



## College of Education – Procedure Manual

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**Section:** Faculty

**Subject:** College Promotion, Retention, and Tenure Criteria

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### PROMOTION POLICIES

Performance in teaching, research and service are taken into account when evaluating for promotion. An applicant for associate professor must provide evidence of effective teaching and substantial contributions in the areas of service and research. The College PRT Committee may recognize outstanding achievement in one area as compensating for limited involvement in the other. An applicant 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 University PRT Committee. 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 the formal review and recommendations of the faculty of the College. Substantive changes in the criteria must be approved by a majority vote of the College. An applicant for promotion will be evaluated with reference to the document in effect at the time of application.

#### Terminal Degree

Individuals employed as instructors will be promoted to the rank of Assistant Professor upon (1) the attainment of the earned terminal degree appropriate to the department and/or college assignment and (2) favorable recommendation by the Chair and Dean and approval by Executive Vice Chancellor and Provost. Promotion will be effective the first day of the next pay period. Promotion to associate or full professor requires the earned terminal degree appropriate to the department and/or college 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 College PRT Committee recommends that faculty members apply for promotion no earlier than the completion of their third contract at Arkansas State University. Applicants seeking promotion to associate professor should have a minimum of at least three years in rank. Applicants seeking promotion to full professor should have a minimum of at least six years in rank. This could include experience at other institutions of higher education.

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

1. Documented evidence of high rate of quality productivity in teaching, research, and service.
2. Documented evidence that early promotion was negotiated at the time of employment at the Dean's level or higher.
3. Documented unanimous agreement for promotion by the department PRT committee.

### Promotion to Associate Professor

#### Teaching

The applicant shall provide evidence of effective teaching as measured by student evaluations with an average median score of 4.00 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 student evaluations may be submitted at the applicant's discretion. Further evidence to support effective teaching should include but not be limited to peer evaluations, self-evaluation, and other appropriate forms of documentation.

#### Scholarly Activities

The applicant shall provide evidence of a minimum of seven scholarly contributions. The contributions should be appropriate to the area of appointment and deemed valuable in relation to the department's promotion criteria, role, and mission. These contributions (1) are to be in the most recent seven years or the period following the last promotion, whichever is the shorter duration; and include at least two refereed professional publications.

#### Service

The applicant shall provide evidence of a minimum of seven sustained, significant, and diversified involvements in professional service. Service activities are to be 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



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appointments, office holding in state, regional, national, and/or international 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 effective teaching may include peer evaluations, self-evaluation, and other appropriate forms of documentation.

#### Scholarly Activities

The applicant shall provide evidence of a minimum of twelve contributions in the most recent six years or the period following the last promotion, whichever is the shorter duration. The contributions must include at least three refereed professional publications. These contributions are to be appropriate to the area of appointment and deemed valuable in relation to the department's criteria, role, and mission.

#### Service

The applicant shall provide evidence of a minimum of sustained and diversified involvements evidencing leadership qualities in the area of service. Service activities are to be in the most recent six years or the period following the last promotion, whichever is the shorter duration. 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, and leadership roles in state, regional, national, international professional organizations. The activities should be a minimum of twelve involvements during the time in rank of associate professor.

### **Additional Evidence**

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



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### TENURE POLICIES

The granting of tenure is a major decision and should not be considered automatic, as the candidate is granted a pretenure 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. All considerations for tenure are predicated upon the candidate's possession of the terminal degree appropriate to the College and departmental missions, and the candidate's assignment.

No one will be considered for tenure who does not have the rank of assistant professor or higher.

A candidate's performance in teaching, research, and professional service are all-important considerations in the evaluation process. There must be documented evidence of sustained professional performance during the probationary period.

#### Condition for Granting Early Tenure for New Hires

Conditions under which a new hire might be awarded tenure are:

1. Tenure was held in a previous institution of higher education.
2. Early tenure was negotiated at Arkansas State University at the Dean's level or above as a condition for acceptance of employment.

#### Additional Evidence

The College PRT Committee may request the presence of the candidate and/or the chair for clarification of written documentation.

Reference: *Faculty Handbook, IV. page 76-87.*