

# **Personnel Policies for Lincoln University**

The guiding principle for these policies is The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 7.2

#### Effective November 13, 2009

**LU Home** 

Promotion and Tenure Criteria and the Evaluation Process

**HR Home** 

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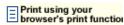
**Rules and Regs** 

Letter from the President

**Faculty Handbook** 

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#### **Staff Handbook**



## **Employees covered by this policy**

This policy applies to all Faculty at LU and applicants of positions.

### **Policy**

Committees and individuals who evaluate promotion and tenure applications will assess each area of the application using a three-point scale. The evaluation will focus on the quality of performance in each area. The tables below provide examples of how quality of performance in each of the three criteria might be scored:

## (3) Outstanding: Extensive and Continuous Record of Top Quality Work

Teaching	Scholarship/Research	Service/Extension
Receives excellent	Annual records of	Annual records of
teaching evaluations.	continuous, scholarly,	continuous multiple
	peer-reviewed work.	service or extension
Record of quality		responsibilities with
advising.	Record of nationally	well defined, beneficial
	recognized	outcomes.
Superior	accomplishments.	
competence.		
Clear commitment to		
pedagogy.		

#### (2) Neutral: Completes the Minimum Requirements of the Position

Teac	hing	Scholarship/Research	Service/Extension
Rece	ives positive	Annual records of	Fulfills typical service
teacl	hing evaluations.	continuous, scholarly	or extension
		work.	responsibilities (e.g.,
Fulfil	lls typical		membership on
advis	sing		committees).
resp	onsibilities.		
Dem	onstrates basic		
com	petence.		
Fulfil	lls typical teaching		
resp	onsibilities (e.g.,		

providing feedback to		
students;	record-	
keeping.		

## (1) Poor: Does Not Meet Minimum Requirements of the Position

<u>Teaching</u>	Scholarship/Research	Service/Extension	
Receives poor	No scholarly work of	Failure to fulfill	
teaching evaluations.	any discernible	service or extension	
	quality.	responsibilities (e.g.,	
Problems fulfilling		membership on	
basic teaching		committees).	
responsibilities (e.g.,			
poor quality course			
materials; student			
complaints)			

The preceding examples should serve as guides, not checklists. Each candidate for promotion and/or tenure will present a unique set of accomplishments. Department heads will also be expected to delineate the specific requirements of the positions within the area and to convey these requirements to the candidate upon initial appointment.

• UHRS •

University Human Resource Services Revised July 9, 2009