

DEPARTMENT OF TEACHER EDUCATION

CRITERIA FOR PROMOTION AND TENURE

EFFECTIVE 2022-2023

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**** SUBMITTED ****

DEPARTMENT OF TEACHER EDUCATION PROMOTION, RETENTION, AND TENURE COMMITTEE

General Policies

Policies and Procedures

The Board of Trustees acting through the president of the university awards promotion, and tenure; recommendations for promotion and tenure originate at the department level.

Departmental Committee Composition

By university policy each department may maintain a standing committee on promotion, retention, and tenure composed of five or more members of the department. If a committee is formed, the members will serve staggered terms of three years and will be tenured faculty. The committee will be elected by a majority vote of the **tenure track** faculty. Each department committee will elect its officers. If the department cannot form a committee of five tenured faculty members, the department chair will, after consultation with the faculty in their department, select faculty from other departments to complete the committee.

The composition of the Department of Teacher Education Promotion, Retention, and Tenure Committee (DPRTC) is five tenured faculty. One member is drawn from the faculty associated with each of the program areas: Elementary Education, Mid-level Education, Secondary Education, and Reading. In the event a program area does not have a qualified member (or one willing to serve); a faculty member from one of the other program areas may be selected. One faculty member is elected from the faculty at large.

Guidelines

An individual's performance in teaching, scholarly activities and service are important considerations in evaluating an individual for promotion. A faculty member applying for promotion will be expected to provide evidence of effective teaching, scholarly productivity, and professional service. These guidelines constitute minimum requirements for promotion consistent with or in addition to, requirements set by the University Promotion, Retention, and Tenure (UPRT) Committee. The minimum qualifies a faculty member for review but does not guarantee tenure or promotion. Performance with respect to all three areas should be sustained over a period of time.

As stated in the Faculty Handbook, "Pre-tenure faculty will be evaluated for tenure and promotion based on the department, college, and university criteria in place during their third year of employment on a pre-tenure appointment." "Tenured faculty applying for promotion will use the PRT criteria that have been in place for five years or less," and "Except in unusual circumstances, the minimum time-in-rank between assistant and associate professor will be three-years. The minimum time-in-rank between associate and full professor will be five years."

Procedures

The DPRTC will provide the department members with the criteria it will use in making a recommendation concerning the awarding of promotion, retention, or tenure. Early in the first semester of a pre-tenure appointment (within the first six weeks), the department chair and the chair of the DPRTC will meet with all new faculty members. At this meeting official promotion,

retention, and tenure documents will be explained. The new appointee will receive a copy of the college and department documents. If the DPRT document is revised, each faculty member will receive a copy of the revised document. Both the DPRTC and the Teacher Education faculty (tenured and tenure track) must approve substantive revisions, such as, changes in criteria to the DPRT document.

The DPRTC will consider all applications for promotion and/or tenure. Faculty **must apply during the sixth year of employment for tenure**. Tenure will be awarded with the seventh year contract or if tenure is denied, a terminal contract issued. Faculty may apply for early consideration during the fourth or fifth year in pre-tenure status. If tenure is not recommended, applicant must wait for the sixth year review to re-apply. Candidates for early tenure must provide documentation of **exemplary performance in all three areas** (teaching, research, and service) to be considered for early tenure.

Faculty eligible for promotion and/or tenure will have the opportunity to provide the committee with written supportive material with their application for promotion and/or tenure. This includes, but is not limited to, refereed and non-refereed articles; books; book chapters; presentations to learned societies; editorial activities; teaching activities and evaluations; service activities; and other relevant documentation. In its decision making process, the DPRTC will evaluate where possible, the quality of publications, presentations, and other activities while taking into account the level of the presentation/publication (international, national, regional, state, or local), and the rejection rate of the conference, journal, or activity. Criteria for effective teaching and service are addressed in each area of consideration in the document.

Summaries of all required teaching evaluations (including student interns, off campus courses, and courses for other departments) must be submitted. Peer reviews, and supervisor evaluations are encouraged. Additional summaries of relative activities (materials development, course development, and use of technology) are encouraged.

The applicant is expected to present a documented record of sustained, significant, and diversified involvement evidencing leadership qualities in the area of service. These may include service on department, college, or university committees; service to professional organizations; service to the public schools; and other service as defined in the promotion and tenure sections of this document.

Documents must be submitted in the format adopted by the university committee. Failure to follow the format and/or submit documentation on a timely basis may result in an incomplete review and/or negative recommendation.

The DPRTC will prepare written recommendations with rationale that will be forwarded to each of the applicants. Each applicant who wishes to withdraw from further consideration for promotion and/or tenure must notify the chair of the DPRTC by the close of the third business day following receipt of the written recommendations of the committee.

Persons who withdraw an application for promotion and/or tenure may not resubmit an application during that review cycle and may not grieve the decision. Failure to successfully complete the tenure process in the sixth year of a pre-tenure appointment will result in issuance of a terminal contract. For those applicants who continue in the process, the recommendations will be forwarded, with all supporting material, to the chair of the department who will review these recommendations. The department chair will add his/her own recommendations and rationale, and send them to each applicant. Each applicant who wishes to withdraw from further consideration must notify the chair by the close of the third business day following receipt of the written recommendations of the chair. For those applicants who continue with the process, the

chair will send his or her recommendations and all supporting material to the college committee.

The DPRTC is allowed to review the personnel files of pre-tenured faculty, and will prepare written recommendations regarding retention that will be forwarded to the department chair. The chair will review the retention recommendations, add his or her own recommendations, and send them to the College PRT Committee or to the dean as determined by college procedures. All findings and personal information will be held in confidence.

Terminal Degree

Individuals employed as Instructors will automatically be promoted to the rank of Assistant Professor upon the attainment of the earned doctoral degree appropriate to the department assignment and upon favorable recommendation by the chair and dean and approval by the Executive Vice Chancellor and Provost. In this case, promotion will be effective the first day of the next pay period. Promotion to Associate Professor or Professor also requires the earned doctoral degree appropriate to the department assignment. Final decisions relating to promotions and appointments are vested in the Board of Trustees and may supersede department and college recommendations.

Time in Rank for Promotion to Associate

For promotion to Associate, the DPRT Committee recommends that faculty members apply for promotion no earlier than the completion of their third contract at Arkansas State University or during the fourth year. Applicants seeking promotion should have a minimum of at least three years in rank for associate and five years for professor. This could include experience at institutions other than Arkansas State University.

Exceptions to the aforementioned time frame may be considered because of the following circumstances:

1. Documented evidence of a high rate of quality productivity in teaching, scholarly activities, and service. Quality rather than just quantity is a key factor in this decision.
2. Documented evidence that early promotion was negotiated at the time of employment at the dean's level or higher.
3. The candidate's performance in all areas is outstanding and there is unanimous agreement for promotion by the DPRTC.

Criteria Used for Promotion and Tenure of Pre-Tenured Faculty

Pre-tenured faculty will be evaluated for tenure, retention, and promotion based on the department, college and university criteria in place during their third year of employment on a pre-tenure appointment.

Negotiation of Tenure and Rank with Initial Appointment

A prospective faculty member (with the exception of chancellor candidates) may negotiate the terms of initial employment with regard to tenure status and academic rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the chancellor and be based on the thorough review and recommendations of the DRPT Committee within the academic unit in which tenure and rank will be held.

Documentation of negotiated terms authorizing application for early tenure and/or promotion must be included with the promotion, retention, and tenure (PRT) application.

Promotion to Associate Professor and Tenure

Teaching

The applicant shall provide evidence of effective teaching “On student evaluations for courses taught, the applicant should have at least an average median score of 4.00 on a 5.00 scale on the overall course and instructor evaluations items. This must include all departmentally scheduled evaluations for the most recent three years preceding the application for promotion. Further evidence to support teaching effectiveness may be submitted, such as peer evaluations, self-evaluation, evidence of course development, teaching in off-campus programs, and other forms of appropriate documentation.”

Scholarly Activities

The applicant shall provide evidence of meaningful scholarly activities, which will include a minimum of seven contributions of which three will be adjudicated professional publications. These contributions should be in the most recent seven years or the period following the last promotion, whichever is the shorter duration. The scholarly contributions should be appropriate to the area of appointment and deemed valuable in relation to the specific department's promotion criteria and its role and mission.

Candidates are highly advised to verify that they are not seeking publication in academic journals deemed “predatory journals” by consulting current listings of these “predatory journals.” Publication in these journals may potentially impact the consideration of a candidate’s academic publications in the promotion and tenure process.

Service

The applicant shall provide evidence of sustained and diversified involvement in the area of service. Service involvements must include at least seven activities accomplished in the most recent seven years or the period following the last promotion, whichever is the shorter duration. This includes professional service involvement at the state, regional, and/or national levels as well as service participation to Arkansas State University on the department, college, and university levels. Such diversified activities might include, but not be limited to, student advisement, service on departmental, college and university committees, sponsorship of student organizations, consultative roles, task force appointments, public relations, grant writing in the area of service, and membership, participation, and office holding in state, regional, and national professional organizations.

Promotion to Full Professor

Teaching

The applicant shall provide evidence of effective teaching as measured by student evaluations with an average median score of 4.20 on a 5.00 scale on each of the overall instructor rating items. This must include all departmentally scheduled evaluations for the most recent three years preceding the application for promotion. Additional evidence to support superior teaching may include peer evaluations, self-evaluation, and other forms of appropriate documentation.

Scholarly Activities

The applicant shall provide evidence of continual, substantial, scholarly pursuits which include a minimum of twelve contributions in the most recent six years or the period following the last promotion, whichever is the shorter duration. This total must include at least four adjudicated professional publications. These contributions should be appropriate to the area of appointment and deemed valuable in relation to the specific department's criteria and its role and mission.

Candidates are highly advised to verify that they are not seeking publication in academic journals deemed “predatory journals” by consulting current listings of these “predatory journals.” Publication in these journals may potentially impact the consideration of a candidate’s academic publications in the promotion process.

Service

The applicant shall provide evidence of sustained and diversified involvement in the area of service. Service involvements must include at least twelve activities accomplished in the most recent six years or the period following the last promotion, whichever is the shorter duration. This includes professional service involvement at the state, regional, and/or national level as well as the departmental, college, and university levels. Such diversified activities might include student advisement, leadership positions on department, college and university committees, sponsorship of student organizations, consultative roles, leadership roles on task forces/appointed committees, public relations, grant writing in the area of service, and leadership roles in state, regional, and national professional organizations.

Additional Evidence

The DPRT Committee may, at its discretion, request the presence of the candidate and/or the chairperson for additional clarification of written documentation.

Tenure Policies

General Policy

The granting of tenure is a major decision and should not be considered an automatic one as the candidate is granted a pre-tenure contract and begins the probationary evaluation process. All persons seeking tenure must make written application in the year preceding the expiration of the maximum probationary period of six years. Exceptions may be made and early tenure may be granted when the candidate meets one or more of the conditions set forth for the granting of early tenure listed below. All considerations for tenure are predicated upon the candidate's possession of an earned doctorate appropriate to the departmental mission, and the candidate's assignment within that mission. A candidate's performance in teaching, scholarly activities, and service are all-important considerations in the evaluation process. Individuals applying for tenure will provide their chairperson's annual reviews and have the option of submitting other forms of supporting evidence. There must be documented evidence of sustained high quality professional performance during the probationary period with emphasis upon teaching and with service and research providing mutually supportive activities. The qualifications for tenure are the same as for promotion to associate professor or full professor (depending on rank at the time of tenure-track appointment).

Tenure will be granted according to the policies established by the university and the UPRT Committee. Current policies recommend a six-year pre-tenure status with the granting of tenure, if awarded, with the seventh contract or year of service. In addition, pre-tenured faculty will receive a comprehensive review during the third year of service including the submission of supporting documentation in all areas under review. This will take place at the department level and include the DPRT Committee, department chair and college dean.

Condition for Granting Early Tenure

Faculty members may submit an application for early tenure at any scheduled review period during the pre-tenure period. However, if tenure is not recommended, the applicant must wait two years or until the sixth year review before applying again. Applicants for early tenure must provide evidence of exceptional performance in all areas. Please note: Tenure is a measure of performance over time. The DPRT Committee believes that exceptional performance in each area under review must be documented prior to a recommendation for early tenure being issued. Conditions under which an individual might be awarded tenure prior to the mandatory sixth year review are:

Tenure was granted as a part of the employment process or the right of early submission was negotiated as a part of the employment process. Or, early tenure review was negotiated at Arkansas State University at the Dean's level or above as a condition for acceptance of employment. Documentation is required.

Annual Review

The DPRTC and the Department Chair shall conduct annual review of the candidate's progress toward tenure. A written summary will be discussed with the candidate and placed in the candidate's personnel file.

A Comprehensive Pre-Tenure Review will be completed in the third year of employment for all pre-tenured faculty, regardless of rank. This review will require the submission of documentation of performance in the areas of teaching, scholarly activities, and service using the tenure application format. The DPRT Committee, the Department Chair, and the Dean will review this documentation and provide appropriate feedback.

A judgment to grant tenure comes with the implicit expectation that the high quality of performance exhibited to gain tenure will continue. No one will be considered for tenure that does not have the rank of Assistant Professor or higher per university policy.

Tenure Criteria for Promotion to Associate Professor

The criteria for recommending tenure will be the same as the criteria for promotion to associate professor. Those criteria are repeated below.

Teaching

The applicant shall provide evidence of effective teaching "On student evaluations for courses taught, the applicant should have at least an average median score of 4.00 on a 5.00 scale on the overall course and instructor evaluations items. Further evidence to support teaching effectiveness may be submitted, such as peer evaluations, self-evaluation, evidence of course development, teaching in off-campus programs, and other forms of appropriate documentation."

Scholarly Activities

The applicant shall provide evidence of meaningful scholarly activities, which will include a minimum of seven contributions of which three will be adjudicated professional publications. These contributions should be in the most recent seven years or the period following the last promotion, whichever is the shorter duration. This total must include at least two professional publications. The scholarly contributions should be appropriate to the area of appointment and deemed valuable in relation to the specific department's promotion criteria and its role and mission.

Candidates are highly advised to verify that they are not seeking publication in academic journals deemed “predatory journals” by consulting current listings of these “predatory journals.” Publication in these journals may potentially impact the consideration of a candidate’s academic publications in the promotion and tenure process.

Service

The applicant shall provide evidence of sustained and diversified involvement in the area of service. Service involvements must include at least seven activities accomplished in the most recent seven years or the period following the last promotion, whichever is the shorter duration. This includes professional service involvement at the state, regional, and/or national levels as well as service participation to Arkansas State University on the department, college, and university levels. Such diversified activities might include, but not be limited to, student advisement, service on departmental, college and university committees, sponsorship of student organizations, consultative roles, task force appointments, public relations, and membership, participation, and office holding in state, regional, and national professional organizations.

Additional Evidence

The DPRTC may, at its discretion, request the presence of the candidate and/or the department chair for additional clarification of written documentation.

Forms and Format

Applications should follow the format provided by the Office of Academic Affairs and Research. Copies are posted on the Office of Academic Affairs and Research website.