Tenure/Promotion Criteria: Department of Health Sciences

The Faculty Handbook (Section III.E.7.e.) indicates that a tenure assessment includes the following:

1. Teaching
2. Scholarship and Professional Development
3. Service
4. Conduct
5. Long term needs, objectives and missions of the academic unit, college and university
6. Enhancement of the academic unit environment

The Faculty Handbook (III.E.6 and III.E.6.a.) indicates that a promotion assessment includes the following:

1. Teaching
2. Scholarship and professional development
3. Service
4. Conduct

Procedures and Timelines

Tenure Lines:
All criteria and expectations are based on a traditional tenure/promotion time period where application occurs in the fall semester of the faculty member’s 6th year in rank. Applications outside of this timeframe may result from the submission for early decision due to compelling reasons, or due to a contractual agreement at the time of hiring.

RTA Lines:
The Faculty Handbook indicates that RTAs should make progress toward promotion, and RTA faculty members “have the same performance expectations as tenure track and tenured faculty members in the same rank” (Faculty Handbook 2001 through 2010). The Department expectations are that RTA Assistant Professors will demonstrate this progress by earning promotion during or before their 6th year in rank. Failure to demonstrate progress (i.e. make promotion) within the designated timeframe would constitute unsatisfactory performance and will result in a recommendation for non-renewal. A recommendation for non-renewal due to unsatisfactory performance results in a 12-month notice of termination of contract.

Current (2010-2011) RTA faculty members who have been in the rank of Assistant Professor for 5 years or longer and have not made application for promotion must make application for promotion to Associate Professor no later than September of 2012.
All Faculty Lines:
In cases where a faculty member has been in the rank of Assistant or Associate Professor for more than five years prior to promotion, promotion materials from the most recent 5 year period will be used to make recommendations.

Early Decisions
A faculty member in rank in the Department of Health Sciences for at least three and one half years may request an early tenure and/or promotion review. However, early decision approval by the AUH, the AUPAC and the Dean is highly unusual.

Procedures and Criteria for Approval to Pursue an Early Decision
The faculty member requesting an early decision must present in writing, evidence that is indicative of ratings EXCEEDING the criteria for excellence in all areas of evaluation. This request for consideration for an early review beginning September 1st of a given year must be submitted to the AUH and the AUPAC at least 6 months prior to the September 1st date.

The Academic Unit Head (AUH), the Academic Unit Personnel Advisory Committee (AUPAC) and the Dean must approve the request to submit materials for an early decision.

Work Load Weightings
Full time Faculty: 4/4 load
75% teaching
10% scholarship
15% service

In cases involving 12 month appointments, or involving weightings that vary from the above, the AUH will prepare a document detailing adjustments and expectations. This document will be shared with the AUPAC. The AUPAC will use this document in their deliberations concerning tenure and promotion.

General Requirements
1. When making tenure and/or promotion decisions, the AUH and the AUPAC will use the tenure/promotion criteria found in this document to determine a rating of unsatisfactory, satisfactory or excellent in the individual areas of teaching, scholarship and professional development and service.
2. Faculty members applying for tenure must earn a rating of excellent in the area carrying the highest weighting and a minimum rating of satisfactory in all other areas of consideration.
3. Faculty members applying for promotion from Assistant to Associate must earn a rating of excellent in the area carrying the highest weighting and a minimum rating of satisfactory in all other areas of consideration.
4. Faculty members applying for promotion from Associate to Full must earn a rating of excellent in the area carrying the highest weighting, an additional rating of excellent in one of the two remaining areas, and at least a satisfactory rating in the remaining area.
5. Long term needs of the department and the enhancement of the academic unit environment will be factors considered in promotion decisions up through Associate Professor.
6. The annual evaluations are short-term assessments. The annual evaluations are not designed to be used in a summative manner.

7. Faculty members applying for tenure and/or promotion must complete the College dossier and submit to the AUH by the established deadline for the Fall semester of the year in which application is made.

Criteria and Expectations

I. Teaching:
1. It is the responsibility of the faculty member to present evidence that indicates a consistent pattern of meeting or exceeding annual evaluation teaching criteria for excellence throughout the evaluation period. (See Annual Evaluation document for criteria)
2. Peer observations (using the teaching observation instrument developed by AUPAC) conducted by AUPAC and AUH observations must indicate overall excellence in teaching.

II. Scholarship and Professional Development:
1. The AUPAC and the AUH will assess how well a faculty member has met annual evaluation criteria throughout the evaluation period (See Annual Evaluation document). An assessment of the quality and quantity of the scholarship and/or professional development will be conducted. The faculty member is responsible for presenting evidence supporting the quality of all scholarship activities, including the depth and breadth of each piece of scholarship activity. Scholarship can be displayed in the form of juried presentations, publications, book chapters, books and grants. Examples of the assessment of quality may include:
   - the academic reputation of the journal in which a publication appears
   - the academic reputation of the conference where a presentation was made
   - the faculty member’s authorship position
   - external reviews relating to books and book chapters
   - the professional impact of grants
2. In cases where professional development is used as a measure of satisfactory performance, evidence for such professional development must be presented by the faculty member.
3. It is expected that consistency of scholarly productivity throughout the evaluation period be evident.

III. Service:
A brief summary of each service activity, outcomes of the activity, and the faculty member’s specific role in the service activity must be presented.
1. The AUPAC and the AUH will assess how well a faculty member has met annual evaluation criteria throughout the evaluation period (See Annual Evaluation document).
2. An assessment will be conducted by AUPAC and the AUH to determine the quality, quantity and scope of the service.
3. Evidence for leadership roles in service must be presented.
IV. Conduct:
  1. Any conduct issues occurring during the evaluation period will be considered by the AUPAC and the AUH when determining the overall recommendation for tenure and/or promotion.

V. Long Term Needs, Objectives and Mission of the Department, College and University:
  1. In the case of a tenure decision, an assessment will be conducted by AUPAC and the AUH to determine how well a faculty member is meeting the long term needs, objectives and missions of the academic unit, the college and the university

VI. Enhancement of the Academic Unit:
  1. In the case of tenure decisions, assessment will be conducted by AUPAC and the AUH to determine the faculty member’s contributions to the enhancement of the academic unit.