

## TENURE AND PROMOTION GUIDELINES

(APPROVAL 8/29/2008)

The department recognizes that decisions regarding the promotion and tenure of faculty are among the most important decisions made at a university. The quality and quantity of efforts of individual faculty members in the areas of teaching, scholarship, and service are the fundamental building blocks of the university. Because they are so important, decisions of promotion and tenure should be guided by explicit and generally accepted criteria, so as to ensure uniformity and encourage fairness.

Any system for evaluation should be based upon an individual's total contribution to the department and the university. Criteria should reflect the fact that individuals have differing strengths, but everyone is expected to contribute in each of the areas of teaching, scholarship, and service. Furthermore, it is recognized that not all areas of activity are equally important, or that these areas are independent of each other. At ASU, teaching is generally accepted to be the most important function of most faculty members. However, teaching and scholarship cannot be separated. Therefore, it is important that individuals maintain an on-going research agenda to remain current in their chosen fields in order to provide their students with the best possible education. While service is less directly associated with the scholarship and educational activities of a faculty member, it is necessary to the functioning of the university. Therefore, service is important, but ranks third as a facet of a faculty member's contribution to the university.

While it is impossible to anticipate the unique mix of talents and interests that correspond to a faculty member's total contribution, this document will serve as a statement of the department's basic expectations for the granting of tenure and promotion. The sections that follow are devoted to discussing general guidelines for each of the three dimensions of performance and are designed to guide both the faculty member and the departmental committee engaged in the evaluation of faculty members.

### **A. Dimensions of Performance for Tenure and Promotion to Associate Professor**

In addition to the general requirements for tenure and promotion to associate professor outlined in the *Faculty Handbook*, the Department of Government and Justice Studies expects candidates for promotion and tenure to meet additional performance criteria, particularly in the area of research and scholarship. It should be noted that, while tenure and promotion decisions may be separate for a variety of reasons, the standards expected of the faculty member are the same.

In the consideration of tenure and promotion, the three major dimensions of performance are: 1) instruction and student development; 2) contribution to new knowledge via scholarship, research, and publication; 3) service to the institution, the profession, and external constituencies. A faculty member must have a demonstrated record of performance in all three areas, but teaching and research will be considered most important.

## **1. Teaching**

Faculty members' teaching performance will be assessed using a variety of indicators. These will include, but will not be limited to, the following:

- a. Peer evaluations;
- b. An assessment by the chair and the DPC regarding the faculty member's contribution to undergraduate and graduate curriculum;
- c. A demonstrated commitment to undergraduate (and, when applicable, graduate) education. Indicators of such a commitment include, but are not limited to:
  1. Chairing of masters degree and/or honors theses committees
  2. Development of innovative pedagogical methods
  3. Directing independent research
  4. Participation in teaching workshops
  5. Creation of new courses or programs
  6. Directing capstone research projects
  7. Student evaluations of courses

## **2. Research and Scholarship**

All candidates for tenure and promotion are expected to develop an active program of scholarship. Scholarship may be evidenced in a variety of ways, including:

- a. Publication of research books, textbooks, monographs, manuals, and/or other works that require peer review and that are nationally or internationally recognized sources of information in the discipline;
- b. Publication of peer reviewed articles in recognized journals related to the faculty member's area of expertise;
- c. Publication of peer reviewed book chapters in significant works related to the faculty member's area of expertise;
- d. Receipt of a major grant from a public agency or philanthropic organization in which the faculty member serves as either principal or co-principal investigator;
- e. Presentations, including talks and poster sessions, given at refereed professional conferences. Greater weight will be given to talks and poster sessions presented at national and international conferences than to those presented at local, state, or regional conferences;
- f. Publication of review articles, book reviews, encyclopedia entries, or non-peer reviewed book chapters, or editorship of a scholarly journal;
- g. Approval of a minor grant, from a public agency, philanthropic organization, or the university.

Although each person will contribute in these areas differently, the department expects that, at a minimum, all faculty members seeking tenure and promotion will have at least seven activities from the various categories, with no fewer than four from categories a, b, c, or d above. It should be noted that, in the case of a book or other major work, the product may be counted as more than one activity. In a case where the bulk of the articles are co-authored, there should be demonstrated evidence of independent research.

### **3. Service**

Each member of the department is expected to participate in professional service to the department, the college, and the university. Indicators of service include, but are not limited to:

- a. Membership on departmental committees;
- b. Membership on college committees;
- c. Membership on university committees or task forces, the Faculty Senate, Faculty Assembly;
- d. Participation in leadership roles in state, regional, national, or international professional organizations;
- e. Participation in University sponsored lecture series;
- f. Community engagement activities.

A demonstrated record of service in one or more of these areas is expected for tenure and promotion. The faculty member will be responsible for keeping records of this service and providing it to the Department Chair in annual reports and to the PTC as part of the tenure and promotion review process.

### **B. Dimensions of Performance for Promotion to Full Professor (8/29/2008)**

In addition to the general criteria outlined in the *Faculty Handbook*, promotion to full professor requires that:

1. One must be a nationally or internationally recognized scholar in one's field of expertise;
2. One must have made a significant contribution to the department and the university in the area of teaching;
3. One must have a demonstrated record of service to the institution.

### **C. Emeritus Status**

Emeritus faculty status as stated in the *Faculty Handbook*, Section 3.12 may be awarded to honor a retired faculty member who has had a distinguished professional career and has made significant contributions to Appalachian State University. Successful candidates for consideration to the Emeritus rank will have:

1. permanent tenure and at least ten years of full-time employment at Appalachian State University prior to retirement. The Emeritus rank is that held at retirement; and
2. a consistent record of quality performance as demonstrated by one or more of the following:
  - a. a substantive record of scholarly achievement commensurate with national and international standards within the specific discipline;
  - b. a recognized record of outstanding teaching and educational contributions; and
  - c. evidence of significant service to the university and to the respective discipline.

### **1. Emeritus Status Procedure (Faculty Handbook 3.12.1)**

The candidate initiates application for Emeritus status no later than September 15 in the year of consideration. A letter will be submitted to the Department Promotion and Tenure Committee with supporting documentation, including a comprehensive curriculum vitae and record of the faculty member's achievement and contribution to the university and the appropriate discipline. The committee will review the application and make approval or non-approval, as provided for other personnel decisions to the Department Chair.

The Department Chair will forward his/her recommendation, with the supporting materials, to the Dean of the College of Arts and Sciences. The Dean will forward his/her recommendation, with the supporting materials, to the Provost and Executive Vice Chancellor by December 15. The Provost and Executive Vice Chancellor, after their reviews, will forward their recommendations, as well as the recommendations of the other reviewing individuals/bodies, to the Chancellor by February 15. Upon approval of the Chancellor, the Provost and Executive Vice Chancellor will submit the candidate's documentation to the Academic Affairs Committee of the Board of Trustees for consideration at the spring semester meeting. Candidates whose emeritus rank has been approved by the Board of Trustees are notified promptly. The Chancellor will confer the rank during the August annual meeting of the University. A letter of commendation and an emeritus faculty medallion shall accompany the emeritus faculty designation from the Chancellor upon official notice of the faculty member's full retirement from the University, i.e., at the end of any phased retirement service period or upon immediate, full retirement.