


**PERFORMANCE GUIDELINES FOR  
TENURE AND PROMOTION**

**Department of Online Nursing**

Approved by Tenured Faculty February 18, 2014

Department  
Chair

  
Signature

Reviewed by Dean

  
Signature

**COLLEGE OF NURSING**  
**DEPARTMENT OF ONLINE BSN & MSN NURSING**  
**PERFORMANCE GUIDELINES FOR TENURE AND PROMOTION**

**Introduction**

This document serves as a guide for faculty members as they prepare for promotion or tenure in the College of Nursing (CON). The document also serves as a guide for Recruitment, Retention, and Promotion Committee members and Department Chairs as they evaluate faculty. 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 discipline of nursing and nursing education. The expectations for faculty achievement include effectiveness in teaching, in scholarly and creative endeavors, and in service. Not all faculty members will 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.

There are minimum requirements for faculty members to achieve in each category. These are expectations that all faculty must meet as a part of the role of faculty members. Faculty members who do not meet minimum requirements are not eligible for 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. The level of achievement required depends on the faculty member's academic rank or the rank one is seeking for promotion. 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 over five years old. 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 a part of the evaluation process for those seeking promotion or tenure. For instance, holding membership in an organization by paying dues will not suffice. One must show evidence of active involvement in the organization. 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 CON criteria are 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:

- |                       |           |
|-----------------------|-----------|
| • 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  |

Explanations of activities required to achieve each level are in each respective category below.

## Teaching

Faculty members applying for promotion or tenure in the College of Nursing (CON) must show evidence of effectiveness as a teacher. To provide students with an in-depth learning experience, faculty must function in different roles, and use a variety of instructional methodologies in a number of different settings. In both formal and informal contexts, multiple ways of knowing are considerations for assessing teaching performance

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
- Student-centered teaching-learning activities
- Periodic course review and revision based on feedback
- Appropriate syllabus and textbook
- Periodic update/revision of syllabus and textbook
- Strategies engage learners
- Timely evaluation and submission of grades
- Active and applied learning incorporated into class/clinical
- Multimedia and other technology integrated into course
- Innovative learning environments that support diversity created
- Professional role modeling
- Adequate knowledge of subject
- Evidence based teaching
- Professional practice standards incorporated
- Development, implementation, evaluation of student outcomes
- Achievement of goals/learning outcomes
- Favorable student evaluation of faculty member
- Student community service incorporated
- Availability for counseling/advisement

### Promotion or Tenure Criteria

- Development of new course
- Modification of traditional course for web delivery
- Effective web-based instruction (TD)
- Development of a high-fidelity simulation scenario
- Development of case studies
- Supervision of independent studies
- Departmental, university, state, regional, national, international recognition for teaching
- Counseling/advisement beyond office hours commitment
- Exceptional student evaluations
- Current Certified Nurse Educator (CNE) certification
- Exceptional peer 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. Nursing, as a unique discipline, defines scholarship as any professional activity in which the faculty member strives to advance education, nursing, and health care knowledge; provide for the educational and health needs of society; and assume leadership and other roles that effect positive changes in systems and policies.

### Minimum Criteria

- Active member in professional organization
- CEUs earned (minimum required by state)
- Terminal degree or enrollment in terminal degree program of study
- Skills update activity (ex. BLS; computer software program update)
- Data gathering activity for department or college

### Promotion or Tenure Criteria

- Evidence of publications
  - o Published article in peer-reviewed journal
  - o Published article in non-refereed journal or magazine
  - o Published book
  - o Published book chapter
  - o Published pamphlet or other professional document
  - o Published PowerPoint/Case study for professional entity
  - o Published policy paper for professional entity
  - o Unpublished thesis or dissertation
- Evidence of professional publication editing or reviewing
  - o Edited professional journal article
  - o Edited book
  - o Edited textbook/chapter
  - o Textbook/chapter review
  - o Professional web site development/editing
  - o Published book review
  - o Professional abstract/poster review
- Evidence of professional activities
  - o CEU presentation
  - o Professional consultation
  - o Paper or poster presentation at professional conference
  - o Professional recognition or award at professional conference/meeting
  - o Professional work featured in mainstream media (TV, film, etc.)
  - o Panel discussion participant
  - o Expert legal witness
  - o Legal consultation
  - o Developed workshop/symposium/conference
  - o Professional certification
  - o Active position in professional organization (officer, committee chair, etc.)
  - o Professional board member

- Evidence of continuing professional education
  - o Current Certified Nurse Educator (CNE) certification
  - o Enrollment in certification program
  - o CEU's above minimum required by state
  - o Other professional education
- Evidence of professional practice
  - o Provision of patient care (paid or voluntary) or other clinical nursing activities (other than in faculty role)
  - o Clinical certification
- Evidence of research activities
  - o Principal or assistant research investigator
  - o Principal or assistant grant recipient
  - o Professional surveys (developed, administered, analyzed)
- Evidence of college/departmental activities
  - o Authored policy/procedure manual
  - o 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 College of Nursing highly values participation and leadership in service to the University, to the community, and to the profession. The expectation is that nursing faculty members will apply their professional expertise in developing new programs and services, providing solutions to problems, and guiding the strategic direction of the College of Nursing. Furthermore, faculty members are to contribute to the governance of the University or its various units, and to the diversity and intellectual life of the University and the community. Faculty members are to devote reasonable amounts of their time to service on various levels, both within the university community and the surrounding community.

### Minimum Criteria

- L University committee membership
- L University accreditation activities
- L Departmental committee service
- L Student advisement
- L SOAR advisement (TD)
- L Student recruitment (OD)

### Promotion or Tenure Criteria

- University service
  - o Committee membership (more than two per academic year)
  - o Committee officer
  - o Ad hoc committee membership (e.& search committee)
  - o University representative at events
  - o University recognition for service

- CON service
  - o Departmental committee service and participation (more than two per academic year)
  - o Committee officer
  - o CON representative at events
  - o Faculty mentoring
  - o Specialized student mentoring
  - o Tutoring or remediation activities
  - o CON or Student Nurses Association (SNA) events speaker
  - o CON recognition for service
  - o Recruitment activities
  - o Student advisement (between school terms, excluding SOAR)
- Student service
  - o Student organization advisor
  - o Student organization volunteer
  - o Other student-centered volunteer activities
- Professional service
  - o Professional organization officer
  - o Local, state, national, international committee service
  - o Conference planner or host
  - o Professional board membership
- Community service
  - o Community education
  - o Community or organizational consultation
  - o Community agency board membership
  - o Healthcare organization service coordination (academic or clinical)
  - o Clinical practitioner
  - o University/CON liaison

## 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