

COLLEGE POLICIES AFFECTING FACULTY MEMBERS

PROMOTION AND TENURE GUIDELINES

Preamble

The College of Human Environmental Sciences affirms the criteria for rank and tenure set forth in the statements below. These criteria reflect normal expectations of the University faculty, following a traditional pattern of professional activity and career development, and are intended to be consistent with criteria found in most other academic units and institutions. The College of Human Environmental Sciences also affirms the diversity that offers strength for a college that builds upon many basic disciplines and incorporates applied as well as theoretical fields of study. Non-traditional patterns of academic achievement therefore can be considered as acceptable exceptions to normal expectations, based on guidelines of each unit.

Both promotion and tenure will be determined on the basis of criteria established by the unit, consistent with guidelines and procedures established by the College and the University. It is expected that units will augment these statements with detailed specifications of ways in which criteria may be attained. It is also expected that units will specify departures from these criteria that are deemed appropriate to their particular fields of study.

The statements below specify the academic rank appropriate for individuals who have attained a certain depth and breadth of achievement. Nothing in these statements diminishes the ultimate requirement for rigorous evaluations and conscientious judgments by persons with responsibilities for decisions in the review process.

The guidelines for promotion and tenure reflect the 1940 statement on policy of the American Association of University Professors. The statement may be accessed at <http://www.aaup.org/statements/redbook/1940STAT.htm>

Bases for Evaluation

The bases for faculty evaluation parallel the missions of the University, which are teaching, research, and service. Promotion to the rank of Associate Professor is seen as pivotal in faculty development because it is generally accompanied by the award of tenure. Therefore, to attain the rank of Associate Professor, it is mandatory that a faculty member demonstrate competence in each mission area. For purposes of faculty evaluation in the College of Human Environmental Sciences, the University missions shall be interpreted as explained below.

- A. "Teaching" shall refer to resident and/or non-resident instruction and student advisement (including student program and graduate research advisement). For Associate Professor rank, a faculty member must exhibit excellence in teaching through multiple evaluative measures.

- B. "Research" includes basic and applied research and other scholarly and creative endeavors appropriate to the respective discipline. In a Doctoral Comprehensive institution, priority is given to funded research development; however, every faculty member is expected to engage in scholarly or creative activity that contributes to the knowledge base of the field whether those activities are funded or not. In order to attain the rank of Associate Professor, a faculty member shall engage in scholarly or creative pursuits that reflect awareness of and concern for problems and issues in the field and will share those findings with the profession in the form of refereed presentations and publications, or juried exhibitions according to the faculty member's unit guidelines for promotion and tenure. To attain the rank of Professor, the faculty member is expected to demonstrate a developed funded research stream and/or superior contribution to knowledge building/sharing, in accordance with the faculty member's unit guidelines.
- C. "Service" includes: professional service (active involvement in professional organizations and contributing professional expertise to community endeavors) and institutional service (faculty governance, advising student organizations, and unit, college and university service). Meeting service expectations is recognized as an important contributing element in promotion to Associate Professor rank, but cannot be substituted for excellent teaching performance and substantial scholarly/creative accomplishments.

Over a reasonable period of time, the assignment of each faculty member shall provide opportunities to engage in teaching, research, and service consistent with the individual's professional goals and obligations, training, interests of the unit, and the larger mission of the College.

Academic Rank

A. Assistant Professor

Promotion to, or appointment at, Assistant Professor rank is appropriate for an individual who has completed a terminal degree program in the candidate's profession/academic specialization and possesses the competency and commitment that demonstrate potential for professional growth.

B. Associate Professor

Promotion to, or appointment at, Associate Professor rank is appropriate for an individual who:

1. holds a doctoral degree (or a terminal degree recognized in the field of preparation),
2. has demonstrated exemplary teaching performance,
3. has contributed to the knowledge base of the field through refereed publications and/or through other juried scholarly/creative accomplishments (as defined in unit guidelines),
4. has provided significant service through participation and leadership in committees and organizations, and
5. exhibits potential for continued academic growth.

C. Professor

Promotion to, or appointment at, Professor rank is appropriate for an individual who:

1. has met the criteria for the rank of Associate Professor;
2. has developed significant stream of research as evidenced by refereed/juried scholarly/creative activities such that the individual has shown sustained contribution to the knowledge base and is recognized nationally as an expert knowledge builder in the field of specialization;
3. has made significant contributions in terms of service such that the individual is recognized as a leader within the University system and/or as a national leader in the profession and/or as a national leader in community action in the area of specialization;
4. is committed to continuing contributions to the academic program of the institution through teaching, research, and service.

TENURE

The individual recommended for tenure must have demonstrated the competence and commitment to contribute to unit goals; the capacity to adjust to the growing and changing focus of the unit/college/university; and the capacity for continued academic growth.

Administrative considerations, such as unit goals and fiscal realities within the University system, may mandate that a faculty member, regardless of merit, not be tenured.

Tenure should be awarded to an individual on regular appointment who has met the criteria specified for Associate Professor rank.

- A. A faculty member may submit a request to the unit Promotion and Tenure Committee for early review for promotion to the Associate Professor rank, and for Tenure, if he/she has met the criteria for such promotion/tenure, prior to the scheduled tenure review year.
- B. Unit program considerations and the contribution of the faculty member may endorse granting tenure to an Assistant Professor, although it is usually expected that the criteria for Associate Professor rank will be met when tenure is recommended.

THIRD-YEAR REVIEW

To ensure that tenure-track faculty members receive adequate feedback on their progress toward tenure, the College guarantees that those faculty have a mandated third-year review at the unit level. This review is geared toward providing the tenure-track faculty member with information relevant to progress toward meeting the expectations for productivity of the unit, College and University that will result in successful achievement of tenure.

The third-year review should cover all aspects of the faculty member's performance that will be considered during the tenure process, following both the guidelines indicated above in this

document and the Promotion and Tenure guidelines of the unit in which the faculty member has an appointment.

The third-year review document, prepared in accordance with guidelines of the faculty member's unit, should be submitted to the respective unit's Promotion and Tenure Committee (or third-year review committee if that unit has separate committee procedures for third-year review) no later than December 1 of the academic year in which the third-year review falls. The review at the unit level should be completed with feedback to the faculty member no later than February 1 of the academic year in which the review falls. [Note: Units may establish earlier deadlines for submission of the third-year review document and for completion of the unit review.]

All specific procedures and requirements for third-year review processes not otherwise indicated herein shall be the responsibility of the units through unit governance documents and procedures.

See Section 4.7 of the Faculty Bylaws for additional information regarding Promotion and Tenure procedures.

POST-TENURE REVIEW

Units conduct the post-tenure review in accordance with unit guidelines consistent with established university policy on such reviews.