COLLEGE OF SCIENCE AND ENGINEERING

Tenure and Promotion Guidelines

Revised 04/21/2016, Adopted 04/28/2016

**General Statements**

1. CSE applicable tenure and promotion threshold follow university tenure and promotion guidelines as defined in Section ***IX*** of the current edition of the SAU Faculty Handbook.
2. To be eligible for tenure and promotion, a faculty member is expected to have a terminal degree in the field (doctorate or a recognizable equivalent) and be placed on a tenure-accruing position.
3. Evaluation of applications for tenure will be based upon NORMAL PROBATIONARY PERIODS defined in **Part *IV*** of Section ***IX*** of the SAU Faculty Handbook.
4. Evaluation of applications for promotion will be based upon NORMAL PROBATIONARY PERIODS defined in **Part *IV*** of Section ***IX*** of the SAU Faculty Handbook
5. In addition to meeting the probationary periods, evaluation of applications for tenure and/or promotion will include consideration of all of the following: **teaching effectiveness**, **scholarly activity**, and **professional service** defined in **Part *IV*** of Section ***IX*** of the SAU Faculty Handbook as follows
   1. *Demonstrated effectiveness as a teacher* is a necessary criterion and is a primary consideration in all tenure and promotion decisions.
   2. *Scholarly activity* – broadly defined to include published and unpublished research, creative works, and professional academic growth – is a consideration in all tenure and promotion decisions.
   3. *Service to the University*, the profession, and the community is a consideration in all tenure and promotion decisions
6. Teaching effectiveness, scholarly activity, and professional service are evaluated as **excellent, commendable, satisfactory, or unsatisfactory**, based on documentation submitted in the application for tenure and/or promotion
7. Applicants for tenure and/or promotion should document activities meriting promotion as defined in Part ***IV*** of the SAU Faculty Handbook follows:
8. *For promotion to professor*: document excellent performance in either teaching effectiveness or scholarly activity with, at minimum, a commendable evaluation in all categories.
9. *For promotion to associate professor*: document commendable teaching effectiveness, scholarly activity, and professional service.
10. Faculty hired prior to adoption of this CSE tenure and promotion guidelines will remain under the previous guidelines
11. When possible all CSE department units shall be represented in the CSE tenure and promotion council.
12. CSE Tenure and Promotion Guidelines will be approved by full-time faculty.
13. CSE Tenure and Promotion Guidelines can be amended by majority vote of full-time faculty.

**CSE FACULTY EVALUATION OF TEACHING**

“Evaluation of teaching effectiveness is based on a combination of accomplishments and contributions, including the following: student evaluations, peer evaluations, courses taught, alumni evaluations, student performance assessments, pedagogical methodologies, summaries of individualized student supervision, awards and honors received for teaching effectiveness.” CSE evaluation of teaching effectiveness follows the checklists described in **Appendix 1**. Note that a single teaching activity or award cannot count more than once within Appendix 1.

**CSE FACULTY EVALUATION OF SERVICE**

“Evaluation of service is based on a combination of contributions, including those which are listed in the Documentation of Criteria for Promotion and Tenure. Evaluators consider both the quantity and level of service.” CSE evaluation of service follows the checklists described in **Appendix 2**. Note that a single service activity or award cannot count more than once within Appendix 2.

**CSE FACULTY EVALUATION OF SCHOLARLY ACTIVITY**

Evaluation of scholarly activity is based on a combination of contributions, including those which are listed in the Documentation of Criteria for Promotion and Tenure. Demonstration of scholarly activity is required in all promotion decisions. Generally speaking, a record of continuous scholarly activity – a commitment to scholarship rather than one-time or intermittent scholarly activity – is important, and the level of scholarly activity is expected to increase as one progresses through the academic ranks. A mixture of scholarly activities is encouraged.

“To demonstrate **satisfactory scholarly activity,** all faculty are expected to perform sufficient scholarly activity to maintain competency in their teaching areas and to ensure that the content in courses they teach is consistent with accepted standards in the field. Typically, satisfactory scholarly activity is demonstrated by a combination of activities, including, for example, expansion of the faculty member’s knowledge base, contribution to curricular development, and attendance at professional meetings.

**Commendable scholarly activity** is demonstrated by a combination of additional activities, including, for example, scholarly contributions at the state or regional level evidenced by publications, or presentations or by juried presentations in the arts; participation in regional or state professional meetings; and a continual record of attendance at national, regional, and/or state professional meetings.

**Excellent scholarly activity** is demonstrated by adding a combination of more substantial contributions, including, for example, substantial scholarly contributions at the national and/or regional level evidenced by publication of books and/or articles in refereed professional journals or by juried presentations in the arts; and substantial scholarly presentations at recognized, refereed national and/or regional professional meetings.” (Faculty Handbook, 12th edition, section **IX**, part IV-B, pages 68–69).

CSE evaluation of scholarly activity follows the checklists described in **Appendices 3 and 4**. Note that a single scholarly activity, publication, or award cannot count more than once within Appendices 3 and 4.

**CSE STANDARDS FOR RECOMMENDATION**

1. For promotion to the rank of Associate Professor and/or tenure: Portfolio should be rated as “Commendable” in all three categories (teaching effectiveness, scholarly activity, and professional service).
2. For promotion to the rank of Professor: Portfolio should be rated as “Excellent” either in teaching effectiveness or scholarly activity, with at minimum of “Commendable” evaluation in all categories.

**Appendix 1: Evaluation of Teaching Effectiveness for Promotion to any Rank and/or Tenure**

(Expectations from last promotion or initial appointment)

|  |  |  |
| --- | --- | --- |
| Demonstrable evidence to satisfy  “**Excellence in Teaching**” | Demonstrable evidence to satisfy  “**Commendable Teaching**” | Demonstrable evidence to meet  “**Satisfactory Teaching**” |
| * Evidence of breadth and depth of knowledge in the discipline | * Evidence of breadth and depth of knowledge in the discipline | * Evidence of breadth and depth of knowledge in the discipline |
| * Evidence of excellent progress on teaching component of development plan | * Evidence of commendable progress on teaching component of development plan | * Evidence of satisfactory progress on teaching component of development plan |
| * Excellent peer evaluations of faculty performance in teaching * Acceptable student evaluations of faculty performance * Evidence of how feedback from teaching evaluations has been used to improve teaching * The design of new courses or lab exercises * Availability and receptivity to students * Effective advising of a sufficient number of students to meet department needs | * Commendable peer evaluations of faculty performance in teaching * Acceptable student evaluations of faculty performance * Evidence of how feedback from teaching evaluations has been used to improve teaching * The design of new courses or lab exercises * Availability and receptivity to students * Effective advising of a sufficient number of students to meet department needs | * Satisfactory peer evaluations of faculty performance in teaching * Acceptable student evaluations of faculty performance * Evidence of how feedback from teaching evaluations has been used to improve teaching * Availability and receptivity to students * Effective advising of a sufficient number of students to meet department needs |
| **Any three of the following:**   * Development of course materials to improve instructions (textbooks, lab manuals, multi-media teaching materials, etc.) * Mentorship of students in research with measurable outcomes * Teaching with Technology Grant Award * University-sponsored or other professional teaching award * Or other teaching activities that are verifiably equivalent to the above | **Any two of the following:**   * Development of course materials to improve instructions (textbooks, lab manuals, multi-media teaching materials etc...) * Mentorship of students in research with measurable outcomes * Teaching with Technology Grant Award * University-sponsored or other professional teaching award * Or other teaching activities that are verifiably equivalent to the above | **Any one of the following:**   * Development of course materials to improve instructions (textbooks, lab manuals, multi-media teaching materials etc...) * Mentorship of students in research with measurable outcomes * Teaching with Technology Grant Award * University-sponsored or other professional teaching award * Or other teaching activities that are verifiably equivalent to the above |

\*Any portfolio that fails to meet “Satisfactory Teaching” will be rated as “Unsatisfactory”

**Appendix 2: Evaluation of Service for Promotion to any Rank and/or Tenure**

(Expectations from last promotion or initial appointment)

|  |  |  |
| --- | --- | --- |
| Demonstrable evidence to satisfy  “**Excellent Service**” | Demonstrable evidence to satisfy  “**Commendable Service**” | Demonstrable evidence to meet  “**Satisfactory Service**” |
| **Service to the University** (at least four of the following):   * Participation on Departmental committees * Participation on College committees * Participation on University committees * Participation in recruiting activities * Participation in departmental and university-wide events, such as seminars, faculty development activities, ceremonies * Evidence of collegiality to foster collaboration * College Excellence in Service Award or University Excellence in Service Award | **Service to the University** (at least three of the following):   * Participation on Departmental committees * Participation on College committees * Participation on University committees * Participation in recruiting activities * Participation in departmental and university-wide events, such as seminars, faculty development activities, ceremonies * Evidence of collegiality to foster collaboration * Or other service activities that are verifiably equivalent to any of the above | **Service to the University** (at least two of the following):   * Participation on Departmental committees * Participation on College committees * Participation in departmental, college-wide or university-wide events, such as seminars, faculty development activities, ceremonies * Evidence of collegiality to foster collaboration * Or other service activities that are verifiably equivalent to any of the above |
| **And at least two of the following:**   * Participation in outreach programs which increase the visibility of the College or Department * Participation in philanthropic and outreach activities * Consultation provided to other departments or areas of the University * Mentoring of junior colleagues | **And at least one of the following:**   * Participation in outreach programs which increase the visibility of the College or Department * Participation in philanthropic and outreach activities * Consultation provided to other departments or areas of the University * Mentoring of junior colleagues | **And at least one of the following:**   * Participation on University committees * Participation in recruiting activities * Participation in outreach programs which increase the visibility of the College or Department * Participation in philanthropic and outreach activities |
| **Service to Students** (at least two of the following):   * Academic advising * Serving as advisor for a student organization * Help students with their career goals (job placements, graduate school, etc.) * Sponsoring other student activities * Or other service activities that are verifiably equivalent to any of the above | **Service to Students** (at least one of the following):   * Academic advising * Serving as advisor for a student organization * Help students with their career goals (job placements, graduate school, etc.) * Sponsoring other student activities * Or other service activities that are verifiably equivalent to any of the above | **Service to Students** (at least one of the following):   * Academic advising * Serving as advisor for a student organization * Help students with their career goals (job placements, graduate school, etc.) * Sponsoring other student activities * Or other service activities that are verifiably equivalent to any of the above |
| **Service to the profession** (at least three of the following):   * Active membership to professional or academic organizations * Offices held at professional organizations * Serving as a reviewer of books, research articles, or any other professional assessment * Serving as an editor of a journal * Any other contributions to professional organizations | **Service to the profession** (at least two of the following):   * Active membership to professional or academic organizations * Offices held at professional organizations * Serving as a reviewer of books, research articles, or any other professional assessment * Serving as an editor of a journal or * Any other contributions to professional organizations | **Service to the profession:**   * Active membership to professional or academic organizations * Any other contributions to professional organizations |
| Other services that are verifiably equivalent to any of the above may be considered. | Other services that are verifiably equivalent to any of the above may be considered. | Other services that are verifiably equivalent to any of the above may be considered. |

\*Any portfolio that fails to meet “Satisfactory Service” will be rated as “Unsatisfactory”

**Appendix 3: Evaluation of Scholarly Activity for Promotion to the rank of Associate Professor and/or Tenure**

(Expectations from last promotion or initial appointment)

|  |  |  |
| --- | --- | --- |
| Demonstrable evidence to satisfy  “**Excellent Scholarly Activity**” | Demonstrable evidence to satisfy  “**Commendable Scholarly Activity**” | Demonstrable evidence to satisfy  “**Satisfactory Scholarly Activity**” \* |
| * Maintain an active and impactful research in the discipline | * Maintain an active and impactful research in the discipline | * Maintain an active and impactful research in the discipline |
| * Evidence of excellent progress on research aspect of development plan | * Evidence of commendable progress on research aspect of development plan | * Evidence of satisfactory progress on research aspect of development plan |
| * Three or more peer-reviewed research papers published in a journal distributed nationally or internationally. (A funded, significant, peer-reviewed extramural grant may replace one publication). | * Two peer-reviewed research papers published in a journal distributed nationally or internationally. (A funded, significant, peer-reviewed extramural grant may replace one publication). | * One peer-reviewed research papers published in a journal distributed nationally or internationally |
| **At least two of the following:**   * Three or more peer-reviewed or invited abstracts, or publications in conference proceedings * Three or more presentations of scholarly work by the faculty member at regional and/or national meetings * Any two of each above plus two presentations of scholarly work by any mentored student(s) at regional and/or national meetings * One submitted, significant, peer-reviewed extramural grant (cannot also be counted as a publication) | **At least two of the following:**   * Two peer-reviewed or invited abstracts, or publications in conference proceedings * Two presentations of scholarly work by the faculty member at regional and/or national meetings * One of each above plus one presentations of scholarly work by any mentored student(s) at regional and/or national meetings * One funded intramural grant | **At least two of the following**   * Two peer-reviewed or invited abstracts, or publications in conference proceedings * Two presentations of scholarly work by the faculty member at regional and/or national meetings * One of the two above plus one presentations of scholarly work by any mentored student(s) at regional and/or national meetings * One funded intramural grant |
| * \*\*Any other scholarly activities that are verifiably equivalent to the above may be considered. | * \*\*Any other scholarly activities that are verifiably equivalent to the above may be considered. | * \*\*Any other scholarly activities that are verifiably equivalent to the above may be considered. |

\*Any portfolio that fails to meet “Satisfactory Scholarly Activity” will be rated as “Unsatisfactory”

\*\* Special certifications achieved in Nursing may be considered. NP or DNP Clinical Nursing Practice may be considered, e.g., 300, 200, 100, excellent, commendable, satisfactory.

**Appendix 4: Evaluation of Scholarly Activity for Promotion to the rank of Professor and/or Tenure**

(Expectations from last promotion or initial appointment)

|  |  |  |
| --- | --- | --- |
| Demonstrable evidence to satisfy  “**Excellent Scholarly Activity**” | Demonstrable evidence to satisfy  “**Commendable Scholarly Activity**” | Demonstrable evidence to satisfy  “**Satisfactory Scholarly Activity**” \* |
| * Maintain an active and impactful research in the discipline | * Maintain an active and impactful research in the discipline | * Maintain an active and impactful research in the discipline |
| * Evidence of excellent progress on research aspect of development plan | * Evidence of commendable progress on research aspect of development plan | * Evidence of satisfactory progress on research aspect of development plan |
| * Four or more peer-reviewed research papers published in a journal distributed nationally or internationally. (A funded, significant, peer-reviewed extramural grant may replace one publication). | * Three peer-reviewed research papers published in a journal distributed nationally or internationally. (A funded, significant, peer-reviewed extramural grant may replace one publication). | * Two peer-reviewed research papers published in a journal distributed nationally or internationally. |
| **At least two of the following:**   * Three or more peer-reviewed or invited abstracts, or publications in conference proceedings * Three or more presentations of scholarly work by the faculty member at regional and/or national meetings * Any two of each above plus two presentations of scholarly work by any mentored student(s) at regional and/or national meetings * One submitted, significant, peer-reviewed extramural grant (cannot also be counted as a publication) | **At least two of the following:**   * Three peer-reviewed or invited abstracts, or publications in conference proceedings * Three presentations of scholarly work by the faculty member at regional and/or national meetings * One of each above plus one presentations of scholarly work by any mentored student(s) at regional and/or national meetings * One funded intramural grant | **At least two of the following:**   * Two peer-reviewed or invited abstracts, or publications in conference proceedings * Two presentations of scholarly work by the faculty member at regional and/or national meetings * One of the two above plus one presentations of scholarly work by any mentored student(s) at regional and/or national meetings * One funded intramural grant |
| * \*\*Any other scholarly activities that are verifiably equivalent to the above may be considered | * \*\*Any other scholarly activities that are verifiably equivalent to the above may be considered | * \*\*Any other scholarly activities that are verifiably equivalent to the above may be considered |

\*Any portfolio that fails to meet “Satisfactory Scholarly Activity” will be rated as “Unsatisfactory”

\*\* Special certifications achieved in Nursing may be considered. NP or DNP Clinical Nursing Practice may be considered, e.g., 300, 200, 100, excellent, commendable, satisfactory.