

Promotion to Associate Professor and Tenure Criteria

Department of Teacher Education

Last revised: Spring 2024

- 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. Additional student evaluations, student comments, description, and results of other departmentally approved methods of teaching evaluation, course syllabi, examples of instructional materials developed, description of special contributions made to course/curriculum development, etc., may be included.

Provide clear evidence of quality teaching through ways such as:

- Fulfilling instructional and advising responsibilities.
- Providing instruction that demonstrates best practices and currency in the field.
- Assuming an active role in 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.
- Demonstrating quality teaching as evidenced through:
 - Student evaluations (Likert areas and comments)
 - Artifacts (i.e., student letters, faculty teaching award, etc.)
 - Students' acceptance of proposals for work completed during a course.
- Evidence of improved student outcomes, if desired.
- Other

Provide evidence of student engagement:

- Advising students to reach academic goals.
- Directing thesis, dissertations, or undergraduate research. (This can also be listed in the area of Teaching.)
- Leading/Guiding student organizations.
- Volunteering and supporting student engagement in schools, community organizations, etc.

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.

Minimum Expectations:

- Four publications, two of which must be peer reviewed/refereed journal publications and are original research.*
 - Two of the four 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
- State, National, or International refereed conference presentations or original research

- Invited presentations
- Guiding undergraduate or graduate student research to become accepted journal publications
- Guiding thesis/dissertations to become accepted journal publications
- Undergraduate or graduate student involvement in conferences
- Federal grant proposals, i.e., NSF, IES, etc. (funded/unfunded)
- Externally funded research
- Internally funded research
- Funded contracts
- Books
- Monographs
- Book chapters
- Invited or refereed book reviews
- Interdisciplinary research
- International involvement in study abroad
- Scholarly creative endeavors

* 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 predatory 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.

Minimum Expectations:

- Four 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.
- 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.
- Serving as an advisor for a student organization.
- Mentoring faculty at the department, college, or university level.
- Editorship of refereed journal
- Peer reviewer
- Coordination of professional conferences
- Coordination of workshops at professional conferences

In addition, each faculty member shall attend three of the following events each academic year:

- Cardinal View
- Inside View
- New Student Orientation
- University Sponsored Recruitment Activity

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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. Additional student evaluations, student comments, description, and results of other departmentally approved methods of teaching evaluation, course syllabi, examples of instructional materials developed, description of special contributions made to course/curriculum development, etc., may be included.

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

- Fulfilling instructional and advising responsibilities.
- 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.
- Demonstrating quality teaching as evidenced through:
 - Student evaluations (Likert areas and comments)
 - Artifacts (i.e., student letters, faculty teaching award, etc.)
 - Students' acceptance of proposals for work completed during a course.
- Mentoring junior faculty in the role as a teaching professional.
- Evidence of improved student outcomes, if desired.
- Other

Provide evidence of student engagement:

- Advising students to reach academic goals.
- Directing thesis, dissertations, or undergraduate research. (This can also be listed in the area of Teaching.)
- Leading/Guiding student organizations.
- Volunteering and supporting student engagement in schools, community organizations, etc.

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.

Minimum Expectations:

- Five publications, three of which must be peer reviewed/refereed journal publications and are original research.*
 - Three of the five 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
- State, National, or International refereed conference presentations or original research
- Invited conference presentations
- Guiding thesis/dissertations to become accepted journal publications
- Guiding undergraduate or graduate student research to become accepted journal publications

- Undergraduate or graduate student involvement in conferences
- Federal grant proposals, i.e., NSF, IES, etc. (funded/unfunded)
- Externally funded research
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- Scholarly creative endeavors
- Mentoring junior faculty research

* 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.

Minimum Expectations:

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

Categories - Demonstrate a leadership role in service through:

- Contributing ways of adhering to the mission and purposes of the department, college, and university promoting and maintaining a collegial environment.
- Chairing department, college, and/or university committees.
- 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.
- Editorship of refereed journal
- Peer reviewer
- Coordination of professional conferences
- Coordination of workshops at professional conferences

In addition, each faculty member shall attend three of the following events each academic year:

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