

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.

Department of Politics, Justice, Law and Philosophy Performance Guidelines

This document provides faculty members of the Department of Politics, Justice, Law, and Philosophy (*PJLP*) with information relative to the mid-tenure review process and the department's criteria for tenure and promotion. Information about the rank and experience factors to make application for tenure and promotion are contained in Chapter 2 and appendices of the UNA Faculty Handbook. The procedure and review process for tenure and promotion are outlined in Section 2.5.3.

The University requirements for appointment, promotion, and/or tenure articulated in Section 2.5 of the UNA Faculty Handbook are **MINIMUM REQUIREMENTS**.

The requirements specified here are utilized to determine whether a faculty member in the Department of *PJLP* meets the criteria for tenure and/or promotion.

Effective teaching, scholarship, and service must include professional behavior by faculty members. While creative people have a variety of personal styles and an academic department must be able to handle a wide variety of personality types, unethical or unprofessional behavior cannot be tolerated in an academic setting where trust and mutual respect are important to the overall achievement of the unit and its members, and where it is essential that faculty have "the capacity to relate well and constructively to the comparatively small bank of scholars on whom the ultimate fate of the University rests" (Mayberry v Dees, 663 F.2d at 514). "Professional misconduct or malfeasance should constitute an independently relevant matter for faculty evaluation. So too should efforts significantly to obstruct the ability of colleagues to carry out their normal functions, persistently to engage in personal attacks, or to violate ethical standards" ("Report on Collegiality as a Criterion for Faculty Evaluation" Committee A on Academic Freedom and Tenure of the American Association of University Professors, June 1999). The AAUP Statement on Professional Ethics provides additional information. Here are some, but by no means all, of the elements of professional conduct.

Professionals are expected to:

1. Adhere to all University, College, and Department policies;
2. Adhere to all laws governing personal conduct such as prohibitions against sexual harassment, racial discrimination, or personal malice in teaching and University service;
3. Treat all persons -- faculty, administrators, support personnel, graduate assistants, and students -- with respect and dignity;
4. Be honest, both in terms of academic integrity in research and in terms of accurate and complete reporting of professional activities as required for merit pay and tenure promotion considerations;
5. Be willing to accept constructive criticism in the annual review process;
6. Accept a share of faculty responsibilities for the governance of the institution.

PJLP adheres to the general criteria for faculty appointment and performance guidelines as established (and described below) in the following three areas outlined in the UNA Faculty Handbook: Effectiveness in Teaching; Effectiveness in Research, Scholarship, and other Creative Activities; Effectiveness in Rendering Service.

1. Effectiveness in Teaching

The candidate is evaluated upon evidence such as the following: knowledge of subject matter, including current developments in the discipline; active concern for the student's academic progress; evidence of success in supporting mentoring and student research and creative activity; ability to organize and effectively present and evaluate coursework, including effectiveness in oral and written communication; ability to motivate student interest and participation; ability to relate coursework to other fields with a view to broadening the student's general knowledge; evidence of conscientious preparation; and use of effective methodology and teaching techniques.

2. 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. In all cases, peer-review is understood to be the standard, as research for all of *PJLP* is also a transmissible, social activity.

Candidates should produce evidence supporting achievement in recent research and show evidence of having developed a productive program of scholarly activity. Scholarly inquiry and learning vary by discipline and the individual is evaluated upon evidence that one's scholarly accomplishments are valued by others in the discipline. Examples of such recognition would include publication of one's work in peer-reviewed outlets (books, monographs, journal articles) or invited contributions to scholarly works (book chapters); presentations and/or chaired sessions at professional society meetings; honors or awards recognizing scholarly accomplishment; competitively awarded grants or contracts that support professional growth; selection as a professional referee or editor; and other generally recognized scholarly accomplishments.

Department faculty are warned of diluting the practice of scholarly inquiry via predatory journals and other vanity publications. Such easy avenues of publication undermine the social science research enterprise and do harm to the researcher's reputation, the reputation of the Department of Politics, Justice, Law and Philosophy, and, most importantly, harm the reputation of the University of North Alabama. Candidates can get more information about these exploitive publication at [Stop Predatory Journals](#) and [Cabells](#).

3. Effectiveness in Rendering Service

The individual is judged upon recognition in the professional field; consultation of high professional quality in business, cultural, educational, governmental, and industrial endeavors; activities in 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 be invited to participate in a mid-tenure review of their performance, generally held in the 3rd 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 *PJLP*, a faculty member will be deemed to have met the criteria by meeting at least one item 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 during probationary status 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. 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 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-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 as specified by the department's office hours policy.
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-empirical should be reserved to the section on "Rendering Service."

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
- Textbook or chapter in a textbook
- Serving as editor of a scholarly book
- Serving as editor of record for a scholarly, non-pay-to-publish journal

- 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-review publications in pertinent areas of instruction.

III. Effectiveness in Rendering Service

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 three of the following items:

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) during the probationary years.
2. Chairing or co-chairing a minimum of one college- or university-level committee while at the rank of Assistant Professor.
3. Chairing or serving as a discussant at scholarly meetings or conferences including the publication of conference.
4. Presenting at a practitioner event, workshop, or convention.
5. Participating in college- and University-level recruitment efforts during the probationary years (e.g., Preview Day, Admitted Student Day, visiting a high school for recruitment purposes).
6. Providing service to a community organization while in current rank.
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 Assistant Professor.
8. Publishing non-empirical work in trade magazines.

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.

3. Publishing at least one article or book chapter in a peer-reviewed journal/book focused on the scholarship of teaching and learning (SoTL).
4. Serving as a reviewer for at least one journal article or book chapter focused on the scholarship of teaching and learning (SoTL).
5. Completing an online-course development seminar while as an associate professor.
6. Securing an external grant to develop or examine pedagogical strategies.

Area V: Additional Areas of Assessment

The candidate must meet all of the additional criteria listed below:

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 as specified by the department's office hours policy.
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-empirical should be reserved to the section on "Rendering Service."

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

1. While at the rank of Associate Professor, the candidate must complete at least two of the following, with a minimum of one item from Category A as a primary author:

Category A

- A refereed peer-reviewed journal article, in a non-pay to publish/predatory journal
- Scholarly book or chapter
- Textbook or chapter in a textbook
- Serving as editor of a scholarly book
- Serving as editor of record for a scholarly, non-pay-to-publish, journal
- 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, 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
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 the publication of conference.
4. Participating in college- and University-level recruitment efforts at current rank (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 Associate 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 Associate Professor.
8. Publishing non-empirical work in trade magazines.
9. Serving on at least two college- or university-level committees while in rank as Associate Professor.

Professor of Merit Promotion

Professor of merit is earned by “full professors” who have demonstrated a committed and continued effort and professional activity in regard to research, teaching, and service. Criminal Justice and Political Science professors are expected to produce empirical, evidence-based, peer reviewed research. Philosophy scholars are expected to produce substantive contributions to the discipline.

I. Effectiveness in Teaching

To earn Professor Merit in the Department of *PJLP*, a faculty member will be deemed to have met the criteria by meeting at least one item in each 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 full 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 full Professor:

1. The 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 both the college and university during the Fall and Spring semesters for the last two years of instruction while in the rank of full Professor.
2. Receiving a recognized teaching award from the College of Arts, Sciences, and Engineering, 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 full 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,

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 full Professor:

1. Evidence of receiving recognized training in the development and delivery of online courses (if applicable).
2. Attending an international/national/regional level conference focused on the teaching of criminal justice, political science, or philosophy.
3. Publishing at least one article or book chapter in a peer-reviewed journal/book focused on the scholarship of teaching and learning (SoTL).
4. Serving as a reviewer for at least one journal article or book chapter focused on the scholarship of teaching and learning (SoTL).
5. Securing an external grant to develop or examine pedagogical strategies.

Area V: Additional Areas of Assessment

The candidate must meet all of the additional criteria listed below:

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 as specified by the department's office hours policy.
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 substantive contributions to the discipline. Applicants should note that written work that is non-empirical should be reserved to the section on "Rendering Service."

To earn Professor Merit in the Department of PJLP, a faculty member will be deemed to have met the criteria by meeting at least one item in each the criteria below:

1. While at the rank of Professor, the candidate must complete at least one of the following, with a minimum of one item from Category A as a primary author:

Category A

- a refereed peer-reviewed journal article, in a non-pay to publish/predatory journal
- scholarly book or chapter
- textbook or chapter in a textbook
- serving as editor of a scholarly book
- serving as editor of record for a scholarly, non-pay-to-publish, journal
- 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, 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 research, as evidenced by student research presentations at state, regional, national, or international research conferences while at the rank of Professor

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

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. 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, 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 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-course development seminar.
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 additional criteria listed below:

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 as specified by the department's office hours policy.
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 Rendering Service

For reappointment to of full-time instructor/lecturer, an applicant will be deemed to have met the criteria by meeting one of the following items:

1. Attendance at scholarly or practitioner meeting, conferences, or workshop Serving on at least one departmental-, college-, university-level committees.
2. Chairing or serving as a discussant at scholarly meetings or conferences including the publication of conference.

3. Presentations at practitioner meetings, or invited talks or public presentations.
4. Providing service to a community organization while in current rank.
5. Providing service to a criminal justice, political science, or philosophy organization or scientific organization (e.g., board members, conference program reviewer) while in current rank.
6. Providing service to a practitioner or academic organization or scientific organization (e.g., board members, conference program reviewer) while at current rank.
7. Publishing non-empirical work in trade magazines.

Promotion to Senior Lecturer

I. Effectiveness in Teaching

For promotion to senior lecturer in *PJLP*, an instructor/lecturer will be deemed to have met the criteria by meeting at least one item 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. 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 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-course development seminar.
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 additional criteria listed below:

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 as specified by the department's office hours policy.
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 Rendering Service

For promotion to Senior Lecturer, an applicant will be deemed to have met the criteria by meeting two of the following items:

1. Attendance at scholarly or practitioner meeting, conferences, or workshop Serving on at least one departmental-, college-, university-level committees.
2. Chairing or serving as a discussant at scholarly meetings or conferences including the publication of conference.
3. Presentations at practitioner meetings, or invited talks or public presentations.
4. Providing service to a community organization while in rank of instructor.
5. 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.
6. Providing service to a practitioner or academic organization or scientific organization (e.g., board members, conference program reviewer) while at current rank.
7. Publishing non-empirical work in trade magazines.