

TENURE & PROMOTION POLICIES  
Department of Sociology & Criminology  
John Carroll University  
September 13, 2024

PREAMBLE

Tenured members of the Department of Sociology and Criminology are scholars who have shown evidence of their effectiveness in their research, teaching, and service. The ways in which they meet these responsibilities are varied. This document describes the process and sets out a minimum set of common criteria by which a candidate for tenure can demonstrate that s/he is qualified for tenure.

A strong tenure policy in a university grants the faculty member the contingent right to retain his or her appointm



### III. PROCESS & PROCEDURES

#### A. Composition of the Tenure & Promotion Committee

The Tenure & Promotion (T/P) Committee in the Department of Sociology and Criminology is composed of all full-time faculty members in the department who have been granted tenure and who have voting rights, as defined in the *Faculty Handbook*. Those who are granted tenure will join the T/P Committee during the first year in which tenure takes effect.

Each year, the T/P Committee shall elect its Chair from among its members. The Chairperson of the Department, if tenured, and shall act as the convener until the T/P Committee Chair is chosen. The Chair of the T/P Committee and the Chair of the Department shall have the same and equal voting rights to other committee members.

#### B. Procedure & Timetable

whether the candidate is progressing towards a favorable tenure decision. The Dean reviews the dossier, and makes a recommendation to the Academic Vice President (AVP). The University Tenure and Promotion Committee (UTPC) also reviews the candidate's dossier and the T/P Committee statement and makes a recommendation to the AVP. Before the end of the academic year, the AVP notifies the candidate, UTPC, the Dean and the Department T/P Committee of the decision in writing.

6.) In the fall of the sixth year, the typical tenure track candidate will apply for tenure (although this will be specified in the initial offer letter, and may be altered with official permission from the AAVP Office). The candidate must submit their dossier to the department T/P Committee by September 1 in the case of a fall decision, and February 1 for a spring decision. The dossier must be submitted both in electronic and paper format.\* In accordance with the *Faculty Handbook* guidelines, a two-thirds vote is necessary to recommend tenure. For promotion, a second vote will take place with only tenured associate and full professors voting, and a majority vote required for a positive recommendation. Both votes take place at the same meeting when both tenure and promotion are requested.

7.) After the T/P Committee makes its decision, it will forward the dossier and its report through appropriate channels to the Dean of Arts and Sciences by October 1. The Dean will evaluate the dossier and add their own recommendation, then forward it on to the University Tenure and Promotion Committee (UTPC). The UTPC will prepare its own report regarding the tenure and/or promotion of the faculty candidate. The chair of the UTPC should forward the dossier and reports to the Academic Vice President (AVP) by December 1.

8.) By December 15 (May 15 in the case of spring semester tenure application) the AVP notifies the candidate of his/her decision, and informs the appropriate dean, the department chair, the chair of the department tenure-and-promotion committee, and the University Tenure & Promotion Committee of that decision. These communications are done in writing.\*

*\*See the Tenure/Promotion Application Procedures provided by the Associate Academic Vice President's (AAVP) Office for more information.*

CRITERIA FOR PROMOTION TO THE RANK OF PROFESSOR  
Department of Sociology & Criminology  
John Carroll University  
September 13, 2024

**Preamble**

Appointment to the rank of full professor in the Department of Sociology & Criminology at John Carroll University recognizes a record of outstanding professional achievement and leadership to the academic community, and acknowledges the candidate's expertise in her/his discipline. The professorship is reserved for a person who has attained this stature nationally or internationally, and whose presence on the faculty adds to the prestige of the university. It presupposes normally a minimum of five years of experience as an associate professor. This document sets out the procedures and a minimum set of common criteria by which a candidate for full professor can demonstrate that s/he is qualified to achieve this rank.

**Process**

**Composition of the Promotion Committee**

The promotion committee in the Department of Sociology & Criminology is composed of all full professors in the department. If there are no full professors, then the Department Chair will act as the committee.

**Procedure**

As part of the annual review process, the chairperson of the department will review the guidelines for promotion to full professor with all associate professors. In the academic year a faculty member wishes to be considered for promotion, s/he should inform the Department Chair and the Associate Academic Vice President's Office as soon as possible, but no later than the first day of the fall academic semester. \*

The Department Chairperson will convene the promotion committee, which will be comprised of all Full Professors in the department, and will notify the administration as required. The promotion committee at the first meeting will select its chairperson. In addition to the information requested for the promotion dossier prepared by the F1 tree

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## **Criteria**

### **Scholarship**

Conducting research and making available its results are activities at the core of the profession. A candidate for promotion to full professor in the Department of Sociology & Criminology will demonstrate a continued commitment to conduct and disseminate original, meaningful and ethical research leading to the expansion of knowledge about humans and human societies. Evidence that strongly supports this commitment includes: at least 4 published peer-reviewed journal articles, or a single original published monograph by an academic press, or some combination of at least 2 published peer reviewed articles and additional works such as a text book. In submitting co-authored publications for review by the committee, the candidate must indicate the specific contributions that s/he has made to the work. Publications counted toward

1. serving as a peer reviewer of manuscripts for scholarly journals and books
2. serving as an outside reviewer for the tenure and promotion applications of colleagues at other universities
3. editing of a journal or serving on the editorial board of a journal
4. leadership roles on university governance, planning, curriculum, and other university committees
5. developing and/or directing academic programs
6. serving as chairperson of the department
7. being as an officer in a professional organization
8. in accordance with the department's commitment to social justice, serving on a nonprofit board or other similar leadership position
9. other supportive documentation of the candidate's choice