

COLLEGE OF EDUCATION AND HUMAN SCIENCES

DEPARTMENT OF COUNSELOR EDUCATION

GUIDELINES FOR TENURE AND PROMOTION

Faculty Member _____

Check: ☐ Self Evaluation ☐ Supervisor Evaluation

Introduction

The objective of these guidelines for tenure and promotion and the faculty evaluation process is to assist faculty members in attaining a level of accomplishment and performance that will achieve tenure, promotion, award recognitions and the expansion of professional opportunities. Points are assigned in this faculty evaluation system for accomplishments in the three performance areas of teaching, research/scholarship and service.

Faculty members seeking a promotion to full professor should exceed 15 points in each of the three performance areas (teaching, research/scholarship and service) and exceed a minimum grand total of 45 points. To qualify for a promotion to associate professor a faculty member should exceed 13 point in each of the performance areas and a grand total of at least 40 points. The Department of Counselor Education does not employ instructors. Therefore, there are no faculty members who will seek a promotion to assistant professor. The minimum points expected for tenure are 11 points in each of the performance areas with a grand total of 35 points.

Teaching

The department evaluates the effectiveness of teaching by administering the university's Instructor/Course Evaluation form to students in all classes every semester. Also, an observation of teaching is conducted by the supervisor using the Instructor/Course Evaluation form. Proficiency in student advising and the scores received by students on the CPCE and the NCE are considered by the supervisor during the evaluation of teaching.

Measurable criteria: *Instructor/Course Evaluation form, assessments by students and the supervisor*

Interpretation of data: *Comparison of mean scores across the department, college, and university*

Standards of performance: *Minimum acceptable performance is a mean of 3 for all items.*

Less than a mean of 3: Faculty member and supervisor discuss strategies for improvement

Less than a mean of 3 for the same item for more than 2 semesters: Incorporate an improvement plan into yearly goals

Procedures:

<u>Points</u>	<u>Activity</u>	<u>Description</u>
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___ (7 points)	Teaching Evaluations by Students—overall average of 4.5 or above	
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___ (7 points)	Teaching Evaluations by Supervisor—overall average of 4.5 or above	
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- ___ (6 points) Teaching Evaluations by Students—overall 4.3 to 4.49
- ___ (6 points) Teaching Evaluations by Supervisor—overall 4.3 to 4.49
- ___ (6 points) Successful Support of Student Research
- ___ (5 points) Exceptional and Highly Effective Student Advising
- ___ (4 points) Effective Student Advising
- ___ (4 points) Development or Major Revision of a Course
- ___ Teaching Total (Maximum of 15 points may be used toward grand total.)

Faculty Member Comments, Teaching: _____

Scholarly or Creative Performance

Scholarly or Creative Performance is documented by publication in refereed state, regional and national journals and by presentations at local, state, regional and national meeting or conferences. The department highly values scholarship that supports practicing counselors in the UNA primary service area and within the state of Alabama. Therefore, presentation and publication activities within the local area and the state are highly rewarded in the department's evaluation system. Professional credentials and continuing education in Counseling are considered under research/scholarship.

Measurable criteria: *Publications/presentations, credentialing, continuing education*

Interpretation of data: *Criterion-based point system displayed below under "Procedures."*

Standards of performance: *Minimum of one (1) publication or presentation at a regional or state conference per year. Professional credentials and continuing education in Counseling are considered under research/scholarship.*

Procedures:

<u>Points</u>	<u>Activity</u>	<u>Description</u>
___ (9 points)	Publication—National Refereed Journal	
___ (8 points)	Presentation—International/National Conference	
___ (7 points)	Publication—State Refereed Journal	
___ (7 points)	Presentation—Regional/State Conference	
___ (6 points)	Other Publication (Book Chapter, Test Critique, etc.)	
___ (6 points)	Presentation or Consultation—Local	
___ (6 points)	20 hours of Continuing Education	
___ (6 points)	Attainment of New Counseling Credential	
___ (5 points)	Maintenance of Counseling Credential	
___ (5 points)	Manuscript Reviewer, Refereed Professional Journal	
___	Research/Scholarship Total (Maximum of 15 points may be used toward grand total.)	

Faculty Member Comments, Research/Scholarship: _____

Service

Service is demonstrated by leadership on university committees/organizations, local boards/councils and in professional organizations within the local area, the state, the region or the nation. The department highly values service to practicing counselors in the UNA primary service area and within the state. Therefore, service activities on campus, within the local area and in the state are highly rewarded in the department's evaluation system.

Measurable criteria: *Participation on university, college and departmental committees.*
Participation in local, state, regional and national organizations and volunteer activities.

Interpretation of data: *Criterion-based point system displayed below under "Procedures."*

Standards of performance: *Minimum of one (1) service activity per year.*

Procedures:

<u>Points</u>	<u>Activity</u>	<u>Description</u>
___ (8 points)	Chair—University Committee	_____
___ (8 points)	Officer—National Professional Organization	_____
___ (8 points)	President—State Professional Organization	_____
___ (6 points)	Officer—State Professional Organization	_____
___ (5 points)	Committee Chair – State Professional Organization	_____
___ (5 points)	Advisor – Student Organization	_____
___ (5 points)	Coordinator—Department Area	_____
___ (5 points)	Chair—College Committee	_____
___ (5 points)	Member—University Committee	_____
___ (5 points)	Member – Local Board or Council	_____
___ (5 points)	Chair—Department Committee	_____
___ (4 points)	Member—College Committee	_____
___ (4 points)	Volunteer 20 hours – Local Counseling Agency	_____
___	Service Total (Maximum of 15 points may be used toward grand total.)	_____

Faculty Member Comments, Service: _____

As part of the evaluation process faculty members should provide their supervisor with the following:

- A copy of their most recent Summary Evaluation Report and Goal Planning Form
- An updated curriculum vita.
- A complete self evaluation using this Faculty Performance Evaluation form.

The following point system is used to evaluate the faculty member's professional performance.

Level of Performance:	Excellent Performance		Satisfactory Performance		Performance Needs Improvement
Total Points	45	40	35	30	25 or less

Directions: Record the point totals (maximum of 15) for each of the three professional performance areas. Add the points from each of the three area to determine the grand total.

<u>Professional Performance Area</u> (Maximum of 15 points per area)	<u>Points</u>
Teaching	_____
Research/Scholarship	_____
Service	_____
Grand Total	_____

Faculty Member Comments, Professional Performance: _____

Supervisor Comments, Professional Performance: _____

Signatures

Department Chair: _____ Date: _____

Faculty Member: _____ Date: _____

Faculty Member Comments Regarding Supervisor Evaluation: _____

