

College of Education

Tenure and Promotion Guidelines

Revised March 2011

Guidelines for Associate Professor and Tenure

TEACHING

Applicants for tenure and/or associate professor rank must provide evidence of accomplishment of criteria 1 below, plus two others of their choice.

1. Effectiveness in classroom instruction.

Elements of effective classroom instruction include the analysis of the information and skills pertinent to the course objectives; the synthesis of this information and skills into a coherent and appropriate series of class topics and exercises; the presentation of these topics in a clear, organized manner; the explanation and application of abstract ideas and theories; and the ability to motivate students to work and participate in course activities. As part of the evaluation, a summary of student evaluations for the past five years or for every year on contract if the faculty member has served ASU for fewer than five years will be submitted. In addition, all IDEA forms will be included.

2. Mastery and continuing development of knowledge in teaching.

Evidence includes staying abreast of developments in the teaching field through the incorporation of scholarly journals and books in course materials; reviewing and refereeing of professional books and papers; obtaining professional certification; receiving credit for advanced course work, short courses, professional development, and continuing education; completing developmental leaves.

3. Evidence of student learning that leads to performance at or above the course level and enables development of independent and critical thinking skills.

Evidence includes current, rigorous course topics and materials; receptiveness to classroom discussion and to student opinion; and development of a balanced treatment of controversial issues. The narrative should discuss how rigor, in class activities or assignments, promotes critical thinking skills. Documentation includes examples of class assignments, field trips, debates, papers, bibliographies, and case analyses.

4. Differentiated demands for performance of students.

Evidence includes representative samples of course syllabi, course examinations, and course assignments with graded responses that demonstrate demands based upon the classification of students taught. The faculty member should also include an analysis of grade distributions for courses taught with reference to the goals, objectives, skills, and outcomes for the course.

5. Effectiveness in small-group or individual instruction.

Evidence includes examples of instruction or participation in seminars and/or laboratory courses; direction of theses, comprehensive program reviews, or projects; organization and supervision of internships, practica, and clinicals; instruction of special topic courses or independent studies; and administration of undergraduate or graduate research projects and/or directed reading projects. Representative samples and a list of examples related to these areas should be included.

SCHOLARSHIP

Applicants for tenure and/or associate professor rank must, at a minimum, provide evidence of accomplishment of criteria 1, 2, or 3 and one other of their choice.

1. Productivity.

The faculty member demonstrates scholarly productivity through publications in books, refereed journals, refereed conference proceedings, and/or original works. Copies of the best-published works and reviewer comments should be included along with a list of other examples of productivity.

2. Professional and Scholarly Recognition.

The faculty member's professional work receives recognition both at Angelo State University and elsewhere. This recognition can take the form of invited papers, or exhibitions, and session chairmanships at professional meetings. Copies of the best published works should be included along with a list of examples.

3. Presentations.

The faculty member presents papers, posters, exhibitions, or workshops regularly at professional meetings. Copies of the best presentation should be included along with a list of other presentations.

4. Quality of Research and Scholarly Activity.

The faculty member shows intellectual breadth, depth, originality, and creativity as demonstrated by his or her research or scholarship. Intellectual breadth is documented by cross-disciplinary involvement or by research activity or scholarship that demonstrates professional diversity. Intellectual depth is documented by research activity or scholarship in specialized areas that demonstrates continuing development of skills and knowledge. The College Committee on Tenure and Promotion or a recognized group of scholars in the applicant's field must assess the quality, originality, and creativity of the faculty member's research and scholarly activity.

5. Applied Research and Scholarly Activity.

Consistent with its mission, Angelo State University recognizes that scholarship extends to forms other than traditional published research. Such scholarship comes in the form of research conducted for immediate practical application rather than for publication. It involves the integration of information across disciplines or research that assists organizations. In educational settings it can include special pedagogical applications of existing or original research in classrooms, laboratories, and studios; application of existing or original research to projects; special applications of technology to scholarly or artistic endeavors; development of educational materials and/or software; development of accreditation reports; preparation of government documents; creation of degree programs. Documentation includes description of the research, outcomes, and application of the findings.

6. Professional Involvement and Consultation.

This category includes consulting involving one's professional expertise; obtaining grants for the purpose of conducting research or enhancing student learning; providing expertise to agencies, the community, or the university in an ongoing fashion; reviewing papers for conferences and publications; or serving on the editorial boards of professional or scientific journals.

SERVICE

Applicants for tenure and/or associate professor rank must provide evidence of accomplishment of criteria IA and one other from Section 1, plus one additional criteria from Section 2.

1. Service to the University

Effective participation in and administration of department/college activities.

This category includes activities associated with undergraduate and graduate instructional programs, committees, student and faculty recruitment, curriculum development, and program assessment.

- *Effective participation within the Angelo State University academic community.*

This category includes university committee work, service on Faculty Senate, university sponsored public service programs, seminars, panel discussions, sponsorship of professional organizations and scholarly activities on campus.

- *Responsible and effective out-of-class career planning and academic advisement of students.*

This category includes mentoring, academic advising, sponsoring of nonacademic organizations and activities, and assisting in student job placement.

- *Responsible and effective out-of-class work with students.*

This category includes attending to departmental expectations and duties; the offering of help sessions; involvement in academic and honor societies; and sponsoring departmental or university based organizations.

2. Service to the Profession/Community

- *Ongoing and active involvement in professional organizations such as holding office, organizing and chairing sessions, serving as a regional representative, serving on regional, state, or national committees, or reviewing and refereeing of professional books and papers.*
- *Conducting workshops, clinics, or hosting conferences or academic contests or other events.*
- *Obtaining and/or implementing grants or outside contributions for scholarships, student activities, software, equipment, and other resources for professional/ community use other than research.*
- *Participating in non-compensated public service professional activities, which include public speeches, exhibitions, or training activities, public interviews, presentation of workshops, tutoring, participation on boards or in public organizations, and consulting.*

ADMINISTRATIVE CONSIDERATION

For tenure and/or associate professor rank consideration, **a person holding an administrative appointment or special function** must provide evidence of accomplishment of criteria in teaching, scholarship, and service as defined above and that takes **“into account the contributions and accomplishments associated with the administrative appointment or special function”** as defined in the AUS Operating Policy and Procedure 06.23 (see below).

Faculty who serve administrative or special functions: “Those faculty members who serve administrative or special functions in addition to their faculty duties are expected to meet the same general standards of performance, but decisions on promotion in academic rank should take into account the contributions and accomplishments associated with the administrative appointment or special function.” (Angelo State University Operating Policy and Procedure 06.23, 5.b., October 23, 2009, effective March 1, 2010)

Annual administrative evaluations will be included with other materials. A description of accomplishments as an administrator should be included.

DEVELOPMENT SCHEDULE FOR TENURE-TRACK FACULTY

The disposition of collegiality is expected of all candidates who receive degrees in the College of Education. The College of Education professor is expected to show a willingness to work respectfully and courteously with faculty, staff and administration of the university.

The categories of criteria for evaluating faculty are teaching; scholarly activity; and leadership and service. The following schedule is provided as a recommended plan for faculty development.

Year One

Portfolio Development - Each faculty member should begin creating a professional portfolio during the first semester of employment as outlined in OP 06.23. Elements of this portfolio include all aspects of the faculty member's professional life and development while in a tenure track position at Angelo State University and include those elements that bear witness to achievement at each stage of the faculty member's career. Specific requirements for the three areas of evaluation are mentioned below.

1. *Teaching* - Teaching is the most important task. The new faculty member should develop courses, attending to departmental standards and conventions, and should follow departmental and university guidelines for duties. First year faculty are expected to:

- *Develop Student Learning Outcomes for their courses in consultation with their department head;*
- *Increase mastery of the subject matter in teaching fields;*
- *Cultivate ability to communicate with students;*
- *Create a classroom environment conducive to learning;*
- *Evaluate students' work fairly and promptly;*
- *Undertake only a limited amount of departmental duty;*
- *Begin light duty as an academic mentor and student advisor.*

2. *Scholarly Activity* - Scholarly work should be initiated in the first year. It should include research, development of scholarly interests, and professional contributions as a scholar.

- *As a point of information, university grants become available to faculty who have completed at least two long semesters at ASU at the time the program or project is to be initiated.*

3. *Leadership/Service* – Although leadership and service are important for tenure and promotion, the first year of employment should focus primarily on teaching and initiating scholarly activity.

4. *Evaluation* - All faculty will be evaluated annually using procedures adopted by the department and the university.

Year Two

Teaching. Standards above continue to apply. Quality of teaching should improve. Academic mentoring and advising duties should be assigned gradually.

Scholarly Activity. First year projects continue. Activities should include research, development of scholarly interests, and professional contributions as a scholar.

Leadership/Service. Department head should begin to assign other responsibilities and committee work.

Evaluation. Annual evaluation as described above must be completed.

Year Three

Teaching. Standards above continue to apply. Full component of academic mentoring and advising begins. Participation in departmental course development begins, as appropriate. Use of Student Learning Outcomes to improve classroom instruction should be demonstrated.

Scholarly Activity

Early projects continue. Activities continue to include research, development of scholarly interests, and professional contributions as a scholar. Some external evaluation of work (scholarly submissions, conference participation) should be evident.

Leadership/Service

Active involvement in college and university level committee work should begin.

Evaluation

An intensive self-evaluation and peer evaluation will take place at the end of the third year. The purpose of these evaluations is to identify significant strengths and weaknesses in order to enhance the former and eliminate the latter. Third year faculty members should be given a thorough appraisal of their work and in light of this review a candid departmental judgment, given current performance, of the feasibility of continuing to seek tenure.

Year Four

Teaching. Standards above continue to apply. Faculty member should demonstrate growing mastery of the subject matter and ability to present it effectively in the classroom. Faculty member should begin to create courses within special areas of expertise, as appropriate.

Scholarly Activity

Importance of scholarly activity increases in years four and five. Evidence of external recognition (grants, conference participation, manuscripts written, manuscripts accepted for publication) should be apparent.

Leadership/Service. Active participation and contribution to university committees continues. Active participation in and contribution to professional organizations initiated or continued.

Evaluation. Faculty member, departmental peer review committee and department head should work closely to assess progress toward satisfying requirements for attaining promotion and tenure.

Year Five

Development in the areas of teaching, scholarly activity, leadership and service must continue. Faculty member will continue preparation of formal tenure application portfolio.

Year Six

Faculty members seeking tenure will apply in the beginning of the sixth year of probationary service following the procedures outlined in OP 06.23. Faculty members may apply for tenure before the sixth year.

DEFINITION OF RANKS AND CRITERIA FOR PROMOTION IN THE COLLEGE OF EDUCATION

Assistant Professor

Requirements. Please refer to OP 06.23 in regard to requirements for appointment to the rank of Assistant Professor. Evidence of potential for excellence in teaching, scholarly activity and leadership/service is required.

Qualification. Earned doctorate in the discipline.

Teaching. Should demonstrate progress toward improving instruction in the classroom. Directly participates in student academic advising and becomes familiar with departmental degree requirements.

Scholarly Activity. Establishes an agenda in scholarly activity beyond instructional assignments. The agenda results in published scholarly works or peer-reviewed product. Areas of accomplishment are appropriate to the academic discipline.

Service. Participates in activities that support the mission of the university or college such as committees or membership in professional organizations.

Associate Professor. *Promotion to the rank of Associate Professor is recognition that the faculty member has a clearly defined record of strong teaching, scholarly activity, and leadership/service with a commitment to continued growth in each of these areas.*

Requirements. Please refer to OP 06.23 in regard to requirements for appointment to the rank of Associate Professor.

Qualifications. Terminal degree as above.

Teaching. The Associate Professor has demonstrated that he/she is a teacher of proven quality. The applicant may participate in development of novel teaching methodologies and is fully familiar with degree requirements and career counseling, where applicable.

Scholarly Activity. Continues to develop an agenda of inquiry that has resulted in published scholarly works or peer-reviewed product.

Service. Has started to assume some leadership roles on committees. May also assume supportive roles in professional organizations.

Professor. “Appointment or promotion to the rank of Professor is recognition of demonstrated achievement and distinction over the span of a faculty member’s academic career in teaching, scholarly activity ..., and leadership/service. The faculty member must also have participated in professional service and been actively involved in department, college, and university affairs. After completing a minimum of four years at the rank of Associate Professor at ASU, a faculty member may apply for promotion to the rank of Professor” (Angelo State University Operating Policy and Procedure 06.23, October 23, 2009, effective March 1, 2010). Documentation in teaching, leadership/service, and scholarly activity should be cumulative from the time the rank of associate professor was awarded.

Requirements. For **full professor** rank consideration, a person must provide evidence of accomplishment of criteria in teaching, scholarly activity, and leadership/service as defined above that demonstrates “achievement and distinction over the span of a **faculty member’s academic career**” as defined in the ASU Operating Policy and Procedure 06.23 (see below).

Qualifications. Terminal degree as above. Promotion to the rank of Professor is recognition of demonstrated achievement and distinction over the span of a faculty member’s academic career in teaching, scholarly activity, and leadership/service. The faculty member must also have participated in professional service and been actively involved in department, college, and university affairs.

Teaching. Has a demonstrated record of excellence in teaching and a continued demonstration of interest in improving teaching skills. Is actively involved with curricular development. Entirely familiar with degree requirements as well as career counseling, where applicable. Has acted as a professional mentor to junior faculty.

Scholarly Activity. Has an established agenda of inquiry that has resulted in published scholarly works or peer-reviewed product.

Service. Has assumed a position of leadership and service to the university on committees, councils, and special projects. May also participate and lead in professional and community service insofar as the activities relate to the candidate’s discipline or serve the university or college mission.

ADDITIONAL PORTFOLIO REQUIREMENTS

College of Education faculty must submit the following in addition to the portfolio requirements outlined in Attachment A of OP 06.23.

1. TAB FOUR ADDITION

1.1 Summary of teaching effectiveness should include:

Course loads, course enrollments and teaching assignments that took place during the evaluation period. A representative syllabus that was used in a class during the evaluation period must be included.

1.2 Items that should specifically not be included:

Thank you letters

Emails or other correspondence from students.