

Promotion to Associate Professor and Tenure Criteria

Department of Counseling

- Ph.D., Ed.D. or equivalent in the teaching discipline from an accredited institution
- 6 years as a full-time assistant professor
- Graduate faculty status

Section A - TEACHING. This section will include documentation of teaching effectiveness and should contain at least printed summaries of all student evaluations administered since appointed or since the last promotion. Tenure-track faculty will demonstrate excellence in teaching through using up to date information, innovative and current teaching techniques, incorporating technology, responding to students' questions and emails in a timely manner, and teaching all assigned courses in a manner that facilitates student learning. Additionally, tenure-track faculty will provide evidence demonstrating they have met the following minimum expectations by the time of promotion and tenure:

Provide clear evidence of quality teaching through ways such as:

- Fulfilling instructional and advising responsibilities (such as responding to students' questions and emails in a timely manner, etc.)
- Providing instruction that demonstrates best practices and currency in the field.
- Contributing to the curriculum and instructional focus of the department (such as course design, course lead, etc.)
- Demonstrating quality teaching through documentation of teaching effectiveness as outlined above.
- Evidence of improved student outcomes, if desired.
- Providing supervision during practicum or internship courses.
- Creative teaching endeavors.
- Other

Section B - RESEARCH, SCHOLARSHIP, CREATIVE ACTIVITIES. This section will include such items as reprints of journal articles, examples of creative work, copy of cover pages of book chapters and successful grant applications, summary of citations, awards/scholarships/fellowships/honors received, etc. Tenure-track faculty will demonstrate active involvement in scholarship through efforts to conduct research, write manuscripts, submit, and publish manuscripts, and engage in research teams. At the time of promotion to associate professor and/or tenure, tenure-track faculty will provide evidence they have met the following minimum expectations:

Minimum Expectations:

- Three peer reviewed/refereed journal publications
 - One of the three peer reviewed/refereed journal publications should be first author.

- One of the three peer reviewed/refereed journal publications should be original research.

Two other scholarly activities per year.

Categories - Provide clear evidence of a scholarship and/or research agenda through:

- Refereed/invited scholarly presentations at regional, state, national, or international level
- Peer reviewed/Refereed journal publications
- Internationally/Externally funded research
- Funded contracts
- Books, Monographs, Book chapters
- Accreditation report lead author/team member
- Guiding undergraduate or graduate student research, thesis, and/or dissertations
- Editorship of refereed journals or publications
- Invited or refereed book and/or manuscript reviews
- Undergraduate or graduate student involvement in conferences
- Submitting a grant proposal
- Receiving research award
- Reviewing conference or workshop proposals
- International involvement in study abroad
- Scholarly creative endeavors
- Other

*Note: It is the responsibility of the candidate to provide evidence of the journal publication's quality through impact factor, citation rates, translational research, or departmental guidelines. Pay to publish journals are not acceptable, which includes predator journals and publishers requiring payment to publish.

Section C - SERVICE. This section will include a summary of department, college, university, professional, and community service, as well as documentation supporting the value and effectiveness of these contributions. Tenure-track faculty will demonstrate a service-oriented mindset through being present at expected meetings, volunteering to work on program and department initiatives, and engaging in service to the department, college, university, and professional community. At the time of promotion to associate professor and/or tenure, tenure-track faculty will provide evidence they have met the following minimum expectations:

Minimum Expectations:

- Two entries per year representing varied categories listed below.

Categories - Provide clear evidence of service through:

- Demonstrating ways of adhering to the mission and purposes of the department, college, and university promoting and maintaining a collegial environment.
- Membership on committees at the department, college, university, or professional levels.

- Leadership of committees at the department, college, university, or professional levels.
- Serving as a thesis/dissertation committee member.
- Serving as an undergraduate research committee member.
- Mentoring faculty at the department, college, university, or professional levels.
- Serving as program/field experience coordinator.
- Coordination of conferences or workshops.
- Attendance or participation in convocation, commencement, or other university functions.
- Other

Promotion to Professor Criteria

Department of Counseling

- Ph.D., Ed.D. or equivalent in the teaching discipline from an accredited institution
- 6 years as a full-time associate professor
- Graduate faculty status

Section A - TEACHING. This section will include documentation of teaching effectiveness and should contain at least printed summaries of all student evaluations administered since appointed or since the last promotion. Associate faculty seeking promotion will demonstrate excellence in teaching through using up to date information, innovative and current teaching techniques, incorporating technology, responding to students' questions and emails in a timely manner, and teaching all assigned courses in a manner that facilitates student learning. Additionally, faculty seeking promotion to Professor will demonstrate leadership in teaching through:

- Provide clear evidence of quality teaching through ways such as:
- Fulfilling instructional and advising responsibilities (such as responding to students' questions and emails in a timely manner, etc.)
- Providing instruction that demonstrates best practices and currency in the field.
- Contributing to the curriculum and instructional focus of the department (such as course design, course lead, etc.).
- Demonstrating quality teaching through documentation of teaching effectiveness as outlined above.
- Evidence of improved student outcomes, if desired.
- Providing supervision during practicum or internship courses.
- Creative teaching endeavors.
- Other

Section B - RESEARCH, SCHOLARSHIP, CREATIVE ACTIVITIES. This section will include such items as reprints of journal articles, examples of creative work, copy of cover pages of book chapters and successful grant applications, summary of citations, awards/scholarships/fellowships/honors received, etc. Associate faculty will demonstrate active involvement in scholarship through efforts to conduct research, write manuscripts, submit and publish manuscripts, and engage in research teams. At the time of promotion to professor, associate faculty will provide evidence they have met the following minimum expectations:

Minimum Expectations:

- Four peer reviewed/refereed journal publications since being promoted to Associate,
 - One of the four peer reviewed/refereed journal publications should be first author.
 - One of the four peer reviewed/refereed journal publications should be original research.
- Two other scholarly activities per year.

Categories - Provide clear evidence of a scholarship and/or research agenda through:

- Refereed/invited scholarly presentations at regional, state, national, or international level
- Peer reviewed/Refereed journal publications
- Internationally/Externally funded research
- Funded contracts
- Books, Monographs, Book chapters
- Accreditation report lead author/team member
- Guiding undergraduate or graduate student research, thesis, and/or dissertations
- Editorship of refereed journals or publications
- Invited or refereed book and/or manuscript reviews
- Undergraduate or graduate student involvement in conferences
- Submitting a grant proposal
- Receiving research award
- Reviewing conference or workshop proposals
- Scholarly creative endeavors
- Other

*Note: It is the responsibility of the candidate to provide evidence of the journal publication's quality through impact factor, citation rates, translational research, or departmental guidelines. Pay to publish journals are not acceptable, which includes predator journals and publishers requiring payment to publish.

Section C - SERVICE. This section will include a summary of university, professional, and community service, as well as documentation supporting the value and effectiveness of these contributions. This section will include a summary of department, college, university, professional, and community service, as well as documentation supporting the value and effectiveness of these contributions. Associate faculty will demonstrate a service-oriented mindset through being present at expected meetings, volunteering to work on program and department initiatives, and engaging in service to the department, college, university, and professional community. At the time of promotion to professor, associate faculty will provide evidence they have met the following minimum expectations:

Minimum Expectations:

- Two entries per year representing various categories listed below.

Categories - Demonstrate a leadership role in service through:

- Demonstrating ways of adhering to the mission and purposes of the department, college, and university promoting and maintaining a collegial environment.
- Mentoring faculty at the department, college, university, or professional level.
- National prominence as a leader in professional or community organizations.
- Membership on committees at the department, college, university, or professional levels.
- Leadership of committees at the department, college, university, or professional levels.
- Serving as a thesis/dissertation committee member.
- Serving as an undergraduate research committee member.

- Mentoring faculty at the department, college, university, or professional levels.
- Serving as program/field experience coordinator.
- Coordination of conferences or workshops.
- Attendance or participation in convocation, commencement, or other university functions.
- Other