



## College of Education and Behavioral Science – Procedure Manual

**Effective Date:** 7/1/97

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**Section:** Faculty

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

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### PROMOTION POLICIES

An individual's performance in teaching, scholarly activities and service are all-important considerations in evaluating an individual for promotion. A faculty member applying for promotion will be expected to provide evidence of effective teaching, scholarly productivity, and professional service. The successful applicant for associate professor will be an especially good teacher. In addition, the applicant for associate professor will have made substantial contributions in the areas of service and scholarly activities. A candidate need not be outstanding in all three areas of research, service and teaching for promotion and tenure; however the candidate must be outstanding in at least two of the three areas. The College Promotion, Retention and Tenure (CPRT) Committee may recognize achievement in one area as compensating for limited involvement in the other. These guidelines constitute minimum requirements for promotion consistent with, or in addition to, requirements set by the University Promotion, Retention and Tenure (UPRT) Committee. Performance with respect to all three areas should be sustained over a period of time. This document may be revised periodically based on the formal review and recommendations of the faculty of the College of Education and Behavioral Science (COEBS). Substantive changes in the criteria must be approved by a majority vote of the COEBS faculty. 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 automatically be promoted to the rank of Assistant Professor upon the attainment of the earned doctoral degree appropriate to the department assignment and upon favorable recommendation by the Chair and Dean and approval by Vice Chancellor and Provost. In this case promotion will be effective the first day of the next pay period. Promotion to associate or full professor requires the earned doctoral degree appropriate to the department 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 CPRT Committee recommends that faculty members apply for promotion no earlier than the completion of their third contract at Arkansas State University. Applicants seeking promotion should have a



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minimum of at least three years in rank for associate and five years for full professor. This could include experience at institutions other than Arkansas State University.

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

1. Documented evidence of a high rate of quality productivity in teaching, scholarly activities, and service. Quality rather than just quantity is a key factor in this decision.
2. Documented evidence that early promotion was negotiated at the time of employment at the Dean's level or higher.
3. The candidate's performance in all areas is outstanding and there is unanimous agreement for promotion by the Department Promotion, Retention and Tenure (DPRT) Committee.

### **Criteria Used for Promotion and Tenure Evaluation of Pretenure Faculty**

Pre-tenured faculty will be evaluated for tenure, retention, and promotion based on the department, college and university criteria in place during their third year of employment on a pretenure appointment.

### **Negotiation of Tenure and Rank with Initial Appointment**

A prospective faculty member (with the exception of chancellor candidates) may negotiate the terms of initial employment with regard to tenure status and academic rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the chancellor and be based on the thorough review and recommendations of the DPRT Committee within the academic unit in which tenure and rank will be held. Documentation of negotiated terms authorizing application for early tenure and/or promotion must be included with the promotion, retention and tenure (PRT) application.



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### **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 good teaching should include but not be limited to peer evaluations, self-evaluation, and other forms of appropriate documentation.

#### Scholarly Activities

The applicant shall provide evidence of meaningful scholarly activities which will include a minimum of seven contributions. These contributions should be in the most recent seven years or the period following the last promotion, whichever is the shorter duration. This total must include at least two professional publications. The scholarly contributions should be appropriate to the area of appointment and deemed valuable in relation to the specific department's promotion criteria and its role and mission.

#### Service

The applicant shall provide evidence of sustained and diversified involvement in the area of service. Service involvements must include at least seven activities accomplished 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 appointments, public relations, and membership, participation, and office holding in state, regional, and national 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



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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 continual, substantial, scholarly pursuits which include a minimum of twelve contributions in the most recent six years or the period following the last promotion, whichever is the shorter duration. This total must include at least three professional publications. These contributions should be appropriate to the area of appointment and deemed valuable in relation to the specific department's criteria and its role and mission.

### Service

The applicant shall provide evidence of sustained and diversified involvement in area of service. Service involvements must include at least twelve activities accomplished in the most recent six 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 level as well as the departmental, college, and university levels. 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, public relations, and leadership roles in state, regional, and national professional organizations.

### **Additional Evidence**

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

## **TENURE POLICIES**

### General Policy

The granting of tenure is a major decision and should not be considered an automatic one as the candidate is granted a pre-tenure 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.



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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 listed below. All considerations for tenure are predicated upon the candidate's possession of an earned doctorate appropriate to the departmental mission, and the candidate's assignment within that mission. A candidate's performance in teaching, scholarly activities, and service are all-important considerations in the evaluation process. Individuals applying for tenure will provide their chairperson's annual reviews and have the option of submitting other forms of supporting evidence. There must be documented evidence of sustained high quality professional performance during the probationary period with emphasis upon teaching and with service and research providing mutually supportive activities. Applicants for tenure should evidence promise of acceptable teaching, a willingness to serve on campus committees, and documentation of membership and participation in professional organizations. In addition, efforts to publish in newsletters or journals and evidence of presentations to one or more professional organizations or societies (local, state, regional, national, and/or international) are expected. Expectations for tenure may vary due to different requirements of the department or assignment.

Tenure will be granted according to the policies established by the university and the UPRT Committee. Current policies recommend a six-year pre-tenure status with the granting of tenure, if awarded, with the seventh contract or year of service. In addition, pre-tenured faculty will receive a comprehensive review during the third year of service including the submission of supporting documentation in all areas under review. This will take place at the department level and include the department chair and college dean.

### **Condition for Granting Early Tenure**

Faculty members may submit an application for early tenure at any scheduled review period during the pre-tenure period. However, if tenure is denied, the applicant must wait until the sixth year review before applying again. Please note: The CPRT Committee believes that exceptional performance in each area under review must be documented prior to a recommendation for early tenure being issued. Conditions under which an individual might be awarded tenure prior to the mandatory sixth year review are:

Tenure was granted as a part of the employment process or the right of early submission was negotiated as a part of the employment process. Or, early tenure review was negotiated at Arkansas State University at the Dean's level or above as a condition for acceptance of employment.

### **Annual Review**

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The DPRT Committee and the Department Chair shall conduct annual review of the candidate's progress toward tenure. A written summary will be discussed with the candidate and placed in the candidate's personnel file.

A Comprehensive Pre-tenure Review will be completed in the third year of employment for all pre-tenured faculty regardless of rank. This review will require the submission of documentation of performance in the areas of teaching, scholarly activities, and service using the tenure application format. The DPRT Committee, the Department Chair, and the Dean will review this documentation and provide appropriate feedback.

A judgment to grant tenure comes with the implicit expectation that the high quality of performance exhibited to gain tenure will continue. No one will be considered for tenure who does not have the rank of assistant professor or higher.

### **Additional Evidence**

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

### **Departmental Committee Composition**

Each department will maintain a standing committee on promotion, retention, and tenure. DPRT committees will have a minimum of five tenured faculty members representing all areas within the department. Faculty of each department will elect the committee with committee members serving staggered three-year terms. If the department cannot form a committee of five, the department chair, after consultation with the faculty in their department, will select faculty from other departments in the college to make up the committee. The chair of the department may serve on the committee as a nonvoting member.

Each department will provide one representative to the CPRT Committee. The representative may be the Chair of the DPRT Committee or may be selected according to individual departmental policies.

### **Forms and Format**

Applications should follow the format provided by the Office of the Provost. Copies are posted on the Provost's web site.

Reference: *Faculty Handbook, IV. page 72-84.*