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Appendix A
I. INTRODUCTION

This document describes and identifies the College of Education's process for promotion and tenure. The document agrees with the policies described in the University's approved procedures for tenure and promotion. The contents listed herein explain the requirements and procedures to be utilized by faculty and compilation of supportive evidence and appeal (reconsideration) procedures to insure due process for all members of the College of Education.

It is understood that the statements contained in this document comply with the A.A.U.P. standards for faculty promotion and tenure. These principles have served as a guide in adopting the procedures as applied to the College of Education.

Principles

1. The primary and initial recommendation on matters of promotion and tenure shall be the responsibility of faculty peers.

2. The review procedures in the decision-making process shall be open and verifiable.

3. The departmental and college procedures not determined by these promotion and tenure procedures shall be developed by the faculty composing these units or their representatives and shall be known and agreed to by the faculty.

4. Appeal processes shall be included in all promotion and tenure policies.

5. Policies for promotion and tenure shall state the specific criteria to be used in the evaluation and how they shall be applied.

6. Review processes at each level shall be limited to professionally relevant considerations, but shall include documented evidence of performance from the candidate, students, other faculty, and appropriate administrators. These shall be part of the individual application file.

7. Review processes at each level shall include appropriate evaluations of performance in teaching, service, and scholarship. These shall become part of the individual application file.

8. The entire individual application file, with all recommendations, shall be forwarded to the final university decision-making body.

9. At each level, the procedure shall provide a means to formally notify the candidates of the results of the deliberations, including the reasons for the recommendations.

10. At each level, provision shall be made for reconsideration by the same decision-making body and for appeal to the next decision-making body.

11. All procedures shall be subject to full faculty review at least every five years.

12. Throughout the process, principles of confidentiality shall be respected.
II. DEPARTMENT PROCEDURES

Current
A. Each department shall establish procedures for: 1) selecting a committee to consider promotion and tenure, and 2) operational guidelines for the committee. These shall include steps for initial consideration and reconsideration.

Proposed
A. Each department shall establish procedures for: 1) selecting a committee to consider promotion and tenure, and 2) operational guidelines for the committee. These shall include procedures for initial consideration, reconsideration and appeal.

Rationale
Changing steps to procedures and including appeal parallels the language in the EKU Faculty Handbook Part III, page 29, E.

Current
B. Both sets of procedures shall be approved by a majority vote of the members of the department (as defined for Faculty Senate election purposes) and approved by the Dean of the College. They shall be filed in the Dean's office and the Departmental office.

Proposed
B. Procedures shall be approved by a majority vote of the members of the department (as defined for Faculty Senate election purposes) and reviewed by the Dean of the College for compliance with the University and College documents. They shall be filed in the Dean's office and the Departmental office.

Rationale
Changing approved to reviewed parallels the language in the EKU Faculty Handbook Part III, page 27, II.A.

Current
C. Changes in the procedures shall be made by a majority vote of the members of the department and approved by the Dean by May 1 prior to the academic year in which they are to take effect.

Proposed
C. Changes in the procedures shall be made by a majority vote of the members of the department and reviewed by the Dean by May 1 prior to the academic year in which they are to take effect.

Rationale
Changing approved to reviewed parallels the language in the EKU Faculty Handbook Part III, page 28, II.B.

D. The department Chair cannot serve as chair of the committee but can serve on the committee as a non-voting member.

E. The committee shall be elected by September 10 for that academic year. The committee shall consist of no fewer than three voting members, elected from the full-time tenured faculty.

F. If a faculty member (or a member of his/her immediate family) is being considered for promotion and/or tenure, that person shall not serve on the committee.

G. The committee shall use the University form for its report for recommending promotion and/or tenure.

1. If the department Chair's recommendations coincide with findings and recommendations of the department committee, the Chair will indicate approval of that action.
2. If the department Chair disagrees with the committee's findings, the Chair will so indicate on the form, and will attach to the form the rationale for disagreeing with the committee's recommendation.

3. The department Chair, together with the chair of the departmental committee, shall review the recommendation of the department Chair and the recommendation of the departmental committee with the candidate, provide the candidate with a copy of the report (and all addenda), and secure the candidate's signed receipt.

H. The department Chair will submit all recommendations pertaining to promotion and tenure to the Dean's office by December 1.

1. The Dean will submit the recommendations approved by the departmental committee and/or by the department Chair to the College Promotion and Tenure Committee.

2. The Dean will submit recommendations disapproved by both the departmental committee and the department Chair to the College Committee only at the request of the faculty member under consideration. The faculty candidate who has been disapproved by both the departmental committee and the department Chair should request a review by the College Committee only if the candidate believes the case has not been adequately considered at the departmental level.

I. All recommendations will be submitted in a folder which shall include the University form and any statement or material the candidate chooses to submit, providing the departmental committee and the department Chair are fully aware of these items.

Current

J. A faculty member may appeal the decision of the departmental committee or the recommendation of the department Chair by submitting a written statement to the chair of the committee and/or department Chair within five working days (excluding Saturdays) after receipt of the decision. The statement shall detail the grounds for appeal and shall include relevant evidence. The committee and/or the department Chair shall reconsider the recommendation in light of the information provided in the statement by the candidate. The committee and/or departmental Chair shall consider any new information provided, shall meet with the candidate and shall record the confirmed or revised recommendation.

1. Decisions on the appeal shall be processed through the departmental Chair to the college level. The candidate shall be notified by the departmental Chair of the results of the reconsideration within three days (excluding weekends and holidays) of the submission of the report to the college level.

Proposed

J. A faculty member may request reconsideration of the decision of the department committee or department Chair by submitting a written notification to the chair of the committee and the department chair, with a copy to the Dean, within five days of notification and shall include relevant evidence.

1. The committee and/or the department Chair shall reconsider the recommendation in light of the information provided in the statement of the faculty member. The committee and/or the department Chair shall consider any new information provided, shall meet with the faculty member, and shall record the confirmed or revised recommendation.

2. The faculty member shall be notified by the department Chair of the results of the reconsideration in sufficient time to provide the faculty member an opportunity to request an appeal. Decisions on the

1 Throughout this document, within five days shall be interpreted to mean no later than the fifth calendar day following the day of notification. If the fifth day occurs on a weekend or holiday, the request for reconsideration or the statement of appeal shall be due on the first day on which University administrative offices are open.
reconsideration shall be processed in the same manner as uncontested decisions - through the
department Chair to the Dean.

K. If the faculty member determines that the decision should be appealed, within five days, he or she
shall submit a formal statement appealing the decision to the Dean, with a copy to the department
Chair. The statement shall detail the grounds for the appeal and shall include relevant evidence. The
Dean shall present the appealed recommendation with the statement of appeal to the College
committee on promotion and tenure along with other recommendations from within the College.

Rationale
The first statement of procedures for reconsideration is taken from EKU Faculty Handbook Part III, page
29, E. The second statement of procedures for appeal is taken from EKU Faculty Handbook Part III,
page 30, II.E.4-5.

III. COLLEGE PROCEDURES

A. The College Committee shall be responsible for examining promotion and tenure recommendations
submitted by the Dean to assure that the departments apply standards equitable and that approved
criteria and procedures have been followed. It shall also be responsible for seeing that the promotion
and tenure recommendations concur with the goals and needs of the College.

Current
B. The College Committee shall consist of two faculty members elected from each department and two
members appointed at-large by the Dean. The committee shall not exceed more than 10 members.
The Dean will serve in an advisory capacity.

Proposed
B. The College Committee shall consist of two faculty members elected from each department and two
members appointed at-large by the Dean. The committee shall not exceed more than 10 members.
The Dean shall serve as a non-voting member.

Rationale
Changing advisory capacity to non-voting member parallels the language in the EKU Faculty Handbook

C. Faculty members shall be elected by the following method:

1. The faculty of each department shall elect two members and one alternate from its full-time
   tenured teaching faculty. Members shall not serve on the departmental committee and the
   College Committee during the same academic year. Anyone who will be considered for
   promotion and/or tenure shall not serve. Neither will any one serve if a member of his/her
   immediate family will be considered for promotion and/or tenure.

2. The elected members shall serve for one year.

3. Committee must be elected by August (opening week) of the year it is to function.

Current
4. The Dean shall appoint an elected or at-large member to serve as chair of the committee. In a
   non-voting capacity the Dean shall attend all College Promotion and Tenure meetings to assure
   all University and College policies are followed.

Proposed
4. The Committee shall elect an elected or at-large member to serve as chair of the committee. In a
   non-voting capacity the Dean shall attend all College Promotion and Tenure meetings to assure
   all University and College policies are followed.
Rationale

The first principle stated is that the primary and initial recommendation on matters of promotion and tenure shall be the responsibility of faculty peers. Therefore, the committee of faculty peers should elect the chair of the Committee.

E. Initiation of Evaluations

1. By September 10, faculty members who wish to be reviewed for promotion must address a letter to the department Chair with a copy to the Dean requesting an evaluation by the department's Promotion and Tenure Committee.

2. By September 10, the Dean will provide the department Chairs with a list of faculty members in their fifth year of service so that their evaluations for tenure recommendations may begin.

F. Procedures of the College Committee

1. Members of the College Committee shall have access to the promotion and tenure folders upon their receipt by the Dean.

2. The College Committee shall begin its review of the recommendations by December 2.

3. The Committee may ask for additional information about some candidate from the departmental committee.

4. Decisions shall be made by secret ballot and by majority vote. A tie vote will be considered a negative recommendation.

5. The College Committee Chair shall in writing apprise each candidate (with a copy to the Dean) of the College Committee's recommendation for approval or disapproval of their application(s) for promotion and/or tenure.

6. The College Committee Chair submits recommendation(s) of the College Committee to the Dean.

7. The Dean shall present independent views if they differ from the recommendation of the College Committee.

8. The Dean of the College shall in writing apprise each candidate of the Dean's recommendation for approval or disapproval of their application(s) for promotion and/or tenure.

9. The Dean shall forward recommendations to the Vice-President no later than January 20.

Current

G. Reconsideration (College Committee Recommendation)

1. A faculty member may appeal the decision of the College Committee by submitting a written statement to the Committee Chair (with a copy to the Dean) within five days (excluding Saturday) after receipt of the decision. The Statement shall detail the grounds for appeal and shall include relevant evidence. The candidate shall provide the department Chair with a copy of the request. The College Committee may submit additional recommendations.

2. The College Committee shall consider the request statement and accompanying evidence, shall reexamine the previously submitted materials, and may invite the candidate to be heard. The committee may request such interviews and/or additional information as may be necessary to resolve the decision.

3. The College Committee shall decide by secret ballot and by majority vote.
4. The College Committee Chair shall record the confirmed or revised recommendation and shall submit the recommendation(s) to the Dean.

5. Further appeal by the candidate shall be submitted in accordance with University policies and procedures.

Proposed

G. Reconsideration and Appeal of the College Committee.

1. A faculty member may request reconsideration of the decision of the College Committee by submitting a written request to the Chair of the Committee and Dean, with copies to the Provost and Vice-President of Academic Affairs and Research and Department Chair, within five days of notification of the decision. The request shall detail grounds for reconsideration and shall include relevant evidence.

2. The Committee shall reconsider the recommendation in light of the information provided in the request of the faculty member. The Committee shall consider any new information provided and shall meet with the faculty member. The College Committee shall decide by secret ballot and by majority vote. The College Committee Chair shall record the confirmed or revised recommendation and shall submit the recommendation to the Dean.

3. Decision on the reconsideration shall be processed in the same manner as uncontested decision—through the Dean to the Provost and Vice-President. The faculty member shall be notified by the College Committee Chair, in the presence of an elected representative from the College Committee, of the results of the reconsideration in time to provide the candidate with the opportunity to request an appeal.

4. If the faculty member determines that the decision should be appealed, within five days he/she must submit a formal statement of appeal to the chair of the University Committee on Promotion and Tenure, with a copy to the Dean and to the Provost and Vice-President for Academic Affairs and Research. The statement shall detail grounds for the appeal and shall include relevant evidence.

Rationale
This statement of procedures for reconsideration and appeal is revised in accordance with the EKU Faculty Handbook Part III, page 31, III.D

Current

H. Reconsideration (Dean's Recommendation)

1. A faculty member may appeal the recommendation of the college Dean by submitting a written statement to the Dean (with a copy to the department chair) within five days (excluding Saturday) after receipt of the decision. The Statement shall detail the grounds for appeal and shall include relevant evidence. The candidate shall provide the department Chair with a copy of the request. The Dean may submit additional recommendations.

2. The Dean shall consider the request statement and accompanying evidence, shall reexamine the previously submitted materials, and may invite the candidate to be heard. The Dean may request such interviews and/or additional information as may be necessary to resolve the decision.

3. The Dean shall record the confirmed or revised recommendation.

4. The Dean, in the presence of an elected representative from the College Committee, will apprise the candidate of the confirmed or revised recommendation. The meeting shall be conducted within three days prior to the submission of the report to the Vice-President.

5. The Dean shall forward recommendations to the Vice-President no later than January 20.
6. Further appeal by the candidate shall be submitted in accordance with University policies and procedures.

Proposed

H. Reconsideration and Appeal of the Dean’s Recommendation.

1. A faculty member may request reconsideration of the decision of the Dean by submitting a written request to the Chair of the Committee and Dean, with copies to the Provost and Vice-President of Academic Affairs and Research and Department Chair, within five days of notification of the decision. The request shall detail grounds for reconsideration and shall include relevant evidence.

2. The Dean shall reconsider the recommendation in light of the information provided in the request of the faculty member. The Dean shall consider any new information provided, shall meet with the faculty member, and shall record the confirmed or revised recommendation. The Dean may request such interviews and/or additional information as may be necessary to resolve the decision.

3. Decision on the reconsideration shall be processed in the same manner as uncontested decision--through the Dean to the Provost and Vice-President. The faculty member shall be notified by the Dean in the presence of the Chair of the College Committee of the results of the reconsideration in time to provide the faculty member with the opportunity to request an appeal.

4. If the faculty member determine that the decision should be appealed, within five days he/she must submit a formal statement of appeal to the chair of the University Committee on Promotion and Tenure, with a copy to the Dean and to the Provost and Vice-President for Academic Affairs and Research. The statement shall detail grounds for the appeal and shall include relevant evidence.

Rationale

This statement of procedures for reconsideration and appeal is revised in accordance with the EKU Faculty Handbook Part III, page 31, III.D
IV. TIME FRAME

Current
A time frame will be published each year.

Proposed
A time frame for the promotion and tenure process will be published for the current academic year by the first faculty meeting of the year.

Rationale
This statement clarifies the date by which the time frame will be published.
APPENDIX A

Candidates' Responsibilities in the Review Process
Appendix A

The material contained in Appendix A identifies the terminology and expectancies related to promotion and/or tenure. It provides for faculty the procedures utilized to compile and collect data, materials that are considered relevant and clarification of supportive type documents.

This is a general guideline. It is suggested that each department within the College of Education modify the contents of this supplement to meet the needs of the respective department.

A. PROMOTION

The primary responsibility rests with the potential candidate to provide information and materials which will make the departmental evaluation as thorough as possible.

1. Candidates should review the “Criteria and Procedures for Promotion” in Faculty/Staff Handbook to determine whether they meet the requirements of degrees, years of service, rank, and all other criteria for consideration to the proposed rank. Candidates may always consult with the departmental Chair and the Dean for verification, interpretation and information.

2. Faculty members must initiate their reviews for promotion by addressing a letter to the departmental Chair. The letter must include such factual information as academic degrees, years at Eastern, years in present rank and any other pertinent information. In addition, the letter should include any special equivalences or interpretations which the committee should consider. A copy should be sent to the Dean.

Current

3. The departmental Promotion and Tenure Committee will ask for any necessary clarification regarding the criteria and will provide candidates with a blank report form. Candidates will be responsible for completing the form as a factual instrument and as an opportunity for self-evaluation. While the committee will avoid quoting a candidate’s remarks at any length, it will take into consideration the candidate’s own interpretations. Naturally, the committee will concentrate its attention on the achievements since the last formal review, although candidates may wish to include prior material and activities in order to provide a record of continued achievement. Candidates should also provide supporting documents when appropriate.

a. Under “Teaching,” candidates should include any potentially useful information such as teaching philosophy, descriptions of unique methods or experiments, attitudes toward evaluation of student work.

b. Candidates should provide copies of syllabi, study sheets, handouts, tests and exams (when possible they should include some graded student work), student evaluations of instruction and other individual evaluation instruments if any, and other materials which the candidate wishes to be included.

c. Under “Scholarly and/or Creative Achievements” they should include a carefully prepared bibliography, list of creative performances and/or exhibition record. Care should be taken to provide accurate and complete details. Some difficulties have resulted in the past because the Promotion and Tenure Committee form contained inaccurate or vague information in this section.

d. Candidates should provide off prints, copies of papers, publication equivalence forms, programs for performances, details or portfolios of exhibition inclusions and any further materials for the departmental committee to include in their evaluation.

If each candidate follows these procedures in providing materials for the departmental committee, the reports from various departments will be more uniform and the task of the College Promotion and Tenure Committee will be facilitated.

Proposed
3. The departmental Promotion and Tenure Committee will ask for any necessary clarification regarding the criteria and will provide candidates with a blank report form or direct the candidate to secure the form from the appropriate database. Candidates will be responsible for completing the form as a factual instrument and as an opportunity for self-evaluation. The committee will concentrate its attention on the achievements since the last formal review, although candidates may wish to include prior material and activities in order to provide a record of continued achievement. Candidates should also provide supporting documents.

**Rationale**

The addition of securing the form from the appropriate database is in line with the current procedure within the department and College. Deleting the other parts is to streamline the Appendix since similar information will be included in part C of the Appendix.

**B. TENURE**

Unlike the process for promotion, the review for tenure is automatic. The candidate will be evaluated in the fifth year of service for either a tenured or a terminal contract in the sixth year. No application is necessary; otherwise, the candidate's responsibilities outlined in "3" above will be identical.

**Current C and D**

**C. EXPECTATIONS FOR ACADEMIC RANK**

_Instructor._ The instructor rank is used primarily for those who enter academic life with less than the terminal qualifications. The completion of the master's degree is usually considered minimal educational preparation. Instructors should be selected, however, for their promise or potential to balance the three areas of professional responsibility as described in the higher ranks. In some academic areas the rank is used for competent specialists who temporarily replace tenured faculty.

_Assistant Professor._ Appointment or promotion to Assistant Professor implies the completion, or near completion, of educational preparation for professional life. The individual should show evidence of, or at least promise for, effective teaching, service and scholarship. Promotion to this rank also implies potential development for promotion to higher ranks since achievement of this rank is requisite for tenure.

_Associate Professor._ Promotion to this rank should be based on the completion of educational preparation and evidence of effective teaching, service and scholarship. The rank indicates that the individual has demonstrated a balanced performance in all three areas (although there may be obvious strengths in one or more). The evaluation should also consider the potential for further balanced development for the future. Further, there has been evidence of reliability, stability and maturity in the total performance as a faculty member.
Professor. The rank of Professor implies completion of educational preparation. Promotion to Professor should be based on significant and balanced achievements in teaching, service and scholarship beyond those of the associate level. The evaluation should also consider the potential for further balanced development for the future. Further, the full Professor should provide leadership in the department for faculty at lower ranks; others should look with respect to the Professor's guidance and judgment on department, College and University issues. The Professor should also represent to faculty and students maturity in professional behavior and wisdom.

D. DEFINITIONS AND EXPLANATIONS

Items 1-4 offer working definitions of terms used in the expectations above. Items 5-8 are various policies which have been in effect for some time.

1. "The completion of educational preparation" usually means not only having earned the terminal degree but also having undertaken further study (formal and informal or both) beyond that degree. In a few of the performance areas, verified professional experiences and achievements may be interpreted as contributing to the completion of an individual's educational preparation in absence of the terminal degree. Whoever makes such interpretations, however, must be aware that more is expected than professional competence in a performance area. Since any University faculty member is expected to perform broad responsibilities, an appropriate breadth of educational preparation is needed.

2. "Service" includes public, community, departmental, College, University and professional service as evidenced by contributions to those areas. Merely serving on committees at various levels shows some evidence of service, but providing leadership through distinguished contribution makes a more meaningful statement of "achievement." While all public and community service may be included, only that which relates to one's area of professional competence should have special weight.

3. "Scholarship" includes formal research leading to publication in appropriate professional media. It also includes research necessary for creative, artistic public presentation or performance. "Scholarship" may also include preparation for presentations to professional gatherings. In a University setting, the term "scholarship" is appropriate, then, to public activity which is motivated by the desire to share with professional colleagues some aspect of one's professional experience, knowledge and ability. This broad usage, however, carries no implication of quality or degree; each scholarly activity requires its own qualitative evaluation appropriate to its specialization and medium. For a scholarly activity which has not been evaluated, selected, or refereed, an evaluation of its quality should be conducted by the departmental committee or (when warranted by specialized subject matter) by solicited off-campus expert opinion.

4. In all promotion considerations, time is of secondary importance. Because faculty will not progress to a higher rank merely with the passage of time, a demonstrable record of continued development toward the professional ideal is essential. The years-in-rank requirements of our "Criteria" should be considered the minimum times for the department to assess the candidate's development, not waiting periods after which candidates become qualified.

5. In both promotion and tenure cases, the year in which the evaluation occurs is considered a full year of service, even though the evaluation process starts at the beginning of that year.

6. Leaves of absence without pay do not count toward promotion or tenure.

7. The degree requirements must be completed before September 1 of the academic year in which a faculty member may be evaluated for a promotion requiring that degree.

8. In the University criteria document, "ABD" is interpreted to mean that all course work for the terminal degree has been completed and that all language and qualifying examinations have been passed.

Proposed B The new Section C is the old section D with a change of date from September 1 to August 15.
C. DEFINITIONS AND EXPLANATIONS

Items 1-4 offer working definitions of terms used in the criteria. Items 5-8 are various policies which have been in effect for some time.

1. "The completion of educational preparation" usually means not only having earned the terminal degree but also having undertaken further study (formal and informal or both) beyond that degree. In a few of the performance areas, verified professional experiences and achievements may be interpreted as contributing to the completion of an individual's educational preparation in absence of the terminal degree. Whoever makes such interpretations, however, must be aware that more is expected than professional competence in a performance area. Since any University faculty member is expected to perform broad responsibilities, an appropriate breadth of educational preparation is needed.

2. "Service" includes public, community, departmental, College, University and professional service as evidenced by contributions to those areas. Merely serving on committees at various levels shows some evidence of service, but providing leadership through distinguished contribution makes a more meaningful statement of "achievement." While all public and community service may be included, only that which relates to one's area of professional competence should have special weight.

3. "Scholarship" includes formal research leading to publication in appropriate professional media. It also includes research necessary for creative, artistic public presentation or performance. "Scholarship" may also include preparation for presentations to professional gatherings. In a University setting, the term "scholarship" is appropriate, then, to public activity which is motivated by the desire to share with professional colleagues some aspect of one's professional experience, knowledge and ability. This broad usage, however, carries no implication of quality or degree; each scholarly activity requires its own qualitative evaluation appropriate to its specialization and medium. For a scholarly activity which has not been evaluated, selected, or refereed, an evaluation of its quality should be conducted by the departmental committee or (when warranted by specialized subject matter) by solicited off-campus expert opinion.

4. In all promotion considerations, time is of secondary importance. Because faculty will not progress to a higher rank merely with the passage of time, a demonstrable record of continued development toward the professional ideal is essential. The years-in-rank requirements of our "Criteria" should be considered the minimum times for the department to assess the candidate's development, not waiting periods after which candidates become qualified.

5. In both promotion and tenure cases, the year in which the evaluation occurs is considered a full year of service, even though the evaluation process starts at the beginning of that year.

6. Leaves of absence without pay do not count toward promotion or tenure.

7. The degree requirements must be completed by August 15 of the academic year in which a faculty member may be evaluated for a promotion requiring that degree.

8. In the University criteria document, "ABD" is interpreted to mean that all course work for the terminal degree has been completed and that all language and qualifying examinations have been passed.

Proposed This section replaces the current Section C.

D. PROMOTION AND TENURE CRITERIA

Faculty members are advised to review the Criteria for Promotion and Tenure in the Faculty Handbook, Eastern Kentucky University, to determine eligibility for promotion. These criteria detail the minimum requirements related to educational qualifications, experience, and time in rank.

The following matrix gives more specific guidelines for a candidate to consider as the promotion and tenure materials are prepared.
Rationale

Section C has been replaced with the attached matrix and moved to Section D.

Section D has been moved to Section C with expectations above replaced with criteria and the date of September 1 changed to August 15 to reflect the current practice.
## Promotion Criteria

### Tenure and/or Promotion to Assistant Professor

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Service</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average to above average with evidence</td>
<td>Average with evidence in at least three categories</td>
<td>Average with evidence in two or more categories or Above average in one category and average in one other category with evidence</td>
</tr>
</tbody>
</table>

### Promotion to Associate Professor

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Service</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average to above average overall with evidence</td>
<td>Average to above average overall with evidence and Above average with evidence in two of the three categories</td>
<td>Above average in publications with evidence. and Above average with evidence in two of the four categories</td>
</tr>
</tbody>
</table>

### Promotion to Professor

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Service</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above average overall with evidence and Outstanding in one of the three categories and above average in one other category with evidence</td>
<td>Above average overall with evidence and Outstanding in one of the four categories and above average in one other category with evidence</td>
<td>Above average to outstanding in publications with evidence and Above average with evidence in two of the other four categories</td>
</tr>
</tbody>
</table>
## Teaching Matrix

<table>
<thead>
<tr>
<th>Categories</th>
<th>Outstanding</th>
<th>Above Average</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional Planning</strong></td>
<td>Demonstrates well-organized approach to teaching that places emphasis on relationship and application of knowledge and skills and models of best practices in the professions.</td>
<td>Demonstrates an organized approach to teaching that places emphasis on the relationship and application of knowledge and skills.</td>
<td>Demonstrates an organized approach to teaching.</td>
</tr>
<tr>
<td></td>
<td>Establishes reasonable quality oriented standards of performance, shares those standards with students, and evaluates objectively according to those standards.</td>
<td>Establishes reasonable standards of performance, shares those standards, and evaluates according to the standards.</td>
<td>Establishes evaluation criteria for course work.</td>
</tr>
<tr>
<td></td>
<td>Demonstrates appropriate planning and implementation of instructional goals, well-designed learning activities, and student assessment in distance learning courses (e.g., two-way video, online).</td>
<td>Demonstrates appropriate planning and implementation for course management and teacher, content, and student-student interaction in distance learning courses (e.g., two-way video, online.).</td>
<td>Moving toward integration of technology into teaching and learning activities.</td>
</tr>
<tr>
<td></td>
<td>Instructional plans reflect understanding of the function of his/her course(s) within the program, department, college and university.</td>
<td>Instructional plans reflect understanding of the function of his/her course(s) within the program, department and college.</td>
<td>Instructional plans reflect an understanding of the function of his/her course(s) within the program and department.</td>
</tr>
<tr>
<td><strong>Instructional Effectiveness</strong></td>
<td>Demonstrates exceptional teaching methods/skills.</td>
<td>Demonstrates good teaching methods and skills for all of his/her courses.</td>
<td>Demonstrates good teaching methods and skills for most of his/her courses.</td>
</tr>
<tr>
<td></td>
<td>Majority of student evaluations (IDEA and comments) rate teaching style as above average to high*.</td>
<td>Majority of student evaluations (IDEA and comments) rate teaching style as average to above average*.</td>
<td>Majority of student evaluations (IDEA and comments) rate teaching style as average*.</td>
</tr>
<tr>
<td><strong>Instructional Effectiveness</strong></td>
<td>Peer evaluation and/or department chair evaluations rate teaching as above average to high.</td>
<td>Peer evaluations and/or department chair evaluations rate teaching as average to above average.</td>
<td>Peer evaluations and/or department chair evaluations rate teaching style.</td>
</tr>
<tr>
<td>Categories</td>
<td>Outstanding</td>
<td>Above Average</td>
<td>Average</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>average to high</td>
<td>average to above average</td>
<td>as average</td>
</tr>
<tr>
<td>Academic advising</td>
<td>Majority of advising evaluations rate advising</td>
<td>Majority of advising evaluations rate advising</td>
<td>Majority of advising evaluations rate advising</td>
</tr>
<tr>
<td></td>
<td>skills as average to above average*</td>
<td>skills as average*</td>
<td>skills as adequate*</td>
</tr>
</tbody>
</table>

*Does not apply to Model Lab School Faculty.

**Good Teaching Methods** may include but are not limited to:

- Presents material in a manner that brings attention immediately to the topic, problem area or skill
- Is enthusiastic about teaching and able to hold the students’ attention by gesture, voice, expressions, and general delivery.
- Uses a variety of teaching styles and techniques appropriately and models best practices for his/her specific area of teaching
- Returns exams, quizzes, homework projects within a reasonable span of time
- Meets classes on time
- Defines objectives for each class section
- Effectively organizes learning situations to meet class objectives
- Keeps students informed of their responsibilities
- Provides students with timely and meaningful feedback

**Technology** may include but is not limited to:

- Distance education (KTLN and online classes)
- Blackboard
- Use of word processing, database, spreadsheet, and multimedia software
- CD Rom case studies
- Email and listservs for discussion groups and class communication
- Use of online library resources
- Use of the internet as a research resource
- Adaptive/assistive devices/equipment
- Smart Classroom
## Service Matrix

<table>
<thead>
<tr>
<th>Categories</th>
<th>Outstanding</th>
<th>Above Average</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service to the University:</strong> Committee Work</td>
<td>Demonstrates leadership at college or university level as committee chair and service on all committee levels.</td>
<td>Serves on department and college level committees. Demonstrates leadership as chair of one or more committees or subcommittees.</td>
<td>Serves on department level committees and one or more college or university level committees.</td>
</tr>
<tr>
<td><strong>Service to the University:</strong> Other</td>
<td>Demonstrates leadership and/or extensive work in service activities, such as those areas listed in Average and Above Average and mentoring new college teachers.</td>
<td>Involved in college and/or department level service in areas such as those listed under Average, assisting part-time colleagues, and sponsoring student groups. Willingness to provide professional development for colleagues that increases the effective and progressive use of technology.</td>
<td>Demonstrates willingness to provide service to the department in such areas as supervising interns, assisting colleagues, and providing professional development. Demonstrates willingness to provide service to the department in such areas as supervising student teachers, practicum students, and preservice teachers; assisting colleagues, and providing professional development.*</td>
</tr>
<tr>
<td><strong>Service to the profession.</strong></td>
<td>Demonstrates leadership and/or extensive work for professional organizations. Provides professionally-related inservice, workshops, and consultation to schools and other organizations.</td>
<td>Shows active support for professional organizations through committee work and/or leadership roles. Provides professionally-related inservice, workshops, and consultation to schools and other organizations.</td>
<td>Member of professional organizations and attends state conferences.</td>
</tr>
<tr>
<td>Professionally-related service to the community and service to community agencies.</td>
<td>Demonstrates leadership and/or extensive involvement in community service.</td>
<td>Is consistently involved in more than one community service activity.</td>
<td>Has been involved in one community service activity.</td>
</tr>
</tbody>
</table>

*Applies only to Model Laboratory School faculty*
### Scholarship Matrix

<table>
<thead>
<tr>
<th>Categories</th>
<th>Outstanding</th>
<th>Above Average</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Publications(^1)</strong></td>
<td>Articles</td>
<td>Publishes at national/international level</td>
<td>Publishes at regional level</td>
</tr>
<tr>
<td>($ Research)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>($ Scholarship of Teaching)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>($ Bibliographical Essay)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>($ Proceedings/Annual)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>Entire book or editor of book</td>
<td>Book chapter(s)</td>
<td>Refereed/invited book review</td>
</tr>
<tr>
<td>Monographs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal Editor</td>
<td>National level</td>
<td>Regional/state level</td>
<td></td>
</tr>
<tr>
<td><strong>Presentations</strong></td>
<td>Professional Organizations</td>
<td>Juried at national/international level</td>
<td>Juried at regional level</td>
</tr>
<tr>
<td>($ Paper)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>($ Workshop)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>($ Symposium)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>($ Seminar)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invited(^2)</td>
<td>Participation in forums</td>
<td>National/international level</td>
<td>Regional/state level</td>
</tr>
<tr>
<td>($ Television presentations)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>($ Keynotes)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expert Witness(^3)</td>
<td>National/international level</td>
<td>Regional/state level</td>
<td>Local level</td>
</tr>
<tr>
<td><strong>Grants/contracts(^3)</strong></td>
<td>Externally Funded</td>
<td>Externally/internally Funded</td>
<td>Externally/internally Not Funded</td>
</tr>
<tr>
<td><strong>Creative Activity(^3)</strong></td>
<td>Performances</td>
<td>Juried at national/international level</td>
<td>Juried at regional/state level</td>
</tr>
<tr>
<td>($ Exhibits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>($ Books for Youth)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>($ Compositions)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Categories

<table>
<thead>
<tr>
<th>Categories</th>
<th>Outstanding</th>
<th>Above Average</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technological Achievements</td>
<td>- Web Sites (Creation)</td>
<td>Content and technologically reviewed, inside and/or outside university</td>
<td>Content and technologically reviewed, inside and/or outside college</td>
</tr>
<tr>
<td></td>
<td>- Video</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Multimedia</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- On-line courses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Scholarship Notes:**

1. To be considered as refereed or juried these tests must be passed:
   - Jury Test - published materials are blind reviewed by professionals and/or utilize editorial review boards (applied to only specific content areas).
   - Vanity Test - the publication receives no more than 15% of the cost of publications from the authors (or the equivalent of the cost of reprints.)

2. Quality Test - professionals in the field should advise as to the rigor of the invited presentations and/or creative activity.

3. Quality Test - professionals in the field should advise as to the rigor of the competition and the significant benefits to the department, college and/or university.