**Department of Allied Health Sciences**

**Evaluative Criteria for Tenure/Promotion/Merit**

**July 2018**

The foundation of East Tennessee State University’s academic programs are based on the effectiveness of its faculty. Annual faculty evaluation for tenure, promotion, or merit serve as an indicator of each faculty member’s abilities to assist the University in achieving its goals and objectives. Faculty will be evaluated on their accomplishments in the areas of teaching, scholarly activities, and service.\* The department will transition into the new criteria beginning academic year 2018-19 and all faculty applying for tenure and/or promotion will follow the approved criteria.

**Tenure**: A candidate should earn at least **230** points as noted below by the end of their fifth year.

* Be active in **teaching** by earning at least **125** points from the departmental approved teaching activities.
* Be active in **scholarly activities** by earning at least **30** points from the departmental approved scholarly activities.
* Be active in **service** by earning at least **75** points from the departmental approved service activities.

NOTE: A faculty member can negotiate years toward tenure during their hire process.

**Promotion to Associate Professor**: A candidate should possess a terminal degree, have held the academic rank of Assistant Professor for at least 5 years, and have accumulated at least **240** points.

* **Teaching** - earn at least **110** points from the departmental approved teaching activities.
* **Scholarly activities** - earn at least **30** points from the departmental approved scholarly activities. Candidates seeking promotion to associate professor are highly encouraged to demonstrate research productivity that includes peer reviewed publications, and/or grants, and/or presentations at the national level.
* **Service** - earn at least **100** points from the departmental approved service activities.

**Promotion to Professor**: A candidate should have the academic rank of Associate Professor for at least 5 years and have earned at least **250** points as noted below since becoming an Associate Professor.Credit earned since submission of previous dossier is considered acceptable.

* **Teaching** - earn at least **110** points from the departmental approved teaching activities.
* **Scholarly activities** - earn at least **40** points from the departmental approved scholarly activities. Candidates seeking promotion to full professor are highly encouraged to demonstrate research productivity that includes peer reviewed publications, and/or grants, and/or presentations at the national level.
* **Service** – earn at least **100** points from the departmental approved service activities.

**Clinical Track:** Clinical track faculty may apply for promotion after holding their current rank for a minimum of 5 years. Based upon the current needs of the college and university and at the recommendation of the chair and approval of the dean, faculty who earn a terminal degree may be converted to a tenure/track appointment. The tenure clock would start at the date of the tenure/track appointment. Credit towards tenure from the clinical track appointment may be awarded after consultation with the chair and dean of the college when the faculty member transfers to a tenure track appointment.

\*Simply meeting the number of points outlined above does not guarantee tenure or promotion. For tenure or

 promotion to associate professor: Evidence of good character, mature attitude and professional integrity.

 For promotion to full professor: Evidence of good character, mature attitude, and professional integrity, and

 a high degree of academic maturity and responsibility.

Department of Allied Health Sciences

Promotion and Tenure

July 2018

**Teaching Activity**

|  |  |  |
| --- | --- | --- |
| **5 points** | **3 points** | **1 point** |
| Presents at a state, national, or international faculty development workshop. | Presents at a local faculty development workshop | Attends a faculty development workshop (local, state, national, or international levels) |
| Receives a notable teaching award (state or national). | Receives a notable teaching award (college or university). | Nominated for a notable teaching award |
| Teaches greater than 50% of asynchronous courses online during an academic year | Teaches up to 50% of asynchronous courses online during an academic year |  |
| Teaches a designated writing course as outlined in the IE criteria (i.e. Research methods) | Teaches a designated oral course as outline in the IE criteria (i.e. Leadership) |  |
| Develops a new concentration, program, or certificate | Develops a new course  |  |
| Serves as chair of graduate or undergraduate committee | Serves as committee member of graduate or undergraduate committee |  |
| Directs, collaborates, and publishes student research project or presentation at national, state, or regional level with verification from chair. | Directs and collaborates student research project or presentation with verification from chair. |  |
| Develops a workbook, lab manual or ancillary material for classroom and/or lab instruction that is adopted by department faculty published and distributed regionally and/or nationally | Develops or makes significant revisions in a workbook, lab manual or ancillary material for classroom and/or lab instruction that is adopted by department faculty |  |
| Completes FTL program | Obtains advanced credential in professional field that is nationally/internationally recognized |  |
|  | Makes significant revisions to an existing course | Teaches an existing course for the first time in three years  |
|  | Coordinates clinical faculty/preceptor inter-rater (More than 5 faculty) | Coordinates clinical faculty/preceptor inter-rater (5 faculty or less) |
| Develops new, innovative teaching strategies that are incorporated into a course and negotiated with program director | Develops new, innovative teaching strategies that are incorporated into a course and negotiated with program director | Develops new, innovative teaching strategies that are incorporated into a course and negotiated with program director |
| Serves as course master for 3 classes per semester | Serves as course master for 2 classes per semester | Serves as course master for 1 class per semester |
|  | Mentors student research that results in a presentation (oral or poster) at a national or state level |  |
|  | Shows major improvement to a course based on a suggestion from a peer review | Shows minor improvement to a course based on a suggestion from a peer review |
|  | **Shows evidence of teaching effectiveness as provided by chair and/or program director review of course** | **Shows evidence of teaching effectiveness as provided by chair and/or program director review of course** |

\*Additional items negotiated with Chair and Dean of college prior to review.

\*Develops new, innovative teaching strategies that are incorporated into a course with prior approval. Department of Allied Health Sciences

Promotion and Tenure

July 2018

**Scholarly Activity**

|  |  |  |
| --- | --- | --- |
| **5 points** | **3 points** | **1 point** |
| Publishes as a primary author in a peer-reviewed journal | Publishes as a secondary author in a peer-reviewed journal |  |
|  | Publishes as a primary author in a non-peer-reviewed publication | Publishes as a secondary author in a non-peer-reviewed publication |
| Receives an external grant award. | Receives an intramural grant award  | Submits, but did not receive, an intramural or extramural grant |
| Authors /edits a book or authors a chapter published by a national publishing house. |  |  |
| \*Gives oral presentation at a national or international meeting on research/scholarly activity | \*Gives oral presentation at a state or regional meeting on research/scholarly activity | \*Gives oral presentation at local meeting on research/scholarly activity |
| Gives poster presentation at an international meeting. | \*Gives poster presentation at a national meeting. | \*Gives poster presentation at a state, regional, or local meeting |
| Receives a notable scholarship or research award (state or national). | Receives a notable scholarship or research award (college or university). | Nominated for a notable scholarship or research award |
| Collaborates outside university on research project activity | Collaborates outside college on research project activity | Collaborates outside department on research project activity |
|  |  |  |

\*Additional items negotiated with Chair and Dean of college prior to review.

\*Verification of stages of development required for research in progress.

\* Name must appear on presentation or poster

Department of Allied Health Sciences

Promotion and Tenure

July 2018

**Service Activity**

|  |  |  |
| --- | --- | --- |
| **5 points** | **3 points** | **1 point** |
| Serves on a college or university committee with significant commitment as approved by the department chair | Serves on a college or university committee | Serves on a department or program committee |
| Chairs a college or university committee with significant commitment as approved by the program director and department chair | Chairs a department or program committee with significant commitment as approved by the department chair |  |
| Establishes college, department, or program’s website | Webmaster for college, department, or program’s website | Manages college, department, or program’s website or social media platform |
|  | Organizes student community service project that requires significant commitment as approved by the program director and department chair | Serves as advisor for student organization |
|  | Organizes community education events at state/regional level | Organizes community education events at local level |
|  |  | Represents ETSU with local communities such as: recruiting events, rural health fair, junior day, career day, local off-campus service club per activity |
| Serves on a professional committee at the national level | Serves on a professional committee at the state level; or as an officer on the local level  | Attends local, state, regional, or national meetings  |
|  |  | Provides a continuing education session for a community group or professional organization (1-2 points) |
|  |  | Provides a presentation for a community group or organization |
|  | Develops new affiliation contract/agreement with new clinical site | Updates existing affiliation contract/agreement with clinical site |
| Responsible for program self-study and/or interim report | Makes significant contribution to program self-study | Makes minimal contribution to program self-study |
|  | Completes and submits documents necessary for program annual accreditation report |  |
| Serves on editorial board for a peer-reviewed journal | Serves as textbook reviewer | Serves as a peer reviewer for a journal. One (1) point for each journal article |
| Serves as an admissions coordinator (per year) | Serves on admissions committee outside the department or program | Interviews students at annual program intake |
| Organizes/hosts a conference concerning allied health issues or teaching at the state level | Organizes/hosts a conference concerning allied health issues or teaching at the local level |  |
|  | Serves as designated mentor for junior or new faculty member (per faculty member) |  |
|  | Advises students at college orientation (more than 3 orientations) | Advises students at college orientation (1 – 3 orientations) |
| Receives a notable service award (state or national). | Receives a notable service award (college or university). | Nominated for a notable service award |

\*Additional items negotiated with Chair and Dean of college prior to review.