

**Case Western Reserve University
College of Arts and Sciences**

PROMOTION AND TENURE GUIDELINES

The procedures and standards for making decisions on promotion and tenure in the college are governed by policies laid out in the current Case Faculty Handbook. Providing more specific information for faculty members are the departmental guidelines, all of which have been approved by the Executive Committee of the college.

In line with Chapter 3, Part One, Section I.F. in the handbook, the college evaluates candidates for promotion and tenure on the basis of 1) expert knowledge of field and continuing development of that competence, 2) dedication to and evidence of effective teaching, 3) commitment to research or advanced creative activity and evidence of achievement in this work, and 4) university service.

Untenured tenure-track faculty members should show evidence of service, but their primary commitment must be to develop as teachers and professionals in their field. Thorough annual reviews—written but supplemented by a conference with the chair—as well as a third-year review that involves the Appointments Committee, provide untenured tenure-track faculty with regular evaluations of their professional progress. A Faculty Development Policy, approved by the faculty of the college, spells out the college's plan for support of these new faculty members. Tenured associate professors should meet at least every other year with their chair to review their progress toward promotion.

Approved by A&S Executive Committee June 9, 1998