

**EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
PROMOTION AND TENURE GUIDELINES**

INTRODUCTION: COLLEGE CRITERIA

This document is designed to provide an outline for implementing the guidelines set forth in the Eastern Kentucky University Promotion and Tenure policy. The College criteria are designed to provide a framework for departments and to serve as a guideline for members of the College of Health Sciences Promotion and Tenure Committee as they review candidates in preparation for their recommendation to the Dean. Each Department is responsible for developing specific criteria for tenure and promotion that reflect its mission and simultaneously meet College criteria. Although departments may have criteria that exceed those of the College, they cannot have standards below those specified by the College.

Teaching

The teaching role is fundamental to the University's mission to provide effective teaching at the baccalaureate and graduate levels. Teaching effectiveness is highly regarded in the College and it is incumbent on all faculty members to display a high level of competency, commitment, and concern for students at all levels of instruction. Faculty will demonstrate accomplishments in didactic and/or clinical settings in an effort to continually improve teaching. Evidence to assess teaching effectiveness comes from multiple sources such as student assessments, evaluative peer assessments, and self assessments as evidenced by reflective statements in the individual faculty's document. Teaching may also encompass a broad range of activities such as community-based learning experiences, clinical teaching and mentoring, academic advising, recruitment, and development of courses.

Scholarly Activity

The College of Health Sciences recognizes that faculty will participate in scholarship. Scholarship refers to "...a variety of creative work carried on in a variety of places with integrity...measured by the ability to think, communicate, and learn" (Boyer, 1990, p. 15). The College considers scholarship in the following areas which were first described by Boyer (1990):

- ★ *The Scholarship of Discovery*: This element of scholarship is purely investigative in search of new information. Boyer (1990) considers investigation and research at the very heart of academic life. Examples of Scholarship of Discovery include but are not limited to: the development of new materials, peer reviewed publications, presentations of research or theory, grant awards, collaboration with colleagues in the conduct of research or scholarship, and recognition as a scholar in an identified area.

* The *Scholarship of Application*: This element of scholarship is the most practical in that it seeks out ways in which knowledge can solve problems and serve both the community and the University (Boyer, 1990). Scholarship of application may be identified as competence in practice in which the knowledge of the profession is both applied and advanced. Practice roles may include the direct delivery of care, educator, consultant, or administrator where the linkage of one's knowledge and expertise is applied to the larger community. Examples include but are not limited to:

- * Serving as a journal reviewer
- * Development and presentation of continuing education
- * Presentations related to practice to professional organizations
- * Expert recognition as a master practitioner
- * Consultation reports
- * Grant awards in support of practice
- * Recognition as a master practitioner
- * Analysis of health service outcomes
- * Professional certifications, degrees, or other specialty credentials
- * Writing questions for licensure or certification exams
- * Reviewer for publishing companies
- * Professional leadership in community change

* The *Scholarship of Teaching*: This element of scholarship recognizes the work that goes into mastery of knowledge as well as the presentation of information so that others may understand it. Teaching at its best involves not only transmitting knowledge but also facilitating student interest in their quest for self learning (Boyer, 1990). Examples of documentation of scholarship of teaching include but are not limited to:

- * Peer reviewed publications of research related to teaching methodologies
- * Published textbooks or other learning aids
- * Grant awards in support of teaching
- * Positive peer evaluations of innovations in teaching
- * Accreditation or other program reports
- * Application of technology to teaching
- * Design of evaluation of programs

* The *Scholarship of Integration*: This element of scholarship is the integration of writings of disciplines to create new knowledge or transform the information into a more meaningful understanding (Boyer, 1990). Scholarship of integration may be reflected in activities that demonstrate understanding of a discipline and/or the relationships between disciplines. Examples of scholarship of integration include but are not limited to:

- * Presentations

- * Reports of interdisciplinary programs or service projects
- * Interdisciplinary grant awards
- * Positive peer evaluation of contributions to integrative scholarship

Service

Service is an important and essential component of activity related to the mission of the College and the University. Service is broadly defined as membership and contribution to a larger group. A contribution in service includes work that adds to the effective operation and collegial governance of the program, department, college and/or the University. Faculty are expected to contribute to the academic community through committee service and participation in program, department, college, and university governance.

Service to the profession includes contributions that assist professional, scholarly, or disciplinary organizations and associations to accomplish their work. Faculty presence at professional meetings is important to the College and the University and its students. Faculty are expected to serve as mentors to peers and students. Participation in service activities is crucial for the continued growth of faculty as well as the Department, the College and the University. Examples of appropriate service include, but are not limited to, the following:

- * Department, College and University committee participation
- * Representing the university on external committees/task forces
- * Other activities such as administrative duties, contributions to program accreditation activities, and participation in faculty meetings and seminars
- * Participation in regional, national, or international community activities related to the faculty member's profession such as presentations
- * Serving as an accreditation visitor or officer of professional organizations
- * Presentation related to practice
- * Professional leader in the community
- * Provision of clinical services

SELECTION OF THE COLLEGE COMMITTEE

By September 10, each Department shall elect one representative and one alternate to the College committee by majority vote of the full-time tenure track faculty. The Committee membership shall be limited to full-time tenured faculty members with the rank of Associate Professor or Professor.

If a faculty member or a member of his or her immediate family/household is being considered for tenure or promotion, the faculty member may not serve on the Committee that year.

Members of the College Promotion and Tenure Committee cannot simultaneously serve on the Department committee or the Faculty Evaluation Appeals Committee.

RESPONSIBILITIES OF THE COLLEGE COMMITTEE

The Committee chair and secretary shall be elected by the Committee from within its membership at the organizational meeting.

All reviews shall be conducted in an ethical manner, with recommendations and justifications based upon relevant, documented, and verifiable information.

A record of meetings of the Committee shall be maintained in the Dean's office and will include names of attending members and a record of the vote count.

All Committee recommendations shall be based on secret ballot and majority vote. A tie vote is considered a negative vote on the recommendation.

The College Promotion and Tenure Committee shall review applications. The Committee ensures that College-level criteria are met and that the appropriate review of the candidate's qualifications has been made and the Department criteria have been fairly applied.

Applications for tenure shall be reviewed prior to considering and voting on applications for promotion to Associate Professor or Professor. In reviewing applications for Assistant Professor and tenure, vote on promotion before voting on tenure.

The Committee may consult with the Department Chair, the chair and/or member(s) of the Department committee, and/or the candidate prior to making a recommendation.

The voting members of the Committee shall complete the appropriate recommendation form(s) for tenure, promotion, or both. If the Committee does not concur with the recommendations of the Department committee, the Department Chair, or both, the College committee shall state in writing the reasons for the differing recommendations. Members of the Committee shall sign the form(s), indicating the report's accuracy as it was approved by the majority of the Committee. The application, the written recommendation, and the signed form(s) shall be submitted to the Dean.

The College Promotion and Tenure Committee may request the Dean/Associate Dean(s) be present during the review or deliberation processes as needed for clarification on pertinent policy or procedural issues.

Throughout the process, the principle of confidentiality shall be respected.

There is no appeal or reconsideration to the College Promotion and Tenure Committee and/or Dean.

Department Chairs, Dean, and Associate Dean(s) shall not serve as members on the College Promotion and Tenure Committee, or the Faculty Evaluation Appeals Committee.

The rules contained in the current Roberts Rules of Order shall be applied as applicable.

RESPONSIBILITIES OF THE COLLEGE DEAN

The Dean shall ensure that agreed-upon exceptions to tenure and promotion policy are documented in writing at the time of a faculty member's initial appointment in a full-time, tenurable position so that such exceptions are recognized and applied in the review of application for tenure, promotion, or both.

No later than April 15, the Dean shall notify the Department Chair of faculty eligible for tenure in the next academic year.

The Dean shall call the initial organizational meeting, establish a calendar for task completion and review college and university procedures with the committee.

The Dean shall arrange for the election of members of the college promotion and tenure committee and an alternate.

The Dean shall ensure that the membership of the college promotion and tenure committee does not pose a conflict of interest in evaluating and voting upon applicants. If such a conflict exists, the Dean shall arrange for an elected alternate.

The Dean shall provide the committee with such documentation and data as college policy and committee needs require.

The Dean shall arrange for the department chair or the chair of the department promotion and tenure committee and/or the candidate to meet with the College Promotion and Tenure Committee as necessary.

The Dean shall review the application and recommendations. The Dean may consult with previous decision makers and/or the candidate prior to making a recommendation. The Dean shall provide a separate recommendation regarding tenure and/or promotion. If the Dean does not concur with the recommendations of the Department committee, the Department Chair, the College committee, or all three, the Dean shall state in writing the reasons for the differing recommendations.

The Dean shall notify the candidate in writing of the recommendations of the College committee and of the Dean, with justification for these decisions. Promotion applications receiving a negative recommendation by the Dean shall not be reviewed further unless

the candidate submits a letter to the Dean, with a copy to the Department Chair, within 5 calendar days of notification by the Dean requesting that the review process continue. This is not an appeal.

The recommendation and the application materials (per University guidelines) shall then be forwarded to the Provost.

UNIVERSITY REVIEW

Information on the University review and the appeals process is provided in the Eastern Kentucky University Tenure and Promotion Policy 4.6.4P.

Changes in the College procedures shall be made by a majority vote of the full-time tenure-track members of the college and shall be reviewed by the Provost by May 1 prior to the academic year in which the changes are to take effect.

Approved by CHS Faculty, August 14, 2013