

College of Arts & Sciences

TENURE AND PROMOTION GUIDELINES

Approved by A&S Tenure and Promotion Task Force: 9/6/13

A&S CRC Approved: 10/21/13 (for implementation as of Fall 2016)

URC Approved: 3/5/14

In order to plainly communicate the expectations of the College of Arts and Science in regards to tenure and promotion in academic rank, the following guidelines have been established.

These guidelines, once adopted, should guide faculty, their supervisors, and the committees of the tenure and promotion process (the CRC and URC) in evaluating tenure and promotion packets. This guidance should also be used as candidates and evaluators participate in the voluntary third year review process, as well in the yearly evaluations of faculty members by their direct supervisors.

The guidelines consist of a Tenure and Promotion Guidelines Matrix, lists of scholarly activities, and definitions of service.

There are three important caveats that direct the application of these guidelines:

1. These criteria establish *minimum standards* and do not constitute a guarantee of promotion and tenure. Faculty must meet these standards *to be considered* for tenure and/or promotion.
2. Departments (and the disciplines contained therein) can adopt more stringent guidelines where appropriate.
3. Because of the diversity of the academic disciplines within the College, the exact definitions of the categories and standards listed here may have to be developed at the department/discipline level.

TENURE AND PROMOTION GUIDELINES MATRIX

Rank	Teaching	Research	Service
Tenure	Minimum Requirements: Sustained level of teaching effectiveness based on Supervisor's Annual Evaluation (takes into consideration Student Evaluations and Faculty Handbook requirements).	Minimum Requirements: Proven scholarship in field to include: three peer-reviewed items from List A plus four items from list B (or three from list B and two from List C).	Minimum Requirements: Proven potential to fulfill duties/responsibilities as a faculty member. Fulfills service requirements as assigned by chair at department and school level (faculty meetings, and graduation). Evidence of discipline-related service at three of the five levels of service (university, college, department, discipline, community).
Promotion to Associate Professor	Minimum Requirements: Sustained level of teaching effectiveness based on Supervisor's Annual Evaluation (takes into consideration Student Evaluations and Faculty Handbook requirements).	Minimum Requirements: Proven scholarship in field to include: three peer-reviewed items from List A plus four items from list B (or three from list B and two from List C).	Minimum Requirements: Proven potential to fulfill duties/responsibilities as a faculty member. Fulfills service requirements as assigned by chair at department and school level (faculty meetings, and graduation). Evidence of discipline-related service at three of the five levels of service (university, college, department, discipline, community).
Promotion to Full Professor	Minimum Requirements: Must have all the minimum requirements for the rank of Associate and assumes a leadership role in the department as a resource for teaching methods and mentoring junior faculty.	Minimum Requirements: Mature scholarship to include more depth in publications and a demonstration of a competitive level of scholarship. Must meet the minimum research requirements for the rank of Associate and, since last promotion, a book or equivalent (e.g. four List A publications); and five (5) List B contributions (or 4 from List B and 2 from List C).	Minimum Requirements: Must meet the minimum service requirements for the rank of Associate and be recognized as a faculty leader contributing to the needs of the university. Evidence of service on a broader level of college, university, discipline, profession and to public entities as they relate to the needs of the above.

In addition to the basics listed above, qualitative factors may be considered as appropriate by discipline, such as (but not limited to):

- Demonstrated ability to develop individual scholarship.
- Demonstrated ability to contribute to the body of knowledge in the field through publication (rather than exclusively to pedagogical research).
- Quality and/or scholarly impact of research.
- Quality of publication venue.
- Level of conference venue (regional/state/national).
- Growth of scholarship beyond recycling dissertation.
- Consistency of scholarship over time.
- Quality of service contributions.
- Order of authorship/contribution to multi-authored work.
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Note that faculty members applying for promotion or tenure early are expected to significantly exceed the standards above.

LIST A

- Peer reviewed journal article
- Chapter in a peer reviewed book
- Peer reviewed, published, conference proceeding
- Other equivalent (Department determined)

A published scholarly, peer-reviewed book would be considered sufficient to account for the needed three List A items in terms of passing the threshold needed to be eligible to apply for tenure and promotion.

Note: each discipline must develop its own clear definition of “peer review.”

LIST B

- Conference paper presentations
- Instructional materials (peer-reviewed and published)
- Inventions and/or patent
- Consulting or technical reports
- External grant funded
- Major research website
- Other equivalent (Department Determined)

Note: Exceeding expectations in List A can substitute for items in List B at the discretion of the department

LIST C

- Book review (published in refereed periodical)
- Encyclopedia article
- Non-peer reviewed publication (Department determined)
- Other equivalent (Department determined)

**College of Arts and
Sciences
Tenure/Promotion - Requirements of Service**

“Service” means duties for faculty members that fall outside of teaching and research/scholarship. Troy University can only function effectively if its faculty members participate actively in University governance and other activities. Faculty members must be willing to undertake a reasonable number of non-teaching assignments, attend meetings, and contribute their ideas and experience during the decision-making process. Some examples of service may overlap into different categories, but candidates may only list each service activity once.

Candidates have opportunities for service at several different levels including:

**Department
College
University
Profession
Community**

Lists of committees and opportunities for **service for the department, college, and university** are available from the respective Department Chairs and Deans. Candidates should be proactive in seeking service opportunities, and in seeking elective office at various levels of service.

Note that working towards the university’s internationalization efforts, including but not limited to the development of study abroad programs, is considered service to Department, College, and/or University (depending on the nature of the effort).

Service to the Profession can include (but is not limited to):

- Service to professional journals or newsletters as reviewer, editor, referee;
- Service to an academic press as reviewer or editor;
- Service to professional organizations on a committee or subcommittee;
- Position as leader of discussion groups, listservs, or other online community activities;
- Sponsoring or organizing panels, paper presentations, talks, and/or conferences.

Service to the Community may only include activities relevant to and connected to the candidate’s field, teaching, or academic work. Service may be to the local, regional, state, national, or global community. (Coaching a family member’s soccer team, membership in a local church, or other similar work should not be listed or counted as “service to the community”).

Examples include:

- Giving talks to church or community groups in one's discipline.
- Running a club or group related to one's profession (e.g., Sierra Club)
- Serving on expert panels and interviews related to one's discipline.

- Service on professional boards related to one's discipline.
- Engaging in media appearances that further the public understanding of one's discipline.

General Conditions

- To be considered for tenure and/or promotion from assistant professor to associate professor; a candidate must demonstrate service, as well as active, constructive participation, on three different levels. These levels must include the department and should include the profession. Membership on the three different levels does not have to be concurrent. Candidates for associate should, at a minimum, have their service weighted more toward the department and college level within the university.

“Active, constructive participation” means contributing in a substantive way to the work product of a committee or organization. Voting alone does not constitute “active, constructive participation.”

“Active, constructive participation” must be verified by either the chair of the committee or other leader or member of the organization, in a confidential letter to the Chair of the department.

- To be considered for promotion to full, a candidate must demonstrate membership, and active, constructive participation in four different levels. In addition, candidates must demonstrate leadership in at least two of these levels. These levels must include the department, and should include the university and profession. Membership/leadership on the three different levels does not have to be concurrent. Candidates for full should have their service weighted at higher levels, and at a higher level of participation, in the departmental and university levels.

“Demonstrating leadership” means that the candidate holds an elective/appointed office or position within the committee/organization; heads or chairs projects, reports, or subcommittees, or is otherwise responsible for organizing, structuring, and/or producing the work product of a committee/organization.

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