

TENURE AND PROMOTION GUIDELINES APPLICABLE TO ALL CASE FACULTY

(Approved February 1, 2012; Title Amended September 25, 2017; Updated September 1, 2020; approved by College Chairs, September 29, 2020; updated to reflect college name change June 11, 2021; Updated and approved by College Chairs, March 8, 2022)

All college and departmental guidelines are intended to provide guidance to faculty members seeking to meet the University's criteria for tenure and promotion set forth in the *Faculty Handbook*, section 2.6. All faculty members should familiarize themselves with those principles, which govern the processes and standards for all departments and colleges of the University. This document is intended to provide clarity to the appropriate sections of the *Faculty Handbook*.

As UNA's largest and most diverse college, the College of Arts, Sciences, and Engineering is composed of

More specific interpretation is provided by departmental guidelines (below). Faculty members are encouraged to discuss questions or concerns in advance of application for tenure and/or promotion with the





## **Mid-tenure Review**

Probationary faculty on the tenure-track will be invited to participate in a mid-tenure review of their performance, generally held in the 3<sup>rd</sup> year of a six-year probationary period (adjusted for shorter probationary periods).

The Mid- WHQXUH UHYLHZ LV GHVLJQHG WR D DVVHV V WKH ID and promotion, (b) inform the faculty member of the assessment outcome and steps to be taken to improve the prospects for tenure and promotion, (c) inform the appropriate dean(s) of the assessment outcomes.

The review is structured like the established procedures used for tenure and promotion to the rank of Associate Professor (described below). It is recommended that the candidate submit their mid-tenure review file organized in a similar fashion to an actual tenure and promotion portfolio.

### **Tenure and Promotion to Associate Professor**

#### **I. Effectiveness in Teaching**

##### **For tenure and promotion to Associate Professor in**

8. Mentoring student research, as evidenced by serving as instructor of record for a least one course in directed readings, internships.
9. Creating efficiencies, processes, and altered deliveries in delivering currently taught courses.
10. Creating opportunities for experiential learning.

**Area IV: Demonstration of Professional Development in Teaching**

The candidate must demonstrate professional development in teaching by meeting at least one of the criteria listed below while in a probationary status:

1. Completing an online-course development seminar while on probationary status.
2. Attending an international/national/regional level teaching workshop focused on a pertinent field of social science or area of philosophy.
3. Obtaining recognized certification in online instruction during the probationary period.
4. Publishing at least one article or book chapter in a peer-reviewed journal/book focused on the scholarship of teaching and learning (SoTL).
5. Serving as a reviewer for at least one journal article or book chapter focused on the scholarship of teaching and learning (SoTL).
6. Securing an external grant to develop or examine pedagogical strategies.

**Area V: Additional Areas of Assessment**

The candidate must meet all of the criteria listed below while in a probationary status:

1. Presentation of a portfolio with representative course syllabi.
2. Utilization of course management software to provide relevant course materials.
3. Holding regularly scheduled office hours.
4. Performing appropriate duties as an academic advisor and maintaining pertinent advising records.
5. Writing letters of recommendation and fulfilling professional, post-baccalaureate requests.

**II. Effectiveness in Research, Scholarship, and Other Creative Activities**

Political science and criminal justice faculty are expected to produce empirically based research, as both fields are evidence-based social sciences. Philosophy scholars are expected to produce substantive contributions to the discipline. Applicants should note that written work that is non-

**For tenure and promotion to Associate Professor in the Department of *PJLP*, a faculty member will be deemed to have met the criteria by meeting all of the following criteria:**

1. While on probationary status, the candidate must complete at least one of the following, with a minimum of one item from Category A:

Category A

- A refereed peer-reviewed journal article, in a non-pay to publish/predatory journal
- Scholarly book or chapter
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- Published pedagogical resources subjected to editorial review by an academic publishing company
- A successful agency or foundation grant of at least \$2,000 that involve state, regional, or nationally recognized peer-review award criteria (e.g. NSF, NIH, DOE) if the faculty member is the principal investigator or one of the co-principal investigators with significant intellectual contribution to the project

#### Category B

- Serving as an invited peer-reviewer for academic journals and text book publishers
- Receiving a recognized research award from the College of Arts, Sciences, and Engineering, the University of North Alabama, honor society, or external professional organization
- Presenting empirical research or work of philosophical inquiry at an academic/professional conference
- Mentoring student empirical research and philosophical inquiry as evidenced by student research presentations at state, regional, national, or international research conferences

If the candidate does not fulfill category A, the candidate can provide evidence that they have completed at least 5 separate items out of the four categories in category B.

#### 2. Evidence of a developing focused area of scholarly inquiry.

- Developing and pursuing external applications for grants.
- Evidence of the development of expertise via manuscripts submission process in peer-

9. Serving on an average of one departmental, college, or University committee per year during the probationary years.

### **Promotion to Professor**

#### **I. Effectiveness in Teaching**

**For promotion to Professor in the Department of *PJLP*, a faculty member will be deemed to have met the criteria by meeting at least one item in four of the areas below and all the items in Area V:**

##### Area I: Evaluation of Teaching Performance

The candidate must be evaluated for teaching performance by a tenured UNA faculty member on average every other year during the rank of Associate Professor.

##### Area II: Demonstration of Effectiveness in Teaching

The candidate must demonstrate teaching effectiveness by meeting at least one of the criteria listed below while in the rank of Associate Professor:

1. Showing improvement or maintenance of student course evaluations or peer evaluations.
2. Receiving a recognized teaching award from the College of Arts, Sciences, and Engineering, the University of North Alabama, honor society, or external professional organization.

##### Area III: Demonstration of Teaching Development

The candidate must demonstrate teaching development by meeting at least one of the criteria listed below while in the rank of Associate Professor:

1. Development and implementation of at least one existing course not taught within the department during the previous four years.
2. Developing and teaching a new course.
3. Developing and conducting a study abroad program.
4. Substantially revising an existing course taught by the candidate.
5. Development of a new minor, certification program, or specialization within the department or in joint-collaboration with another department.
6. Development of a student exchange program with another university.
7. Development of a practicum and internship opportunities with a minimum of two students enrolled on average while on probationary status.
8. Mentoring student research, as evidenced by serving as instructor of record for a least one course in directed readings, internships.
9. Creating efficiencies, processes, and altered deliveries in delivering currently taught courses.
10. Creating opportunities for experiential learning.

##### Area IV: Demonstration of Professional Development in Teaching

The candidate must demonstrate professional development in teaching by meeting at least one of the criteria listed below while in the rank of Associate Professor:

1. Evidence of receiving recognized training in the development and delivery of online courses (if applicable).
2. Attending an international/national/regional level teaching workshop focused on a pertinent field of social science or area of philosophy.



- Presenting empirical research or work of philosophical inquiry at an academic/professional conference
  - Mentoring student empirical research and philosophical inquiry as evidenced by student research presentations at state, regional, national, or international research conferences
2. Evidence of a focused area of scholarly inquiry.
- Developing and pursuing external applications for grants.
  - Evidence of the development of expertise via manuscripts submission process in peer-reviewed publications in pertinent areas of instruction.

### **III. Effectiveness in Rendering Service**

**For promotion to Professor in the Department of *PJLP*, a faculty member will be deemed to have met the criteria by meeting four of the following:**

1. Advising or co-advising at least one recognized Student Organization (RSO) or other on-campus student group for a minimum of 50% of their time (e.g., 3 out of 6 years) at rank of Associate Professor.
2. Chairing or co-chairing a minimum of one college- or university-level committee while at the rank of Associate Professor.
3. Chairing or serving as a discussant at scholarly meetings or conferences including th



2. Utilization of course management software to provide relevant course materials.
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4. Performing appropriate duties as an academic advisor and maintaining pertinent advising records.
4. Performing appropriate duties as an academic advisor and maintaining pertinent advising records.
5. Writing letters of recommendation and fulfilling professional, post-baccalaureate requests.

## **II. Effectiveness in Research, Scholarship, and Other Creative Activities**

Political science and criminal justice faculty are expected to produce empirically based research, as both fields are evidence-based social sciences. Philosophy scholars are expected to produce

- Evidence of the development of expertise via manuscripts submission process in peer-reviewed publications in pertinent areas of instruction.

### **III. Effectiveness in Rendering Service**

**To earn Professor Merit in the Department of *PJLP*, a faculty member will be deemed to have met the criteria by meeting four of the following:**

1. Advising or co-advising at least one recognized Student Organization (RSO) or other on-campus student group for a minimum of 50% of their time (e.g., 3 out of 6 years) at rank of Professor.
2. Chairing or co-chairing a minimum of one college- or university-level committee while at the rank of Professor.
3. Chairing or serving as a discussant at scholarly meetings or conferences including the publication of conference.
4. Participating in college- and University-level recruitment efforts at rank of Professor (e.g., Preview Day, Admitted Student Day, Visiting a high school for recruitment purposes).
5. Presenting at a practitioner event, workshop, or convention.
6. Providing service to a community organization while in rank as Professor.
7. Providing service to a criminal justice, political science, or philosophy organization or scientific organization (e.g., board members, conference program reviewer) while in rank as Professor.
8. Publishing non-empirical work in trade magazines.
9. Serving on at least two college- or university-level committees while in rank as Professor.

### Reappointment of full-time faculty at the Instructor/Lecturer Rank

#### **I. Effectiveness in Teaching**

**For reappointment of nontenure track faculty in *PJLP*, a faculty member will be deemed to have met the criteria by meeting at least one item the following criteria in three of the areas below and all the items in Area V:**

##### Area I: Evaluation of Teaching Performance

The candidate must be evaluated for teaching performance by a tenured UNA faculty member each year and demonstrate continuous improvement.

##### Area II: Demonstration of Effectiveness in Teaching

The candidate must demonstrate teaching effectiveness by meeting at least one of the criteria listed below while in a probationary status

1. Development and implementation of at least one existing course not taught within the department during the previous four years.
2. Developing and teaching a new course.
3. Developing and conducting a study abroad program.
4. Substantially revising an existing course taught by the candidate.
5. Development of a new minor, certification program, or specialization within the department or in joint-collaboration with another department.
6. Development of a student exchange program with another university.
7. Development of a practicum and internship opportunities with a minimum of two students enrolled on average while on probationary status.
8. Mentoring student research, as evidenced by serving as instructor of record for a least one course in directed readings, internships.
9. Creating efficiencies, processes, and altered deliveries in delivering currently taught courses.
10. Creating opportunities for experiential learning.

#### Area IV: Demonstration of Professional Development in Teaching

The candidate must demonstrate professional development in teaching by meeting at least one of the criteria listed below while in a probationary status:

1. Completing an online-



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The candidate must demonstrate professional development in teaching by meeting at least one of the criteria listed below while in a probationary status:

1. Completing an online-course development seminar.