**Dempsey College of Liberal and Performing Arts Tenure and Promotion Guidelines**

**Evaluation of Teaching Effectiveness**

**For tenure and promotion to any rank**

“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. See the Documentation of Criteria for Promotion and Tenure in Part V of this section”. *(Faculty Handbook, 12th edition, section* ***IX****, part IV-B, page 68-69)*

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| Checklist to satisfy  “**Excellence in Teaching**” | Checklist to satisfy  “**Commendable Teaching**” | Checklist 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 (non-tenured only) | * Evidence of commendable progress on teaching component of development plan (non-tenured only) | * Evidence of satisfactory progress on teaching component of development plan (non-tenured only) |
| * Above-average peer evaluations of faculty performance * Above-average student evaluations of faculty performance * Development of course materials to improve instruction (e.g., textbooks, multimedia materials) * Availability and receptivity to students * Evidence of how feedback from teaching evaluations has been used | * Above-average peer evaluations of faculty performance * Above-average student evaluations of faculty performance * Development of course materials to improve instruction (e.g., textbooks, multimedia materials) * Availability and receptivity to students * Evidence of how feedback from teaching evaluations has been used | * Average peer evaluations of faculty performance * Average student evaluations of faculty performance * Development of course materials to improve instruction (e.g., textbooks, multimedia materials) * Availability and receptivity to students * Evidence of how feedback from teaching evaluations has been used |
| **At least three of the following**   * The design of new courses or online courses * Application of newly acquired knowledge of instructional methods * Mentorship of students in research resulting in presentations at meetings * Teaching with Technology Grant Award * Other teaching activities verifiably equivalent to the above * University Excellence in Teaching Award | **At least two of the following**   * The design of new courses or online courses * Application of newly acquired knowledge of instructional methods * Mentorship of students in research resulting in presentations at meetings * Teaching with Technology Grant Award * Other teaching activities verifiably equivalent to the above * University Excellence in Teaching Award | **At least one of the following**   * The design of new courses or online courses * Application of newly acquired knowledge of instructional methods * Mentorship of students in research resulting in presentations at meetings * Teaching with Technology Grant Award * Other teaching activities verifiably equivalent to the above * University Excellence in Teaching Award |

**FACULTY EVALUATION OF SCHOLARLY ACTIVITY**

“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, page 68-69)*

**Scholarly Activity**

**For tenure and promotion to any rank**

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| Checklist to satisfy  “**Excellent Scholarly Activity**” | Checklist to satisfy  “**Commendable Scholarly Activity**” | Checklist to meet  “**Satisfactory Scholarly Activity**” |
| * Active research in the discipline | * Active research in the discipline | * Active research in the discipline |
| * Evidence of excellent progress on research aspect of development plan (non-tenured only) | * Evidence of commendable progress on research aspect of development plan (non-tenured only) | * Evidence of satisfactory progress on research aspect of development plan (non-tenured only) |
| **For promotion: since the last promotion**  **For tenure: during the probationary period**  Publication of an academic or creative book in the discipline by a reputable press  **OR**  Acquisition of a significant level of extramural funding  **OR**  **At least three of the following**   * Three or more presentations of scholarly work by the faculty member at professional academic meetings * Two presentations of scholarly work by the faculty member at professional academic meetings * an intramural research grant * Two or more peer-reviewed research articles published in professional academic journals * Book chapters * Other scholarly activities verifiably equivalent to the above | **For promotion: since the last promotion**  **For tenure: during the probationary period**  **At least three of the following**   * Two presentations of scholarly work by the faculty member at professional academic meetings * One presentation of scholarly work by the faculty member at a professional academic meeting plus an intramural research grant * Two peer-reviewed research articles published in professional academic journals * One peer-reviewed research article published in a professional academic journal and one research grant funded through extramural sources * Book chapter * Other scholarly activities verifiably equivalent to the above | **For promotion: since the last promotion-**  **For tenure: during the probationary period**  **At least two of the following**   * Two presentations of scholarly work by the faculty member at professional academic meetings * One presentation of scholarly work by the faculty member at a professional academic meeting plus an intramural research grant * One peer-reviewed research article published in a professional academic journal * One research grant, funded through extramural sources * Book chapter * Other scholarly activities verifiably equivalent to the above |

**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”. *(Faculty Handbook, 12th edition, section* ***IX****, part IV-B, page 68-69)*

**For tenure and promotion to any rank**

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| --- | --- | --- |
| Checklist to satisfy  “**Excellent Service**” | Checklist to satisfy  “**Commendable Service**” | Checklist to meet  “**Satisfactory Service**” |
| **Service to the University**   * 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**   * 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**   * 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 three of the following**   * Participation in outreach programs which increase the visibility of the college or department * Activities directed toward fundraising * Consultation provided to other departments or areas of the university * Mentoring of junior colleagues * 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 * Activities directed toward fundraising * Consultation provided to other departments or areas of the university * Mentoring of junior colleagues * Or other service activities that are verifiably equivalent to any of the above | **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 * Activities directed toward fundraising * Consultation provided to other departments or areas of the university * Or other service activities that are verifiably equivalent to any of the above |
| **Service to Students** (At least two of the following)   * Academic advising * Serving as advisor for a student organization * Assisting with career preparation * 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 * Assisting with career preparation * 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 * Assisting with career preparation * Sponsoring other student activities * Or other service activities that are verifiably equivalent to any of the above |
| **Service to the profession**   * Contributions to professional organizations   **and** at least two of the following:   * Offices held at professional organizations * Serving as a reviewer of books and/or research articles * Serving as an editor of a journal * Any other contributions to professional organizations | **Service to the profession**   * Contributions to professional organizations   **and** at least one of the following   * Offices held at professional organizations * Serving as a reviewer of books and/or research articles * Serving as an editor of a journal * Any other contributions to professional organizations | **Service to the profession**   * Contributions to professional organizations |