

MENNONITE COLLEGE OF NURSING AT ILLINOIS STATE UNIVERSITY
College Standards Supplemental to University Guidelines and
Criteria for Faculty Evaluation

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Mission

Mennonite College of Nursing at Illinois State University creates a dynamic community of learning to develop exceptionally prepared nurses who will lead to improve health outcomes locally and globally. We promote excellence in teaching, research, service and practice with a focus on the vulnerable and underserved. We are committed to being purposeful, open, just, caring, disciplined and celebrative.

Introduction

This document outlines Mennonite College of Nursing standards for appointment, salary, promotion and tenure. The information contained within these policies is supplementary to the *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies*. Tenure track faculty are expected to review and consider both documents to fully appreciate and understand the ASPT process.

Mennonite College of Nursing is committed to a faculty evaluation system that promotes the highest standards of achievement within the discipline and at the same time is conducted in an atmosphere that promotes collegiality. The college is determined that the evaluation process will nurture faculty development and promote their success within the university and the discipline. The college is committed to rewarding faculty as they advance the college mission.

Standards for Appointment, Promotion and Tenure

Appointment

Appointment to a tenure track position is predicated on an individual's ability to achieve promotion to associate professor and/or be granted tenure by the end of the probationary period. Individuals seeking appointment to assistant professor must demonstrate potential for significant achievement in teaching, scholarship and service.

On occasion, initial appointments may be at the associate or full professor level. These individuals will have already demonstrated comparable achievement of this rank at other institutions in congruence with the expectations of Mennonite College of Nursing and Illinois State University.

Appointment to the rank of Assistant Professor may be made in the case of individuals who have:

- Recently received the doctorate and have no teaching experience, or
- Candidacy status for the doctoral degree, with or without teaching experience (Note: Reappointment is contingent upon completion of the doctoral degree within a period of time specified at the time of hire).
- Under rare circumstances variations from these requirements for appointment to assistant professor may be approved.

Promotion

A faculty member applying for promotion in rank in Mennonite College of Nursing must provide evidence of a sustained record of success in teaching, scholarship and service with an emphasis on the teaching and scholarship.

All individuals seeking promotion should be effective teachers as demonstrated by student evaluations, peer-review and self-evaluation. Faculty must also provide evidence of scholarship. Such evidence must include

peer-reviewed publications or reviewed creative activity or performances. Faculty may also include presentations, abstracts, and grant awards as evidence of scholarship. Faculty scholarship should demonstrate sustained effort and expertise in a focused area of study that contributes to the discipline of nursing and furthers the mission of the college. Service to the university, discipline and community is an important component of faculty responsibility, but alone is insufficient for promotion.

Tenure

The probationary period provides tenure track faculty the opportunity to document their productivity and achievement in teaching, scholarship and service. Annual performance evaluations provide individualized critical appraisal that will guide the probationary tenure track faculty in improving the quality of their contributions to the college mission.

To be eligible for tenure, a faculty member must hold the rank of Associate Professor or Professor or be recommended for promotion to the rank of Associate Professor when tenure is recommended. An individual who does not qualify for promotion to Associate Professor at the time of tenure shall ordinarily not be considered for tenure. Granting of tenure is also predicated on the potential for ongoing meritorious performance in teaching, scholarship and service.

Post-tenure Reviews

Post-tenure reviews are primarily for the purpose of enabling faculty members to shape their continuing careers with Mennonite College of Nursing and Illinois State University and to ensure that the faculty activities are meeting the mission of the college. Tenured faculty members shall receive a post-tenure review every five years following the granting of tenure.

Standards for Performance Evaluation and Salary Increments

Annual performance evaluations serve as one mechanism to reward each faculty member for their contribution to the mission of the college. Salary funds shall be distributed as performance-evaluated increments to faculty based on established policies for salary adjustments. Performance-evaluated increments shall recognize equity, and short-term and long-term contributions made by faculty members. Such increments shall be payable to raise-eligible faculty members who receive satisfactory performance ratings. Performance-evaluated increments ordinarily will not be distributed equally to all raise-eligible faculty members.

Establishment of the College Faculty Status Committee

The Illinois State University Appointment, Salary, Promotion and Tenure guidelines provide for the establishment of the College Faculty Status Committee (CFSC). The MCN CFSC is responsible for ensuring that the college guidelines are carried out, serving as the final authority in annual review and as the first appeal body for promotion and tenure decisions. By virtue of the MCN organizational structure, CFSC members participate in, are present at, and vote in ASPT deliberations (including appeals) involving individuals within MCN. Approval of CFSC guidelines is by majority vote of all tenure track faculty.

The Mennonite College of Nursing CFSC shall consist of three tenured faculty members who hold tenure within Mennonite College of Nursing and the Dean, who is an ex officio voting member and Chairperson of the CFSC. Members are elected at large by the faculty (as defined in the Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies) for staggered two-year terms.

In accordance with University Policy 1.17, CFSC members will avoid conflicts of interest or the appearance of conflicts of interest. CFSC members shall not participate in their own performance, tenure or promotion evaluations. The remaining members shall render performance, tenure or promotion evaluations for the individuals under consideration.

Five (5) members are necessary for deliberations in disciplinary cases, only one of which can be a tenured faculty member holding an administrative appointment. Should elected members recuse themselves due to conflicts of interest in disciplinary cases, selection of replacements for the elected members will follow the

process described in *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies* at XII.B.3.a. If, by first following the process at XII.B.3.a, the college is unable to obtain replacement for recused elected CFSC members, the college will seek replacements from elected members of the Milner Library CFSC, in accordance with XII.B.3.b of *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies*.

Should the dean recuse from the CFSC in disciplinary cases, a tenured associate dean previously designated by the dean to substitute will chair the CFSC deliberations. Substitutes and the order in which they succeed one another will be designated annually by July 1. The associate dean will have full voting rights as acting dean.