

**DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND SPORT SCIENCES**

**CRITERIA FOR PROMOTION, RETENTION AND TENURE**

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## **POLICIES AND CRITERIA FOR PROMOTION AND TENURE**

### **DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND SPORT SCIENCES**

#### **OVERVIEW**

The Department of Health, Physical Education and Sport Sciences (HPESS) will maintain a standing committee on promotion, retention, and tenure. The Department Promotion, Retention and Tenure Committee (DPRTC) is responsible for the implementation of university and college guidelines for promotion and tenure at the departmental level. The DPRTC will consist of all tenured faculty within the department. If the department cannot form a committee of five, the department chair, after consultation with the faculty in their department, will select faculty from other departments in the college to make up the committee.

Request for consideration for promotion and/or tenure must be made by individual members of the faculty seeking promotion and/or tenure. Members of the faculty who are applying for promotion and/or tenure must submit supportive documentation in conformity with the format provided by the University Promotion, Retention and Tenure Committee (UPRTC), the College of Education Promotion, Retention, and Tenure Committee (CPRTC), and the DPRTC.

Guidelines and forms are available in the department office. Deadlines for submitting could vary from year to year; hence, the individual faculty member should consult with the faculty handbook, department chair, or the chair of the DPRTC for the specific deadlines in a given year.

The request for promotion and/or tenure will first be considered by the DPRTC, which will make a recommendation to the Department Chair. The Chair, will in turn, review the request and submit it along with his/her own recommendation to the CPRTC. This committee will review the request and make a recommendation to the Dean of the College. The Dean will review the request and submit his/her own recommendation to the UPRTC. This committee will review, recommend, and forward all materials to the Vice Chancellor and Provost for Academic Affairs & Research, who in turn makes a recommendation to the Chancellor. The Chancellor ultimately makes his/her recommendation to the Board of Trustees. Faculty should note that committee and administrative decisions at every level are recommendations only.

The faculty member applying for promotion and/or tenure will be informed of the decision by the Vice Chancellor and Provost for Academic Affairs & Research. Candidates will receive a copy of recommendations from DPRTC Chair and Department Chair. Prior to these documents being forwarded to the CPRTC, candidates will have three working days to withdraw their application.

## **ACCEPTABLE DOCUMENTATION FOR PROMOTION, RETENTION, AND TENURE**

The following are examples of documentation appropriate for consideration when application is made for promotion, retention, and tenure. The list of examples is not all-inclusive, and the applicant is encouraged to include accomplishments he/she considers suitable for the application.

### **Teaching.**

1. Student evaluations of the instructor.
2. Demonstrated interest in students and availability to students.
3. Teaching overload (extra course, covering for others who are ill).
4. Number of independent studies supervised.
5. Number of graduate projects supervised
6. Course syllabi current in content and complete according to departmental guidelines.
7. Number of new courses developed, current courses revised, or innovative teaching techniques.
8. Number of theses directed.
9. Number of thesis committees served.

### **Scholarly Productivity.**

(It is expected that when two or more faculty are jointly involved in a scholarly activity, equal contributions have been made by all faculty.)

1. Grants awarded.
2. Presentations before learned forums.
3. Scholarly publications
4. Reviews of scholarly publications.

5. Reviews of external grant proposals.

**Service.**

1. Addresses and/or participation of a professional nature in groups other than learned forums.
2. Professional consulting, workshops, clinics.
3. Committee work and other service activities within the department, college or university.
4. Service to professional organizations.
5. Other (including offices held, membership, attendance at meetings).

**General Guidelines.**

1. The guidelines constitute a minimum qualification and an applicant should not anticipate automatic promotion or tenure.
2. As stated in the Faculty Handbook and the university promotion, retention, and tenure guidelines, in order to be considered for tenure and promotion a candidate need not be outstanding in scholarship, service and teaching, however, no area can be weighted at zero; there must be some contribution in all three areas. The DPRTC may recognize outstanding achievement in one area as compensating for a limited achievement in another.
3. Time spent on a leave of absence or other sorts of leaves shall not be counted toward the probationary period of service, unless otherwise arranged at the time the leave is granted.
4. For scholarly and service activity, the DPRT Committee will review all contributions since the last promotion or the most recent seven years, whichever is shortest. For teaching, the committee will review the most recent three years preceding the application.

## TENURE

The Department of HPESS considers the granting of tenure a major decision. Individuals applying for tenure should realize the awarding of tenure is not automatic. It is the applicant's responsibility to provide documentation of all information/materials relevant for consideration of tenure. 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).

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 positive recommendations of the PRT 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 PRT application.

Persons initially given pre-tenure appointments as professors, associate professors, or assistant professors will have their progress towards tenure reviewed annually by the PRT Committee and must be reviewed for tenure not later than the completion of their sixth year of service, and tenure, if awarded, will be granted at the beginning of their seventh year of service. 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. Exceptions may be granted as outlined in this document under Time in Rank. If the mandatory review results in a failure to gain tenure by completion of the sixth year of service, the seventh appointment will be a terminal appointment. Non-compensated leave time of a full semester or more will not count as time toward tenure.

### **Mandatory Third-Year Pre-Tenure Review:**

A comprehensive pre-tenure review will be completed in the third year of employment for all pre-tenure faculty regardless of rank. This review will require that all third-year pre-tenure faculty members submit documentation of performance in the areas of teaching, scholarly productivity, and service using the tenure application format. The DPRTC, the Department Chair, and the Dean will review this documentation and provide appropriate feedback to each third-year, pre-tenure faculty member regarding their progress toward tenure.

The criteria for tenure are the same as that of promotion to the next academic rank. However, recognizing that the established time limit for application for tenure may be inadequate in some cases to establish records of sustained/significant scholarly productivity and diversified service activities, these requirements may be somewhat more relaxed in the case of tenure applications than for promotion to the next rank.

Finally, it should be understood that a judgment to grant tenure comes with the implicit expectation that the high quality of productivity exhibited to gain tenure will continue. In addition, it should be understood that no one will be considered for tenure who does not hold the rank of assistant professor and the earned doctorate appropriate to the department.

### **Time In Rank:**

The DPRTC recommends that faculty members apply for tenure no earlier than their third year, but must apply during their sixth year according to University policy. An individual hired in January may count that first contract as a complete year. Time in rank accrued in a non-tenured track is not applicable when an individual is placed on a tenure track.

Since it is unusual for a faculty member to amass a record of performance that reflects exemplary productivity in less time than the standard probationary period, accelerated tenure is rare. However, any faculty member has the right to submit an application seeking tenure during any application period in which he/she can clearly demonstrate meeting the performance criteria that would be expected during the mandatory review. If a faculty member fails to earn tenure in this accelerated review cycle, he/she may apply for tenure again only after two-years or in the sixth year of the pre-tenure cycle.

Exceptions for applying prior to the mandatory sixth year include:

1. If the individual was tenured in their previous position.
2. If the individual negotiated with the administration for early tenure.
3. If the individual can document exemplary productivity.

## **PROMOTION**

### **General Policy:**

A faculty member's performance in teaching, service, and scholarly productivity are all 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 service. The successful applicant for associate professor will be an especially good teacher. In addition, the individual will have made substantial contributions in the areas of service and scholarly productivity. As stated in the Faculty Handbook and the university promotion, retention, and tenure guidelines, in order to be considered for tenure and promotion a candidate need not be outstanding in scholarship, service and teaching, however, no area can be weighted at zero; there

must be some contribution in all three areas. The DPRTC may recognize outstanding achievement in one area as compensating for a limited achievement in another. These guidelines constitute minimum requirements for promotion consistent with, or in addition to, requirements set by the UPRTC. Attainment of these expectations does not in any way insure promotion. Performance with respect to all three areas of evaluation should be sustained over a period of time. This document may be revised periodically and an applicant for promotion will be evaluated with reference to the document in effect at the time of application.

**Terminal Degree:**

Promotions require the earned doctorate appropriate to the department and/or college assignment. Final decisions relating to the promotions and appointments are vested in the Board of Trustees and may supersede department and college recommendations.

**Time in Rank:**

For promotion either to Associate Professor or to Professor, the DPRTC recommends that faculty members apply no earlier than during their third contract year at Arkansas State University (ASU), and have a minimum of at least five years in rank.

Exceptions to the above time frame are:

1. Documented evidence of an unusually high rate of quality scholarly productivity with evidence of exceptional teaching.
2. Rank was not negotiable at the time of employment; however, previous experience and documented performance in the present rank warrants early promotion consideration.
3. Documented evidence that early promotion was negotiated at the time of employment at the Dean's level or higher.

**Promotion to Assistant Professor:**

Individuals employed as instructors will be considered for promotion to the rank of assistant professor and granted a pre-tenure contract when they:

1. Provide evidence of completion of the terminal degree.
2. Receive favorable recommendations from the Chair, Dean, and Vice Chancellor and Provost.

**Promotion to Associate Professor:****Teaching.**

The applicant must present evidence of effective teaching as measured by student evaluation of an average median score of at least 4.00 on a 5.00 scale for the most recent three years preceding the application for promotion. Further consideration should include evidence as listed under "Acceptable Documentation... Teaching".

**Scholarly Productivity.**

The applicant must present evidence of meaningful scholarly pursuits and this must include a minimum of eight contributions. 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 peer reviewed 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 (see appendix).

In addition to the above minimal expectations, further evidence of scholarly productivity should include the participation in other activities as listed under "Acceptable Documentation... Scholarly Productivity".

**Service.**

The applicant must present evidence of a documented record of sustained, significant, and diversified involvement in the area of service and these should total a minimum of seven service involvements during time in rank as assistant professor. 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 holding office in state, regional, and national professional organizations.

## **Promotion to Professor**

### **Teaching.**

The applicant must present evidence of effective teaching as measured by student evaluation of an average median score of at least 4.20 on a 5.00 scale for the most recent three years preceding the application for promotion. Further consideration should include evidence as listed under "Acceptable Documentation... Teaching".

### **Scholarly Productivity.**

The applicant must present evidence of meaningful scholarly pursuits and this must include a minimum of twelve contributions. These contributions should be in the most recent six years or the period following the last promotion, whichever is the shorter duration. This total must include at least three 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 (see appendix A).

In addition to the above minimal expectations, further evidence of scholarly productivity should include the participation in other activities as listed under "Acceptable Documentation... Scholarly Productivity".

### **Service.**

The applicant must present evidence of a documented record of sustained, significant, and diversified involvement in the area of service and these should total a minimum of twelve service involvements. These contributions should be in the most recent six years or the period following the last promotion, whichever is the shorter duration. 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 holding office in state, regional, and national professional organizations.

## APPENDIX A

**SAMPLE PEER REVIEWED JOURNALS**

This is not considered an all-inclusive list.

Acta Psychologica  
 Activities, Adaptation, and Aging  
 Adapted Physical Activity Quarterly  
 Adapted Physical Education Quarterly  
 Aerobic Medicine  
 Aethlon: The Journal of Sport Literature  
 American Journal of Cardiology  
 American Journal of Health Promotion  
 American Journal of Physical Medicine  
 American Journal of Physiology  
 American Journal of Preventive Medicine  
 American Journal of Public Health  
 American Journal of Sports Medicine  
 American Health  
 American Middle School  
 Applied Research In Coaching and Athletics  
 Arena  
 Arkansas Journal of Health, Physical Education, Recreation, & Dance  
 Athletic Business: The Business Magazine for Athletic, Fitness &  
 Recreation Professionals  
 Athletic Management  
 Athletic Training & Sports Health Care  
 Athletic Training Education Journal  
 Behavioral and Brain Sciences  
 Biochemistry Journal  
 Brain  
 British Journal of Sports Medicine  
 Canadian Journal of History of Sport  
 Canadian AHPER Journal  
 Canadian Journal of Applied Sport Sciences  
 Canadian Journal of Physiology and Pharmacology  
 Canadian Journal of History of Sport and Physical Education  
 Canadian Journal of Sport Sciences

Clinical Journal of Sports Medicine  
 Clinical Kinesiology  
 Completed Research in HPERD  
 Corporate Fitness and Recreation  
 Disability and Rehabilitation  
 Disability Studies Quarterly  
 European Physical Education Review  
 European Sport Management Quarterly  
 European Journal of Physical Education and Sport  
 European Journal of Physical Education and Sport Science  
 European Journal of Sports Medicine  
 Experimental Brain Research  
 Health Education Journal  
 Health Education  
 Health Education Quarterly  
 Health Values: Achieving High Level Wellness  
 Health Values  
 High School Today  
 Hygie: International Journal of Health Education  
 International Journal of Athletic Therapy & Training and Sports Health: A Multidisciplinary Approach  
 International Journal of Exercise Science  
 International Journal of Human Movement and Sport Sciences  
 International Journal of MS Care  
 International Journal of Physical Education  
 International Journal of Physical Education, Sports and Health  
 International Journal of Sport Biomechanics  
 International Journal of Sport Communication  
 International Journal of Sport Finance  
 International Journal of Sport in Society  
 International Journal of Sport Management  
 International Journal of Sport Management and Marketing  
 International Journal of Sport Psychology  
 International Journal of Sport Sociology  
 International Journal of Sports Marketing and Sponsorship  
 International Journal of Sports Medicine  
 International Journal of Sports Physiology and Performance  
 International Journal of Sports & Science  
 International Journal of Sports Science & Coaching  
 International Review for the Sociology of Sport  
 Interscholastic Athletic Administration

Journal for the Study of Sports and Athletes in Education  
Journal of Application Physiology  
Journal of Applied Research in Coaching and Athletics  
Journal of Applied Sport Management  
Journal of Applied Sport Psychology  
Journal of Applied Sports Science Research  
Journal of Athletic Enhancement  
Journal of Athletic Medicine  
Journal of Athletic Training  
Journal of Cell Cardiology  
Journal of Comparative Physical Education and Sport  
Journal of Health Education  
Journal of Human Movement Studies  
Journal of Intercollegiate Sport  
Journal of Issues in Intercollegiate Athletics  
Journal of Legal Aspects of Sport  
Journal of Leisure Research  
Journal of Military and Veterans' Health  
Journal of Motor Behavior  
Journal of Neurophysiology  
Journal of Park and Recreation Administration  
Journal of Philosophy of Sport  
Journal of Physical Education and Program  
Journal of Physical Education, Recreation, and Dance (JOPERD)  
Journal of Physical Education and Sport  
Journal of School Health  
Journal of Sport Administration & Supervision  
Journal of Sport and Social Issues  
Journal of Sport Behavior  
Journal of Sport and Exercise Psychology  
Journal of Sport Economics  
Journal of Sport and Health Science  
Journal of Sport History  
Journal of Sport Literature  
Journal of Sport Management  
Journal of Sport Medicine and Physical Fitness  
Journal of Sport Sciences  
Journal of Sport Tourism  
Journal of Sports Media  
Journal of Strength and Conditioning Research  
Journal of Swimming Research

Journal of Teaching in Physical Education  
 Journal of the International Council for HPER  
 Journal of the Philosophy of Sport  
 Journal of Venue & Event Management  
 Journal of Youth Sports  
 Leisure Sciences  
 Leisure Today  
 Measurement in Physical Education and Exercise Science  
 Medicine and Science in Sport and Exercise  
 Middle School Journal  
 Military Medicine  
 Missouri Journal of Health, Physical Education, Recreation, & Dance  
 Motor Control  
 Motor Skills: Theory into Practice (ceased to publish after 1985)  
 Palaestra: The Forum of Sport, Physical Education & Recreation for  
 the Disabled  
 Parks and Recreation  
 Perceptual and Motor Skills  
 Physical Culture and Sport.Studies and Research  
 Physical Education and Sport Pedagogy  
 Physical Education Digest's Library of Sport, Coaching and Physical Education  
 Physical Education Review  
 Physical Therapy in Sport  
 Physician and Sports Medicine  
 Play and Culture  
 PLoS ONE  
 Psychology of Sport and Exercise  
 Quest  
 Recreational Sports Journal  
 Research Quarterly for Exercise and Sport  
 Revista Ciencias del Ejercicio FOD  
 Scholastic Coach  
 Science and Sports  
 Sociology of Sport Journal  
 Sport Management Education Journal  
 Sport Marketing Quarterly  
 SportMont  
 Sport, Education and Society  
 Sports Management Review  
 Sports Medicine  
 Strategies

Strategies: A Journal for Sport and Physical Educators  
Strength and Conditioning  
Teaching Elementary Physical Education  
Teaching Secondary Physical Education  
The Journal of Sport  
The Physical Educator  
The Physical Fitness Newsletter  
The Physical Fitness Research Digest  
The Physician and Sports Medicine  
The Sport Psychologist