

Tenure and Promotion Guidelines

Department of Health and Kinesiology

I. MINIMUM CRITERIA FOR TENURE AND PROMOTION

Criteria for tenure and promotion are delineated in the COEHD Promotion and Tenure Guidelines and the Lamar University Faculty Handbook. They represent minimum levels of achievement necessary to be considered. In general, the successful candidate for tenure and/or promotion to a professorial rank will have demonstrated sustained, high-quality performance in all three mission areas. For promotion to Associate Professor, application for tenure and promotion will occur in the fall semester of the sixth year of full-time service, taking into consideration any credit for prior service upon hiring (in writing and included in the initial contract). For promotion from Associate Professor to full professor, a faculty may submit for promotion after meeting the criteria established in this document with a minimum time of 6 years served as Associate Professor rank. The three criterion areas are: Teaching; Research/Scholarship; Service.

Introduction

This document outlines the criteria and procedures employed within the Department of Health and Kinesiology at Lamar University for the evaluation of promotion and tenure. The document specifies minimum acceptable levels of teaching, research, and service. Departmental criteria do not replace established college or university criteria and should serve to create an environment which assist faculty in pursuing those requirements.

At the department level, assistant professors will be given an annual review by tenured and appropriate ranked department faculty. This annual review will serve as mentorship to assist faculty with tracking their progress towards tenure and promotion criteria. The 2nd and 4th year reviews will be formally evaluated and given a recommendation to indicate if the faculty member is making adequate progress towards tenure and promotion. The 2nd year evaluation will be reviewed at the department level. The 4th year review will be evaluated at the department level and then proceed to the college level evaluation by the COEHD tenure and promotion committee. Making adequate progress towards tenure and promotion does not guarantee achieving tenure and promotion at the 6th year review. The candidate will need to meet all department, college, and university criteria.

II. INFORMATION TO BE INCLUDED WITH TENURE AND PROMOTION APPLICATIONS.

The following are examples of information which candidates for tenure and promotion might provide as appropriate evidence and documentation for accomplishments in the three criterion areas. Clear distinctions must be made for achievements at the international, national, regional, state, and local levels, as well as whether the contributions have been refereed. (Also see departmental guidelines as well as Form F2.08, Appendix IV, Instructions and Comments.)

Promotion to Associate Professor and Tenure Criteria

Promotion to Associate Professor and Tenure Criteria

- *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*
- *Satisfactory artifacts from the three mission areas below*

Teaching

Faculty are expected to teach the appropriate course workload assigned. Any deviation from the assigned workload should be documented. Evidence of meeting the requirements of teaching should be well documented.

Teaching Proficiency/Superior Teaching Effectiveness as evidenced by:

- Student evaluations and comments
- Candidate's knowledge and ability to articulate it (teaching philosophy, peer evaluations, students/former students, administrators)
- Demonstration of best practices in the classroom
- Creation of instructional materials
- Course and curriculum development
- Student accomplishments, teaching awards, other documented recognition
- Direction of thesis, dissertations, and capstone courses (where applicable)

Examples of Teaching Activities:

- Conducts workshops to improve teaching
- Serves as a peer evaluator or mentor
- Takes advantage of "faculty workshops" to enhance/improve teaching
- Incorporates new edition of textbook and/or updated scholarly articles relevant to the course
- Creating a new class
- Directing student research
- Incorporation of innovative technology in the classroom
- Participating in professional development/continuing education activities
- Contributing to curriculum improvement for a degree in H&K

Research/Scholarship

Scholarly Production and/or Research as evidenced by:

Minimum Expectations

At the end of the fifth year at least:

- 3 peer reviewed/refereed journal publications, two of which are original research
- 2 of the three should be first author

Three other scholarly activities per year representing at least two different categories:

- Peer reviewed/Refereed journal publications beyond the three publications above
- Externally funded research
- Internally funded research
- Funded contracts
- Books
- Monographs
- Book chapters
- Guiding thesis/dissertations to become accepted journal publications
- Guiding undergraduate or graduate research to become accepted journal publications
- Refereed/invited presentations
- Invited or refereed book reviews

Examples of Research Activities:

- Publishes book
- Publishes a chapter in a book
- Invited as speaker at national professional conference
- Invited to present at regional/state professional conference(s)
- Submission of internally funded research
- Submission of externally funded research
- Funding of internally funded research
- Funding of externally funded research
- Collaborates with colleagues on interdisciplinary projects, presentations, and/or publications in national or regional journals (co-authored)
- Actively works with and encourages students and colleagues to submit projects for publication
- Mentors undergraduate research
- Mentors graduate research
- Guides undergraduate/graduate research to a publication
- Guides thesis/dissertation/capstone to a publication
- Recognition/award for research at a scholarly conference, including achieving fellowship

List of journals common to Health and Kinesiology:

Journal of Applied Physiology
Journal of Strength and Conditioning Research Medicine and Science in Sport an Exercise National Athletic Training Association Journal Research Quarterly for Sport and Exercise European Journal of Physiology
International Journal of Athletic Therapy and Training (rare case studies) Journal of the American College of Cardiology
Circulation
The Journal of Physiology Texas Coach
Research Quarterly for Exercise and Sport Kinesiology Review
Quest
Journal of Teaching in Physical Education Sport, Education, and Society
Physical Education and Sport Pedagogy
Journal of Physical Education, Recreation, and Dance
Journal of Research in Health, Physical Education, Recreation, Sport and Dance International Journal of Kinesiology in Higher Education
The Physical Educator
Teacher Education Quarterly Journal of Education for Teaching Teacher Educators' Journal Action in Teacher Education
Journal of Applied Research in Coaching and Athletics
Acta Astronautica (Human Responses to Exercise in Space Flight)
Aerospace Medicine and Human Performance (Human Responses to Exercise in Space Flight) Health Education & Behavior (HE&B)
Health Promotion Practice (HPP) Pedagogy in Health Promotion
Public Health Education and Promotion AJHE: American Journal of Health Education
International Journal of Health Promotion and Education Health Education and Promotion in the Community
Journal of Education and Health Promotion
International Journal of Translational Medical Research and Public Health (IJTMRPH) Journal of Health Promotion and Health Education
Journal of Public Health
International Journal of Public Health American Journal of Public Health Public Health
Pan American Journal of Public Health Public Health Reports
Frontiers in Public Health
Journal of Public Health Management and Practice
International Journal of Environmental Research and Public Health Tobacco Control
Journal of Epidemiology and Community Health Journal of Urban Health
Perspectives in Public Health AIDS and Behavior Environmental Health Perspectives Journal of Adolescent Health Obesity Reviews
Accident Analysis & Prevention
Journal of Occupational Health Psychology Journal of Health Economics
LGBT Health
BMJ Global Health Globalization and Health Trauma, Violence, & Abuse
Perspectives on Sexual and Reproductive Health Journal of Health and Social Behavior Epidemiology and Psychiatric Sciences
Travel Medicine and Infectious Disease Population Health
List continued on next page.

International Journal of Consumer Studies Disability and Health Journal International Journal for Equity in Health JMIR Public Health and Surveillance
Current Opinion in Environmental Science and Health Journal of racial and ethnic health disparities
Global Public Health

Open Journal of Preventive Medicine

Renewable Energy and Environmental Sustainability

International Journal of Behavioral Nutrition and Physical Activity Public Health Nutrition

**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.*

***Other peer-reviewed scholarly journals (not listed) in the faculty member's field will be evaluated by faculty for quality. The faculty member should seek guidance from departmental faculty for journal quality of journals not listed PRIOR to submission. Departmental documentation of approval will be provided if deemed acceptable and MUST be included in the portfolio.*

****Publishing in a predatory journal or publishing in a journal which only publishes based on fee without peer review is not acceptable.*

*****Open source journals with peer-review that charge fees should be reviewed by the department faculty PRIOR to submission in order to evaluate merit of the journal. Departmental documentation of approval will be provided if deemed acceptable and MUST be included in the portfolio.*

Service

- Three entries per year representing varied categories listed below
- Includes service to the profession/discipline and to the academic community

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
- Advising students to reach academic goals
- Advisor to student organizations
- Membership on committees at the department, college, and university levels
- Leadership of committees at the department, college, and university levels
- Leadership in professional/community service
- Serving as a thesis/dissertation committee member
- Serving as an undergraduate research committee member
- Mentoring faculty at the department, college, or university level

Examples of Activities for Service

- Advises students at UG or Graduate level
- Maintains appropriate professional licensure and/or certification
- Serves on a regional, state, or local committee in professional organizations
- Editorship in a refereed journal in the faculty member's discipline
- Peer Reviewer in a refereed journal in the faculty member's discipline
- Edits a national, regional or state journal or media
- Obtains Fellowship status in professional organizations
- Receives University service award
- Creates and disseminates brochures which contribute to student recruitment/retention
- Creates and disseminates brochures which contribute to community service within the discipline
- Receives community service awards
- Provides leadership in civic organizations

- Provides leadership to schools
- Provides professional services to individuals and groups
- Contributes to individual and community groups (in person or virtual means)
- Makes presentations designed to enhance the public's understanding within the discipline
- Demonstrates advocacy in addressing important issues with the discipline
- Membership and participation on department, college, university and/or professional committees
- Membership and participation on department, college, university organizations (Student Orgs, Faculty Senate, OUR, Cardinal Community, etc.)
- Attends convocations and commencement ceremonies
- Actively planning and/or participating in on campus recruitment events (i.e. Cardinal View, New Student Orientation, Athletics Recruit Visits, etc.)
- Attends student presentation/award events on campus (i.e. McNair Scholars, OUR, SURF, BECK, etc.)
- Directs a cardinal community
- Mentors tenure-track faculty
- Service as an A/V or computer tech to other faculty or in the classrooms
- Service as the HEAF and building acquisition of equipment coordinator
- Active participation in student recruitment and retention, making recruitment visits to local high schools and promoting health and kinesiology professions

Promotion to Professor Criteria

Promotion to Professor Criteria

- 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
- Demonstrated superior teaching effectiveness; recognized scholarly production, research, or professional achievement; substantial contribution to college and university affairs; and demonstrated performance as a leader

Teaching

A. Demonstrate a leadership role in promoting quality teaching through ways such as:

- Fulfilling instructional and advising responsibilities
- Demonstrating quality teaching. Providing instruction that demonstrates best practices and currency in the field
- Planning and executing new learning opportunities such as leading an internship experience; encouraging study abroad; designing a new course with a team
- Contributing to the curriculum and instructional focus of the department
- Mentoring tenure track/instructors in the role as a teaching professional
- Evidence of improved student outcomes

Examples of leadership roles in promoting quality teaching:

Examples of Teaching Activities

- Conducts workshops to improve teaching
- Serves as a peer evaluator or mentor to tenure track faculty
- Incorporates new edition of textbook and/or updated scholarly articles relevant to the course
- Developing a new course
- Directing student research at the undergraduate or graduate level
- Incorporation of innovative technology in the classroom
- Participating in professional development/continuing education activities
- Leadership role for curriculum improvement for a degree in Health & Kinesiology

RESEARCH/SCHOLARSHIP

Minimum Expectations:

- Four peer reviewed/refereed journal publications, two of which are original research
- * Two of the four peer reviewed/refereed journal publications should be first author

Three other scholarly activities per year representing at least two different categories listed below.

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

- Peer reviewed/Refereed journal publications beyond the four publications above
- Externally funded research
- Internally funded research
- Funded contracts
- Books
- Monographs
- Book chapters
- Guiding thesis/dissertations/capstones to become accepted journal publications
- Guiding undergraduate or graduate student research to become accepted journal publications
- Refereed/Invited presentations
- Invited or refereed book reviews
- Interdisciplinary research
- Undergraduate or graduate student involvement in conferences
- International involvement in study abroad
- Scholarly creative endeavors
- Mentoring junior faculty research
- Four entries per year representing a minimum of three different categories listed below
- Includes service to the profession/discipline and to the academic community
- Advising students at the UG and Graduate level
- Contributing ways of adhering to the mission and purposes of the department, college, and university promoting and maintaining a collegial environment
- Directing thesis, dissertations, or undergraduate research
- Leading/Guiding student organizations
- Volunteering and supporting student engagement in schools, community organizations, etc.
- Editorship in a peer reviewed journal in the faculty member's discipline
- Peer Reviewer in a refereed journal in the faculty member's discipline
- Mentoring faculty at the department, college, or university level
- National prominence as a leader in professional organizations
- National prominence as a leader in professional/community service
- Membership on committees at the department, college, and university levels
- Leadership of committees at the department, college, and university levels
- Serving as a thesis/dissertation committee member
- Serving as an undergraduate research committee member
- Actively participating in commencement ceremonies (beyond attending as faculty)

****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.***

**** See list of journals in the previous section. Other peer-reviewed scholarly journals (not listed) in the faculty member's field will be evaluated by faculty for quality. The faculty member should seek guidance from departmental faculty for journal quality of journals not listed PRIOR to submission. Departmental documentation of approval will be provided if deemed acceptable and MUST be included in the portfolio.**
*****Publishing in a predatory journal or publishing in a journal which only publishes based on fee without peer review is not acceptable.**

******Open source journals with peer-review that charge fees should be reviewed by the department faculty PRIOR to submission in order to evaluate merit of the journal. Departmental documentation of approval will be provided if deemed acceptable and MUST be included in the portfolio.**

SERVICE

Minimum Expectations:

- Four entries per year representing a minimum of three different categories listed below
- Includes service to the profession/discipline and to the academic community

Examples: Demonstrate a leadership role in service through:

- Leadership role in curricula accreditation
- Advising students at the UG and Graduate level
- Contributing ways of adhering to the mission and purposes of the department, college, and university promoting and maintaining a collegial environment
- Directing thesis, dissertations, or undergraduate research
- Leading/Guiding student organizations
- Volunteering and supporting student engagement in schools, community organizations, etc.
- Editorship in a peer reviewed journal in the faculty member's discipline
- Peer Reviewer in a refereed journal in the faculty member's discipline
- Mentoring faculty at the department, college, or university level
- National prominence as a leader in professional organizations
- National prominence as a leader in professional/community service
- Membership on committees at the department, college, and university levels
- Leadership of committees at the department, college, and university levels
- Serving as a thesis/dissertation committee member
- Serving as an undergraduate research committee member
- Actively participating in commencement ceremonies (beyond attending as faculty)
- Coordination of conferences
- Coordination of workshops

Examples of Activities for Service

- Advising students (undergraduate, minor, or graduate) for requirements to graduate program (i.e. PT/OT/PA/MD/MAT) and/or employment fields (i.e. Cardiac or Pulmonary Rehab)
- Directing a thesis
- Directing a dissertation
- Directing an undergraduate research project
- Leadership roles in regional, state, or local professional organizations
- Obtains fellowship status in professional organizations

- Receives University service award
- Creates and disseminates brochures which contribute to student recruitment/retention
- Creates and disseminates brochures which contribute to community service within the discipline
- Receives community service awards
- Provides leadership in civic organizations
- Provides leadership to schools
- Delivers presentations designed to enhance the public's understanding within the discipline
- Demonstrates advocacy in addressing important issues with the discipline
- Leadership role on department, college, university and/or professional committees
- Membership and participation on department, college, university organizations (Student Orgs, Faculty Senate, OUR, etc.)
- Volunteering as a reader, marshal, at the check in room, or hooding ceremonies at convocations and commencement ceremonies
- Actively planning and/or participating in on campus recruitment events (i.e. Cardinal View, New Student Orientation, Athletics Recruit Visits, etc.)
- Attends student presentation/award events on campus (i.e. McNair Scholars, OUR, SURF, BECK, etc.)
- Directs a cardinal community
- Mentor tenure-track faculty
- Service as an A/V or computer tech to other faculty or in the classrooms
- Service as the HEAF and building acquisition of equipment coordinator
- Active participation in student recruitment and retention, making recruitment visits to local high schools and promoting health and kinesiology professions
- Supervising/mentoring field experiences/internships/study abroad for students