

College of Health & Human Services

TENURE & PROMOTION Guidelines



Preface

The attached tools establish benchmarks for Teaching Effectiveness, Research & Creative Work, Professional Competence & Activities, and Service used in the application and review of tenure and/or promotion portfolios. Faculty members applying for tenure and/or promotion have the responsibility of supplying the College Review Committee with the evidence necessary to fairly determine the merit of the faculty member's teaching effectiveness, research and creative works, and service. Each reviewer should carefully evaluate the evidence supplied in the portfolio and using professional judgment should assess the merit of the evidence supplied and assign a point value.

Faculty must meet or exceed the points expectation of the rank for which they are applying. Failure to meet the minimal standard in any of the areas of evaluation will result in a denial of tenure and / or rank. The following table outlines points required for tenure and/or promotion to each rank. Faculty who are applying for tenure must provide pertinent evidence of fulfilling the criteria for the rank in which they serve. Faculty who are applying for promotion (or promotion and tenure) must provide evidence of fulfilling the criteria for the rank being sought.

Table 1. Points Required for Promotion and Tenure

| | Instructor | Assistant Prof | Assoc. Prof | Full Professor |
|---|------------|----------------|-------------|----------------|
| Teaching Effectiveness | 40 | 40 | 43 | 45 |
| Research, Creative Work & Professional Competence and Activities* | 10-20 | 10-25 | 15-30 | 20-35 |
| Service | 10-20 | 15-30 | 20-35 | 30-45 |
| Required Points for: 1) Research, Creative Work & Professional Competence and Activities; plus 2) Service | 30 | 40 | 50 | 65 |

* Must have evidence of participation in Research and Creative Works and Professional Competence and Activities. No more than 10 collective points earned per review period (see below) may be counted from Item #5-Reviews of creative/scholarly work, Item #6- Creation of educational materials under Research/Creative Works, and all items under Professional Competence and Activities.

NOTE: A "review period" is defined as the period of time since the last review for promotion in academic rank or since review for tenure began (whichever is most recent).

Teaching Effectiveness Scoring Tool

Directions: Using various tools of assessing teaching effectiveness, **department reviewer(s)** assign a point value to the following areas of teaching effectiveness. The heading “Possible Points” reflects the possible range of points that can be awarded in the area.

| Area of Review | Possible Points | Points Awarded | Comments |
|---|-----------------|----------------|----------|
| Command of one’s subject | 1-5 | | |
| Ability to organize subject matter and present it clearly, logically & imaginatively | 1-5 | | |
| Knowledge of current developments in one’s teaching discipline. | 1-5 | | |
| Ability to relate one’s subject to other areas of knowledge | 1-5 | | |
| Ability to provoke and broaden student interest in subject matter | 1-5 | | |
| Ability to develop and utilize effective teaching methods and strategies | 1-5 | | |
| Availability for and effectiveness in academic advising and directing students. | 1-5 | | |
| Ability to develop and foster student utilization of current information technology | 1-5 | | |
| Possesses and demonstrates integrity, industry, open-mindedness, and objectivity in teaching. | 1-5 | | |
| Knowledge and proficiency in current educational technologies | 1-5 | | |

Total Teaching Effectiveness Points _____

Meets Minimums Yes No

Research & Creative Work and Professional Competence & Activities Scoring Tool

Directions: Using the various tools of assessing Research and Creative Work and Professional Competence and Activities assign a point value to the following areas of review. The heading “Possible Points” reflects the maximal points or range of points that can be awarded in the area. When credit for an additional “Other” is listed it must be mutually agreed upon by faculty and director/chair. See Table 1 for minimum points required under Research & Creative Work and Professional Competence & Activities for promotion and/or tenure.

Research & Creative Work

| Areas of Review | Possible Points | Points Awarded | Comments |
|--|---|----------------|----------|
| 1. Publications (peer reviewed) a. Periodical/journal article (academic, professional, practitioner) b. Book/monograph (including dissertation) authored or edited c. Chapter, case, case study, instructional materials or book d. Paper or Abstract published in proceedings | 1-4 pts each 1-4 pts each 1-4 pts each 1 pt each | | |
| 2. Research grants and sponsored Research projects | 1-4 pts each | | |
| 3. Inventions and patents | 1-4 pts each | | |
| 4. Artistic works & performances | 1-4 pts each | | |
| 5. Reviews of creative & scholarly work a. Book review (published in refereed periodical) b. Book, chapter, or article review for textbook publisher or journal c. Guided student research projects or preceptorships d. Other, e.g., reviewed abstract for acceptance to conference | 2 per book review 1 per review 1 per semester 1 per conference | | |
| 6. Creation of educational materials a. Consulting work product (e.g. report, survey, tests, audit) b. Teaching material (e.g. published instructor’s manual) c. Development of new course, e.g., new distance learning course d. Other | 1 per product 1 per item 1 per course 1 per activity | | |

Total Research and Creative Works Points _____

Professional Competence and Activities

| Areas of Review | Possible Points | Points Awarded | Comments |
|---|--|----------------|----------|
| 1. Receipt of awards, internal grants, or or fellowships | 1 each | | |
| 2. Appointment in a scholarly capacity to state, regional, or national posts | 1/yr in position | | |
| 3. Active participation in professional organizations | 1/organization /yr of active participation | | |
| 4. Reading papers or making presentations before learned societies | 1 per paper or presentation | | |
| 5. Participation in conferences and institutes | 1 per conference | | |
| 6. Postdoctoral education | 1 per year | | |
| 7. Participation in special programs (e.g., writing-across-the-curriculum, technology instruction, distance learning) | 1 per program | | |
| 8. Other <ul style="list-style-type: none"> a. Active clinical practice (6 hours/week) b. Licensure/Certification c. Engaged in doctoral studies | 1/year 1/year 1/year | | |

Total Professional Competence and Activities Points _____

Total Research & Creative Works + Professional Competence & Activities Points _____

Meets Minimum Requirement Yes No

Service Scoring Tool

Directions: Using the various tools of assessing Service assign a point value to the following areas of review. The heading “Possible Points” reflects the maximal points that can be awarded in the area, and the number in parentheses represents the lowest allowed points considered acceptable in that area. When credit for an additional “Other” is listed it must be mutually agreed upon by faculty and director/chair. See Table 1 for minimum points required under service for promotion and/or tenure.

Required Faculty Responsibilities

Required faculty responsibilities must be met before any points awarded for service

| Required Responsibilities | Evidence (yes/no) | Requirement Met (yes/no) |
|--|-------------------|--------------------------|
| Regularly attends faculty meetings (Departmental, School, College, University) | | |
| Contributes to positive work and academic environment | | |
| Fulfills faculty duties and responsibilities as outlined by Faculty Handbook and other pertinent University documents. | | |

Service**

| Areas of Review | Possible Points | Points Awarded | Comments |
|--|------------------------|----------------|----------|
| Service to Department, School, College, and University | | | |
| 1. Member of Department/School Committee | 1 per committee | | |
| 2. Chair of Department/School Committee | 2 per committee | | |
| 3. Member of College/University Committee | 1 per committee | | |
| 4. Chair of College/University Committee | 2 per committee | | |
| 5. Faculty Advisor to Student Organization | 1 per organization | | |
| 6. Mentor to New and/or Novice Faculty | 1 per faculty | | |
| 7. Special Assignment for Department, School, College, or University, i.e., Accreditation Steering Committee | 3 (1-3) per assignment | | |
| 8. Other | 3 (1-3) per activity | | |
| Service to Community | | | |
| 9. Member of Community Committee | 1 per committee | | |
| 10. Chair of Community Committee | 2 per committee | | |

| | | | |
|---|------------------------------------|--|--|
| 11. Advisor/Consultant/ Invited Speaker to Community Committee/Group/Organization | 1 per committee/group/organization | | |
| 12. Participates in Community Activities | 1 per activity | | |
| 13. Other | 3 (1-3) per activity | | |
| Service to Professional Discipline** | | | |
| 14. Maintains Active membership and Participation in Professional Organizations | 1 per organization | | |
| 15. Officer of Local, State, Regional Professional Organization | 2/ organization | | |
| 16. Officer of National or International Professional Organization | 3/ organization | | |
| 17. Advisor/Consultant to Professional Organization | 1 per organization | | |
| 18. Member of Editorial Board of Professional Journal | 1 per board | | |
| 19. Member of Specialized Accreditation Review Committee | 2 per committee | | |
| 20. Other | 3 (1-3) per activity | | |

Total Service Points _____

**Points for a duplicating activity may be assigned to Service to Professional Discipline or to Professional Competence and Activities. The same activity may not be used in both areas.

Meets Minimum Requirements Yes No

Total Research & Creative Work and Professional Competence & Activities and Service Points _____

Meets Minimum Requirement Yes No