

COLLEGE OF ARTS AND SCIENCES

DEPARTMENT OF BIOLOGY

GUIDELINES FOR TENURE AND PROMOTION

TENURE AND PROMOTION GUIDELINES APPLICABLE TO ALL COLLEGE OF ARTS AND SCIENCES FACULTY
(Approved February 1, 2012)

All college and departmental guidelines are intended to provide guidance to faculty members seeking to meet the University's criteria for tenure and promotion set forth in the *Faculty Handbook*, sections 2.5.1 - 2.5.4. All faculty members should familiarize themselves with those principles, which govern the processes and standards for all departments and colleges of the University. This document is intended to provide clarity to the appropriate sections of the *Faculty Handbook*.

As UNA's largest and most diverse college, the College of Arts and Sciences is composed of seventeen academic departments encompassing more than twenty disciplines. Methods of demonstrating professional performance may vary with the traditions and goals of distinct disciplines. Teaching methods vary, as do the forms of scholarly or artistic performance, but all tenure-track faculty members are expected to demonstrate a pattern of sustained cumulative accomplishment in teaching, scholarly or creative performance, and service.

All faculty members in the College of Arts and Sciences should recognize the following common expectations:

Teaching is a foundational professional function of faculty members at the University of North Alabama. A record of demonstrable success in teaching, as a UNA faculty member, is expected of every successful applicant for tenure or promotion in the College of Arts and Sciences.

Scholarship and creative accomplishment are essential to the academic profession. Every successful candidate for tenure or promotion is expected to provide convincing evidence of a pattern of scholarly or creative accomplishment appropriate to his or her discipline during the period of employment at UNA. Scholarship should include research or other forms of intellectual discovery made available to professional peers through publication and/or presentation beyond this university and the local area. For those in the performing or visual arts, creative performance should include performances or exhibitions for audiences beyond the local area. Peer review or review by qualified critics is a proper consideration in the assessment of both scholarship and creative performance. Departments may consider professional consulting as an appropriate form of scholarship if the results of the consultation are made available to a professional audience beyond the proprietary interests.

Service is an indispensable element in the professional performance of each UNA faculty member. The operation of a university is dependent on services provided by its faculty members beyond their classrooms, laboratories, and studios. Applicants for tenure or promotion are expected to present a record of effective service to the university, the community, and the profession during their period of employment at UNA.

While previous accomplishments will be recognized, special consideration will be given to accomplishments during the period of employment at UNA and since the faculty member's last promotion. In evaluating teaching, scholarly or creative performance, and service, it is appropriate to consider both the quality and the extent of each element. Especially in scholarly and creative performance, there are recognized hierarchies of organizations, journals, publishers, forms of dissemination, and venues for performance or exhibition in each discipline. It is appropriate to take into account the professional recognition of the instrument or venue through which scholarship or creative performance is presented.

More specific interpretation is provided by departmental guidelines. Faculty members are invited to discuss questions or concerns in advance of application for tenure or promotion with the department chair, tenured members of the department, and the dean.

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Introduction

This document provides information relative to this department's expectations of faculty and the criteria by which individuals will be evaluated for tenure and promotion. Each tenure or promotion case is unique and will be treated as such. However, each case will be evaluated within the general context of the following expectations. These expectations are clarifications and interpretations of the standards specified in the *Faculty Handbook* regarding tenure or promotion. The University requirements for tenure and promotion articulated in the *Faculty Handbook* are minimum requirements (see Section 2.5 of the *Faculty Handbook*, available at <http://www2.una.edu/vpaa/Handbook/fh3.doc>). The requirements specified here are the bare minimums below which tenure and/or promotion should not be granted unless treated as an overt exception. Exceptions will be rare and used only in extreme, unique cases. The department will be reluctant to recommend exceptions to these bare minimums, and then only when a compelling case has been made for the need to do so. This need should be based on departmental, college, and institutional benefits to be derived from the exception.

The structure of tenure and promotion committees is described in the *Faculty Handbook*. Committee members will review a candidate's portfolio for tenure or promotion and consider three categories of activities: (a) teaching, (b) research and scholarship, and (c) service. Committee members will rate faculty performances in these categories as excellent (3 points), favorable (2 points), satisfactory (1 point), or unsatisfactory (0 points). Average scores in each category will be calculated from the individual scores given by committee members and rounded to the nearest whole number.

In considerations of promotion at all ranks, evaluations will reflect the evolution of the candidate's credentials since the last promotion or job action. Specifically, what the candidate has accomplished in each area *since the last time the candidate was promoted or appointed to a given rank* will be evaluated. In other words, the key determinant is... "What have you done since your last promotion or appointment to warrant the currently requested promotion?" Within this context, the standards outlined below are applied.

Teaching

Effective teaching evaluation should include multiple measures, not a single instrument or scale of success. The evaluation program should involve a variety of methods for assessing both strengths and weaknesses. Evidence of effective teaching may include items from each of the following categories:

Self Review

- A self-evaluation statement that relates the instructor's goals and the means to achieve those goals and that describes the degree of achievement of those goals.
- Course materials (syllabi, assignments, quizzes, exams, *etc.*) which reflect the current knowledge of the discipline and sound pedagogy.
- Active participation in workshops, seminars, programs or other relevant instructional issues.
- Innovations in teaching and learning concepts, applications, technologies, *etc.*
- Responses to feedback from student course evaluations, annual reviews and/or external reviews.
- Written materials, workbooks, lab manuals, and other documents prepared by the instructor that enhances teaching in one's field.
- Activity in teaching-focused professional organizations.
- Results of nationally administered tests designed to measure student learning.
- Records of professional communication with students.
- Grade distributions.
- Other.

Student Review

- Evaluations by students via formal instruments and including accompanying comments.
- Written testimony from former students.
- Achievements of past students directly related to the faculty member's influence as a teacher.

Peer Review

- Recognition by peers for teaching achievements.
- Local, regional or national teaching awards.

Tenure

In order to be recommended for tenure, a person should have completed the Ph.D. and have a total of at least five points. The total of five points must include a minimum score of two points in teaching.

Promotion

In order to be recommended for promotion from instructor to assistant professor, a person should have completed the Ph.D. and have a total of at least five points. The total of five points must include a minimum score of two points in teaching. In order to be recommended for promotion from assistant professor to associate professor, a person should have a total of at least six points. The total of six points must include a minimum score of two points in teaching. In

order to be recommended for promotion from associate professor to professor, a person should have completed the Ph.D. and have a total of at least seven points. The total of seven points must include a minimum score of two points in teaching.

Scholarly or Creative Performance

Scholarship is the documented and demonstrated dissemination of information grounded in research or creative activity. Such information is made available to peers or peer groups for evaluation, either through presentation of the research at professional conferences, publication in journals, books, or some similar forum. Evidence of activities in scholarship may be in the form of:

- Papers presented at scholarly meetings.
- Publication in refereed journals.
- Publication of books, textbooks, or book chapters.
- Grant proposals and contracts (funded and unfunded).
- Supervision of student research projects.
- Publication in pedagogical journals.
- Papers presented at faculty workshops.
- Development of computer software.
- Review of manuscripts and technical papers.
- Field collections for dissemination to herbaria or museums.
- Technical reports resulting from consulting activities.
- Other.

Tenure

In order to be recommended for tenure, a person should have completed the Ph.D. and have a total of at least five points. The total of five points must include a minimum score of one point in research and scholarship. A person must have published at least one article in a refereed journal and must have been the lead author of this article (or otherwise be able to demonstrate a major contribution).

Promotion

In order to be recommended for promotion from instructor to assistant professor, a person should have completed the Ph.D. and have a total of at least five points. The total of five points must include a minimum score of one point in research and scholarship. A person must have published at least one article in a refereed journal and must have been the lead author of this article (or otherwise be able to demonstrate a major contribution). In order to be recommended for promotion from assistant professor to associate professor, a person should have a total of at least six points. The total of six points must include a minimum score of one point in research and scholarship. A person must have published at least one article in a refereed journal and must have been the lead author of this article (or otherwise be able to demonstrate a major contribution). In order to be recommended for promotion from associate professor to professor,

a person should have completed the Ph.D. and have a total of at least seven points. The total of seven points must include a minimum score of two points in research and scholarship. A person must have published at least one article in a refereed journal and must have been the lead author of this article (or otherwise be able to demonstrate a major contribution).

Service

The department expects all members of its faculty to demonstrate good citizenship through service to the University, the college, the department, the profession, and the larger community of which the University is a part. Evidence of service activities may include:

- Student advisement.
- Mentoring colleagues.
- Participation in department committees.
- Service as program director.
- Advising a university-recognized student organization.
- Participation in department, college, or university committees.
- Participation in Faculty Senate or Graduate Council.
- Activities in professional organizations.
- Advising or assisting civic organizations, public outreach, and community activities.
- Activities related to the recruitment of students.
- Activities in the community related to the advancement of the profession.
- Letters of recommendation written for students.
- Service on professional advisory boards.
- Professional consulting activities.
- Other.

Tenure

In order to be recommended for tenure, a person should have completed the Ph.D. and have a total of at least five points. The total of five points must include a minimum score of one point in service.

Promotion

In order to be recommended for promotion from instructor to assistant professor, a person should have completed the Ph.D. and have a total of at least five points. The total of five points must include a minimum score of one point in service. In order to be recommended for promotion from assistant professor to associate professor, a person should have a total of at least six points. The total of six points must include a minimum score of one point in service. In order to be recommended for promotion from associate professor to professor, a person should have completed the Ph.D. and have a total of at least seven points. The total of seven points must include a minimum score of two points in service.