

MANHATTAN COLLEGE  
Riverdale, N.Y. 10471

FORM B

APPLICATION FOR PROMOTION AND/OR CONFERRAL OF TENURE

This form contains the evaluative judgments and supporting evidence supplied by the chairperson of the department on the accomplishments of the faculty member who is applying for promotion or tenure or both. It is presumed that these judgments are based on the data supplied by the candidate in Form A and the "Criteria for Granting Tenure" and/or "Norms for Promotion" as presented in the Manhattan College Faculty Handbook. In all instances, the chairperson should clearly state the basis for his/her evaluation. *(Please use a 12 point font size.)*

CANDIDATE'S NAME \_\_\_\_\_

THIS APPLICATION IS FOR: (Please mark one below.)

a) Tenure \_\_\_ b) Promotion \_\_\_ c) Tenure & Promotion \_\_\_ d) Early Promotion \_\_\_

APPOINTMENTS AT MANHATTAN COLLEGE:

RANK

DATE OF APPOINTMENT

Instructor

Assistant Professor

Associate Professor

Professor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

CHAIRPERSON OF DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

**TEACHING:**

The evaluation of a faculty member's performance as a teacher should be based on student reaction as well as on the observations of the chairperson of the department and of tenured faculty members. Since the chairperson of the department is obliged to gather the data needed for this evaluation, he/she initiates procedures for doing so. Such procedures may include class visitations, personal conferences with a faculty member, review of student evaluation forms, private discussion of assignments and examinations given to students. The chairperson will report on the candidate's knowledge of subject matter, effectiveness as a teacher, and cooperation in necessary procedures related to the teaching process.

1. Evaluate candidate's knowledge of subject matter:

**2. Evaluate candidate's effectiveness as a teacher and indicate the basis for your evaluation. For classroom visitations, indicate dates, observers' names, results of observations, etc., and attach reports of evaluation if possible.**

**3. Has the candidate shown creativity or experimentation in teaching? Give specific instances:**

**4. Has the candidate manifested growth as a teacher? Explain:**

**5. What level courses does the candidate teach?**

**a. Graduate Level courses:** \_\_\_\_\_

**b. Upper Level courses:** \_\_\_\_\_

**c. Lower Level courses:** \_\_\_\_\_

**d. Are there specific reasons why the candidate is restricted to either level?**

**SCHOLARLY ACTIVITIES**

**1. Research and Publications**

**a. Evaluate the quality of any research projects he/she has undertaken or with which he/she has been associated. Have there been any published reports or reviews on this research? Place the candidate's scholarly work in the context of norms for scholarship in the candidate's discipline. Verify the accuracy of all claims made by the candidate that journals are peer reviewed.**

**b. Evaluate the candidate's ability to lead, direct and encourage students in research. Cite specific instances, where possible.**

**2. Other Scholarly Activities:**

**Give an evaluation of the candidate's other scholarly activities which he/she has reported in Form A.**

## **ACADEMIC DEGREES**

1. **Has the candidate obtained an appropriate doctorate from an accredited institution?**
  
2. **If this application is for promotion to Associate Professor rank and the candidate has not earned an appropriate doctorate from an accredited institution, please provide a detailed explanation why an exception is being requested (Cf. 2.8.3 (b) "Norms for promotion," paragraph three).**
  
3. **For promotion to Assistant Professor rank, in the case of those presently working toward the doctorate, evidence of progress toward completion of the degree must be submitted (Cf. 2.8.3 (b) "Norms for promotion," paragraph two). This includes: (1) a statement outlining the requirements of his/her doctoral program which is supported by the appropriate section(s) in the catalog of the institution where he/she is matriculating; (2) a recent transcript of the work he/she has completed in his/her doctoral program; (3) a statement from his/her doctoral advisor indicating the progress made on the dissertation and an estimate of the date of completion of the dissertation. This evidence is to be submitted with this application.**

**For tenure application, if the candidate is presently working toward the doctorate, he/she must present evidence (as outlined above) that he/she will have completed all requirements for the doctorate at least thirteen months before the effective date of tenure. Librarians must meet at least the degree requirements of Assistant Librarian II.**

**RESPONSIBLE PERFORMANCE IN COLLEGE AND/OR PROFESSIONAL ACTIVITIES**

The contribution(s) of a faculty member in the faculty committees, in the guidance of students, and in the advising of co-curricular and extracurricular student activities, must be evaluated. The chairpersons of departments are required to consult the chairpersons of faculty committees, the Dean of Students and other appropriate administrative officers to ascertain the manner in which a faculty member has performed these assignments.

The chairperson of a department should take care to note whether a candidate has organized and participated in the intellectual and cultural activities of the College: forums, special discussion groups, lecture series, etc. Chairpersons should also report and evaluate a candidate's participation in those activities of the community or professional circles which enhance the stature of a candidate as a faculty member.

The chairperson of the department will evaluate the manner in which the applicant has performed these college and/or professional activities.

1. **College and School Assignments and Activities**  
(Cite specifics in evaluating candidate's performance.)

2. **Department Committee Assignments and Activities**  
(Cite specifics in evaluating candidate's performance.)



3. **Administrative Responsibilities**  
(Cite specifics in evaluating candidate's performance.)

4. **Student Guidance**

**Has the candidate assisted formally or informally in the academic guidance of students?**

**(Cite specifics in evaluating candidate's performance.)**

5. **Moderatorship of Student Activities**

**Has the candidate accepted and responsibly performed the duties of advisor or co-curricular and extracurricular activities of students when requested to do so?**

**(Cite specifics in evaluating candidate's performance.)**

6. **Other Activities**

**Give an evaluation of the candidate's other related activities which he/she has reported in Form**

**A.**

**COOPERATION:**

**Has the candidate given careful cooperation to the regulations of the College and to the ordinary procedures determined for effective and orderly conduct of the College?  
(Cite specific incidents in support of your response to this criterion.)**

**1. Has the candidate given evidence of common cooperation by submitting marks, reports, etc. within limits set?**

**2. Has the candidate any record of frequent and/or unnecessary absences from class? Has he/she made arrangements through the chairperson to have his/her classes covered?**

**COMMITMENT TO MANHATTAN COLLEGE**

**Please cite specific incidents in support of your response to this criterion.**

**DEPARTMENTAL DATA (For Tenure Applications Only)**

"In justifying a candidate's request for tenure the department chairperson must examine the following: the courses offered in the department; the need for the special expertise and the versatility of the individual being considered for tenure; the number of students majoring or minoring in the department's discipline and the recent trends of these numbers; the enrollments of students in classes taught by the department; the work loads carried by departmental faculty."

"In general, tenure should not be granted to a faculty member in a department in which full-time work loads are less than those regularly established as full-time faculty work loads. Furthermore, unless there are compelling reasons to the contrary, tenure should not be granted to a faculty member in a department where the student/faculty ratio is judged to be too low."

The chairperson is to supply the following data and provide a narrative which explains how the data support the candidate's application and/or how special needs of the department should be considered in this case.

1. Candidate's teaching load for the last five years (or last three years for a candidate satisfying the minimum probationary period).

<u>Year</u>	<u>Semester</u>	<u># of Different Courses Taught</u>		<u># Sections</u>		<u>Total # Credits</u>		<u>Total # Students</u>		<u>Average Std/Sec</u>	
		<u>U</u>	<u>G</u>	<u>U</u>	<u>G</u>	<u>U</u>	<u>G</u>	<u>U</u>	<u>G</u>	<u>U</u>	<u>G</u>
_____	Fall	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Spring	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Fall	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Spring	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Fall	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Spring	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Fall	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Spring	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Fall	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Spring	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

U = Undergraduate, G = Graduate

2. List all courses, graduate and undergraduate, taught by the candidate over his/her probationary period.

<u>Year</u>	<u>Course Number</u>	<u>Course Title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Number of majors graduated in the department in the last five years:

<u>Year</u>	<u>Number</u> G U
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**RECOMMENDATIONS**

**1. Departmental Faculty**

**The chairperson of the department is to consult with the tenured members of the department on all applications for tenure or promotion or both. It is recommended, but not required, that the department chairperson also consult with non-tenured members of the department and summarize their opinions separately. The individual faculty evaluation forms should not be included in Form B, but should be made available to the Promotion and Tenure Committee members during the review.**

**a) The chairperson will explain the manner in which consultations were conducted.**

**b) Did all tenured members of the department vote and participate in the evaluation of this candidate. If the answer is no, please give the number who failed to vote and if possible explain why?**

**c) Please provide the following data:**

**Number of full-time faculty in the department: \_\_\_\_\_  
(If joined departments, give the number of total combined.)**

**Number of tenured faculty (including the candidate): \_\_\_\_\_**

**Number of untenured faculty (including the candidate): \_\_\_\_\_**

**Is the candidate a tenured member of your department? Yes \_\_\_ No \_\_\_**

**Summary of Recommendations for Tenure Application**

**Total # of tenured faculty in department: \_\_\_\_\_**

**Number of tenured faculty in support of granting tenure: \_\_\_\_\_**

**Number of tenured faculty opposed to granting tenure: \_\_\_\_\_**

**Number of non-voting tenured faculty: \_\_\_\_\_**

**Summary of all reasons of tenured members of the department (including chairperson's) in favor of granting tenure:**

**Summary of all reasons offered by tenured members of the department (including chairperson's) in opposition to granting tenure:**

**Summary of opinions of non-tenured members of the department.  
(Recommended but not required)**



**Summary of Recommendations for Promotion Application**

**Total # of tenured faculty in department:** \_\_\_\_\_

**Number of tenured faculty in support of promotion:** \_\_\_\_\_

**Number of tenured faculty opposed to promotion:** \_\_\_\_\_

**Number of non-voting tenured faculty:** \_\_\_\_\_

**Summary of all reasons offered by tenured members of the department (including chairperson's) in favor of promotion:**

**Summary of all reasons offered by tenured members of the department (including chairperson's opposed to promotion:**

**Summary of opinions of non-tenured members of the department:  
(Recommended by not required)**

**CHAIRPERSON OF THE DEPARTMENT**

**Summary evaluation and recommendation of the Chairperson of Department:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Chairperson of Department**

\_\_\_\_\_  
**Date**

**OPINION OF THE DEAN**

**Evaluation and recommendation of the Dean:**

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**Signature**

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**School or Division**

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**Date**

**RESPONSE FROM THE CANDIDATE**

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**Signature**

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**Date**

**AFFIRMATION FROM THE APPLICANT\***

**I have read the contents of the completed Form B.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**\*To be signed after the evaluation and recommendation of the Dean has been added to Form B.**