

## 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 and department number 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 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

As UNA's largest and most diverse college, the College of Arts, Sciences, and Engineering is composed of nineteen academic departments and the School of the Arts encompassing more than twenty disciplines. Methods of demonstrating professional performance may vary with the traditions and goals of distinct disciplines. Teaching methods vary, as do the forms of scholarly or artistic performance, but all tenure-track faculty members are expected to demonstrate a pattern of sustained cumulative accomplishment in teaching, scholarly or creative performance, and service.

All faculty members in the College of Arts, Sciences, and Engineering should recognize the following common expectations:

Teaching is a foundational professional function of faculty members at the University of North Alabama. A record of demonstrable success in teaching, as a UNA faculty member, is expected of every successful applicant for tenure and/or promotion in the College of Arts, Sciences, and Engineering.

Scholarship and creative accomplishment are essential to the academic profession. Every successful candidate for tenure and/or promotion is expected to provide convincing evidence of a pattern of scholarly or creative accomplishment appropriate to his or her discipline during the period of employment at UNA. Scholarship should include research or other forms of intellectual discovery made available to professional peers through publication and/or presentation beyond this university and the local area. For those in the performing or visual arts, creative activity should include performances, presentations, or exhibitions for audiences beyond the local area. Peer review or review qualified by critics is a proper consideration in the assessment of both scholarship and creative performance. Departments may consider professional consulting as an appropriate form of scholarship if the results of the consultation are made available to a professional audience beyond the proprietary interests.

Service is an indispensable element in the professional performance of each UNA faculty member. The operation of a university is dependent on services provided by its faculty members beyond their classrooms, laboratories, and studios. Applicants for tenure and/or promotion are expected to present a record of effective service to the university, the community, and the profession during their period of employment at UNA.

While previous accomplishments will be recognized, special consideration will be given to accomplishments during the period of employment at UNA and since the faculty member's last promotion. In evaluating teaching, scholarly or creative performance, and service, it is appropriate to consider both the quality and the extent of each element. Especially in scholarly and creative performance, there are recognized hierarchies of organizations, journals, publishers, forms of dissemination, and venues for performance or exhibition in each discipline. It is appropriate to take

into account the professional recognition of the instrument or venue through which scholarship or creative performance is presented.

More specific interpretation is provided by departmental guidelines. Faculty members are invited to discuss questions or concerns in advance of application for tenure or promotion with the department chair, tenured members of the department, and the dean.

**Criteria for Professor Merit:**

Those seeking Professor Merit after five years in or in the fifth year of the rank of Professor should demonstrate ongoing, excellent, and significant activity over the past five years in the areas of teaching, research/creative activity, and service.

For teaching, self-assessment, chair evaluations, peer review, and student evaluations should reflect effective teaching, syllabi should contain appropriate student learning outcomes with effective assessments that match the learning outcomes, and there should be evidence that the candidate continues to be abreast of recent developments or activity in the field during the past five years.

For research/creative activity, there should be documented and ongoing evidence of a national and/or international presence in venues deemed by their department to be of appropriate and high quality in the discipline during the past five years.

For service, there should be evidence of continued service at the department, college, and university levels as well as an indication of professional service during the past five years.

**Criteria for Senior Lecturer:**

Those seeking Senior Lecturer after five years in or in the fifth year of the rank of Lecturer should demonstrate ongoing, excellent, and significant activity over the past five years in the areas of teaching and service.

For teaching, self-assessment, chair evaluations, peer review, and student evaluations should reflect effective teaching, syllabi shv ft aca ngeac..aceacindeni-4.5 (ea)2.6 (.).n and sngoct-8.3 (e)-4 (ll i)-4 ( pa 3.8 (f)7.5 (e)-4 (6)0.6

## Performance Guidelines for Tenure and Promotion

The mission of UNA encompasses teaching, scholarship, and service. The section 2.6, stipulates that

**Psychology Program**  
**Faculty Tenure and Promotion Guidelines**

(Approved April 2018; Amended and approved February 2019; Amended and approved July 2020;  
Merit raise criteria adc4/Paginatrit;16 706.2Ape

learned and professional societies; potential for continuing professional growth; contribution to total university development and growth; performance on committee assignments; performance on administrative assignments; and contributions to the improvement of student life.

**Mid-tenure Review**

Probationary faculty on the tenure-track will receive a formal 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-tenure review is designed to: (a) assess the faculty member's progress toward tenure 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 the Psychology Program (within the Department of Psychology and Sociology), a faculty member will be deemed to have met the criteria by meeting the following criteria in all five areas of teaching noted below:**

**Area I: Evaluation of Teaching Performance**

The candidate must be evaluated for teaching performance by a tenured UNA faculty member each year during probationary status.

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

The candidate must demonstrate teaching effectiveness in the following areas:

4. Substantially revising an existing course taught by the candidate.
5. Development of a new minor, certification program, or specialization within the program or department or in joint-collaboration with another department.
6. Development of a student exchange program with another university.
7. Development of a practicum opportunity (PY497) 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 of the following courses: PY495 – Psychology Capstone Project, PY498 –

- x Editing of a scholarly book
- x

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 program or department or in joint-collaboration with another department.
6. Development of a student exchange program with another university.
7. Development of a practicum opportunity (PY497) with a minimum of two students enrolled on average while at the rank of Associate Professor.
8. Mentoring student research, as evidenced by serving as instructor of record for a least one of the following courses: PY495 – Psychology Capstone Project, PY498 – Psychology Directed Study, or PY499 – Psychology Directed Research.

Area IV: Demonstration of Professional Development in Teaching





5. Development and implementation of an existing course not taught within the psychology program during the previous 4 years.
6. Development and implementation of a new course.
7. Development and conduction of a study-abroad program.
8. Substantially revising an existing course taught by the candidate.
9. Development of a new minor, certification program, or specialization within the department or in joint-collaboration with another department.
10. Development of a student exchange program with another university.
11. Development of a practicum opportunity (PY497) with a minimum of one student enrolled.
12. Mentoring student research, as evidenced by serving as instructor of record for a least one of the following courses: PY495 ( anstoneroject, 1Y(,)9.2 (9)8 ((,)9.3 ( )JJO Tc 0 1(y)07.8 (g c6 [( 2J-(E Td(f)-Ba-9.3 )3.80 36.727 0 [

2. Serving on at least the i, 9er8e9 (i) 2.3 (a) ic 9 (10) 741 5 (10) 2016 (4) 5 (4) 7ovv4 (As) t 64 P 10 s De.

**Sociology Program**

**Faculty Tenure and Promotion Guidelines**

(Amended October 9, 2017; Professor Incentive Compensation added  
and updated to reflect college name change and department name  
change January 31, 2022; Amended February 15, 2023)

development in this area includes participation in professional meetings to acquire active knowledge and engage in original research or scholarly activities.

Faculty are expected to demonstrate consistent engagement in scholarly activity and should demonstrate a substantial accumulation of these activities over time.

The faculty member's portfolio section on Scholarly Performance will be assessed based on performance in a substantial number of activities.

### **AREA III: EFFECTIVENESS IN SERVICE**

All full-time faculty members, tenured or untenured, are expected to render services to the department, the university, the discipline and the community as scholars and educators. The faculty member should demonstrate consistent engagement in these activities.

The faculty member's portfolio section on Service will be assessed based on performance in a substantial number of activities.

## **REQUIREMENTS FOR TENURE AND PROMOTION**

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

In order to be recommended for tenure and/or promotion from assistant professor to associate professor, a candidate must meet the following criteria:

### **AREA I: EFFECTIVENESS IN TEACHING**

1. Effectiveness in teaching is demonstrated by meeting at least one of the criteria listed below during probationary status:

x

- x Authored written material, workbooks, lab manuals, and other documents prepared by the instructor that enhances teaching in one's field.
- x Developed and taught a new course.
- x Developed a new minor, certificate program, micro credential, or specialization within the program or in joint collaboration with another program or department.
- x Deliver a study abroad program and/or course.
- x Mentored student research, as evidenced by serving as an instructor of record for SO 498 Sociology Directed Research or supervising capstone projects.
- x Completed Online Course Development Agreement with ETS. Instructional Designers in ETS provided consultation and guidance to ensure that a new or redesigned course taught by (at)3.s7-1.3pa (t)2.5 (A)1 B and (a)35 %
- x

**Departmental Service**

- x Served as chair or vice/co-chair of a departmental committee.
- x Served as coordinator/director of an academic program.
- x Served as General Education Assessment Coordinator.
- x Served as advisor for a program or departmental student organization (e.g., RSO, Honor Society)
- x Provided leadership on significant program or departmental initiatives.
- x Organized program or departmental seminars, activities, or events.
- x Co-curricular advising (e.g., faculty advisor for student professional organization).
- x Participated in student recruitment activities.
- x Authored and submitted letters of recommendations for students.
- x Provide evidence of quality academic advising (e.g., number of students advised and meetings per year; emails of gratitude; administered Academic Advising Survey to advisees.)
- x Served as instructor of one or more courses cross-listed with another discipline.
- x Taught overload teaching assignments consisting of three or more semester hours.
- x Recipient of a service award from the college, university or professional organization.

**College and University Service**

- x Served as chair or vice/co-chair of a college or university committee.
- x Served as chair or vice/co-chair of a college or university level institutional, Shared

my0.0 c- )m( rah xel l

x

x Se 4 0 Td[-3.6 ( c2.3 (m)(e)-4 (aio)2b)2.5 (e5 (i 0(r(t)016)6.9g2.2h)f) 3-2.4Tc r 6( 4 0 Td)7-0.002 Tc 06 (sti)--4  
x1.5-0.7 0.6go8tr.6 5 Tc v -(o6.8)-4 (2C).3e04 Tw.8 ( th)-2.7 (r)2 (o)5.5 b6 5 Tc 1.5-0r ho.

- x Satisfactory peer evaluation of teaching by a tenured UNA full professor every other year.
- x Combined median scores for the instructor on the student evaluations of teaching must be equal to or exceed the mean of the combined medians for the college and university during the Fall and Spring semesters for at least three academic years.
- x y at le evaimdcw 1.25 0 Tde274 ( y (d)-0.7 (i)-1.3 (a)-1.2 (n)-0.8 ( s)1.7 (co)1.3 (r)-6.3 (e)- (u)-2.7





- x Served as chair or vice/co-chair of a college or university level institutional, Shared Governance or a Task Committee, or a special Task Force.
- x Served on a college and/or university committee, including departmental search committees throughout the college and university.
- x Served as a Faculty Senator or program representative on Graduate Council.
- x Organized college-wide and/or campus-wide events, seminars, or arranged for speakers.
- x Served in a leadership role in a campus-wide organization.

**Professional Service**

- x Served as an officer of a professional society or organization.
- x Served on an editorial board of a referred journal.
- x Served as editor of a book.
- x Served on professional advisory boards.
- x Served as peer blind



- x Other related activities that support this area.

**Service:** Meet at least one of the following criteria since the last promotion:

- x Served on at least three departmental, college, or university committees since the last promotion.
- x Recipient of a service award from the college, university, honor society, or professional organization.