

Operating Papers for the  
Department of Criminology & Criminal Justice

**Approved by Faculty Vote, April 12, 2012**  
**Approved by the Provost, XXXXXXXX, 2012**

## Table of Contents

Mission Statement	3
Organizational Structure and Processes	3
Chair	4
Acting Chair	4
Undergraduate Program Director	5
Graduate Program Director	6
Organization & Responsibilities of Committees	7
Standing Committees	7
Executive Committee	8
Graduate Affairs Committee	8
Undergraduate Affairs Committee	8
Teaching Excellence Committee	8
Comprehensive Examination Committee	8
Grievance Committee	9
Faculty Search Procedures	9
CCJ and University Rights and Responsibilities	10
Representation on CoLA Council	11
Tenured and Tenure Track Faculty Workload	11
Faculty Responsibilities	11
Research Workload	11
Teaching Workload	11
Service Workload	11
Policies Related to Teaching	12
Review and Promotion	12
Merit	12
Assignment of Duties form	12
Tenure and Promotion Procedures	13
The Evaluation Process	14
Evaluation of Research	14
External Reviewers	15
Evaluation of Teaching	15
Evaluation of Professional, University, College, and Department Service	16
Standards for Promotion	16
Sabbatical Leave Guidelines	16
Student Rights & Grievance Procedures	17

## Mission Statement

The Department of Criminology & Criminal Justice (hereafter referred to as CCJ), a research unit and academic department in the College of Liberal Arts at Southern Illinois University Carbondale, has a tripartite mission involving scholarly research, education, and professional and community service.

- The CCJ will achieve national and regional distinction through excellence by producing theoretically-grounded scholarship that informs local, state, and national policy and that advances knowledge in the fields of criminology and criminal justice.
- The CCJ will offer rigorous, broad-based graduate and undergraduate educational programs centered on the scientific study of crime, criminals, and society's reaction to both, and structured to foster the development of students' critical thinking, problem-solving, analytical, and communication abilities.
- The CCJ will through the provision of Faculty expertise and technical support, assist local, state, and national entities concerned with issues related to criminology and criminal justice.

## Organizational Structure and Processes

The Faculty, defined as all tenured and tenure-track members, constitutes the basic policy-making body. The Faculty speaks through the Faculty meeting and the decisions that emanate from those meetings. All Faculty members with greater than one percent appointment in the Department are entitled to participate in Faculty meetings and vote. The exception is when a Faculty member's appointment is split across two tenure-granting departments, they would not be given voting privileges in the CCJ if they are tenured or tenure-track in a different department. This policy-making process sets major directions of program development following the initiation of concepts and suggestions from individual staff members, coordinators, the Executive Committee, and the Chair. Through this process the Faculty also advises the Chair on matters for which s/he is responsible to higher administration. Any Faculty decision relating to departmental policies or decisions significantly impacting the collective welfare of the Faculty requires a majority vote of the Faculty.

Faculty meetings will be held on call by the Chair according to need. The Executive Committee may call a Faculty meeting if it deems necessary. The Chair will be the permanent Chairperson of Faculty meetings although s/he may designate another Faculty/staff member to collect agenda items and serve as recorder for the taking of minutes and subsequent circulation of them. *Robert's Rules of Order* will be used as the primary guide for the conduct of Faculty meetings except in those specific instances where the *Rules* are suspended by two-thirds majority agreement.

Upon request of a single Faculty member, the Faculty vote will be conducted by secret ballot. Proxies are available when a Faculty member cannot attend a meeting, if a written document is made available by the absent Faculty member.

These Operating Papers are to be reviewed by the Executive Committee at least every three years. At any time, a faculty member can request the faculty consider modifications to this document. When either the Executive Committee identifies a needed change or a faculty member suggests changes, the issue shall be put to the full faculty. After appropriate discussion during a faculty meeting, suggested changes shall be put to the vote of the faculty, with a majority endorsement required to pass such a suggestion. Revised documents will be routed through appropriate University channels for full approval.

### Chair

The Chair of the CCJ is responsible for: implementation of overall CCJ policy; fiscal affairs; personnel administration; relations with other academic units; contractual commitments; and, relations with University administration.

The Chair's role is one of CCJ leadership for overall organizational operations. S/He represents the CCJ – directly or through appropriate staff delegation – in all matters setting policy and actions responsive to University administration. The Chair is committed in matters of CCJ objectives and development to continuing open staff discussions. However, University administrative policy requires the reservation of final authority in personnel and fiscal matters with the Chair.

University Policies and Procedures define the responsibilities of the chair as: The Department Chair is the chief academic, administrative, and fiscal officer for the academic Department and serves at the pleasure of the Dean. The Chair is responsible for overall management and leadership of the unit and is expected to contribute to the mission of the University. Specific duties include, but are not limited to: Planning, development, coordination, review, and administration of undergraduate and graduate instructional programs to enhance learning outcomes of Departmental majors; as well as students enrolled in service courses offered by the Departmental faculty; ensuring faculty excellence through effective recruitment, retention, and evaluation of personnel; maintaining effective recruitment, retention, and degree completion rates of students enrolled in the unit; providing educational leadership, fostering excellence, and creating a culture of increased research, scholarship, and creative activity among faculty; developing and recommending budgets to the Dean, as well as administering approved budgets and controlling expenditures within the unit; promoting alumni relations and representing the Department to various constituencies; conducting all business and activities in compliance with applicable law, policies of the SIU Board of Trustees, University Policies and Procedures, the College and Departmental Operating Papers, and other guidance and directives of the Dean; and fostering an environment that advances Institutional goals regarding diversity and intolerance of discrimination.

The term of the Chair is four academic years and re-election is permissible. There is an expectation that a Chair hired from outside SIUC would likely serve two consecutive terms. In

the Spring semester of the incumbent's fourth year in office, nominations for a new Chair will be solicited from the Faculty, and a Faculty preference vote will be held. The name of the candidate who receives a majority of the votes from tenured and tenure-track Faculty will be forwarded to the CoLA Dean as the Faculty's recommendation. The Dean has the final decision in making the appointment, which would become effective on Aug. 16 (or another date agreed upon by the incoming Chair and the Dean) following the vote. In situations where a new Chair will need to be selected, the Department will follow relevant University and College protocols for that process, which might include a formally posted internal application process and the temporary appointment of an Interim Chair.

There will be a formal departmental review of the Chair at least every three years. The review will be administered by the Dean and the results of this evaluation will be released to the departmental voting Faculty.

### Acting Chair

Department chairs shall have the authority to designate a Faculty member to "act as chair" to perform duties of the office during brief absences of the Chair. The Acting Chair will assume the same functional charge as the Chair and, with appropriate guidance by the Executive Committee and the CCJ Faculty, will exercise full responsibility for overall operations.

Longer absences of a chair (e.g., semester or year-long sabbatical) or periods during which an external search for a permanent Chair is proceeding may necessitate appointment of an Interim Chair. To the extent possible, such appointment should follow departmental procedures for selection of a permanent Chair. At minimum, the department should make a recommendation to the Dean for appointment of an Interim Chair following approval by a majority of the voting Faculty of the department. Interim appointments shall be made for a term not to exceed twelve months. An extension beyond twelve months must be approved by a majority of the voting Faculty of the department and by the Dean.

In the event that an Interim Chair must be appointed between May 15 and August 16, the appointment shall be made by the Dean in consultation with available department Faculty. Such an appointment must be retroactively approved by Faculty at the beginning of the next academic year. Non-approval by Faculty would trigger a new search for an interim or permanent Chair.

### Undergraduate Program Director

The Undergraduate Program Director (UPD) reports to the Chair of the CCJ and Chairs the CCJ's Undergraduate Committee. The UPD should be a full-time, tenured Faculty member of the CCJ, though untenured Faculty may be selected based on willingness to serve and staffing constraints. The UPD is elected by the tenured and tenure-track Faculty during the Spring semester and assumes office in the following Fall semester. The term of appointment is three academic years and re-election is permissible.

During each academic year of the term of appointment, the UPD will be given a one-course reduction in teaching load. In the Teaching section of the merit document the UPD will

receive credit equivalent to approximately one course for her/his various indirect teaching support activities for each academic year of appointment.

The UPD's duties include:

- Working with the CCJ's academic advisor and the Undergraduate Committee to coordinate key undergraduate program matters including, but not limited to: recruitment and retention; program trends and outcomes assessment; undergraduate curriculum, program procedures, and program requirements; articulation agreements with community colleges; and, the resolution of special student cases (i.e., requests for waivers of requirements, course equivalencies, use of Secondary Concentrations in lieu of Minors, and applications for admission to the Major that do not meet minimum requirements).
- Working with the CCJ's academic advisor to ensure proper coordination and administration of the internship program.
- In conjunction with the Chair and the CCJ's academic advisor, developing and updating undergraduate program brochures, handbooks, internet content, and other materials dealing with the undergraduate program.
- Coordinating the identification of student candidates for undergraduate awards and scholarships.
- Providing prospective students with program information and current students with advising services during times the CCJ's academic advisor is unavailable.
- Make recommendations to the Chair concerning teaching assignments and course scheduling.

### Graduate Program Director

The Graduate Program Director (GPD) reports to the Chair of the CCJ and chairs the CCJ's Graduate Committee. The GPD should be a full-time, tenured Faculty member of the CCJ, though untenured Faculty may be selected based on willingness to serve and staffing constraints. The GPD is elected by the Faculty during the Spring semester and assumes office in the following Fall semester. The term of appointment is three academic years, and re-election is permissible.

During each academic year of the term of appointment, the GPD will be given a one-course reduction in teaching load. In the Teaching section of the merit document the GPD will receive credit equivalent to approximately one course for her/his various indirect teaching support activities for each academic year of appointment.

The GPD's duties include:

- Working with the graduate secretary and Graduate Committee to coordinate key graduate program tasks including, but not limited to: recruitment and retention; program admissions; graduate assistantship funding and assignments; graduate curriculum, program procedures, and program requirements; awards, scholarships, and fellowships; and, the scheduling of graduate course offerings.
- Overseeing the operation of the CCJ's assessment plan for the graduate program and monitoring rates of degree completion.
- Serving as the initial advisor to new graduate students and coordinating needed orientations and workshops.
- In conjunction with the Chair and the graduate secretary, developing and updating graduate program brochures, handbooks, internet content, and other materials dealing with the graduate program.

## **Organization & Responsibilities of Committees**

### Standing Committees

Members of standing committees, with the exception of the Executive Committee and Grievance Committee, are appointed by the Chair in consultation with CCJ Faculty. The Executive Committee shall be elected by written ballot, the three Faculty members receiving the highest number of votes being elected. For election of the Grievance Committee see CCJ Student Grievance Procedure.

### Executive Committee (EC)

The EC is responsible for reviewing and making recommendations on operational and policy matters referred to the Committee by the Chair. The EC is designed to further CCJ operations by addressing matters where full Faculty input is not needed or deemed impractical. It shall also be tasked with creating draft policies and procedures to be brought to the full Faculty for discussion and deliberation. The EC is not a policy-making body; its involvement with policy related matters shall be restricted to preparatory matters to support decisions by the full Faculty or, where authorized and appropriate, the Chair. If the Chair is unable or unwilling to convene the Faculty to address a particular issue, the EC is authorized to do so provided a majority of the members endorse that measure.

### Graduate Committee (GC)

The GC is responsible for the management of various aspects of the graduate program. Members will be responsible for reviewing and acting upon application for admission to the graduate program(s). The GC will monitor and implement policy for awarding graduate assistantships. The GC will monitor program outcomes and act as needed to ensure proper

retention and degree completion within the graduate program(s). The GC will periodically review the graduate curriculum for all matters related to continuity, charge, interface, and assimilation with University policies, as well as currency within the discipline. Changes in the graduate curriculum, program procedures, and program requirements shall be brought before the full Faculty for approval.

#### Undergraduate Committee (UC)

The UC is responsible for the management of various aspects of the undergraduate program. The UC will periodically review the undergraduate curriculum for all matters related to continuity, charge, interface, and assimilation with University policies, as well as currency within the discipline. Changes in the undergraduate curriculum, program procedures, and program requirements shall be brought before the full Faculty for approval. Members of the UC will be responsible for identifying undergraduate students meriting the awarding of relevant honors and scholarships. Members of the UC will work, as needed, with the UPD and the academic advisor to ensure the undergraduate program is meeting the needs of transfer students. Members of the UC will monitor program outcomes and act as needed to ensure proper retention and degree completion within the undergraduate program.

#### Teaching Enhancement Committee (TEC)

The Teaching Enhancement Committee will promote effective teaching practices to the Faculty and doctoral students. The committee will also oversee and implement the teaching evaluation policies specified in the Policies and Procedures for Evaluation of Teaching documents.

#### Comprehensive Examination Committee (CEC)

The Comprehensive Examination Committee will be appointed by the Chair in consultation with the GPD. All faculty with appointments in CCJ are eligible to serve on this committee, including the GPD and the Chair. The CEC will be responsible for writing and grading exams as needed to support the doctoral program. Members of the CEC bear a responsibility for grading all examinations within 30 calendar days of administration. If a CEC member is unable to complete assessments within 30 days (i.e., due to prolonged illness, travel commitments, other work commitments) the Chair will appoint a replacement faculty member.

#### Grievance Committee

The Grievance committee is responsible for oversight of the grievance process on behalf of students and Faculty as needed. The charge of the committee includes review and modification of grievance procedures as needed. Functionally, the Grievance committee acts as an office of ombudsperson on behalf of students and Faculty.

The Committee shall consist of five members – three Faculty, one full-time graduate student and one full-time undergraduate student. The committee will be constituted on an ad hoc basis when situations arise that merit it. Faculty members of the Committee shall be nominated at the first available Faculty meeting. The election shall take place according to the normal



procedure used for electing members of the CCJ Executive Committee. The Chair shall not be eligible for election to the Committee. Student members will be appointed by the Chair in consultation with the Executive Committee.

## **Faculty Search Procedures**

This section describes the procedures followed in filling a vacant tenured and tenure-track Faculty position, including that of Department Chair.

Organization of a Department Search Committee. The Chair will request permission to search and at what rank following current University practices. Once permission is granted, a Search Committee including at least three Faculty members will be convened. This committee should include female and minority representation. If no minority group or female members are available to serve on the search committee, it may be desirable to select qualified individuals from outside the unit to serve on the committee.

After Faculty review and approval, the Chair will prepare and submit a position description and advertisement, using identical wording if possible, specifying the title and rank of the position, qualifications expected of candidates, a statement of duties and responsibilities, the deadline for receipt of applications, the expected starting date, the procedures for submission of applications, and other materials as required by College and University procedures. These documents will adhere to University Affirmative Action requirements. It is generally expected that applicants will only be qualified for consideration if they have (or will have by the time of appointment) a doctorate in criminology, criminal justice, or an allied discipline with an emphasis in these areas. Upon notification by the Dean that the documents have the approval of necessary administrative offices, and that funds for implementation of the advertising plan have been authorized, the Committee will undertake the solicitation of candidates. The department should maintain a written record of all advertisements that are placed.

Responsibilities of Search Committees. The chair of the search committee is responsible for assuring that each application receives acknowledgment of receipt of the application materials and instructions on how to report Affirmative Action personal data, should the applicant wish to disclose that data. The chair of the search committee, in coordination with support staff, will screen the applicants and will manage any appropriate correspondence answering their questions, requesting missing information, and obtaining reference statements of those candidates found worthy of serious consideration. A list of all applicants, with a summary of their eligibility, will be distributed to the general Faculty for their information prior to the Faculty meeting, along with an invitation to examine any of the dossiers. Members of the search committee should review all relevant applicants.

As soon as feasible after the announced deadline for receipt of applications, the Committee will submit to the Faculty the names and credentials of those applicants selected by the Committee as the best candidates.

Responsibilities of the CCJ Faculty. Faculty members should review the dossiers of

applicants to prepare for discussion. If appropriate, members of the Faculty not on the search committee may propose approval of nominees other than those recommended by the search committee. Such nominees must be included among the candidates who have already submitted applications and a complete dossier. The full faculty will determine which candidates will be invited to participate in the interview process.

Interviews with Nominees. After receiving approval of the nominees (by the faculty and through proper administrative channels) and the allocation of necessary funds from the Dean, the CCJ's Chair, in conjunction with the search committee, will schedule visits for the nominees to our campus, including meetings with the CoLA Dean, members of the CCJ Faculty, and the CCJ's graduate students. Candidates who might be hired with tenure may need to interview with the Provost or designee. When the Chair position is involved, conferences might also be arranged with the Provost and the Dean of the Graduate School.

The candidate will deliver a public lecture on a topic appropriate to the specialized field of criminology and criminal justice relevant to the functions to be carried out in the Department.

Process of Final Decision-Making. After the candidates have completed the interview on the campus and after due deliberation at a regular Faculty meeting, the Faculty will vote on the candidates. Once a candidate has been found acceptable by a majority of Faculty, the CCJ Chair will prepare a memo with required documentation to make an offer. The dossier of the acceptable candidate will be attached as supporting evidence. Upon approval of the higher administration and the final determination of the salary level and start-up package, the Chair and CoLA Dean will offer a contract to the person chosen for that position.

For the selection of a Chair, one or more candidates will be selected by the CCJ Faculty for submission to the CoLA Dean who will select the person to be extended a binding offer, once the procedures outlined above are completed.

Following acceptance of an offer by the approved candidate, the Chair will assure that each unsuccessful applicant is notified in writing that the search has been concluded and that an appointment has been made. If the search was unsuccessful, each applicant must be notified that the search has been terminated.

## **CCJ and University Rights and Responsibilities**

CCJ Faculty members are committed to achieving a balance between CCJ and University rights and responsibilities. Faculty will therefore be familiar with the SIUC Employees Handbook, SIUC Policies, SIUC Personnel Policies, and the Collective Bargaining Agreement between the Board of Trustees of SIU and the SIUC Faculty Association, IEA/NEA. These references can be obtained from the SIUC Policies and Procedures website at <http://www.policies.siuc.edu/> and the SIUC Faculty Association website at <http://www.SIUCFA.org/>.

## Representation on CoLA Council

CoLA Council provides input into the governance of the College; the Council is comprised of members of CoLA units. The CCJ will be represented on the CoLA Council by a Faculty member selected by the Chair, who may consult with department Faculty in making his/her decision.

## **Tenured and Tenure-Track Faculty Workload**

### Faculty Responsibilities

The distribution of workload for tenured and tenure-track faculty includes research, teaching activities (direct and indirect), and service to the department, college, university, and profession.

### Research Workload

Tenured or tenure-track Faculty teaching two (2) courses a semester should allocate approximately 40% of their workload towards research and creative scholarly activity. Research and creative scholarly activity includes but is not limited to: publication of research/creative work in appropriate outlets; professional presentations at academic and professional conferences; the pursuit of internal and external grant funding for research activity, and the creation and dissemination of subsequent academic products.

### Teaching Workload

Direct teaching refers to the instruction of undergraduate or graduate courses within the Department of Criminology and Criminal Justice. Direct teaching includes the instruction of any such course with assigned credit hours; these courses may be offered both on and off campus (i.e., distance education). In most circumstances each assigned course will account for 25% of a faculty members workload in that semester.

Indirect teaching may include but is not limited to: contact hours; chairing a honors thesis, master's thesis or dissertation; serving on a thesis or dissertation committee (internal and external to the department); supervision of undergraduate research scholars; supervision of independent studies and readings; participation in living and learning communities and any other Chair-approved additional contact hours. It is expected that faculty will routinely engage in indirect teaching activities. Where those activities are disproportionate to others in the department the workload distribution should reflect that situation accordingly.

### Service Workload

Tenured and tenure-track faculty should devote no more than 10% of their overall workload towards service to the department, college, university or discipline. Service includes but is not limited to: all consultative and organizational activities of the Department, College and University; serving on Departmental committees; serving on College committees; serving on University committees; non-paid consultative and organizational activities involving the local community; and service given to the profession or professional organizations. Activities that are excluded from service include any and all activities that are classified into teaching and/or research categories.

## **Policies Related to Teaching**

Faculty members are expected to further the CCJ's educational mission. All Faculty members are to adhere to the Faculty responsibilities and policies (e.g., syllabi, office hours, class meetings) contained within periodically updated Faculty contracts (SIUC Faculty Association, SIUC Non-Tenure Track Faculty Association). Additional guidelines related to teaching, including syllabus preparation, grading, final examinations, graduate assistants, and other issues may be found in CoLA's *Teaching Handbook*. Faculty should also be familiar with the Student Conduct Code and CoLA's field trip policy guide. These documents may be found at the CoLA website.

Given the CCJ's mission to offer high quality educational programs, it is essential that Faculty members strive for excellence in teaching. To that end, Faculty members are encouraged to periodically assess their own teaching through the use of self-assessments, peer-evaluations (see *Policies and Procedures for Evaluation of Teaching*), and ICE scores. Faculty members should also consider the role of teaching assessments in annual merit reviews, tenure, and promotion.

## **Review & Promotion**

Faculty performance is reviewed annually in the areas of research, teaching, and service. The annual review for the previous calendar year takes place by February 15. There are several parts to this review: distribution of merit monies, workload assignment documents for the Faculty contract for the following academic year, and assessment of progress toward promotion and tenure.

### Merit

The merit document used by the CCJ is available in appendix B. The merit process proceeds with Faculty members summarizing their achievements on this form and suggesting the appropriate points in each category. The document is submitted to the Chair for consideration and comparison of Faculty in advance of the annual review meetings. The meetings provide the opportunity to clarify achievements. When merit monies are available, each faculty member will be awarded a proportion of the departmental allocation that is equivalent to the proportion of all merit points awarded in the department in that year. Merit points for research will be based on the average points earned by that faculty member in the current and two preceding years. New faculty will receive the departmental average in the respective years when computing this three year average. A copy of the final document, including points awarded by the Chair is maintained in the Faculty files. The summary sheet is submitted to the Dean.

### Assignment of Duties Document

The Faculty contract with SIUC requires documentation of effort and general expectations for each Faculty member for the next academic year. After the annual meeting, the

University form is completed by the Chair, reviewed by the Faculty member, sent to the Dean, signed by all three, and submitted to the University Administration.

### Tenure and Promotion

This section describes CCJ guidelines for tenure and promotion of individual Faculty members. These departmental procedures operate within more general university policies, which must be followed. Faculty should consult the university guidelines, available at the following website: [cola.siu.edu/faculty/tenure.html](http://cola.siu.edu/faculty/tenure.html). In addition Faculty members are advised to attend the instructional seminar on tenure and promotion offered each semester by the Associate Dean of the College of Liberal Arts.

Like all comprehensive universities, tenure and promotion at Southern Illinois University is granted to Faculty members whose accomplishments serve the mission of excellence in research/creative activities, teaching, and service. Faculty in the Department of Criminology & Criminal Justice bear the primary responsibility for the timely planning and implementation of a professional development plan that assures their accomplishments succeed in all three of these areas.

In terms of the timing of reviews, a Faculty member will be evaluated for promotion in any year at his/her request. Assistant Professors are given feedback on an annual basis about their progress toward tenure from the Chair and the Dean. The written documents from all annual reviews are required to be included in the tenure dossier. The department also encourages Assistant Professors to prepare a third year dossier to solicit feedback from the tenured Faculty in the CCJ regarding their progress toward tenure. This mid-probationary review is optional; the written feedback may be included in the tenure dossier at the candidate's discretion. Assistant Professors *must* be reviewed for tenure and promotion no later than their sixth year. Tenured Associate Professors *must* have their dossiers reviewed by the full professors at least every five years unless the Faculty member requests in writing not to be reviewed. The promotion dossier adheres to a basic format, which is disseminated to Faculty members from the Dean and the Chair. It is the responsibility of the Faculty member to prepare the dossier by the dates required by the University. The Chair is responsible for assuring the timely completion of the required procedures which require other Faculty and action by the Chair.

### The Evaluation Process

The Faculty member initiates the request for consideration for promotion and/or tenure by submission of that request in writing with a vitae in which he/she has compiled supporting evidence available at that time. This is expected by April 15 of the academic year preceding that during which a decision is sought. If the Faculty member is contemplating an early review for promotion or tenure, he/she should consult with the Chair before submitting a formal written request.

Next, the Chair appoints a Tenure/Promotion Committee comprised of all tenured Faculty when the review involves an Assistant Professor and all tenured Faculty at the rank of Full Professor when an Associate Professor is reviewed. The Chair designates a chairperson pro tem

for the initial meeting of the committee, at which time the committee elects its own continuing chair. The Chair is expected to attend the meeting, may participate, but may not vote. If the review is not required, the committee reviews the vitae and any additional materials requested, and provides feedback to the candidate on the advisability of pursuing any request for promotion and/or tenure (by May 15). The candidate may elect to proceed regardless of the recommendation.

The candidate must submit the full dossier to the Chair at least three weeks before dossiers are due to the College. The committee completes a review of the dossier, meets and discusses the candidate's record, and by secret ballot votes to support or recommend against the candidate's promotion and tenure. The Chair is expected to attend the meeting, may participate, but may not vote. The committee chairperson documents the vote and the rationale for it, and transmits this information in writing to the Chair with a copy to the candidate at least three working days before dossiers are due to the College.

The Chair reviews the dossier, makes the appropriate entries and transmits to the Dean of the College of Liberal Arts the recommendation of the Tenure/Promotion committee. The Chair submits an independent recommendation for, or against, tenure and/or promotion to the Dean, with a copy to the candidate. The Chair's recommendation must include the rationale for his/her recommendation and an explanation of any disagreement with the committee recommendation. The candidate may respond in writing to the actions and rationales of the committee and Chair. Such responses will be forwarded by the Chair to the Dean.

### Evaluation of Research

Research accomplishments are best demonstrated through scholarly publications in highly regarded outlets. Achievements also may be indicated by successful grant activities and presentations at highly regarded professional meetings, but publications are critical for successful promotion and tenure. It is the quality of the works rather than the quantity that are important. For tenure and promotion to associate professor, however, it is vital that the volume be sufficient to serve as evidence that he/she has contributed to the field with an independent research agenda that is sustained and likely to continue.

The dossier must address the quality of the work, commenting on such elements as the importance of the subject matter, the analysis, interpretation and design of the research, and the potential impact on academic and policy-relevant audiences. It should describe and evaluate research outlets in terms both of general and field specialty journals (cite professional rankings of journals as available) and book publishers. Contributions still in press or accepted for publication will also be considered as evidence of the candidate's scholarship. The field of criminology and criminal justice is multidisciplinary in focus, therefore it is recognized that candidates will vary in the specific outlets appropriate for their work. As such, it is the responsibility of the candidate to document whenever possible the quality of outlets in accord with standards in their specific field. Periodically, the Faculty may assist by reviewing journals and attempting to reach consensus on ranking of journals for purposes of University review.

In addition to quality and outlets of the work, the evaluation of research should address

issues of (co)authorship, coherence of focus, pace, and external research support. The dossier should address whether co-authored work is understandable at the stage of the professional career, and brings the benefits of sharper analysis and presentation that accrue from interaction with other scholars. A coherent research agenda is one in which published work focuses on thematic topics of interest and importance. Although diversity in focus and creative curiosity are anticipated as Faculty members develop their research agendas, it is expected that candidates for promotion to Full Professor can document a clear substantive focus in which their impact is evident. External funding is not required, but an activity that is encouraged in fields where it is available and helps to advance the Faculty member's research program and, in turn, that of the CCJ.

### External Reviewers

Evaluations of the scholarly productivity of the candidate must be obtained from scholars of substantial reputation in areas relevant to the candidate's work. At least five external reviewers outside of Southern Illinois University Carbondale are required. The candidate and the CCJ Chair will each identify up to five nominees as external reviewers. They may consult with each other on the nominee pool, and provide the Tenure and Promotion Committee with a list of up to ten names. The Tenure and Promotion Committee will select seven names from the list, ranking the remaining nominees as alternates in case a primary nominee cannot serve the desired function. The candidate will be provided the opportunity to review the list of names and challenge the selection outcomes. A successful challenge will occur only if the candidate substantiates the claim that one (or more) of the identified nominees is not likely to be an objective and neutral reviewer of the candidate's record. If a majority of the Tenure and Promotion Committee is swayed by the candidate's argument, the nominee in question shall be removed from further consideration. In addition, persons with a very close personal relationship with the candidate should not be selected as an external reviewer. Any prior or on-going professional relationship between the candidate and the reviewer must be noted by the candidate prior to finalizing reviewer selection and a description of this relationship must be included in the dossier.

The chairperson of the Tenure/Promotion committee is responsible for providing external reviewers with materials from the candidate's dossier and soliciting their evaluations.

### Evaluation of Teaching

A Faculty candidate should submit a written description of his/her teaching philosophy and accomplishments. They should list the courses taught and enrollment numbers during the period under review and describe their contribution to undergraduate and graduate education in the department. Specifically, it is important to note whether he/she has undertaken teaching of large sections; whether his/her teaching enabled the program to meet a student demand; and how courses served degree requirements. Graduate theses and dissertation committees and the Faculty member's role also should be identified. Further evidence of teaching can take the form of assisting students in individualized research and presenting papers at professional meetings, pursuing advanced degrees, and seeking employment opportunities. The dossier should include detailed and specific evidence relevant to the candidate's teaching effectiveness. Evidence

should include peer evaluations, student evaluations conducted over a reasonable period of time, and syllabi. Faculty colleagues should be asked to evaluate the objectives, methods, and materials of courses. Other types of evidence as may be available to convey the Faculty member's teaching are desirable.

### Evaluation of Professional, University, College and Department Service

An affirmative judgment must be made relative to the candidate's demonstrated contribution, not only to his/her own professional interests and development, but also to those of the CCJ, the College of Liberal Arts and the University as a whole. The dossier should describe the Faculty member's committee participation and involvement in activities of the CCJ, CoLA, SIUC, professional associations, and the community. Generally, the expectation is that assistant professors will not become too involved in service activities beyond limited committee assignments in the CCJ and some professional service. Associate Professors are expected to assume both more and varied service responsibilities in making their contributions to the department, university, and profession.

### Standards for Promotion

As an assistant professor the candidate is seen as a person at the first stage of professional career when the basic skills are well established and progress is being demonstrated in gaining a reputation of merit among colleagues. To be awarded the rank of associate professor, the candidate is expected to present evidence of a capacity for persistent productivity, high quality research, teaching, and service.

University policy ([policies.siuc.edu/policies/promotfa.html](http://policies.siuc.edu/policies/promotfa.html)) requires that "for promotion to the highest academic rank, the candidate's academic achievements and professional reputation should be superior." Awarding of the status of full professor entails the judgment that the candidate has gained the level of professional maturity where quality performance is consistently demonstrated. A high level of competence in teaching and a continuing high level of productivity beyond that required for promotion to the associate professor rank are required. The candidate must have shown substantial growth in research and publication including articles and/or books subsequent to being promoted or employed as an associate professor.

In addition, there must be clear evidence that the candidate for full professor is recognized nationally and/or internationally as one who has made substantial contributions to the field by such objective criteria as reviews or publications in important media, citations of the author's work, change in agency policy or practice as a result of candidate's scholarly activity, invitation to lecture at or participate in established research institutes, conferences, or institutions of higher education.

## **Sabbatical Leave Guidelines**

Sabbaticals are a valued investment by the university intended to promote professional development of Faculty members. Full-time tenured Faculty members are eligible for sabbatical



at the end of six years of service or six years following the termination of a previous sabbatical. Faculty members should consult the university policy on sabbaticals to understand the application process and expectations for the sabbatical.

The decision on recommending sabbaticals is subject to review and approval at the College and University level. Resource constraints sometimes preclude the ability of the department to allow multiple sabbaticals during one semester. An exception may be made if an applicant has secured outside support providing salary for substitute Faculty.

The Executive Committee reviews applications for sabbatical and make recommendations to the Chair, based on: 1) confirmation of eligibility; 2) approval of plan for sabbatical; and 3) negotiation of timing of sabbatical. The plan should include provisions for the following: description of how sabbatical will contribute to the mission of the CCJ, the College of Liberal Arts or the University; the personal and professional development of the applicant; a definition of measurable results; any groundwork laid for execution of the plan; and appropriateness of sabbatical as compared to normal release time for execution of the plan.

When more than two plans are approved by the Committee, the determination of which plan or plans are to be recommended for the current sabbatical year is to be made according to four criteria: Teaching (Score 1-10); Service, University and Professional (Score 1-10); Research and Publication (Score 1-10); Quality of sabbatical plan (Score 1-20). Those deferred will be reconsidered along with new applications during the subsequent year.

The Committee will determine sabbaticals to be approved for current year and those to be deferred, and negotiated timing for those approved based on scores under (1) above, and a) The productivity of the Faculty member while on previous sabbatical, if any; b) The reasons a Faculty member who was eligible for sabbatical the previous year(s) did not elect to apply, or did not have his/her sabbatical approved.

## **Student Rights & Grievance Procedures**

The CCJ provides both an informal and a formal means to resolve some types of difficulties between students and instructors. When situations occur in which students feel they have been graded or otherwise treated unfairly by an instructor, the CCJ adheres to the processes outlined in the College of Liberal Arts Grievance Policy ([cola.siuc.edu/faculty/documents/UGAcademicGrievancePolicy.pdf](http://cola.siuc.edu/faculty/documents/UGAcademicGrievancePolicy.pdf)). Any allegation of sexual harassment shall be pursued under the University's Sexual Harassment Policy and Compliance Procedures. In the case of Faculty concerns about a student involving academic dishonesty, procedures outlined in the SIUC Student Conduct Code ([cola.siuc.edu/faculty/pdfs/SIUCStudentConductCode--AcademicDishonestyProcedures.pdf](http://cola.siuc.edu/faculty/pdfs/SIUCStudentConductCode--AcademicDishonestyProcedures.pdf)) are followed.