

TENURE AND PROMOTION GUIDELINES APPLICABLE TO ALL CASE FACULTY

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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 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 will also differ, as will 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 qualified professional critical review will be considered during 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 individual 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 professional discipline 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, both the quality and the extent of each area will be considered. In scholarly and creative performance, there are recognized hierarchies of professional organizations, journals, publishers, forms of dissemination, and venues for performance or exhibition in each discipline. It is appropriate to consider the level of professional recognition accorded to the organization, instrument, or venue through which scholarship or creative performance is presented.

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 department chair, tenured members of the department, and the dean.

Criteria for Professor Merit:

Upon reaching the fifth year of service at the rank of Full Professor, faculty are eligible to seek designation as a Professor of Merit by demonstrating sustained, successful, and professionally significant activity over the most recent five years in the areas of teaching, research/creative activity, and service.

In the area of teaching, a demonstrable record of 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 evidence should be provided that the candidate remains abreast of recent developments or activity in their field throughout the most recent five-year period since their last promotion.

In the area of research/creative activity, there should be documented evidence of ongoing engagement over the most recent five years with recognized national and/or international organizations, publications, and venues of professional significance respected and deemed appropriate by their department as highly relevant to the candidate's individual discipline.

In the area of service, there should be a professional record of continual service at the departmental, college, and university levels in addition to evidence of sustained professional service during the most recent five years that any candidate has served at the rank of Full Professor.

Criteria for Senior Lecturer:

Upon reaching the fifth year of service, Lecturers are eligible to seek designation as a Senior Lecturer by demonstrating sustained, successful, and professionally significant activity over the most recent five years in the areas of teaching and service.

In the area of teaching, a demonstrable record of 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 evidence should be provided that the candidate remains abreast of recent developments or activity in their field throughout the most recent five years.

In the area of service, there should be a professional record of continual service at the departmental, college, and university levels in addition to evidence of sustained professional service during the most recent five years that any candidate has served at the rank of Lecturer.

COLLEGE OF ARTS, SCIENCES, and ENGINEERING

Department of Biology Guidelines for Tenure and Promotion

Revised 2021

Introduction

This document provides information relative to this department's expectations of faculty and the criteria by which individuals will be evaluated for tenure and promotion. Each tenure or promotion case is unique and will be treated as such. However, each case will be evaluated within the general context of the following expectations. These expectations are clarifications and interpretations of the standards specified in the *Faculty Handbook* regarding tenure or promotion. Faculty are encouraged to consult the College of Arts, Sciences, and Engineering (CASE) and the University guidelines for Tenure & Promotion when preparing materials. It is recommended that the candidate follow the order of materials as specified by the College, University, or the online database that the university designates.

The University requirements for tenure and promotion articulated in the *Faculty Handbook* are minimum requirements (see **Section 2.6** of the *Faculty Handbook*). The requirements specified here are the bare minimums below which tenure and/or promotion should not be granted unless treated as an overt exception. Exceptions will be rare and used only in extreme, unique cases. The department will be reluctant to recommend exceptions to these bare minimums, and then only when a compelling case has been made for the need to do so. This need should be based on departmental, college, and institutional benefits to be derived from the exception.

The structure of tenure and promotion committees is described in the *Faculty Handbook*. Committee members will review a candidate's portfolio for tenure or promotion and consider three categories of activities: (a) teaching, (b) research and scholarship, and (c) service. Committee members will rate faculty performances in these categories as excellent (3 points), favorable (2 points), satisfactory (1 point), or unsatisfactory (0 points). Average scores in each category will be calculated from the individual scores given by committee members and rounded to the nearest whole number. In addition to the above categories, candidates will be expected to include annual evaluations that show a record of support towards meeting departmental needs.

In considerations of promotion at all ranks, evaluations will reflect the evolution of the candidate's credentials since the last promotion or job action. Specifically, what the candidate has accomplished in each area *since the last time the candidate was promoted or appointed to a given rank* will be evaluated. In other words, the key determinant is... "What have you done since your last promotion or appointment to warrant the currently requested promotion?" Within this context, the standards outlined below are applied.

Affirmative responses to the "must" criteria, as defined in each category, is to be given the rating of satisfactory (1 point) for that area. Individual faculty members will evaluate how the evidence presented exceeds these requirements to earn a rating of excellent (3 points) or favorable (2 points). Minimum total scores for each category are as follows:

Criteria for Senior Lecturer: Those seeking Senior Lecturer after 5 years or in their fifth year of the rank of Lecturer should demonstrate ongoing, excellent, and significant activity in the area of teaching and reveal the candidate to be an important and vital member of the faculty. The candidate should have a total of at least 5 points with a minimum of 2 points in teaching and 2 points in service. The candidate should include one or more innovations in teaching that improved student learning.

Criteria for Associate Professor/Tenure: Tenure and promotion to Associate Professor should be evaluated no later than the sixth year of service as an Assistant Professor at UNA. The candidate should have a total of at least 6 points and must include a minimum of 2 points in teaching, 1 point in research, and 1 point in service.

Criteria for Professor: Promotion to Professor should be evaluated no earlier than the sixth year of service as an Associate Professor at UNA. The candidate should have a total of at least 7 points and must include a minimum of 2 points in teaching, 2 point in research, and 2 points in service.

Criteria for Professor Merit: Those seeking Professor Merit after 5 years 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, and service. Accomplishment of these criteria should occur by means that reveal the candidate to be a role model for junior faculty. The candidate should have a total of at least 7 points and must include a minimum of 2 points in teaching, 2 points in research, and 2 points in service.

Area I. Teaching

The Department of Biology strives to provide an outstanding undergraduate education for both majors and non-majors alike. As stated in the College of Arts, Sciences, and Engineering tenure and promotion guidelines, a record of demonstrable success in teaching, as a UNA faculty member, is expected of every successful applicant for tenure and/or promotion. The candidate should provide a complete picture of the teaching methods, outcomes, and improvements made since the last promotion. Effective teaching evaluation should include multiple measures, not a single instrument or scale of success. The evaluation program should involve a variety of methods for assessing both strengths and areas where improvements are/were needed and will/have been made.

Evidence of effective teaching may include items from each of the following categories:

A. Quality of Teaching

Anyone seeking promotion must meet these essential requirements for quality of teaching:

Evidence of quality of teaching must include an affirmative response to each of the following:

- Have you demonstrated progress towards meeting annual goals?
 - You must include performance evaluations provided by the department chair that show progress towards annual goals.
- Have you demonstrated progress towards addressing student concerns and feedback based on course evaluations?
 - You must include student course evaluations of all courses taught from previous promotion or date of hire.
 - You must include a discussion of constructive criticisms with a summary of representative comments. Raw numerical ratings and written comments from student course evaluations should be included as supplemental files.

As further evidence of quality of teaching you may also include:

- Peer evaluation of teaching
It is strongly encouraged to invite senior faculty to attend a lecture for peer evaluation
- Successful student outcomes as evidenced by program assessment reports and the MFT

- Examples of significant student accomplishments (*e.g.*, performance in a postgraduate or professional program related to discipline or discipline related employment)

B. Curriculum Development

Anyone seeking promotion must meet these essential requirements for curriculum development:

Evidence of curriculum development must include an affirmative response to the following:

- Have you demonstrated periodic course review of outcomes/objectives which reflect the current knowledge of the discipline and sound pedagogy?
 - You must include course materials including syllabi which outline course outcomes/objectives and assignments, quizzes, exams, etc.

As further evidence of curriculum development you must also demonstrate evidence of at least 2 of the 5 areas below:

- Innovative methods/approaches to instruction
 - Methods of presentation – classroom, online, and hybrid
 - Incorporation of new techniques into classroom presentations
 - Evidence of student-centered learning activities
 - Multimedia and other technology integrated into course/modification of traditional course for web delivery
- Development and improvement of instruction materials
 - Written materials, workbooks, lab manuals, and other documents prepared by the instructor that enhances teaching
 - Development or major revision of courses
 - Evidence of growth in quality and depth of syllabi and course outcomes
 - Grants targeted toward curriculum development
- Student projects: evidence of student work that demonstrates effective teaching of course content
- Internship/Research Experiences: evidence of organizing and implementing internship or research (BI 495 mentor) experiences for students
- Collaboration with other departments to enhance student learning experiences

The following evidence can be used to strengthen an application in so far as they support your meeting of the above criteria, but are not required for promotion:

C. Personal/professional development to improve teaching effectiveness

Additional consideration of professional development may include evidence (name, place, and date) of participation in activities primarily involved with improving education, teaching ability, and professional improvement.

- Faculty development activities, seminars, workshops, grant activities, and pedagogical activities purposefully intended to enhance teaching effectiveness
- Grants targeted to personal/professional development

D. Graduate students

Additional consideration will be given to evidence of work with graduate students including as major professor, committee member, or other advisory role (list of student names, degree, date of graduation, thesis/paper, and name of institution)

E. Award, honors, and nominations for teaching

Additional consideration will be given to evidence of awards, honors, and nominations for teaching provided.

Area II. Research, Scholarship, & Other Creative Activities

Scholarship is the documented and demonstrated dissemination of information grounded in research or creative activity. Such information is made available to peers or peer groups for evaluation, either through presentation of the research at professional conferences, publication in journals, technical reports, books, or some similar forum. Evidence of activities in scholarship may be in the form of:

A. Publications and Presentations

Anyone seeking promotion must meet these essential requirements for quality of scholarship:

- Have you provided evidence of discipline-specific publications?
 - You must include at least one of the following, with evidence of contribution as the lead or senior author:
 - Published article in peer-reviewed journal
 - Technical report subjected to scrutiny by academic peers or practitioners
 - Peer-reviewed published book or book chapter
- Have you provided evidence of presentations at professional conferences and/or meetings?
 - You must include evidence (abstracts, posters, etc.) of contributions including those of undergraduate researchers, co-authors, or as lead author

As further evidence of scholarship you may also include:

- Invited article/book chapter
- Publications as listed above, with contribution not as the lead or senior author
- Published article in non-peer-reviewed journal or magazine
- Published non-discipline-specific article
- Published professional documents (pamphlet, PowerPoint/Case study, policy paper, etc.)
- Signed book contract
- Professional website development
- Published reviews of books

The following evidence can be used to strengthen an application in so far as they support your meeting of the above criteria, but are not required for promotion:

B. Professional Editing and Review

Additional consideration is given to evidence of editing professional literature, which may include:

- Edited professional journal article
- Edited book/textbook/chapter
- Peer review of scholarly articles and/or grant proposals

C. Additional Scholarship

Additional consideration is given to evidence of additional scholarship, including:

- Application of research to responsibilities of position (*i.e.*, assessments, program reviews, and/or accreditation reports)
- Discipline-approved unpublished-scholarship contributions that meet “external validation”
- Grants, contracts, and patents

D. Award, honors, and nominations for scholarship

Additional consideration will be given to evidence of awards, honors, and nominations for scholarship provided.

Area III. Service

The department expects all members of its faculty to demonstrate good citizenship and collegiality through service to the University, the college, the department, the profession, and the larger community of which the University is a part. Evidence of service activities may include:

A. Service to the Department/College

Anyone seeking promotion must meet these essential requirements for service to the department/college:

- Have you included evidence of service to the department/college? Evidence must include an affirmative response to the following activity:
 - You must provide evidence of service on departmental/college committees
 - You must provide annual evaluations that show a record of support towards meeting departmental needs
 - You must provide evidence of academic advising (number of students/meetings per year)

Additional consideration of departmental/college service may include:

- Student mentoring/tutoring or remediation activities (student-led research, K-12 mentoring)
- Support of student efforts (evidence of availability to students outside classroom; supervision of independent studies, internships, etc.)
- Co-curricular advising (e.g., faculty advisor for student professional organizations)
- Evaluation by advisees of quality of advising (e.g., emails of thanks/successful advising)
- Department Chair/Program Director
- Departmental/College committees chaired
- Student Recruitment
- RSO/Honor Society advisor/volunteer

B. Service to the University

Criteria for Senior Lecturer: The following evidence can be used to strengthen an application in so far as they support your meeting of the above criteria but are not required for promotion.

Criteria for Associate/Tenure: The following evidence can be used to strengthen an application in so far as they support your meeting of the above criteria but are not required for promotion to Associate Professor/Tenure.

Criteria for Full Professor: Anyone seeking promotion to full professor must show evidence of service to university as defined below.

Criteria for Professor Merit: Anyone seeking promotion to full professor must show continued evidence of service to university as defined below. The candidate should include a significant role or position at the Department and University level.

Evidence of service to the university includes:

- Shared governance committee membership
- Shared governance officer
- University committees chaired
- Faculty Senate representative
- Faculty Senate officer
- Executive committee representative
- Search committee membership
- Leadership in accreditation activities
- Economic development initiatives (e.g., fundraisers, student services, etc.)
- Advising student organizations
- Volunteering with student organizations
- Other student-centered volunteer activities

The following evidence can be used to strengthen an application in so far as they support your meeting of the above criteria, but are not required for promotion:

C. Service to the Profession

Additional consideration is given to evidence of service to the profession including:

- Roles (offices held, committee assignments, and/or leadership roles) in Professional Organizations at the regional, national, and international level
- Conferences planned and hosted
- Workshop director
- Workshops, roundtables and/or presentations given
- Poster sessions organized
- Professional consulting (local, state, regional, national, and/or international level)
- Outreach activities developed and conducted
- Programs presented and/or coordinated
- Reviews of professional abstracts/posters
- Reviewing and/or referring for a professional journal or other publication (software reviews, test critiques, etc.)

D. Service to the Public

Additional consideration is given to evidence of service to the community including:

- Non-discipline community outreach activities
- Advising or assisting civic organizations, public outreach, and community activities that utilize academic or professional background and expertise outside of the university (offices held, committee assignments, and leadership)

E. Award, honors, and nominations for service

Additional consideration will be given to evidence of awards, honors, and nominations for service provided.