

Anderson College of Nursing and Health Professions

University of North Alabama

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ANDERSON COLLEGE OF NURSING AND HEALTH PROFESSIONS

GUIDELINES FOR TENURE AND PROMOTION

Introduction

This document guides faculty members preparing for promotion or tenure in the Anderson College of Nursing and Health Professions (ACONHP). 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 the Criteria for Promotion, Tenure, and Appointment of the current Faculty Handbook, as well as current and accepted practices that may be unique to the discipline of nursing and nursing education. The expectations for faculty achievement include teaching effectiveness, scholarly and creative endeavors, and service. Not all faculty members will excel in all three areas, but each should actively participate in all areas and meet the minimum criteria for the appropriate rank. Faculty in the lecturer position applying for promotion to senior lecturer shall demonstrate effectiveness in teaching and service only, as their rank does not include scholarship.

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 and/or tenure consideration. 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/or tenure. The level of achievement required depends on the faculty member's academic rank, or the rank one seeks for promotion and/or tenure. Each successive rank's criteria show increasing levels of activity. Some activities may overlap 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 specific activity only once. 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. Data must not be over five years old to merit consideration as evidence of meeting criteria for a specific category. However, the candidate's *curriculum vitae* should be complete and show a picture of consistent productivity over their professional career. The quantity, quality, and consistency of all professional activities are a part of the evaluation process for those seeking promotion and/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 holding the rank of full professor or senior lecturer are eligible for performance incentives. Faculty seeking performance incentives may only count activities performed after their promotion to professor. Senior lecturers applying for performance incentives may only count activities from the five years since their last performance incentive increase. Full professors applying for merit incentives must continue to demonstrate productivity in teaching, scholarship, and service that is expected of a full professor rank. Senior lecturers applying for merit incentives must continue to demonstrate productivity

in teaching and service that is expected at the senior lecturer rank.

Faculty in Lecturer Positions

All new, full-time, non-tenure-track faculty members enter the institution with the rank of Lecturer, with a standard 5-5 teaching load and performance evaluation based upon teaching and service only. Faculty may move from lecturer to tenure-track assistant professor rank upon completing a terminal degree. For faculty who remain in the Lecturer rank, Lecturers serve on one-year, renewable contracts for the first five (5) years of employment. After five (5) years of uninterrupted, meritorious service, Lecturers may immediately apply for promotion to Senior Lecturer via submission of a dossier/portfolio to be evaluated through the UNA tenure and promotion processes. Upon promotion to Senior Lecturer, incumbents would receive a salary increase and a five-year (renewable) employment contract. After five additional years of service, Senior Lecturers are eligible to apply for a performance incentive based upon excellence in teaching and/or service and can do so every five years thereafter. Non-tenure-track faculty are not eligible for promotion or tenure, other than noted above, but do share during the period of employment the general responsibilities, privileges, and benefits accorded regular faculty.

Faculty members must adhere to the Faculty Handbook guidelines for applying for promotion to senior lecturer, submitting appropriate documentation, and adhering to the prescribed dates. Below are specific ACONHP criteria. Candidates must expressly state which criteria they have met and specify the sections of their portfolios that contain evidence of meeting the criteria.

Faculty applying for promotion to senior lecturer must achieve Level III criteria as defined below:

Level III All minimum criteria; at least four promotion/tenure activities in teaching and service

Senior lecturers applying for a performance incentive must achieve Level IV criteria as defined below:

Level IV All minimum criteria; at least five promotion/tenure activities in teaching and service
Explanations of activities required to achieve each level are in each respective category below:

Faculty in Tenure-Track or Tenured Positions

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

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

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

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

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|-----------------------|-----------|
| • Assistant Professor | Level II |
| • Associate Professor | Level III |
| • Full Professor | Level IV |

To qualify for **tenure and promotion:**

Faculty under the new tenure and promotion policy (hire date after August 2017) simultaneously apply for tenure and promotion. To earn tenure and promotion, faculty must achieve the proper level of promotion criteria.

- To Associate Professor and tenure Level III
- To Full Professor and/or tenure Level IV

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

Teaching

Faculty applying for promotion and/or tenure in the Anderson College of Nursing and Health Professions (ACONHP) must show evidence of effectiveness as teachers. To provide students with an in-depth learning experience, faculty must function in different roles and use various instructional methods in various settings. In formal and informal contexts, multiple ways of knowing are considerations for assessing teaching performance.

Minimum Criteria

- Effective delivery and organization of course material
- Fluency in learning management systems
- 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 to engage learners
- Timely evaluation and submission of grades
- Active and applied learning incorporated into class/clinical
- Multimedia and other technology integrated into course
- Creation of innovative learning environments that support diversity
- Professional role modeling
- Adequate knowledge of the subject
- Evidence-based teaching
- Professional practice standards incorporated
- Development, implementation, and evaluation of student outcomes
- Achievement of goals/learning outcomes
- Favorable student evaluation of faculty member
- Student community service incorporated (if applicable to teaching assignment)
- Availability for counseling/advisement

- External testing scores meet minimum criteria (if applicable to teaching assignment)
- Apple Teacher Certification

Promotion and /or Tenure Criteria

- Development of new course
- New program development
- Development of a high-fidelity simulation scenario
- Development of case studies (should demonstrate scholarship and align with EBP)
- Development of inter-professional experiences (should demonstrate scholarship, clear contributions to interprofessional education, and align with EBP)
- Supervision of independent studies (more than one (1) semester)
- University or College recognition for teaching (ACONHP nominee for VPAA award)
- Regional, state, national, and/or international recognition for teaching
- Significant evidence of counseling beyond required office hours
- Exceptional external testing scores (above the national average/College benchmark)
- Exceptional student evaluations (average score of 4 or higher)
- Exceptional peer evaluations by a tenured faculty member (annual evaluations by the chair are not peer evaluations)
- Evidence of ATI Champion Designation or discipline-specific credentialing
- Current Certified Nurse Educator (CNE) certification
- Current Certified Healthcare Simulation Educator® (CHSE®) certification
- Simulation Scholar
- DNP Navigator through project completion

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 (Not applicable to lecturer positions)

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 and health professions-related fields, as a discipline, define scholarship as any professional activity in which the faculty member strives to advance education, nursing, and health care knowledge; provide for society's educational and health needs; and assume leadership and other roles that effect positive changes in systems and policies.

Minimum Criteria

- Active member in a professional organization
- CEUs earned (minimum required by state)
- Terminal degree in program of study
- Skills update activity (ex. BLS)
- Data gathering activity for department or college
- At least one publication in a peer-reviewed journal

Promotion or Tenure Criteria

- Evidence of publications
 - o More than one published article in a peer-reviewed journal
 - o Published book
 - o Published book chapter
 - o Published pamphlet or other professional document
 - o Published PowerPoint/Case study for a professional entity
 - o Published policy paper for professional entity
- 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 website development/editing
 - o Published book review
 - o Professional abstract review
 - o Peer reviewer for scholarly journal
- Evidence of professional activities
 - o Current Certified Nurse Educator (CNE) certification
 - o CEU presentation
 - o Professional consultation
 - o Paper/podium presentation at professional conference
 - o Professional recognition or award at a 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 a professional organization (officer, committee chair, etc.)
- o Professional board member
- o Evidence of continuing professional education
- o Completion of a certification program, at least twice the number of CEUs required by the state
- o Evidence of significant contribution to full or mid-point accreditation self-study (includes significant contributions to CCNE or SACSCOC self-study, or ACHE submissions)
- o Evidence of significant contribution/creation to a handbook, guidelines, or policy/procedural manual
- o University or College recognition for Scholarship (ACONHP nominee for VPAA award)
- o Regional, state, national, and/or international recognition for scholarship
- o Faculty mentor for student Capstone/research project (completed)
- Evidence of professional practice
 - o Provision of patient care (paid or voluntary) or other clinical healthcare activities (other than in faculty role)
 - o Principal or assistant research investigator
 - o Principal or assistant grant recipient

Service

The third category of achievement for faculty is in the area of service. The Anderson College of Nursing and Health Professions highly values participation and leadership in service to the University, the community, and the profession. The expectation is that faculty members will apply their professional expertise in developing new programs and services, providing solutions to problems, and guiding the strategic direction of the ACONHP. Furthermore, faculty members are to contribute to the governance of the University or its various units, as well as 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 and surrounding communities.

Minimum Criteria

- University and/or ACONHP accreditation activities
- Departmental committee service
- Student recruitment (two per academic year)

Promotion or Tenure Criteria

- University service
 - o Committee membership (at least two per promotion cycle)
 - o Committee officer
 - o Ad hoc committee membership (e.g., search committee)
 - o University representative at events (at the request of the Dean or University administration)

- o University recognition for service
- o Regional, state, national, and/or international recognition for service
- ACONHP service
 - o Departmental committee service and participation (more than two per academic year)
 - o Committee officer
 - o ACONHP representative at events (at the request of the Dean)
 - o Faculty mentoring
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 - o ACONHP events speaker
 - o ACONHP recognition for service (VPAA nominee for College)
 - o Significant evidence of recruitment activities above the minimum
 - o Significant evidence of counseling beyond required office hours
 - o Supervision of independent studies (more than one (1) semester)
 - o Designated role in student-centered activities
- Student service
 - o Student organization advisor
 - o Student organization/group volunteer
- Professional service
 - o Professional organization officer
 - o Local, state, regional, 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 Volunteer clinical practice hours
 - o University/ACONHP liaison (at the request of the Dean or University administration)