

# **COLLEGE OF EDUCATION**

## **DEPARTMENT OF HUMAN ENVIRONMENTAL SCIENCES**

### **GUIDELINES FOR TENURE AND PROMOTION**

#### **Introduction**

This document serves as a guide for faculty members as they prepare for promotion or tenure in the Department of Human Environmental Sciences. The document also serves as a guide for Promotion Committee members and the Department Chair for faculty evaluation. The basis of the document is section 3.5 of the 2009-2010 *Faculty Handbook* as well as current and accepted practice that may be unique to the Department of Human Environmental Sciences. The expectations for faculty achievement include effectiveness in teaching, in scholarly and creative endeavors, and in service. Faculty members may not excel in all three areas, but each faculty member should show active participation in all areas and meet the minimum criteria for the appropriate rank.

Minimum requirements for faculty members have been established for each category. These expectations were established by the current faculty. These common expectations must be met as a part of the role of faculty members. Faculty members who do not meet minimum requirements are not eligible for tenure/promotion consideration. The department chairperson will determine if a faculty member meets minimum requirements before submitting the candidate's curriculum vita and portfolio to the Peer Review Committee. The chairperson or dean can make exceptions to minimum requirements if the chair/dean determines that the faculty member's performance in one or more areas is exceptionally outstanding.

There are four levels of achievement beyond the minimum requirements that faculty should meet for promotion and tenure for each rank for faculty. Each successive rank's criteria show increasing levels of activity. Some activities may overlap as evidence in two or more categories (teaching, scholarly/creative endeavors, and service). However, each activity may count in only one category. Additionally, faculty members will receive credit for a particular activity only one time. For instance, activities used as evidence for promotion from assistant to associate professor will not count as evidence for subsequent promotion from associate to full professor. Evidence must show continued active progress and productivity in each category. To merit consideration as evidence of meeting criteria in a particular category, data must not be older than five years. However, the candidate's curriculum vita should be complete and should show a picture of consistent productivity over one's professional career. The quantity, quality, and consistency of all professional activities are part of the evaluation process for those seeking promotion or tenure. It is the responsibility of the individual candidates to demonstrate effectiveness within the scope of their unique responsibilities. Again, the chairperson or dean can make exceptions to promotion/tenure criteria if the chair/dean determines that the faculty member's performance in one or more areas is exceptionally outstanding.

Faculty members are to follow the *Faculty Handbook* guidelines for applying for promotion or tenure, submitting appropriate documentation and adhering to the prescribed dates. Specific criteria are state below. Candidates must explicitly state which criteria they have met and must specify the sections of the portfolios that contain the evidence of meeting the criteria.

To qualify for tenure, faculty must achieve the following levels:

- |                       |           |
|-----------------------|-----------|
| • Instructor          | Level I   |
| • Assistant Professor | Level I   |
| • Associate Professor | Level II  |
| • Full Professor      | Level III |

To qualify for promotion, faculty must achieve the following levels:

- To Assistant Professor                      Level II
- To Associate Professor                      Level III
- To Full Professor                      Level IV

All faculty are expected to meet the minimum criteria. For a faculty to apply for tenure and/ or promotion, explanations of activities required to achieve each level are in each respective category below.

## Teaching

Faculty members applying for promotion or tenure in the Department of Human Environmental Sciences must show evidence of effectiveness as a teacher. To provide students with an in-depth learning experience, faculty must function in different roles, stay current in the discipline and use a variety of instructional methodologies.

Listed below are the minimum criteria that all faculty must meet along with the additional criteria that faculty seeking promotion or tenure must meet.

### Minimum Criteria

- Effective delivery and organization of course material
- Effective use of instructional time
- Periodic course review and revision based on student, administrator, and/or peer feedback
- Appropriate syllabus and textbook
- Use of strategies that engage learners
- Timely evaluation and submission of grades
- Active and applied learning incorporated into class, studio, or lab
- Multimedia and other technology integrated into course
- Innovative learning environments that support diversity
- Innovative learning environments that support global initiative and/or awareness
- Adequate knowledge of subject
- Evidence based teaching
- Professional practice standards incorporated where appropriate
- Development, implementation, evaluation of student outcomes
- Achievement of goals/learning outcomes
- Student evaluations consistently reflect potential for successful classroom instruction
- Availability for academic advising

### Promotion or Tenure Criteria

- Incorporation of student community service
- Periodic update/revision of syllabus and textbook
- Periodic update/revision of program
- Development of new course
- Modification of traditional course for web delivery
- Effective web-based instruction
- Supervision of independent studies
- Supervision of learning experiences beyond the classroom, studio, or lab
- Departmental, university, state, regional, national, or international recognition for teaching
- Collaboration with other departments enhance student learning experiences

- Advisement beyond office hours commitment
- Exceptional student evaluations
- Exceptional peer and/or administrator evaluations

#### LEVELS

Level I	All minimum criteria; at least two promotion/tenure activities
Level II	All minimum criteria; at least three promotion/tenure activities
Level III	All minimum criteria; at least four promotion/tenure activities
Level IV	All minimum criteria; at least five promotion/tenure activities

#### **Scholarly or Creative Performance**

The second category of faculty achievement required for promotion and/or tenure is evidence of scholarly activities or creative performance. These intellectual activities vary from discipline to discipline. Each concentration in the Department of Human Environmental Sciences is a unique and diverse field of study. Scholarly or creative performance by the faculty may vary from traditional scholarship activities to other performances, such as creative events, competitions, and other achievements in the professions.

##### Minimum Criteria

- Active member in professional organization
- Terminal degree or enrollment in terminal degree program of study
- Participation in seminars, workshops or professional growth activities in the related field.
- Participation in research or professional growth activities such as performance in research activities, publications, poster presentations, and/or creative competitions.

##### Promotion or Tenure Criteria

- Oversight and direction of student creative production for public use such as competitions, health, food and nutritional presentations, performing actual visual presentation in a professional setting, student involvement in public environmental concerns, and the health, safety, and welfare of the public.
- Achieving and/or maintaining relevant professional certifications in the field such as Safe Serve Certification, National Council for Interior Design Qualifications, or Registered Dietitian.
- CEUs earned where appropriate
- Application for internal or external grant funding
- Awarded internal or external grant funding
- Evidence of publications
  - Published article in peer-reviewed journal
  - Published article in non-refereed journal or magazine
  - Published book
  - Published book chapter
  - Published pamphlet or other professional document
  - Published PowerPoint for professional entity
  - Published policy paper for professional entity
  - Unpublished thesis, dissertation, or outcomes research project
- Evidence of professional publication editing or reviewing

- Edited professional journal article
- Edited book
- Edited textbook/chapter
- Textbook/chapter review
- Professional web site development/editing
- Published book review
- Professional abstract/poster review
- Evidence of professional activities
  - CEU presentation
  - Professional consultation
  - Professional recognition or award at professional conference/meeting
  - Professional work featured in mainstream media (TV, film, etc.)
  - Panel discussion participant
  - Expert legal witness or legal consultation
  - Developed workshop/symposium/conference
  - Professional certification
  - Active position in professional organization (officer, committee chair, etc.)
  - Professional board member
- Evidence of continuing professional education
  - Enrollment in certification program
  - CEU's above minimum required by state
  - Other professional education
- Evidence of research activities
  - Principal or assistant research investigator
  - Principal or assistant grant recipient
  - Professional surveys (developed, administered, analyzed)
- Evidence of college/departmental activities
  - Authored policy/procedures
  - Authored handbook

## LEVELS

Level I	All minimum criteria; at least two promotion/tenure activities
Level II	All minimum criteria; at least three promotion/tenure activities
Level III	All minimum criteria; at least four promotion/tenure activities
Level IV	All minimum criteria; at least five promotion/tenure activities

## Service

The third category of achievement for faculty is in the area of service. The Department of Human Environmental Sciences values participation in service to the department, college, the University, and to the community. Faculty members are expected to participate in departmental activities, serve on

committees at the college and university levels, as well as, accept membership on advisory boards and participate in community activities when appropriate.

#### Minimum Criteria

- University and/or College committee service
- Departmental committee service
- Student advisement
- Student recruitment

#### Promotion or Tenure Criteria

- University service
  - Committee membership (more than two per academic year)
  - Committee officer
  - Ad hoc committee membership (e.g. search committee)
  - University representative at events
  - University recognition for service
- College Service
  - Serve on college committees
  - Promote college accreditation
  - Represent the college throughout the university community
- Department service
  - Departmental committee service and participation (more than two per academic year)
  - Committee officer
  - Department representative at events
  - Faculty mentoring
  - Specialized student mentoring
  - Tutoring or remediation activities
  - Recruitment activities
  - Student advisement (between school terms, excluding SOAR)
  - Collaborate with other departments to achieve mutual goals
  - Create fund-raising opportunities
- Student service
  - Student organization advisor
  - Student organization volunteer
  - Other student-centered volunteer activities
  - Provide students with educational opportunities outside the classroom setting
- Professional service
  - Professional organization officer
  - Local, state, national, and/or international committee service
  - Conference planner or host
  - Professional board membership
- Community service
  - Community education
  - Community or organizational consultation
  - Community agency board membership
  - University/Department liaison

- Promote community outreach such as but not limited to university events, receptions and community affairs.

## LEVELS

Level I	Level I	All minimum criteria; at least two promotion/tenure activities
Level II		All minimum criteria; at least three promotion/tenure activities
Level III		All minimum criteria; at least four promotion/tenure activities
Level IV		All minimum criteria; at least five promotion/tenure activities