for the committee. The recommendation should be accompanied by an explicit rationale for it. The recommendation and the accompanying rationale shall be sent to the dean. The same statement, minus the numerical vote on the committee's decision, shall be sent to the candidate. This statement must be placed in the mail to the candidate or made available to her or him on campus within four working days of the time it is delivered to the dean. Normally the dean will meet with the candidate and convey the letter in person. If the statement is sent electronically, a hard copy must also be mailed. The faculty member may respond to the statement. Such a response should be sent to the dean within two weeks of receipt of the committee's statement during the regular term. If a response is submitted, it becomes part of the official tenure and/or promotion materials and must be included in the dean's

considerations and submitted with the other materials accompanying the dean's recommendations to the provost.

The dean, upon receiving the recommendations from the committee, shall consider them in the light of her or his own review of each candidate's credentials and record of performance. The dean may be given an opportunity to question the committee concerning its recommendations, after they have been presented, in order to gain information to be used in forming her or his independent judgment on the strengths of the candidates.

In cases of tenure and promotion, the dean shall submit to the provost on the established date his or her recommendations for action along with a copy of the promotion and tenure committee's recommendations, giving the reasons for these recommendations and noting explicitly whether his or her recommendations concur with or differ from the recommendations of the promotion and tenure committee. The dean shall also invite the provost to meet with the promotion and tenure committee to discuss any recommendations about which the provost may have questions. In cases of promotion only, the dean shall forward to the provost his or her recommendations for promotion, together with the promotion and tenure committee's recommendation. The cases of candidates who are not recommended for promotion by both the promotion and tenure committee and the dean are not reviewed by the provost. Those candidates are eligible to re-apply for promotion the next academic year, or any year thereafter.

When the university acts formally upon the recommendation, the provost shall notify the candidates in writing of the actions and the reasons for them.

If a candidate wishes to appeal the university's decision, he or she shall use the university-wide appeals process.

3.2 Sabbatical Leaves

Sabbatical leaves are awarded in accordance with University policy, with these additional provisions:

3.2.1 Applications are to be submitted to the Dean, through the department chair, who shall refer them to a four-person sabbatical leave advisory committee, appointed by the Dean with the approval of the Faculty Cabinet from the roster of persons who have been on sabbatical leave in one of the two previous academic years.

3.2.2 To be eligible for sabbatical leaves, faculty members must have served at Drake at least six years, with the exception of those applying for pre-tenure sabbaticals.

3.2.3 The applications shall be evaluated with five principal considerations in mind:

- a. the applicant's record of performance at Drake;
- b. the clarity of the purpose and the plan of activities to be undertaken during the leave;
- c. the benefits to be derived by the University;
- d. the benefits to be derived by the individual, particularly as they hold promise for rejuvenating the spirit and enlarging the competence of the individual to perform his or her duties in the College;
- e. the amount of time elapsed since the candidate's previous sabbatical.

3.2.4 In reviewing the applications, the advisory committee may ask the applicants to provide additional information.

3.2.5 Department chairs, in assessing the applications, shall advise the Dean of the arrangements necessary for covering the applicant's assignments and the costs of such arrangements. Such information is not included in the credentials reviewed by the sabbatical leave advisory committee.

3.2.6 The advisory committee shall submit its recommendations to the Dean in rank order, with comments.

3.2.7 Upon completion of the sabbatical leave, recipients must submit a report to their Dean summarizing activities and accomplishments during the leave.

Report Guidelines:

a. The sabbatical leave report is due to the Dean one month after the start of the academic semester following completion of the sabbatical leave.

b. The Sabbatical Leave Report will become a permanent part of the faculty member's file and will be considered at the time of future applications for sabbatical leave.

c. Consistent with sabbatical leave approval criteria (Section 3.2.3) the Sabbatical Leave Report:

- must provide a summary of activities and accomplishments during the sabbatical leave, including a discussion of writings or creative work completed, reports of manuscripts or artistic work submitted for publication or review, and any other personal and professional goals that were part of the proposal.
- the benefits that the individual believes will accrue to the University/College now that the leave is completed.
- the benefits that were derived by the individual as a result of the sabbatical.

3.3 Faculty Teaching Load

The semester-hour load of full-time faculty members shall be consistent with University policy. A faculty member's specific load shall be determined by such factors as: advising responsibilities, the student credit-hour load, the number of preparations, laboratory and/or supervisory responsibilities, the level of the courses taught, administrative and service duties within the College, and the scholarly pursuits or creative activity in which the faculty member is currently engaged.

3.4 Faculty Honors

3.4.1 The A&S Outstanding Teacher of the Year

Each year a College faculty member is honored for excellence in teaching. The honoree receives a plaque, a cash award and delivers an address at the following year's A&S Honors Convocation. The Outstanding Teacher of the Year award is funded by an endowment established by Dean and Sue Wright.

a. Teacher of the Year Committee: The Faculty Cabinet or a faculty committee designated by the Cabinet is responsible for soliciting nominations, consulting with students, and selecting the honoree. The Committee will be composed by four faculty members representing the divisions in the college and two students. One member will be the most recent recipient of the Teacher of the Year Award, who will serve as committee chair.

b. The dean will make at least two calls for nominations, one late in the fall semester and a second prior to February 1. The deadline for submitting nominations is February 15.

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c. Eligibility for the Award: the following are the conditions to be considered in selecting the awardee.

1. The award is for excellence in teaching.
2. Nominees must be full-time, continuing faculty in the college of the Arts and Sciences.
3. Nominees must have completed at least three years of service at Drake. A Teacher of the Year honoree is ineligible for consideration for a period of five years after receiving the award.
4. The committee is to consider input from nominators, student evaluations and department chairs. The committee shall solicit each nominee's chair for a letter of support that references student evaluations, without providing the evaluations themselves. (In the event that a chair is nominated, the dean or his/her designee shall provide the letter of support.) At their discretion chairs may request an additional supporting letter from a colleague of the nominee. The committee may also solicit student letters for candidates initially nominated by chairs or colleagues.

d. Procedures

1. The recipient will be determined by a majority vote of the committee.
2. All committee deliberations are confidential. The recipient's name is to be kept secret until it is announced at the Honors Convocation by the committee chair.
3. The committee must inform the dean of its decision by April 1.

3.4.2 The Centennial Scholar Award

The *Centennial Scholar Award* is presented in even-numbered years to a faculty member in the College in recognition of distinguished achievements in scholarship. The guidelines are as follows:

- a. The Centennial Scholar Award Committee consists of previous recipients of the award, typically the three most recent recipients.
- b. The Dean, in consultation with the Committee, will send an announcement, including guidelines and nominations forms for the Centennial Scholar Award, to each Department in May of even numbered years. A nominee must be a faculty member holding the rank of professor or associate professor (in at least her/his fourth academic year at that rank). Previous recipients are not eligible. The criteria for selection include professional contributions through scholarly/creative activity, holding leadership roles in the profession/discipline, consulting activities related to scholarship and research, and contribution to the mission of the department, college, and university.
- c. Each department may nominate faculty members as candidates. By September 1, nominations are presented to the Dean for forwarding to the Committee. It is important for chairs to ensure that departments consider nominating faculty members as candidates for this award. Because chairs may be reluctant to lead processes that might result in their own nomination, it is the prerogative of the Dean to invite senior faculty in departments chaired by prospective candidates to prepare nominations. If any department fails to nominate a faculty member whom the Committee and/or Dean considers viable, the Committee may add that faculty member's name to the list of nominees.

d. By September 15, the Committee, after reviewing the nominations, will select a slate of finalists and inform the Dean of its selections.

e. Departments will provide additional material on each of these finalists to the Committee by the beginning of March. This material will include: copies of the finalist's scholarly work (books, articles, paper presentations, and published reviews of such work); a brief report on the quality of the presses and journals that have published the finalist's work; and, in the case of work in a language other than English, a brief report on the finalist's work prepared by someone familiar with that language.

This material is to be collected by the Dean and is to be readily accessible to members of the Committee for their review.

f. The Committee will determine the award winner from among the finalists and inform the Dean of its decision by October 1.

3.4.3 The Stalnaker Lecture Award

The *Stalnaker Lecture Award* is presented to a distinguished faculty member who is invited to present a lecture to the University community on a topic in his or her discipline in October. This award is funded in part by the emeritus professors of the College. Selection of the award recipient is by a committee consisting of the three most recent Lecturers and a representative of the emeritus faculty. The lecturer must be a faculty member holding the rank of professor or associate professor (in at least her/his fourth academic year at that rank). Previous recipients are not eligible. Nominations are due to the Dean by September 1.

3.4.4 Arts & Sciences Distinguished Engagement Award

The College of Arts & Sciences established the Distinguished Engagement Award to recognize outstanding contributions of Drake faculty and staff to the college community.

a. Criteria for the award may include:

- a demonstrated personal commitment to Drake-related volunteerism and campus engagement;
- an outstanding record of leadership or substantial involvement in community projects, services and activities contributing to the quality of life in our institution;
- professional and personal values and behavior that typify the integration of citizenship and professional responsibility.

b. Eligibility: The nominee must be a current faculty or staff member with at least five years of employment at Drake. The recipient will be announced by the chair of the Faculty Cabinet at the fall Stalnaker lecture.

c. Procedures: Letters of nomination are to be submitted to the A&S Faculty Cabinet by September 1. One nomination letter detailing specific examples of how the nominee exemplifies each of the application criteria is desirable. The recipient will be selected by a committee consisting of the A&S Faculty Cabinet and a staff member appointed by the dean.