

Angelo State University College of Health and Human Services  
Tenure and Promotion Standards

Date: April 19, 2012

**Tenure and Promotion Evaluation: Criteria and Evidence**

Promotion and granting tenure are not automatic. In addition to contributions in the areas of teaching, scholarly activity, and service, consideration may be given to factors such as professional background and experience.

The evaluation of a candidate's performance shall be based on the individual's contributions to teaching, scholarly activity, and leadership/service (on- and off- campus) in regional, national, or international activities. Judgments will be based on evidence of both the quality and significance of the candidate's work. The following lists are not exhaustive, and other forms of information and evidence may be produced in support of the quality and significance of the candidate's work. The mission statement is important in defining the appropriate forms of evidence in context of the candidate's discipline and distribution of responsibilities. The quality and quantity of contributions in all three areas will be considered at the times of promotion and tenure. Acknowledging that there are variations among faculty in strengths and/or responsibilities, faculty members may not exhibit equal levels of accomplishment in all areas.

**Teaching**

The faculty member must be proficient in teaching and related activities. While the IDEA forms have become an important instrument for soliciting student feedback, the IDEA forms should be used only to evaluate a percentage of the faculty member's total teaching evaluation from within an overall context of teaching performance. IDEA forms are tools that should be used by faculty for self-assessment and self-development.

"Teaching" may also include strategic planning, curricular development, teaching philosophy, effective methodology, access and availability, advising, mentoring and community engagement, in addition to effectiveness in the classroom.

**CRITERIA**

In the area of teaching, the following criteria apply to evaluation of contributions by a candidate for promotion and tenure:

1. effective delivery of instruction to and the stimulation of learning by students, and/or clients in the community;
2. continuous improvement of courses or instructional programs;
3. effective advising and mentoring of undergraduate and/or graduate students;
4. professional practice related to the area of teaching;

**EVIDENCE**

A candidate demonstrates quality of teaching (encompassing both instruction and advising) by providing evidence from multiple sources that may include, but are not limited to:

- IDEA form summaries
- Receipt of awards or special recognition for teaching
- Evidence of sound organization through selections of course syllabi
- Evaluation by advisees of the quality of graduate or undergraduate advising
- Evidence of participation in instructional community engagement
- Contribution to the improvement of instructional programs through the development and/or implementation of new courses, curricula or innovative teaching methods
- Grants submitted and/or received for instruction or improving instruction
- Direction of an international education program
- Delivery of interdisciplinary courses
- Mentoring junior faculty
- Maintaining a clinical practice
- Integrating teaching, service and/or research
- Receipt of awards or special recognition for clinical practice
- Dissemination of best practices in teaching and/or clinical practices
- Evidence of student mentoring, such as supervising independent study and other student projects
- Service as reviewer for education or practice journal
- Writing test items for a national professional examination
- Serving as a site visitor or consultant
- Willingness to teach at unusual times and/or sites in a variety of formats
- Team and interdisciplinary teaching
- Participation in accreditation efforts above and beyond expectations of a regular faculty member
- Attendance at state and nationally recognized teaching seminars and conferences
- Evidence of invitations to speak or provide workshops related to instruction to other colleges or universities, or other evidence of reputation for good teaching outside of Angelo State University
- Other evidence that the faculty member may wish the committees to consider

### **Scholarly Activity**

Scholarly activity is expected of faculty in an amount appropriate for a teaching institution. Publications in peer-reviewed journals and extramural support are objective measures of national recognition, but there are numerous other opportunities for faculty to be recognized outside the institution. It should be noted that it is not a requirement to have outside research support to publish.

Demonstration of scholarly activity is expected of all candidates for promotion to ranks above Assistant Professor and in the awarding of tenure. To qualify as scholarly achievement, the results of this activity, like those derived from original research, must be subjected to critical peer evaluation and disseminated in the public domain. To qualify for promotion, faculty should be contributing to the advancement of knowledge that has an impact outside Angelo State University.

## CRITERIA

In the area of scholarly activity, the following criterion applies to the evaluation of contributions by a candidate for promotion and tenure:

1. contributions to knowledge, either by discovery or application, resulting from the candidate's research or other plausible works

## EVIDENCE

A candidate demonstrates quality of scholarly activity by providing evidence from multiple sources that may include, but are not limited to:

- Receive awards or special recognition for research;
- Mentor junior faculty in research
- Collaborate in interdisciplinary research
- Supervise undergraduate or graduate research, including community engagement activities
- Present scholarly or professional papers/posters, and publish books or articles
- Submit or obtain a research grant or other competitive award
- Give juried or invited presentations
- Development and public release of new products or varieties, research techniques, copyrights, and patents or other intellectual property
- Provide peer evaluation of research by colleagues from an individual's discipline or area of expertise
- Serve as professional consultant
- Serve as a grant reviewer
- Serve on a national review committee
- Develop evidence-based guidelines
- Managing, organizing, chairing academic conference or events
- Writing, designing, arranging, editing, producing, scholarly or technical works
- Web publications of a scholarly nature
- Other evidence that the faculty member may wish for the committees to consider

## **Service, Leadership and Community Engagement**

The faculty member must demonstrate a willingness to engage in recognized contributions to the profession and the community on behalf of the professional discipline. Angelo State University expects and encourages participation and community engagement both on and off campus by all faculty members.

## CRITERIA

In the area of service, leadership and community engagement, the following criteria apply to the evaluation of contributions by a candidate for promotion and tenure:

1. contributions to welfare of the department, college, university or profession
2. contributions to San Angelo, Texas community or greater area
3. contributions to any “community” that makes use of the faculty member’s academic or professional experience

## EVIDENCE

A candidate demonstrates quality service by providing evidence and information from multiple sources such as, but not limited to:

- Receipt of awards or special recognition for service
- Evaluation of an individual's service contributions by peers, administrators, and constituents
- Effective management or improvement of administrative procedures or programs
- Student recruitment beyond departmental expectations
- Active participation in and leadership in university governance and programs at the department, college, university and system levels
- Active participation in and leadership of groups or societies which have as their primary objective the furtherance of scholarly or professional interests or achievements
- Active participation in and leadership of groups or societies which have as their primary objective the furtherance of the community, state, or society
- Delivery of community or continuing education programs to the public or community agencies
- Participation in policy development
- Contributions to knowledge as editors of scholarly publications or through service on editorial boards, juries, or panels
- Contributions to the operation of state or federal agencies

### **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 ASU Operating Policy and Procedure 06.23 (see below).

“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 guide for tenure-track faculty**

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**

1. 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 the portfolio include all aspect 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.
2. Teaching – Teaching is the most important task. The new faculty member should develop courses, attending to departmental standards and conventions, and follow departmental and University guidelines for duties. First year faculty are expected to:
  - a. Develop student learning outcomes in association with departmental and university mission and vision statements
  - b. Increase mastery of the subject matter in teaching fields
  - c. Cultivate ability to communicate with students
  - d. Create a classroom environment conducive to learning
  - e. Evaluate student work fairly and promptly
  - f. Participate in a limited amount of departmental duties
  - g. Begin “light duty” as an academic mentor and student advisor
3. Scholarly activity – Scholarly work should be initiated in the first year. It should include research, development of scholarly interests, and/or professional/community engagement as a scholar.

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

4. 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.
5. Evaluation – All faculty will be evaluated annually using procedures adopted by the department and Angelo State University.

## **Year Two**

1. Teaching
  - a. Standards above continue to apply.
  - b. Quality of teaching should improve.
  - c. Academic mentoring and advising duties should be assigned gradually
2. Scholarly Activity
  - a. First year projects continue.
  - b. Scholarly activity should include research, development of scholarly interests and professional contributions as a scholar.
3. Leadership/Service
  - a. Department Head should begin to assign other responsibilities and committee work.
4. Evaluation
  - a. Annual evaluation as described above must be completed.

## **Year Three**

1. Teaching
  - a. Standards above continue to apply
  - b. Full component of academic mentoring and advising begins
  - c. Participation in departmental course development begins, as appropriate
  - d. Demonstrated use of Student Learning Outcomes to improve classroom instruction.
3. Scholarly Activity
  - a. Early projects continue
  - b. Research, development of scholarly interests and professional contributions as a scholar should be included
  - c. Some external evaluation of work (scholarly submissions, conference participation) should be evident
3. Leadership/Service

Department Head should begin to assign other responsibilities and committee work.

#### 4. Evaluation

- a. 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**

#### 1. Teaching

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

#### 5. Scholarly Activity

- a. Importance increases in years four and five.
- b. Evidence of external recognition (grants, conference participation, manuscripts, works written, manuscripts accepted for publication, exhibitions) should be apparent.

#### 3. Leadership/Service

- a. Active participation and contribution to ASU committees continues.
- b. Active participation in and contribution to professional organizations initiated or continued.
- c. Active participation in and contribution to community organizations/activities.

#### 4. Evaluation

- a. 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, and leadership/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 earlier.

## **DEFINITION OF RANKS AND CRITERIA FOR PROMOTION IN THE COLLEGE OF HEALTH AND HUMAN SERVICES**

### **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.

#### Qualifications:

- Earned doctorate or appropriate terminal degree 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**

#### Requirements:

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

#### Qualifications:

- Terminal degree as above.
- 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.

## **Professor**

### Requirements:

For full professor rank consideration a person must provide evidence of accomplishment of criteria in teaching, scholarship and 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).

### Professor Criteria:

“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, service, and scholarly activity should be cumulative from the time of rank of associate professor was awarded.

### 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 continued demonstration of interest in improving teaching skills. Is actively involved with curriculum development. Entire familiar with degree requirements as well as career counseling, where applicable. Has acted as a professional mentor to junior faculty.

### Scholarship:

- 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.

Attachment A to ASU OP 06.23  
Tenure/Promotion Portfolio Requirements

Portfolios should be submitted in a three-ring notebook and must follow the requirements outlined in Attachment A of OP 06.23.

Increasing demands are being made of faculty in the three areas of teaching, research and service. Therefore, the faculty member will craft narratives included in the summaries of Tabs 4, 5, and 6 of the tenure/promotion portfolio that reflect assets and strengths in each of the three areas and delineates the distribution of the faculty member's contributions in the three areas. This narrative should be constructed in a way that clearly indicates to the faculty member's peers at the department level and to the College Committee on Tenure and Promotion, the faculty member's desired distribution among the three areas and how that distribution has been achieved.