

SANTA CLARA UNIVERSITY

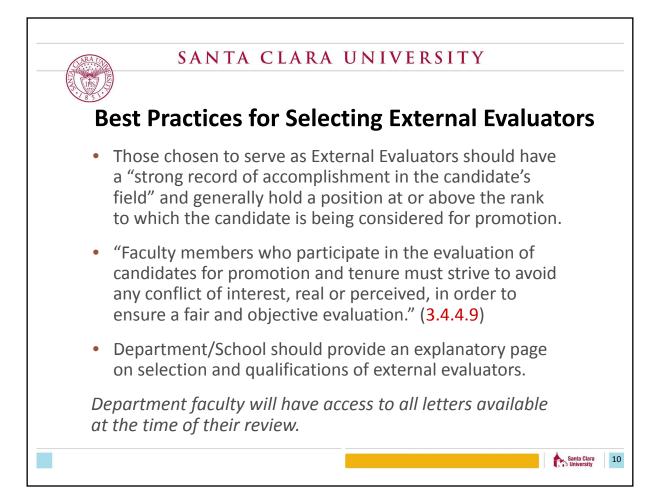
Discipline-Specific Standards for Scholarship

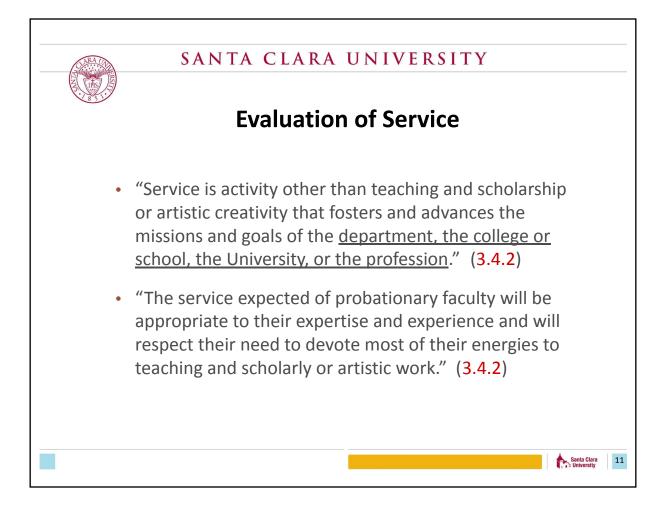
- School- or discipline-specific standards cannot weaken or dilute university standards. Rather they elaborate how the university standards should be applied in the context of the discipline.
- All internal and external evaluators shall evaluate the candidate's scholarly record with regard <u>and with reference to</u> the appropriate discipline-specific standards for scholarship document and the University standards (in FH 3.4.2)

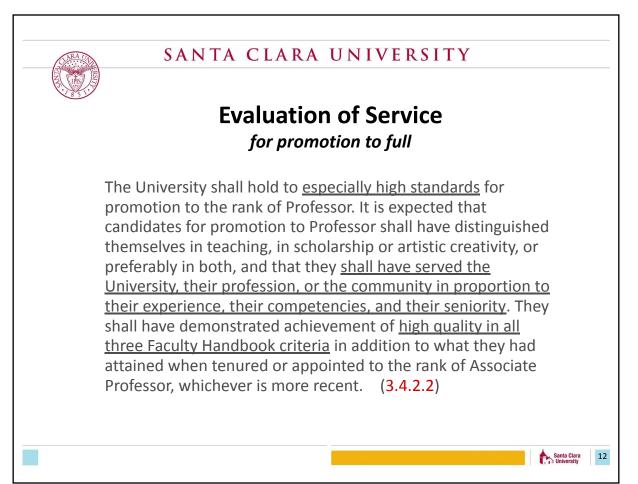
"These standards should inform and guide, but not dictate, the professional review of a candidate's portfolio."

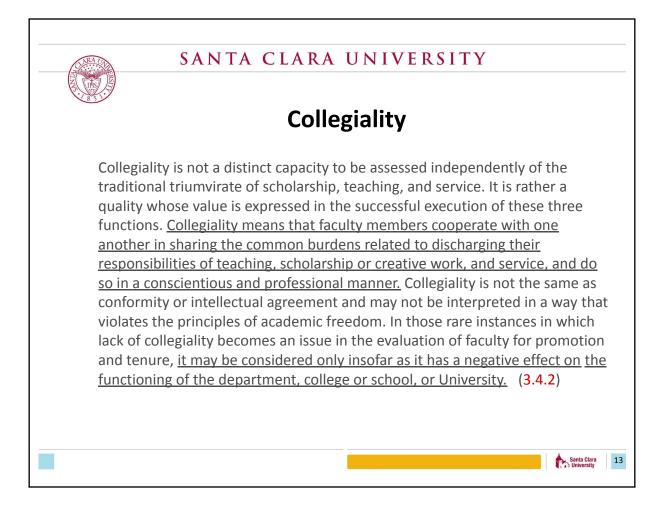
Discipline-Specific Scholarship Standards: Background and Implementation (2015)

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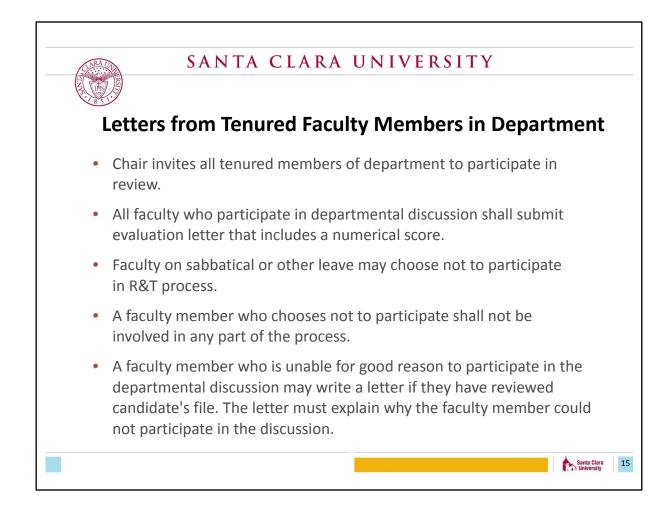


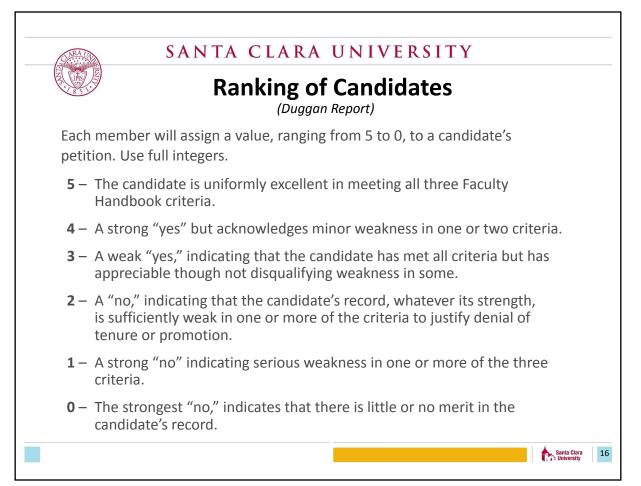






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	Submission of Mate	rials
	All candidates for Tenure & Candidates petitioning for full who chose Interfolio only	Candidates petitioning for ful who chose GDrive for backup documentation
Spring materials submitted by candidates referees and non referees scholarly works to be evaluated professional CV	All candidates provide by posting to a restricted Google drive file prepared by the Dean's Office (using template provided by Provost's Office)	
Fall petition Faculty180/Interfolio	All candidates upload the petition cover sheet, personal statement, and FAR/MPR evaluation letters to Faculty180	
	Interfolio creates the annotated CV (the "vita")	Faculty create and upload annotated CV to Fac180
	Dean adds spring materials to Interfolio after candidate submits case	
Backup documentation	All other supporting material → Fac180	All other supporting material \rightarrow GDrive





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Evaluative Letters from Tenured Faculty in Department

Good practices:

- Refer to specific evidence in the file, and evaluate it objectively.
- Informed by the reviews of the external evaluators, assess the candidate's scholarship in reference to the appropriate Discipline-Specific Standards for Scholarship document.
- Use multiple sources of evidence in evaluating teaching.

When evaluating candidates for promotion to professor, judge whether the candidate's record has reached the level of "<u>distinguished</u>" in teaching and scholarship, and whether their service is of high quality and in proportion to their rank, competencies, and seniority.

• End your letter with an overall score (0-5 from Duggan Report) and a brief summary of the candidate's strengths and weaknesses.

Cautionary notes:

- Do not advocate for a candidate to be tenured or promoted.
- Do not ignore one of the external letters, even if you disagree with the contents of the letter.
- Do not argue that the candidate should be evaluated against a lower set of standards because of personal circumstances.
- Do not average a candidate's performance in teaching, scholarship, and service. Rather, judge whether the candidate has met the standard in each area of evaluation.

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Extensions of Tenure Clock

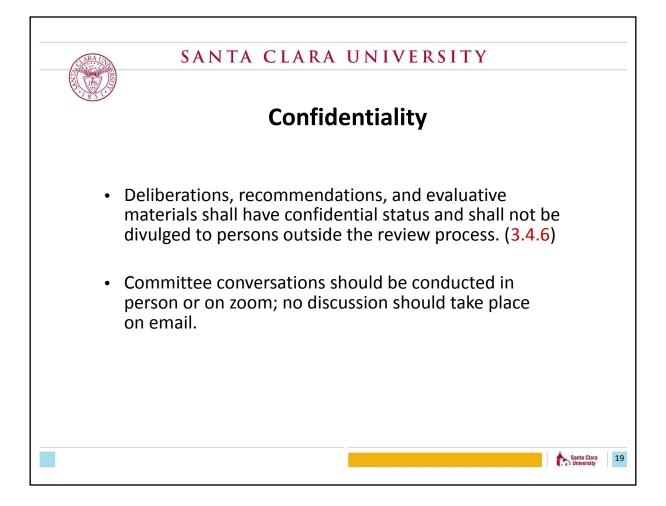
The Faculty Handbook (3.4.1.1) allows candidates to apply for an extension of the tenure clock under certain circumstances. In 2020 the deadline for requesting an extension was made more flexible and the disruptions caused by COVID-19 were identified as a legitimate cause for a request for an extension.

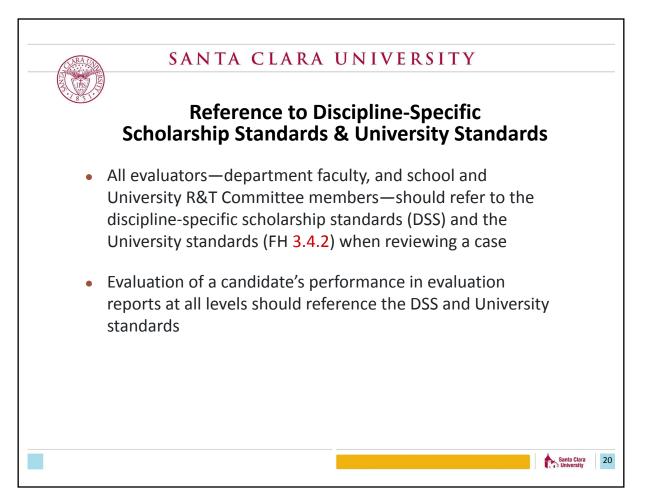
Tenure candidates who have been granted an extension of the probationary period will be reviewed under the same academic standards as candidates who have not had an extension. (see 3.4.1.1)

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Recusal for Committee members from a candidate's department

Rank and Tenure Committee members from a candidate's department must recuse themselves entirely from the committee's review of the candidate's case. They shall not view any materials associated with the candidate's case, beyond what they examined as a participant in the department review. They shall not be present in the room, participate in the committee's deliberations, answer questions, vote, or sign the committee's report. They participate fully and cast a ballot only at the department level. (3.4.4.4, cf. 3.4.4.6 for University Committee)

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