

# **COLLEGE OF EDUCATION TENURE & PROMOTION GUIDELINES**

(This document serves as the adopted expectations for faculty seeking promotion and/or tenure within the College of Education)

## 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 the identified criteria and one's professional judgment 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 can 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: Total Points Required for Promotion and/or Tenure**

	<b>Instructor</b>	<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Full Professor</b>
<b>A. Teaching Effectiveness</b>	40	45	50	50
<b>B. Research, Creative Work &amp; Professional Competence and Activities*</b>	10-20	10-25	15-30	20-30
<b>C. Service</b>	10-20	10-25	15-30	20-30
<b>Required Points for: 1) Research, Creative Work &amp; Professional Competence and Activities; plus 2) Service</b>	30	35	40	50
<b>Total Points Needed A + (B+C) = Total</b>	<b>70</b>	<b>80</b>	<b>90</b>	<b>100</b>

\* Faculty must have evidence of participation in Research and Creative Works and Professional Competence and Activities. In addition, faculty must earn a minimum of 10 points under Research and Creative Work and Professional Competences for Instructor and Assistant rank, a minimum of 15 points for Associate rank, and 20 points for Full Professor rank.

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, the College Review Committee member assigns a point value to the following areas of teaching effectiveness. The heading “Possible Points” reflects the minimal and maximum points that can be awarded in the area, with the lower number considered as the lowest amount acceptable for effectiveness in that area and the high number representing the highest evidence of teaching effectiveness. Evidence of teaching effectiveness can be demonstrated through student evaluations, peer reviewed class observations, letters of support for teaching/advising effectiveness from students/colleagues, diverse samples of teaching materials (e.g. samples of exceptional/outstanding lectures, graded exams; to include passing and failing exams, student projects, etc.), professional development plans, and year-end evaluations.

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

**Total Teaching Effectiveness Points:** \_\_\_\_\_  
**Meets Minimum Requirement**

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 maximum points or range of points that can be awarded in the area. When credit for an additional “Other” is listed it must have evidence that it was mutually agreed upon by the individual faculty and director/chair in the professional development plan. See Table 1 for minimum points required under Research & Creative Work and Professional Competence & Activities for promotion and/or tenure. Both tables will be reviewed as one area. Based on the evidence provided by the candidate, points will be awarded by members of the CRC upon review of the candidate’s portfolio.

## Research & Creative Work

Areas of Review	Possible Points	Points Awarded	Comments
<b>1. Publications (peer reviewed)</b> 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	4 pts ea 1-4 pts ea 1-4 pts ea 1 pt ea		
<b>2. Research grants and sponsored research projects</b> a. Funded State/Federal grant and/or sponsored research projects Level of funding for points 1 pt = 19,999 or < 2 pts = 20,000 to 49,999 3 pts = 50,000 to 99,999 4 pts = 100,000 or > b. Federal/State grant application submitted but not funded	1-4 pts each 1 pt each		
<b>3. Artistic works &amp; performances</b>	4 pts each		
<b>4. Reviews of creative &amp; scholarly work</b> a. Book review (published in refereed periodical) [ <b>Limit 5 points</b> ] b. Book, chapter, or article review for textbook publisher or journal [ <b>Limit 5 points</b> ] c. Other, e.g., reviewed abstract for acceptance to conference	1 pt per review 1 pt per review ½ pt per review		

<p><b>5. Presentations (peer-reviewed)</b></p> <p>a. Reading papers or making professional presentation to local or state learned societies.</p> <p>b. Reading papers or making professional presentation to national or international learned societies.</p>	<p>1 pt per presentation</p> <p>2 pts per presentation</p>		
<p><b>6. Creation of educational materials</b></p> <p>a. Consulting work product (e.g. published report, survey, etc.)</p> <p>b. Teaching material (e.g. published works: e.g. instructor’s manual, test bank)</p> <p>d. Other (Must be agreed upon in the Faculty’s Professional Development Plan)</p>	<p>1 pt per item</p> <p>1 pt per item</p> <p>1 pt per item</p>		

**Total Research and Creative Works Points:** \_\_\_\_\_

**Meets Minimum Requirement**

Yes  No

**Professional Competence and Activities**

Areas of Review	Possible Points	Points Awarded	Comments
1. Receipt of awards, internal grants, and or fellowships	1-2 points each		
2. Appointment in a scholarly capacity to state, regional, or national posts <b>Must serve 1 full yr in position</b>	1/yr in position 1-2 points each		
3. Active participation in professional Organizations (“Active” is defined as meeting all membership criteria and being listed on the organization’s membership list for each year the faculty is seeking credit)	1 organization and 1 yr of active membership/ participation = 1 point		
4. Reading papers or making professional presentations before organizations and/or agencies <b>(Non-peer reviewed)</b>	1 point per presentation		
5. Attendance only at state, regional or national Conferences, Institutes, Symposiums, etc.	1 pt per conference		

6. Serve as chair on dissertation/thesis Committee (Full year is defined as three semesters) <b>[Limit 5 points]</b>	1 point per full year of activity per student		
7. Active Clinical Practice, New/Continuing Licensure, and Continuing Education Units  a. Clinical practice 6 + hours/week = 250 - 300 a year 4-5 hours/week = 180 – 249 a year 1-3 hours/week = 90 – 179 a year  b. New Licensure/New Certification  c. Continuing Education Units 20 + hours a year 15 to 19 hours a year 10 to 14 hours a year Less than 9 a year	3 points 2 points 1 point  3 points  4 points 3 points 2 point 1 point		
8. K-12 involvement: (e.g. team teaching activities, serving on advisory boards, working with AMSTI, ARI, participation in formal partnerships with local schools or taskforces, etc.)	1 point per program/activity per participation opportunity		
9. Other (Must be agreed upon in the Faculty’s Professional Development Plan)  a. Engaged in doctoral studies or Postdoctoral education (9 hours completed in a year)  b. Participation in special programs (e.g., writing-across-the-curriculum, technology instruction,  c. Non K-12 faculty involvement on advisory boards/taskforces, etc.	2 point per full year of study or per committee  1 points per year per appointment  2 points per year per appointment		

**Total Professional Competence and Activities Points:** \_\_\_\_\_

**Total Research & Creative Works plus 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. Based on the evidence provided by the candidate, points will be awarded by members of the CRC upon review of the candidate’s portfolio.

### Required Faculty Responsibilities

Required faculty responsibilities must be met before any points will be awarded for service. Compliance should be verified by the faculty’s direct supervisor.

<b>Required Responsibilities: To be completed by the faculty’s direct supervisor.</b>	<b>Evidence (yes/no)</b>	<b>Requirement Met (yes/no)</b>
Regularly attends faculty meetings (Departmental, School, College, University)		
Contributes to positive work and academic environment as evaluated by Department chair		
Fulfills faculty duties and responsibilities as outlined by Faculty Handbook and other pertinent University documents as evaluated by Department chair or Immediate Supervisor.		

### Service\*\*

<b>Areas of Review</b>	<b>Possible Points</b>	<b>Points Awarded</b>	<b>Comments</b>
<b>Service to Department, College, and University</b>			
1. Selected member of Department, College, or UC Regional Committee	1 point per committee per year		
2. Appointed/elected Chair of Department, College, or UC Regional Committee	2 points per committee per year		
3. Selected member of College or University Committee	2 points per committee per year		
4. Appointed/elected Chair of a College/University Committee	3 points per committee per year		
5. Faculty Advisor to Student Organization	1 point per organization per year		
6. Mentor to New and/or Novice Faculty	1 point per faculty per year		

7. Special Assignment for Department, College, U.C. or University as agreed upon by the Dean, e.g. Accreditation Steering Committee, standard committee member, etc.	1-3 points per assignment per year		
8. Other (Must be agreed upon in the Faculty's Professional Development Plan)	1-3 points per activity per year		
<b>Service to Community</b>			
9. Member of Community Committee or Organization for one year	1 point per committee per year		
10. Chair of Community Committee or Organization (e.g. President of Rotary, etc.)	2 points per committee per year		

11. Advisor/Consultant/ Invited Speaker to Community Committee/Group/Organization	1 point per committee/group/organization per year		
12. Participates in Community Activities	1 point per activity per year		
13. Other (Must be agreed upon in the Faculty's Professional Development Plan)	1-3 points per activity per year		
<b>Service to Professional Discipline**</b>			
14. Active membership and participation in professional organizations (e.g. maintain current dues, serve on committees/boards, etc)	1 point per organization per year		
15. Officer of Local, State, Regional Professional Organization	2 points per organization per year		
16. Officer of National or International Professional Organization	3 points per organization per year		
17. Advisor/Consultant to Professional Organization	1 point per organization per year		
18. Member of Editorial Board of Professional Journal and /or Professional Accreditation Board (e.g. NCATE, CACREP, CORE, etc.)	2 point per board per year		
19. Member of Specialized Accreditation Review Committee (external reviewer for other universities)	2 points per committee per year		



20. Member of professional panels, committees, taskforces, advisory boards, etc.	2 points per organization per year		
21. Other (Must be agreed upon in the Faculty's Professional Development Plan)	1-3 points per activity per year		

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

**Total Service Points:** \_\_\_\_\_  Yes  No  
**Meets Minimum Requirement**

	Instructor	Assistant Professor	Associate Professor	Full Professor
<b>A. Teaching Effectiveness</b>	40	45	50	50
<b>B. Research, Creative Work &amp; Professional Competence and Activities*</b>	10-20	10-25	15-30	20-30
<b>C. Service</b>	10-20	10-25	15-30	20-30
<b>Required Cumulative Points for: B &amp; C</b>	30	35	40	50
<b>Total Points Needed A + (B+C) = Total</b>	70	80	90	100

**CRC WORKSHEET:**

**A. Total Points for Teaching Effectiveness:** \_\_\_\_\_  
**Meets Minimum Requirement for Category**     **Yes**                     **No**

**B. Total Points for Research & Creative Work and Professional Competence & Activities and Service Points:** \_\_\_\_\_  
**Meets Minimum Requirement for Category**     **Yes**                     **No**

**C. Total Points for Service:** \_\_\_\_\_  
**Meets Minimum Requirement for Category**     **Yes**                     **No**

**Total Points:** \_\_\_\_\_

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College of Education Review Committee Member: \_\_\_\_\_

Name

Candidate Meets Eligibility for Tenure:             YES             NO             NA  
Candidate Meets Eligibility for Promotion         YES             NO             NA