

**DEPARTMENT OF PSYCHOLOGY AND COUNSELING**

**CRITERIA FOR PROMOTION AND  
TENURE EFFECTIVE ACADEMIC YEAR  
2023-2024**

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**Table of Contents**

<b>Promotion: General Policy/Criteria</b>	<b>page 3</b>
<b>Promotion to Associate Professor</b>	<b>page 5</b>
<b>Promotion to Full Professor</b>	<b>page 6</b>
<b>Tenure: General Policy/Conditions for Granting Early Tenure</b>	<b>page 7</b>
<b>Annual Review</b>	<b>page 8</b>
<b>Department Committee Composition</b>	<b>page 9</b>
<b>Forms and Format</b>	<b>page 9</b>

## **DEPARTMENT OF PSYCHOLOGY AND COUNSELING**

### **Promotion, Retention and Tenure Committee Policies and Criteria for Promotion and Tenure**

#### **PROMOTION**

##### **General Policy**

An individual's performance in teaching, scholarly activities and professional service 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 professional service. The successful applicant for associate professor will be an especially good teacher. In addition, the applicant for associate professor will have made substantial contributions in the areas of service and scholarly activity. A candidate need not be outstanding in all three areas of research, service and teaching for promotion and tenure; however, the candidate must be outstanding in at least two of the three areas. Outstanding is defined as meeting the criteria outlined in this document for promotion to the next rank. The Department Promotion, Retention, and Tenure (DPRT) Committee may recognize outstanding achievement in one area as compensating for limited involvement in the other. Those applying for full professor must provide evidence of substantial contributions in all three areas. These guidelines constitute minimum requirements for promotion consistent with, or in addition to, requirements set by the College of Education and Behavioral Sciences and University PRT committees. Performance with respect to all three areas should be sustained over a period of time rather than massed. This document may be revised periodically based on formal review by the faculty in the department. Substantive changes in the criteria must be approved by a majority vote of the department faculty. 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."

##### **Promotion Criteria**

###### **Terminal Degree**

Individuals employed as instructors will, upon favorable recommendations by the Chair and Dean and approval by the Executive Vice Chancellor and Provost, be promoted immediately to assistant professor upon attainment of the earned doctorate appropriate to the college, department and assignment. In this case promotion will be effective the first day of the next pay period. Promotion to associate professor or full professor also requires the earned doctorate appropriate to the college, department, and 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 or full professor, the DPRT Committee recommends that, except under unique circumstances, faculty members have at least five years in rank for promotion to associate professor and five years in rank for promotion to full 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 (e.g., teaching evaluation ratings above 4, refereed/peer reviewed publications, and/or sustained institutional 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 there is at least 80% agreement for promotion by the Department Promotion, Retention and Tenure (DPRT) Committee.

### Criteria Used for Promotion and Tenure Evaluation of Pre-tenure Faculty

Pre-tenure 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 DPRT 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**

**Teaching:** The applicant shall provide evidence of effective teaching as measured by student evaluations and other indicators (as appropriate). Because different evaluations may be used across course formats (e.g., face-to-face vs. online) or across different years, no single or consistent indicator of effective teaching may be available. However, at minimum, whatever the evaluation tool, the overall instructor ratings must be positive, above the midpoint of the scale used when ratings are scaled from negative to positive. For example, if an item reflects a concept such as “I would highly recommend this professor to other students” with a 5-point “strongly agree” to “strongly disagree” scale, the average evaluations must be above the “neutral” point (typically using the mean of medians of the evaluation ratings). If the evaluation reflects a concept such as “My overall rating of this instructor is...,” the minimum acceptable rating is “good” or above. This must include all available departmentally scheduled evaluations for the most recent three years preceding the application for promotion. Further evidence of good teaching may include peer evaluations, self-evaluations, pre-and post-test scores, new course materials, or other forms of appropriate documentation.

**Scholarly or Creative Work:** This includes, but is not necessarily limited to, refereed and non-refereed (e.g., invited book chapters, special issue articles, and invited keynote speaker addresses, etc.) articles, books, book chapters, regional and national presentations to learned forums, articles in press, external grants. It does not include works in preparation. There should be a minimum of 7 contributions and these 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 journal articles of significant professional stature, (i.e., refereed national or international articles) published or in press (“in press” refers here to having an official notice of acceptance for publication). In addition to publications, the Department values as contributions both papers and poster presentations at scholarly conferences. These contributions should be in areas relevant to the faculty member’s appointment and/or professional interests. The Department PRT Committee will also evaluate the quality of publications, presentations, etc., by taking into account, where this is possible, rejection rates, and whether the contribution is on the state, regional, national, or international level. This evaluation will influence whether a particular set of contributions justifies promotion. In addition to submitting a list of contributions, the applicant has the option to submit a brief written summary of additional information that might bear on the committee's evaluation of scholarship.

**Service:** This includes professional service and service to the university. The applicant will be expected to provide evidence of regular, ongoing, and diversified service activities which may include, but is not necessarily limited to, student advisement; serving as a new faculty mentor; service on department, college, and university committees; program coordination, sponsorship of student organizations; consultative roles; task force appointments; public relations; involvement in grant and contract activities; involvement in program accreditation; and membership, participation, and office holding in state, regional, or national professional organizations. There should be a minimum of seven service involvements. The seven service activities should be accomplished in the most recent seven years or time in rank as an assistant professor, whichever is the shorter duration.

### **Promotion to Full Professor**

**Teaching:** As with promotion to Associate Professor, the applicant shall provide evidence of effective teaching as measured by student evaluations, with a mean median score of at least one-half a point above the midpoint of the scale (when ordered from most negative to most positive) on the overall instructor rating items. This must include all available departmentally scheduled evaluations for the most recent three years preceding the application for promotion. Further evidence of good teaching submitted at the applicant's discretion could include, but would not be limited to, peer evaluations, self-evaluations, external grant submissions in the area of teaching, pre-and post-test scores, new course materials, or other forms of appropriate documentation.

**Scholarly or Creative Work:** This is as defined above. There should be a minimum of 12 contributions such as regional and national presentations, journal publications, books/chapters, or external grants in the most recent 6 years or during time in rank as an associate professor whichever is the shorter duration. This total must include at least three peer-reviewed journal articles of significant professional stature. As for promotion to associate professor, these contributions should be appropriate to the area of appointment and deemed of significant professional stature. Additionally, quality of the scholarly activity is also an important consideration. In addition to submitting a list of contributions, the applicant may submit a brief written summary of additional information that might bear on the committee's evaluation of scholarship.

**Service:** This includes professional service and service to the university. The applicant will be expected to provide evidence of regular, ongoing, and diversified service activities which might include, but is not necessarily limited to, student advisement; service on department, college, and university committees; sponsorship of student organizations; consultative roles; task force appointments; public relations; involvement in grant and contract activities; and membership, participation, and office holding in state, regional, or national professional organizations. There should be a minimum of 12 service involvements including some leadership roles in the professional area and three leadership service activities to the college or university. The 12 service involvements should be obtained in the most recent 6 years or during time in rank as an associate professor, whichever is the shorter duration.

## **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). Applicants for tenure should evidence promise of acceptable teaching, a willingness to serve on campus committees, and documentation of membership and participation in professional organizations. In addition, efforts to publish in newsletters or journals and evidence of presentations to one or more professional organizations or societies (local, state, regional, national, and/or international) are expected. Expectations for tenure may vary due to different requirements of the department or assignment.

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-tenure 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 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 denied, the applicant must wait until the sixth year review before applying again. Please note: 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.

## **ANNUAL REVIEW**

The DPRT Committee and the Department Chair shall conduct annual review of the candidate's progress toward tenure. A written summary will be provided to 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-tenure 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 who does not have the rank of assistant professor or higher.

### **Additional Evidence**

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

### **DEPARTMENT COMMITTEE COMPOSITION**

As per university regulations, the Department of Psychology and Counseling PRT committee will have a minimum of five tenured faculty members representing all areas within the department. Specifically, two members will be elected from department faculty positions identified as license eligible, two individuals will be elected from department faculty positions identified as non-license eligible, and a fifth member selected at large. In addition, an at-large tenured faculty member will be elected to serve as an alternate member of the committee. Both tenured and tenure-track members of the Department will be eligible to participate in the election. Election of members will be held during the final department meeting of the Spring Semester. Those individuals who are elected will assume their position at the beginning of the following Fall Semester. Committee members will serve staggered three-year terms. The chair of the department may serve on the committee as a nonvoting member.

Except under extenuating circumstances, the chair of the Department PRT Committee will serve as the representative to the College PRT Committee.

### **FORMS AND FORMAT**

Applications should follow the format provided by the Office of the Executive Vice Chancellor and Provost. The applications are posted on the Office of the Executive Vice Chancellor and Provost's web site under Faculty Information <https://www.astate.edu/a/academic-affairs-and-research/faculty-info/prt/index.dot>.