

Guidelines for Promotion & Tenure Committee

APPLIED HUMAN SCIENCES DEPARTMENT

College of Education & Applied Human Sciences

Procedures Rev. 4/18/14

Criteria Rev. 4/18/08

Editorial Updates 5/23/22

Eastern Kentucky University

University Policy 4.6.4

Criteria

The candidate for promotion and/or tenure shall be aware of the distinct criteria for both promotion and/or tenure stipulated in University Policy 4.6.4. As stated in said policy, each Department shall identify specific criteria for tenure and promotion within the areas of teaching, scholarly/creative activity, and service. See attached criteria for the Department of Family and Consumer Sciences.

Procedures

Establishing the Promotion and Tenure Committee

The Department Promotion and Tenure Committee shall be composed as determined by the full-time tenure-track faculty of the Department, within the following guidelines:

1. It shall consist of no fewer than three voting members, which shall be elected from the full-time tenured faculty.
2. The committee members elect a chair of the promotion and tenure committee to preside over the meetings and keep minutes.
3. The Chair of the Department may attend committee meetings at the request of the promotion and tenure committee. The Chair of the Department is not a member of the promotion and tenure committee and does not have voting rights.
4. The Committee shall be elected no later than September 10 of the year in which it is to function.

The Application Process

Tenure

1. No later than September 1, all eligible candidates for tenure shall notify the Department Chair in writing, with a copy to the Dean, of the intent to apply for promotion in the present academic year.
2. Failure to comply with this date and those stipulated in 4.6.4 does not result in de facto tenure.

Promotion

1. No later than September 1, the candidate shall notify the Department Chair in writing, with a copy to the Dean, of the intent to apply for the promotion in the present academic year.

Failure to Submit Tenure Application

It is the responsibility of the candidate to submit an application for tenure. Failure to do so will result in a terminal appointment.

Withdrawal of Promotion and/or Tenure Applications

1. Should an applicant for promotion choose to withdraw from candidacy, the applicant shall so inform the Department Chair, the Dean, and the Provost in writing.
2. Should an applicant for tenure choose to withdraw from candidacy, the applicant shall so inform the Department Chair, the Dean, and the Provost in writing, and shall submit a letter of withdrawal prior to March 20 in the academic year the candidate is seeking tenure. Tenure candidates who withdraw from the process will be issued a terminal appointment.

Conducting Evaluation Reviews for Tenure and Promotion

General Guidelines for Evaluations

1. All evaluations shall be conducted in an ethical manner, with recommendations and justifications based upon relevant, documented, and verifiable information.
2. A record of meetings of the committee shall be maintained in the Department Chair's office and will include names of attending members and a record of the vote count.
3. All committee recommendations shall be based on secret ballot and majority vote. A tie vote is considered a negative vote on the recommendation.
4. The Department Chair and the College Dean, in conjunction with the chairs of the respective promotion and tenure committees, shall ensure that annual evaluation recommendations are consistent with the goals and needs of the areas within their scope of responsibility.
5. Applications for tenure shall be reviewed prior to considering and voting on applications for promotion to Associate Professor or Professor. In reviewing applications for Assistant Professor and tenure, vote on promotion before voting on tenure.

Department Review

Candidate

1. The eligible candidate for tenure and/or promotion shall complete an application. The application shall include a narrative analysis by the candidate in support of the application for tenure and/or promotion. In all cases, the

- candidate should provide accurate and complete details of any potentially useful information. The candidate shall assemble the application as follows:
- a. A copy of the letter of intent to apply for tenure, promotion, or both
 - b. A copy of initial terms of appointment and, if applicable, any written, previously agreed-upon exceptions to the promotion and tenure policy
 - c. A copy of a current curriculum vita
 - d. Copies of non-tenure annual evaluation reports by evaluators
 - e. The self-evaluation on the appropriate University forms
 - f. Supporting documentation
2. The candidate shall submit an application and supporting materials for tenure and/or promotion to the Department Chair, who has the responsibility to get the application and all materials to the Department Committee in accordance with Department deadlines. In the process of being reviewed for tenure and/or promotion, candidates must allow their professional materials to be open to their peers on the various promotion and tenure committees.
 3. It is the responsibility of the candidate to know and submit all documentation on or before published deadlines
 4. It is the responsibility of the candidate to be informed of all College and University evaluation policies.
 5. The candidate may request reconsideration within ten calendar days of notification.

Department Promotion and Tenure Committee

1. The Department committee shall review the evaluation file and all supporting materials required by the Department. The department committee may request additional materials to clarify submitted material as necessary. For promotion, the committee may concentrate on activities since the last promotion, but candidates may provided clearly dated prior activities to demonstrate a record of continued achievement.
2. The Department committee shall consider the candidates evaluation file and the following:
 - a. Performance in the areas of teaching, scholarly/creative activities, and service. In reviewing all three areas, collegiality shall be considered
 - i. Supporting documentation (published papers, written papers presented at conferences, service etc.)
 - b. Formal student evaluations (Advising appraisals, Explorance Blue & student written comments)
 - c. Systematic observation and anecdotal recordings by committee members of the candidates teaching which will be the Departments secondary method of teaching performance evaluation required by the University. The committee can request observations from other Applied Human Sciences Department tenured faculty.
 - d. Data provided by the Department Chair including but not limited to classroom teaching observations.

Department Chair

1. The Department Chair shall observe the candidate in a classroom setting, attend invited committee meetings, and provide documentation for the evaluation committee.
2. The Chair shall review the evaluation file and the Department committee's recommendations and consult with the committee and/or the faculty member prior to making a recommendation.
3. The Department Chair shall write a separate recommendation regarding promotion and/or tenure.
4. The Department chair will notify the faculty member in writing of the Department Committee and the Department Chair's decision, with justification for these decisions.
5. The Department Chair and chair of the Department Committee Chair will meet with the candidate and review the recommendations, provide a copy of the report, and secure the signed acknowledgment of the receipt of the report.
6. The Department Chair will forward the recommendation and the evaluation to the Dean of the College.

Reconsideration

Candidates for promotion and/or tenure, the Promotion and Tenure Committee, and the Department Chair shall follow the reconsideration procedures as specified in the University Policy 4.6.4.

APPLIED HUMAN SCIENCES
PROMOTION and TENURE CRITERIA

TEACHING		
ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
<p>Demonstrates and continues to develop knowledge and skills necessary for effective teaching in assigned areas of instruction.</p> <p>Collaborates with colleagues in planning, implementation, and assessment of courses and curriculum.</p> <p>Provides academic advising in accordance with University policies.</p> <p>Engages in formal continuing education related to teaching assignment.</p> <p>Integrates current research findings into course content, including practica/internships.</p> <p>Serves as role model for professional and ethical standards.</p>	<p>Demonstrates and continues to develop knowledge and skills necessary for excellent teaching in assigned areas of instruction.</p> <p>Provides expertise in planning, implementation, and assessment of courses and curriculum.</p> <p>Provides academic advising in accordance with University policies.</p> <p>Engages in formal continuing education related to teaching assignment.</p> <p>Integrates current research findings into course content, including practica/internships.</p> <p>Serves as role model for professional and ethical standards.</p>	<p>Demonstrates and continues to develop knowledge and skills necessary for excellent teaching in assigned areas of instruction.</p> <p>Provides leadership in planning, implementation, and assessment of courses and curriculum.</p> <p>Provides leadership in the exploration and participation of creative approaches to program delivery, development and re-design.</p> <p>Provides academic advising in accordance with University policies.</p> <p>Engages in formal continuing education related to teaching assignment.</p> <p>Integrates current research findings into course content, including practica/internships.</p> <p>Serves as role model for professional and ethical standards.</p>
DOCUMENTATION should include but is not limited to:		
<p>Student evaluation of teaching Peer evaluation of teaching Candidate self-evaluation in tenure/promotion application Course syllabi and outlines Other course revision/development documentation</p>		

SERVICE		
ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
<p>Participates actively in department, college, or university committees when appointed/selected.</p> <p>Participates actively in recruitment, retention, advising and/or other student service functions.</p>	<p>Provides leadership in the Department or college department as committee chair.</p> <p>Participates actively and effectively in recruitment, retention, advising and/or other student service functions</p> <p>Assumes professionally relevant role in community activities or organizations.</p> <p>Provides leadership in relevant professional organization at the state level.</p>	<p>Provides leadership in the Department, college and University as committee chair</p> <p>Participates effectively in recruitment, retention, advising and/or other student service functions.</p> <p>Assumes professionally relevant role in community activities or organizations.</p> <p>Provides leadership in relevant professional organization at the national or regional level</p>
DOCUMENTATION should include but is not limited to:		
<p>Letters of appointment</p> <p>Minutes of meetings</p> <p>Letters from professional or community organizations</p> <p>Other documentation of participation and leadership</p>		

SCHOLARLY ACTIVITY		
ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
<p>Engages in scholarly activities consistent with program area and/or teaching.</p> <p>Disseminates results of scholarly activity</p> <ul style="list-style-type: none"> • presentation at local meetings • created or curated materials for local exhibit • published book review or article 	<p>Engages in sustained scholarly activity consistent with program area and/or teaching.</p> <p>Disseminates results of scholarly activity through:</p> <ul style="list-style-type: none"> • juried/peer-reviewed presentation at local or state meetings • created or curated materials for region of state, state or national exhibit • published book or article 	<p>Engages in sustained scholarly activity consistent with program area and teaching assignment.</p> <p>Disseminates results of scholarly activity through:</p> <ul style="list-style-type: none"> • published book • published article in refereed journal • juried/peer-reviewed presentation at regional, national or international meetings • created or curated materials for state or national exhibit <p>Receives national, regional, or state recognition of scholarly activity</p>
<p>DOCUMENTATION must include:</p> <p>Letters documenting jury- or peer-review and acceptance of presentation, poster, or article</p> <p>Poster, presentation, or article - complete document required</p> <p>Grant proposal (internal or external) submitted for funding</p> <p>OTHER DOCUMENTATION may include:</p> <p>Citations in scholarly work</p> <p>Invited presentation to professional organization related to scholarly or creative activity</p>		