iii. All of the above evaluations will be sent to the chief academic officer.

c. For tenure-track faculty with a three-year appointment or permanent tenure at WWU
   i. Three courses per academic year must be evaluated by students, and the results of those evaluations must be sent to the chief academic officer.
   ii. Regular peer evaluation is encouraged through processes established within departments or schools.
   iii. If a faculty performance evaluation indicates that performance is below expectation in the area of responsibilities to students, the chair or dean may designate specific courses for evaluation and may designate specific evaluative methods.

3. Scholarship
Faculty scholarship plays a key role in the scholarly life of Walla Walla University (see Responsibilities to Students [48] and Responsibilities to the academic community [48] above). Faculty, in pursuing inquiry and creativity in their respective disciplines, model for students the mission of the university as “a community of faith and discovery.” While teaching is the primary focus of the faculty, the teaching and learning taking place in the institution are kept fresh and growing by a commitment to “teaching undergirded by scholarship.” The standards for faculty scholarship at each level of rank reflect an expectation of maturation and maintenance of scholarly activities. Faculty teaching in graduate programs are expected to consistently model a level of scholarship and publication appropriate to the objectives of graduate study; they receive loading to help provide for this work. The institution aids faculty scholarship and publication through modest faculty research grants, sabbaticals, funding for conference attendance and presentations, and support for grant-writing activities.

Faculty scholarship is evaluated periodically through the performance evaluation and Rank and Tenure processes. Definitions and evaluation standards for scholarship activity are found in Section G.3, “Definitions And Evaluation of Scholarship Activity” [140].

3.1.5.5. Rank And Tenure

(Charter)

The rank and tenure processes of the University are designed to encourage and recognize the professional and personal growth of faculty, enhance the educational experience of students, ensure academic freedom, and provide a stable employment environment.

1. Definitions

Rank
Academic rank is a title assigned by the Rank and Tenure process based on a faculty member’s scholastic achievement, teaching success, years of experience, and professional involvement. Academic titles, from Instructor to Emeritus Professor, are conferred by the university through ongoing evaluation of a faculty member’s contributions to students, the university and the wider community.

Tenure
Tenure is the status of holding a faculty position on a secure basis granted in consideration of contribution to departmental and university goals. Tenure protects academic freedom and provides a sufficient degree of economic security to make the profession attractive to persons with appropriate qualifications and proven ability.

2. Criteria
Advancement in rank or tenure is based on consideration of a candidate’s professional and personal qualities outlined in Section 3.1.5.4, “Responsibilities” [47]

Advancement in rank or tenure is not automatic and is not solely determined by the number of years of teaching experience or university employment. Neither does administrative position or responsibility automatically bestow rank or tenure.
3. Documents
For all rank and tenure reviews, except for one-year appointments and Emeritus Professor advancements, faculty are required to submit dossiers for Rank and Tenure evaluation. For advancement to Emeritus Professor, the department chair or representative provides a letter of nomination to the Rank and Tenure Committee.

A complete dossier is composed of a vitae, self-assessment, and departmental recommendation, as well as evaluations from the department chair/school dean, peers, and students. Forms for dossier submission are authorized and maintained by the Rank and Tenure Committee. (Appendix G, Rank And Tenure Forms And Scholarship Guidelines [138]) Course evaluation forms are authorized and maintained by the Chief Academic Officer. (Section G.2, “Sample Evaluation Form Request” [138]) Definitions of scholarship activity and criteria for evaluating scholarship are approved by the faculty and maintained by the Rank and Tenure Committee (Section G.3, “Definitions And Evaluation of Scholarship Activity” [140]).

Each tenure-track faculty member is to evaluate at least three courses per year and have the results sent to the department chair and the chief academic officer. For non-tenure track faculty, see Section 3.1.5.9, “Non Tenure-Track Faculty Review” [57].

In cases where a department chair or school dean is reviewed for academic rank and/or tenure, the Chief Academic Officer, in consultation with the department, conducts the evaluation and provides the written departmental recommendation.

For candidates advancing through one-year appointments, see Section 3.1.5.7, “Eligibility Standards For Tenure” [55].

4. Confidentiality
The review process for rank or tenure consideration is confidential. Officers and committee members associated with the rank or tenure process make every reasonable effort to ensure that a candidate’s confidentiality is protected.

Submissions and comments to the Rank and Tenure Committee are not provided to the candidate if access has been waived by the candidate.

5. Rights and Responsibilities
Throughout all rank and tenure processes, the faculty member has a right to fair and equitable treatment. Formal processes for handling grievances are outlined in Section 1.9, “Grievances” [12].

The department chair has the right to review the faculty member’s current rank and tenure dossier.

The institution has the right to initiate review or dismissal proceedings in accordance with board-approved policies (See Section 3.1.5.8, “Review of Tenured Faculty” [56]).

6. Initial Placement
The department chair recommends initial placement of rank and tenure (or non-tenured rank) for a new faculty member to the Rank and Tenure Committee. If the new faculty member is entering as department chair, the Chief Academic Officer recommends the placement. The Rank and Tenure Committee then recommends the placement to the President. In consultation with the Chief Academic Officer, the President makes a formal appointment subject to confirmation by the Board of Trustees.

7. Submission and Review Schedule
By December 1 of each year, the Rank and Tenure Committee (see Section 3.2.17, “Rank And Tenure” [89]) notifies all faculty members of their current rank and tenure status and eligibility to apply for advancement. Response forms, indicating a faculty member’s intent to submit a dossier for advancement in rank or tenure consideration, are due by December 15 of each year. Complete dossiers must be submitted by the following July 1. The Rank and Tenure Committee is responsible for reviewing dossiers within one year of submission. Promotions take effect at the beginning of the next fiscal year. (see Section 3.2.17, “Rank And Tenure” [89]).

8. Consideration, Notification and Records
After reviewing each dossier (or letter for a one-year appointment and Emeritus Professor advancement), the Rank and Tenure Committee submits its recommendations to the President.
Subsequently, the President, in consultation with the Chief Academic Officer, recommends candidates for advancement to the Board of Trustees for ratification. Following board action, the Chief Academic Officer informs each candidate, in writing, of the board’s action and schedules a conference to share the recommendations of the Rank and Tenure Committee.

For one-year appointment reviews, see Section 3.1.5.7, “Eligibility Standards For Tenure” [55].

Recommendations for advancement to three-year appointments, advancement to permanent tenure, and all advancements in rank require action by the board of trustees. Post tenure reviews of tenured faculty are not submitted to the board.

Following review by the President, the Chief Academic Officer presents the committee’s recommendations to the faculty member in a scheduled conference.

The Chief Academic Officer’s written summary of the post-review conference goes to the candidate, the department chair, the candidate’s permanent file in the academic administration office, and becomes a part of the faculty member's next dossier submission. Any written response to the summary by the faculty member or chair is filed in the candidate’s permanent file.

3.1.5.6. Eligibility Standards For Rank

(Chart)

Faculty are not required to apply for advancement in rank. To be considered for advancement, except for Emeritus Professor, faculty must apply and submit a complete dossier. Prior requirements apply for each advancement in rank.

1. Rank for Tenure Track Faculty

The University recognizes the following ranks with standards for eligibility. Degrees must be appropriate to a teacher’s discipline and earned from an institution accredited by a recognized accrediting body. The number of years taken to reach eligibility for progression through the ranks is not generally shortened, as an enculturation to the University requires time and experience.

a. Instructor

Faculty will demonstrate promise for teaching and professional involvement in their discipline, as well as contributions to the University and community. Involvement in the discipline includes regular convention attendance, professional memberships, appropriate professional certification or licensure and scholarly activity. They will also meet one of the following requirements:

- Master’s degree, or
- Bachelor’s degree with relevant experience, graduate study, credentials, registration, or licensure as required by the department.

b. Assistant Professor

Faculty will demonstrate ability in teaching and must show evidence of engagement in scholarly activity in the candidate's discipline, as well as evidence of contributions to the University and community. They will also meet one of the following requirements:

- Doctoral degree, or
- Master's degree and two years of additional full-time graduate study and one year of successful college or university teaching experience, or
- Master’s degree and one year of additional full-time graduate study and two years of successful college or university teaching experience, or
- Master’s degree and four years of successful college or university teaching experience.
c. **Associate Professor**  
Faculty will demonstrate significant achievement in teaching must show evidence of continuing scholarly activity in the candidate's discipline since becoming an Assistant Professor, as well as evidence of contributions to the University and community. They will also meet one of the following requirements:

- Doctoral degree and four years of successful college or university teaching as an assistant professor, or
- Completion of all academic requirements for a doctoral degree except the dissertation, and five years of successful college or university teaching as an assistant professor.

d. **Professor**  
Faculty will demonstrate exceptional contribution in teaching, show evidence of continuing scholarly achievement in the candidate's discipline since becoming an Associate Professor, as well as evidence of contributions to the University and community. They will also meet the following requirement:

- Doctoral degree and four years of successful college or university teaching as an associate professor.

e. **Emeritus Professor**  
Upon retirement from full-time employment, emeriti faculty will have achieved the rank of professor and will have demonstrated meritorious service in teaching and professional involvement, as well as contributions to the University and community. They will also meet one of the following requirements:

- Fifteen years employment with the University, or
- Ten years teaching experience as a professor at the University, five of which are immediately prior to retirement.

2. **Rank for Librarians**  
Librarians must have an earned American Library Association-accredited master’s degree. To advance in rank, librarians will perform at a high professional level (professional practice) in areas contributing to the educational and research mission of the University, such as reference service, collection development, and bibliographic organization and control. The University recognizes the following levels of rank with standards for eligibility:

a. **Assistant Librarian, Level 1**  
Librarians will demonstrate promise for professional practice and professional involvement in the discipline, as well as contributions to the University and community. Involvement in the discipline includes regular convention attendance, professional memberships, appropriate professional calcifications or licensure and scholarly activity.

b. **Assistant Librarian, Level 2**  
Librarians will demonstrate ability in professional practice must show evidence of engagement in scholarly activity in the discipline, as well as evidence of contributions to the University and community. They will also meet the following requirement:

i. Four years of successful college or university experience as an Assistant Librarian, Level 1.

c. **Associate Librarian**  
Librarians will demonstrate significant achievement in professional practice must show evidence of continuing scholarly activity in the discipline since becoming an Assistant Librarian, as well as evidence of contributions to the University and community. They will also meet one of the following requirements:

- A second master’s degree, and four years of successful experience as a college or university Assistant Librarian, Level 2, or
- Seven years of successful experience as a college or university Assistant Librarian, Level 2.

d. **Librarian**
Librarians will demonstrate exceptional contribution in professional practice show evidence of continuing scholarly activity in the discipline since becoming an Associate Librarian, as well as evidence of contributions to the University and community. They will also meet one of the following requirements:

- A second master’s degree and four years of successful experience as a college or university Associate Librarian, or
- Seven years of successful experience as a college or university Associate Librarian

e. Emeritus Librarian
   Upon retirement from full-time employment, emeriti librarians will have achieved the rank of Librarian and will have demonstrated meritorious service in professional involvement as well as contributions to the University and community. They will also meet one of the following requirements:

   - Fifteen years employment with the University, or
   - Ten years of library experience as librarian at the University, five of which are immediately prior to retirement.

3. Rank for Non-Tenure-Track Employees
   Full-time, salaried, non-tenure-track faculty member of the University may be eligible for academic rank when sponsored by an academic department.

4. Temporary Appointments
   Temporary appointments may be made at any rank with a title indicating the temporary nature of the appointment, such as acting instructor, lecturer, visiting professor, or visiting lecturer. The University may employ retired faculty members on a yearly basis, continuing at their last rank. For all such faculty members, the temporary nature of the appointment must be clearly indicated in the written statements of terms of employment.

5. Alternate Qualifications
   Recommendations for advancement in rank may be made on the basis of alternate qualifications if one of the following conditions is met:

   - The candidate has the highest available degree in the particular field of expertise or has a terminal degree as recognized by the institution.
   - The candidate has completed graduate work comparable to the prescribed degree or has extensive training in the relevant professional area.
   - The candidate has qualifications such as recognized expertise in the particular academic or professional area, or has made outstanding contributions to the advancement and betterment of the department, the University, the discipline, and/or higher education.

   Adequate supporting data must be provided, demonstrating that the qualifications are generally recognized in academic circles.

3.1.5.7. Eligibility Standards For Tenure

(Charter)

To be eligible for a tenure-track appointment, the candidate must be a member of the Seventh-day Adventist church, hold a regular faculty appointment, and have a minimum of a master’s degree or have completed all academic requirements for the doctorate degree except the dissertation.

The standard sequence of tenure-track appointments is as follows: One-year appointments granted annually upon review for three years, a three-year appointment granted after completion of the one-year appointments, and a tenure appointment granted after successful completion of the three-year appointment and subsequently reviewed every five years.
When scheduled, tenure reviews are mandatory in order to continue employment at the University.

1. Initial Tenure Placement
   a. A faculty member entering as an instructor, or assistant professor, or assistant librarian initially receives a one-year appointment.
   b. A faculty member entering as an associate professor or associate librarian may be granted a three-year appointment.
   c. A faculty member entering as a professor or librarian, or whose record includes at least six years of successful academic experience at a regionally accredited institution of higher learning, may be granted tenure.

2. One-Year Appointments
   During each of the one-year appointments the department chair, in consultation with the Chief Academic Officer, is primarily responsible for assisting in a faculty member’s professional development and evaluating his or her performance in relation to departmental goals. During this time, at least six courses per year are to be evaluated with results sent to the department chair, Chief Academic Officer, and Rank and Tenure Committee. (See Appendix G, Rank And Tenure Forms And Scholarship Guidelines [138]). Annually, by the end of winter quarter, the department chair collects departmental input and provides the Chief Academic Officer with a written departmental evaluation of the candidate’s performance, including a recommendation for renewal or non-renewal of the candidate’s appointment for the following year. The Chief Academic Officer then presents the departmental recommendation, including rationale, to the Rank and Tenure Committee for confidential review prior to forwarding the departmental review to the President.

3. Three-Year Appointment
   At the conclusion of the second one-year appointment, the candidate submits a complete dossier to the Rank and Tenure Committee in anticipation of advancement to the three-year appointment. If there are significant concerns, the committee may recommend an extension of one or two additional one-year appointment(s) to the standard sequence of tenure-track appointments, with a scheduled submission of an updated dossier.

4. Tenure Appointment
   At the conclusion of the second year of the three-year appointment, a candidate submits a complete dossier to the Rank and Tenure Committee and requests advancement to tenure status.

5. Post Tenure Review
   For a post tenure review outcome of standard performance, the faculty member must perform at the level commensurate with their current rank.

3.1.5.8. Review of Tenured Faculty

(Chart)
After receiving tenure, a faculty member is reviewed by the Rank and Tenure Committee every four years. If, in the opinion of the faculty member's chair or dean, a tenured faculty member's performance is significantly below expectation for two consecutive performance evaluations, he or she will be required to participate in an immediate tenure review. Upon notification, each faculty member submits a complete dossier to the Rank and Tenure Committee.

(Bylaws)
The Rank and Tenure Committee seeks to encourage faculty development by reviewing each tenured faculty member using its regular processes. The review can lead to two possible results

1. Standard Performance
   Defined as performance comparable to that expected of other tenured faculty members. If the Rank and Tenure Committee finds that the faculty member is maintaining a standard performance, the Chief Academic Officer
(CAO) communicates the results of the committee’s deliberations to the faculty member according to regular process.

2. **Sub-Standard Performance**
   Defined as performance lacking in those qualities deemed essential for tenured faculty. If the Rank and Tenure Committee finds that the faculty member’s performance has been sub-standard,
   
a. The committee prepares a formal list of concerns. The CAO holds a conference with the faculty member and his or her chair or dean to discuss the committee's concerns. The CAO follows up with a written summary of the conference, which will include the formal list of concerns.
   
b. In consultation with the CAO and department chair or school dean the faculty member develops specific steps for improvement in a Professional Growth Plan. The Rank and Tenure Committee may recommend another faculty member to provide assistance. A preliminary plan noting intensive short-term steps towards remediation is to be submitted to the chair or dean and to the CAO within one month of the conference.
   
c. The faculty member is then reviewed by the committee the following year. If the faculty member’s performance has progressed to the standard level, no further action is taken and the faculty member restarts the regular four-year review cycle. If the faculty member's performance has not progressed to the standard level, further action is taken in accordance with the policy for termination.

### 3.1.5.9. Non Tenure-Track Faculty Review

(Chart)

1. Non tenure-track faculty are essential to the life and learning of the University. As these faculty contribute to the teaching and university life and are assisted professionally by undergoing regular assessment, they are to participate in a professional review process.

2. Annually, the department chair, in consultation with the Chief Academic Officer, is responsible for assisting in a faculty member’s professional development and evaluating his or her performance. The following policies apply to the evaluation of courses:

   a. Each course must be evaluated by students the first three times it is taught by the instructor, at minimum.

   b. Chairs/Deans may, in consultation with a faculty member, designate specific courses for evaluation and may designate specific evaluative methods and evaluators.

   c. All course evaluations will be shared with the chair/dean and the Chief Academic Officer.

By the end of winter quarter, the chair consults with the department and provides the Chief Academic Officer with a written evaluation of the candidate’s performance, recommending renewal or non-renewal of the candidate’s appointment for the following year. The Chief Academic Officer then presents the departmental recommendation to Rank and Tenure Committee for review prior to forwarding it to the President, who makes the final decision concerning reappointments. Following a decision, the Chief Academic Officer then informs the faculty member in writing of the decision, and the department chair schedules a formal conference to share the departmental evaluation with the faculty member.

### 3.1.5.10. Termination Of Service

(Chart)

All tenure-track faculty and their departments are protected by the guidelines regarding the six-year process leading to full tenure as specified in Section 3.1.5.5, “Rank And Tenure” [51] and Section 3.1.5.7, “Eligibility Standards For Tenure” [55]. According to the Governance Handbook (Section 1.9, “Grievances” [12]), all faculty have access to the University grievance process.