

ETSU DEPARTMENT OF CRIMINAL JUSTICE & CRIMINOLOGY

GUIDELINES FOR PROMOTION

Each academic rank represents specific qualifications, professional competencies, and a history of productivity together with the promise of continued growth. *Promotion to higher rank is neither an unqualified right nor an automatic occurrence.* Having completed a given period of service or performed routine duties (such as carrying a normal course load, advising students, publishing and presenting papers, participating in departmental programs and governance, and serving on committees) should be considered an affirmative factor in appraising a faculty member's qualifications for promotion, *though they are insufficient in and of themselves to warrant promotion.*

The excellence of the faculty in the Department of Criminal Justice & Criminology at East Tennessee State University is maintained in part through an appraisal of each candidate for promotion by colleagues and by appropriate administrative officers. Faculty members may be recommended for promotion to a higher rank based upon their demonstrated qualifications for that rank as evaluated by their peers in the department, the department chair, the promotion and tenure advisory committee of the college, the academic dean, the vice president, the president, and the TBR.

The appraisal of each candidate in the Department of Criminal Justice & Criminology should incorporate a thorough review of achievements which are expected in teaching; research, scholarly or creative activity; and, professional service. Chairs and deans shall keep a faculty member informed of their expectations for his/her performance, including requirements for promotion and tenure. Any dramatic alterations in these expectations should be made explicit. In most circumstances, this will be accomplished by the annual review process, though this is not the definitive evaluation tool. Specific criteria to be applied to the work of an individual faculty member will be clearly delineated on annual faculty activity plans, reports, and evaluations. The Criminal Justice & Criminology department chair should submit evaluations of these activities, accompanied by evidence obtained through an evaluation process designed to ensure that recommendations are predicated on substantive analysis.

Because of the importance and significance of the promotion deliberations, each Criminal Justice & Criminology department faculty member must assume responsibility for insuring that pertinent information concerning teaching, research, and professional service is available to the Chair of Criminal Justice & Criminology and to the departmental committee.

The Criminal Justice & Criminology department may make adjustments to minimum service in rank for extraordinary performance and service and for total years of full-time teaching experience.

ASSISTANT PROFESSOR

The Department of Criminal Justice & Criminology requirements for promotion to or hiring at

the rank of Assistant Professor are as follows:

- § Possession of an earned terminal degree, as defined by the discipline, from a recognized or accredited institution.
- § Evidence from academic records, recommendations, interviews, or other sources that the individual is adequately trained in the discipline and is otherwise competent to carry out the duties and responsibilities of a member of a university faculty.
- § Evidence of high professional standards and behavior consistent with professional ethics.
- § Evidence of effective teaching if the individual has taught at the college level. If the individual has not taught at the college level, evidence should be obtained that satisfactory teaching performance can reasonably be expected.
- § Evidence of published research or of publishable research in progress.

ASSOCIATE PROFESSOR

All candidates for promotion to the rank of Associate Professor must meet Department of Criminal Justice & Criminology, College of Arts and Sciences, university and TBR expectations for satisfactory performance in all three areas of teaching, research, and professional service. Successful candidates for the rank of Associate Professor should be judged as above average in two categories and excellent in at least one as assessed by the department committee and chair.

The Department of Criminal Justice & Criminology requirements for promotion to the rank of Associate Professor are as follows:

- § Possession of an earned terminal degree, as defined by the discipline, from a recognized or accredited institution.
- § Completion of the minimum years in rank as Assistant Professor as set forth in the ETSU Faculty Handbook. Exceptions may be made for extraordinary performance and overall years of full-time teaching experience.
- § Evidence of high professional standards and behavior consistent with professional ethics and a collegial attitude.

Teaching: Documented evidence of teaching effectiveness will be determined by the candidate's demonstrated strength in teaching undergraduate and graduate criminal justice and criminology courses in the candidate's areas of expertise. Documentation can take various forms (see section of this document on "Required Documentation for Promotion in All Ranks"). Documentation that the candidate can and does teach a sufficient variety of courses that assist the department in its need to offer both required and elective courses. Creation of new courses and syllabi, chairing thesis committees and service on thesis committees, independent studies, and honors theses are considered.

Research: Consideration is given for directing specific research projects with colleagues and students. Consideration is also given for successful research grant proposals. Documented evidence of scholarly productivity in research endeavors within the discipline is required as follows:

- § Typically, a minimum of five (5) scholarly articles published in refereed journals or chapters in monographs is expected from candidates. As a guide, one book (monograph) in a reputable press would substitute for at least three (3) articles; one textbook would count as two (2) articles; and so on.
- § Participation in international, national, regional and state professional organizations related to the candidate's discipline is also required. This includes presenting papers at all levels of conferences, organizing and serving on scholarly panels, serving as officers for professional societies, and serving on editorial boards of scholarly journals.

Service: Documented evidence of significant professional service activities includes participation on at least one departmental committee each year; participation on college and university committees; and, when appropriate, student advisement. Special programs, participating in workshops, consulting within the candidate's field or discipline are also a consideration. Community service is expected.

PROFESSOR

All candidates for promotion to the rank of Professor must meet Department of Criminal Justice & Criminology, College of Arts and Sciences, university and TBR expectations for satisfactory performance in all three areas of teaching, research, and professional service. Successful candidates for the rank of Professor should be judged as excellent in a least two of the three areas and at least good in the third as assessed by the department committee and chair.

The Department of Criminal Justice & Criminology requirements for promotion to the rank of Professor are as follows:

- § Possession of an earned terminal degree, as defined by the discipline, from a recognized or accredited institution.
- § Completion of the minimum years in rank as Associate Professor as set forth in the ETSU Faculty Handbook. Exceptions may be made for extraordinary performance and overall years of full-time teaching experience.
- § Evidence of high professional standards and behavior consistent with professional ethics and a collegial attitude.

Teaching: Documented evidence of teaching effectiveness will be determined by the candidate's demonstrated strength in teaching undergraduate and graduate criminal justice and criminology courses in the candidate's areas of expertise. Documentation can take various forms (see section of this document on "Required Documentation for Promotion in All Ranks"). Documentation that the candidate can and does teach a sufficient variety of courses that assist the department in its need to offer both required and elective courses. Creation of new courses and syllabi, chairing thesis committees and service on thesis committees, independent studies, and honors theses are considered.

Research: Successful research and scholarly activity will include the following:

- § Typically, a minimum of ten (10) articles in refereed journals, at least five of which were

published after the candidate became an Associate Professor is expected for candidates. Or, one book (monograph) and two (2) articles in refereed journals published after becoming an Associate Professor. As a guide, one textbook published after the candidate became an Associate Professor would count as two articles.

§ Participation in international, national, regional, and state professional organizations related to the candidate's discipline after the candidate became an Associate Professor is also required. This includes presenting papers at all levels of conferences, organizing and serving on scholarly panels, serving as officers for professional societies, and serving on editorial boards of scholarly journals.

Service: Documented evidence of significant professional service activities after the candidate became an Associate Professor includes participation on at least one departmental committee each year; participation on college and university committees; and, when appropriate, student advisement. Special programs, participating in workshops, consulting within the candidate's field or discipline are also a consideration. Community service is expected.

Required Documentation for Promotion in All Ranks

Teaching

Since the first responsibility of the Department of Criminal Justice & Criminology is the education of its students, excellence in teaching should be continually encouraged and rewarded. No nomination for promotion should be made without accompanying evidence of the nominee's excellence as a teacher. Inevitably, the rating of teaching ability is to some degree a value judgment. It is incumbent upon the Criminal Justice & Criminology department to administer student evaluations, review course syllabi and assignments, review teaching portfolios, and observe the candidate in the classroom. Evidence supplied by the candidate might include records reflecting performance above routine expectations in:

- § Command of subject matter: classroom observation, review of teaching materials, supporting letters from students.
- § Ability to organize and present subject matter in a logical and meaningful way: classroom observation, review of teaching materials, supporting letters from students.
- § Ability to motivate students: classroom observation, student evaluations, supporting letters from students.
- § Development of instructional techniques or teaching materials: faculty evaluation goals and achievements, creation of new courses, instructional development grants.
- § Direction of theses, independent research projects, participation in departmental student organizations.

Supporting evidence for the above must be provided by the candidate and affirmed by peer review/classroom observation in the Department of Criminal Justice & Criminology. Evidence will also be drawn from student evaluations of instruction.

In addition to classroom contact, the Criminal Justice & Criminology department will consider the candidate's total number of preparations per semester, number of courses per academic year, level of difficulty of the courses, number of students assigned to the classes, and time and location of courses.

In addition to any other evidence that the candidate might choose to provide, the candidate must furnish student assessments of instruction for at least eight (8) courses taught while holding current rank, wherever possible, or for every course evaluated while holding current rank, if this number is greater. These student assessments should be representative of a variety of classes that the candidate has taught. A University-approved assessment instrument will be used for this purpose. Student assessments must be included with all applications for promotion and will be considered as one important source of information concerning effective teaching, *although not the only one*.

The Department of Criminal Justice & Criminology will also assign peer reviewers for classroom observation. Reviewers will consider student assessment of instruction in light of the type of courses involved. For this peer review, candidates should include additional items such as course syllabi, study materials, assignments, information on assessment and grading practices, and expectations relating to the candidate's particular responsibilities. The College of Arts & Sciences requires that each tenure-track faculty member be observed in the classroom by peers in his/her department a minimum of once per academic year. Tenured faculty members seeking promotion to a higher rank must be observed in the classroom by peers in his/her department a minimum of three (3) classes. It is the responsibility of the tenure-track or tenured faculty member, with the assistance of the chair, to ensure that this peer evaluation takes place. Peer observers should be selected by the faculty member, in consultation with the chair. When the peer observers will attend class should be agreed upon in advance by the faculty member. Written evaluations should address areas such as course content, assignments, grading practices, classroom management, etc., and be submitted to the faculty member and to the chair. These peer observations will ultimately be included in the faculty member's tenure/promotion dossier. On-line courses will not be exempt from peer evaluation. Peer observers should meet with the tenure-track faculty member to determine an appropriate means of evaluation. Written evaluations will follow the same format as those for live classes.

Research

Research and scholarly activities are also important areas of faculty involvement in the Department of Criminal Justice & Criminology. Clear evidence of the quality of work should accompany each application. Evidence supplied by the candidate might include records reflecting performance *above routine expectations* in the following:

- § Publications: textbooks, books (monographs), chapters in books, articles in refereed journals, conference proceedings, abstracts, book reviews, and other related items such as electronic publications, software and courseware.
- § Papers presented: those papers presented at local, state, regional, national and international professional meetings. The significance of content and selection processes

should be considered in reviewing such presentations.

§ Research in progress: verification of stages of development is mandatory.

Other items such as funded or unfunded research proposals, computer software development or audio-visual media will also be considered.

Complete and accurate documentation of all research and scholarly activities, including complete bibliographical listings of publications, status of journals (refereed or non-refereed), role in jointly authored articles, papers and books should be included in each application to provided evidence and support for these activities. Copies of published items and other reported research activities must be available for examination by reviewers.

Service

The candidate should offer evidence of professional service to the University, to the College of Arts and Sciences, the Department of Criminal Justice & Criminology, to the discipline, and to the larger society of which the University is a part. Documentation of all service activities is required. Service should include participation in organizations and on committees, although more significance will be attached to leadership roles therein. Documentation of effective student advisement, if applicable, is also required. Evidence supplied by the candidate might include records reflecting performance *above routine expectations* in the following:

§ Service to the University and to affiliated institutions: This category includes the Department of Criminal Justice & Criminology, College of Arts and Sciences, and University committee participation and leadership roles therein, recruitment and retention activities, service to student organizations, and other related activities.

§ Service in effective advisement or mentoring of students.

§ Service to one's academic discipline: This category includes memberships and leadership roles in professional organizations at the international, national, regional and state levels.

§ Service to the larger society of which the University is a part: This includes presentations related to one's discipline, professional advice or consulting (compensated and non-compensated), assisting with program evaluations within the criminal justice system, teaching in-service training sessions for area criminal justice practitioners, responding to media requests for interviews regarding the criminal justice system, and providing other community service in the University's service area.

A faculty member's service contributions are subject to evaluation based on criteria uniquely applicable to this aspect of his/her work. As in the case of teaching, it is difficult to evaluate service; however, it is the responsibility of the peer review committees and administrative officers recommending candidates to develop criteria and to document performance. Criteria for evaluation of service should be based on the effectiveness with which the service is performed, its relation to the general welfare of the University and/or the Department of Criminal Justice and Criminology, and its effect on the development of students and other faculty members.

Revised 04/15/2015

Chair, Department of Criminal Justice & Criminology

Dean, College of Arts and Sciences

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GUIDELINES FOR TENURE

All candidates for tenure in the Department of Criminal Justice & Criminology should demonstrate excellence in teaching and in other academic assignments, and they should supplement this with achievements in research and scholarly activity, and service consistent with documented expectations. The excellence of a candidate's performance will be assessed by the traditional criteria of teaching effectiveness, research and scholarly activity, and professional service.

Candidates for tenure must hold an earned terminal degree, as defined by the discipline, from a recognized or accredited institution

The long-term staffing needs of the Department of Criminal Justice & Criminology and the University are taken into account at each level in the review process when candidates are evaluated for tenure. Criteria to be considered may include:

- § Enrollment patterns
- § Program changes
- § Potential for staff additions
- § Prospective retirements and resignations

In an effort to promote constructive communication among tenure-track faculty, tenured faculty, department chairs and dean, the ETSU College of Arts & Sciences requires that each tenure-track faculty member participate in a progress evaluation towards the end of his/her third year. This third-year review is similar to a tenure review in its focus on teaching, research, and service but is conducted within the department. The tenure-track faculty member should provide, by April 1 of his/her third year, a dossier to the department chair for review by the departmental tenured faculty and chair. The dossier should contain a recent *curriculum vita*, followed by concise supporting documents such as student evaluations and peer observations of teaching, evidence of scholarly publications/presentations, and conclude with a summary of department/college/university/community service. The third-year evaluation will be based on how well the faculty member meets individual departmental requirements for tenure. Prior to May 1, the tenured faculty will meet to evaluate the dossier. The tenured faculty committee will then communicate in writing, to the candidate an assessment of his/her strengths and weaknesses, and suggest areas for improvement. A copy of the written assessment summary will be delivered to the department chair and to the dean of the college.

TEACHING

Clear evidence of a candidate's teaching effectiveness must be presented to the Department of Criminal Justice & Criminology. Sources of information that validate a candidate's teaching ability will include peer evaluation of a teaching portfolio including syllabi, examinations, graded essays, supervised research papers, directed theses, and other classroom materials;

student evaluations of instruction; and, evaluation by the department chair. Candidates must demonstrate:

- § Command of the subject matter.
- § Ability to organize and present subject matter in a logical and meaningful way.
- § Ability to motivate students.

Evidence of effectiveness in academic assignments other than teaching in the Department of Criminal Justice & Criminology shall include materials and information that are pertinent to the assignment in question. This may include course development, guest lectures, direction of honors and M.A. theses, direction of independent studies, etc.

RESEARCH AND SCHOLARLY ACTIVITIES

Research and scholarly activities are important areas of faculty involvement in the Department of Criminal Justice & Criminology. Clear evidence of the quality of work should accompany each application. The candidate should supply evidence of the following:

- § Publications: textbooks, books (monographs), book chapters, articles in refereed journals, articles in non-refereed journals, refereed and non-refereed conference proceedings, book reviews, and other related items.
- § Papers presented: presentations at state, local, regional, national and international professional meetings, and sessions/panels chaired and/or organized. The significance of content and selection processes should be considered in the reviewing of such presentations.
- § Research in progress: verification of stages of development is mandatory. Documentation may include textbook publishing contracts, journal reviewer comments, grant proposals, copies of works in progress.
- § Other items such as funded or unfunded research proposals, computer software development, or audio-visual media may be considered.

SERVICE

The candidate should offer evidence of professional service to the University, to the College of Arts and Sciences, to the Department of Criminal Justice & Criminology, to the discipline, and to the larger society of which the University is a part. Documentation of all service activities is required. Service should include participation in organizations and on committees, although more significance will be attached to leadership roles therein. Evidence supplied by the candidate should include data reflecting performance *above routine expectations* in the following:

- § Service to the University and to affiliated institutions. This category includes the Department of Criminal Justice & Criminology, College of Arts and Sciences, and University committee participation and leadership roles therein (i.e., participation in University governance; Criminal Justice & Criminology department and University administrative service; recruitment and retention activities, service to student

- organizations; and, other related activities.
- § Service in advisement or mentoring of students.
- § Service to one's academic discipline. This category includes memberships and leadership roles in professional organizations at the international, national, regional and state levels.
- § Service to the larger society of which the University is a part: This includes presentations related to one's discipline, professional advice or consulting (compensated and non-compensated), assisting with program evaluations within the criminal justice system, teaching in-service training sessions for area criminal justice practitioners, responding to media requests for interviews regarding the criminal justice system, and providing other community service in the University's service area.
- § A faculty member's service contributions are subject to evaluation based on criteria uniquely applicable to this aspect of his/her work. As in the case of teaching, it is difficult to evaluate service; however, it is the responsibility of the peer review committees and administrative officers recommending candidates to develop criteria and to document performance. Criteria for evaluation of service should be based on the effectiveness with which the service is performed, its relation to the general welfare of the University and/or the Department of Criminal Justice and Criminology, and its effect on the development of students and other faculty members.

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