



INTRODUCTION TO PROMOTION AND TENURE GUIDELINES

A major strength of the College of Nursing is its faculty. Faculty members enable the programs of the College to succeed and contribute to the profession and the broader community through their teaching, scholarship, service, and practice. These guidelines are intended to provide direction for faculty members to highlight their accomplishments and to direct the documentation of their extensive expertise in order to assist them in attaining both tenure and promotion.

The document details categories of activities and examples of evidence in the standard areas of teaching, scholarship, service, and practice. It also provides categories and evidence that highlight the practice component of service. It is not intended that faculty members whose role includes structured practice be held to an additional set of criteria, but that their practice contributions be specifically emphasized within the service component of the standard academic role. Up to 20% of your practice component can be designated to service.

The document is not intended to serve as a simple checklist that, if completed, assures either tenure or promotion. Instead it is intended to provide parameters within which individual faculty members can create their own body of work with emphasis on their own unique strengths. The suggested categories and evidence are intended to provide maximum flexibility and choice.

The categories have been created in such a way to indicate developing contributions as a faculty member matures. Maturation is the basis of the one, three, and five point categories. The awarding of tenure recognizes a pattern of scholarly activity. Promotion indicates increasing quality and quantity in a faculty member's contributions across the various faculty roles. In other words tenure is the recognition that a faculty member is projected to provide career-long contributions. Promotion recognizes increased breadth and depth of demonstrated contributions. While the evidence for tenure and promotion may be similar, the emphasis is different.

The guidelines are to be used as a resource to identify specific faculty contributions. Faculty members are expected to provide evidence of a substantial body of work deemed by peers, colleagues and administration to be of high quality. Thus, any suggested evidence within the categories is only an example.

This document acknowledges the importance of the partnership between faculty members and the College administration. It is in this light that the guidelines and requirements provide a framework for administrative decisions regarding workload. In order to support each eligible faculty member in the achievement of tenure and/or promotion.

It is intended that this document be reviewed and revised to reflect faculty accomplishments and the mission and goals of the College and University. Suggested alterations to the guidelines shall be reviewed by the Tenure and Promotion Committee and forwarded for approval to the Academic Council.

*Amendment 1 (approved by Academic Council November 27, 2017): **All** College of Nursing faculty **applying** for promotion and/or tenure after May 6, 2016 will be held to these guidelines.*

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Promotion and Tenure Guidelines

SERVICE**

Instructions: Add up the points for each promotion and tenure accomplishment. Any given accomplishment can receive points only once.

Assistant Professor 1 point	Associate Professor 3 points	Professor 5 points
*Active member of a local, regional, or state professional organization	*Serves as officer of local, regional, or state professional organization	*Serves as chair of a local, regional, or state professional organization committee
*Serves on a local, regional, or state task force or subcommittee and attends a minimum of ½ of the meetings held each semester	*Serves as a member or officer of a national or international professional committee	*Serves as chair of a national or international professional organization committee
*Serves on a college or university committee	*Serves as an officer of a college or university committee, tasked with committee planning responsibilities	*Serves as chair of a college or university committee
*Serves on a local or college/university task force or sub-committee	*Serves on a state or regional task force or subcommittee	Serves on a national or international task force or subcommittee
Volunteers as a member or provides support for a community service project <i>(minimum of one/year)</i>	Develops and/or directs a community service project <i>(minimum of one/year)</i>	Serves on Board of Community Organization
Serves as a collaborative member with nursing on a community board	Serves as a member or officer of a non-nursing community board	Serves in a leadership role on community board
Serves as a volunteer for a non-professional community or regional organization	Serves as a volunteer for a professional community, regional or state organization	Serves as a volunteer for a professional national or international organization

Attends student organization meetings and facilitates meetings at the local level ; minimum of ½ of the meetings held each semester	Facilitates participation for student organization members at the regional level	Facilitates participation for student organization members at the state or national level
Participates in on-campus or local student recruitment activities	Participates in state student recruitment activities	Participates in national student recruitment activities
Serves as a mentor to one (1) faculty member	Serves as a mentor for a minimum of three (3) faculty members	Serves as a mentor to five (5) or more faculty members
Additional items negotiated with Chair, Dean, and Promotion & Tenure Committee prior to review	Additional items negotiated with Chair, Dean, and Promotion & Tenure Committee prior to review	Additional items negotiated with Chair, Dean, and Promotion & Tenure Committee prior to review

Instructions: Add up the points for each promotion and tenure accomplishment. Any given accomplishment can receive points only once.

**Up to 20% of your practice can be designated to service.

*Designates required item.

Promotion and Tenure Guidelines

PRACTICE **

Assistant Professor	Associate Professor	Professor
Category I (1 point)	Category II (3 points)	Category III (5 points)
*Provides clinical services to patients in a health care setting	*Provides consultation to patients/providers in a health care setting	*Initiates new clinical services to patients in a health care setting
*Maintains certification or licensure related to area of expertise	*Expands area of expertise to better service patients and families	*Acquires additional certifications in order to expand practice opportunities
*Contributes to quality improvement projects in the clinical area	*Conducts quality improvement projects in the clinical area	*Initiates new quality improvement projects in the clinical area
*Collaborates with own discipline to provide high quality patient care	*Collaborates with other health science disciplines to provide high quality patient care	*Initiates collaborations with non-health science disciplines to provide high quality patient care
*Utilizes evidence-based practice guidelines in the clinical setting	*Implements evidence-based practice guidelines for the improvement of patient care	*Evaluates evidence-based practice guidelines in order to change present practices
Develops new clinical or innovative clinical practice protocols	Implements new clinical or innovative clinical practice protocols	Evaluates new clinical or innovative clinical practice protocols
Shares clinical expertise through regional, practice-based conferences/workshops	Shares clinical expertise through state/national conferences/workshops	Shares clinical expertise through national or international conferences/workshops
Receives local honors/awards related to expertise/endeavors in clinical practice	Receives regional/state honors/awards related to expertise/endeavors in clinical practice	Receives national honors/awards related to expertise/endeavors in clinical practice
Shares clinical expertise through local journals newspapers or newsletters	Shares clinical expertise through peer-reviewed journals or chapters in books	Shares clinical expertise through multimedia productions and/or 2 peer-reviewed journals or chapters in books per year.
Serves as a preceptor to 5 or less undergraduate/graduate nursing students	Serves as a preceptor to 5 or less nursing or non-nursing graduate students in the health science division	Serves as a preceptor to 5 or less nursing and non-nursing doctoral students in the health science division

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Achieves local/ regional recognition for clinical expertise	Achieves state wide recognition for clinical expertise	Achieves national/international recognition for clinical expertise
Receives recognition as a long-term mentor for students in nursing	Receives recognition as a long-term mentor for students in health science arenas	Provides mentoring for faculty and practicing nurses/nurse practitioners
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SCHOLARLY ACTIVITY

Assistant Professor	Associate Professor	Professor
1 point	3 points	5 points
Research/Scholarship/Creative Activities		
*Peer-reviewed podium presentation or poster at local professional conference.	*Delivers peer-reviewed podium presentation at local professional conference as co-authors or state/regional or national conference as first or sole author.	*Presents peer-reviewed paper at state, national, and/or international professional conferences as first or sole author.
Uses research/scholarship/creative activities findings to inform their own nursing practice.	Creates/applies research/scholarship/creative activities to nursing practice/knowledge.	Creates/applies research/scholarship/creative activities findings to interprofessional health care practice/knowledge.
Identifies one or two key research/scholarship/creative activities interests and completes at least one thorough review of the literature for that topic	Has initiated a program of research/scholarship/creative activities and completed a thorough review of the literature.	Has a well-established program of research/scholarship/creative activities and is recognized as a regional, national, and/or international expert.
Identifies potential team members in their research/scholarship/creative activities interest area	Actively participates as a team member in another investigators program of research/scholarship/creative activities.	Serves as PI or Co-I in an active program of research/scholarship/creative activities.
Presents at local professional conference with supervised student as an author.	Presents at state/regional professional conference with supervised student as an author.	Presents at national/international professional conference with supervised student as an author.
Local podium presentation (Non peer-reviewed)	State/regional podium presentation	National/international podium presentation
Funding or Sponsored Projects		

*Submits internal/external grant application within 3 years of appointment	*Secures internal/external research/scholarship/creative activities funding for grant as PI/PD	*Secures internal/external competitive grant award as PI/PD or Co-I collaboratively as member of team.
Publications		
*Submits and published at least one peer-reviewed scholarly paper every 2 years	*Submits and publishes at least one peer-reviewed scholarly paper per year	*Submits and publishes at least one peer-reviewed scholarly paper per year
Applies research/scholarship/creative activities findings in teaching and practice.	Demonstrates pattern of scholarship progression that contributes to the science of nursing, with evidence of increasing expertise.	Demonstrates pattern of scholarship that contributes to the science of nursing, with evidence of increasing expertise, and evidence of leadership in research/scholarship/creative activities.
Co-reviews a manuscript with senior faculty	Regularly serves as a peer reviewer for professional journals and/or reviewer for publishers of textbooks	Authors chapter in published book.
Other Scholarly Activity		
Review book chapters related to teaching/research/scholarship/creative activities area	Manuscript reviewer for peer reviewed journal	Serves on the editorial board for a journal.
Mentors Honors-in-Discipline student each year	Mentors three or more University Honors Scholars or Midway Honors Scholar student each year Serves on PhD student dissertations or DNP projects each year	Chairs PhD student dissertations or DNP projects each year
Designated reviewer for College of Nursing journal, grant, or book manuscript	Designated reviewer for university journal, grant, or book manuscript	Designated reviewer for external peer-reviewed journal, grant, or book manuscript
Receives a college or local professional award for service	Receives an university, regional, or state professional award or other recognition for service	Receives a national or international professional award or other recognition for service

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Local: tri-city area (Johnson City, Kingsport, Bristol)

Regional: NE TN; SW VA; NW NC; SE KY

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Promotion and Tenure Guidelines

TEACHING

Category I Assistant Professor (1 point)	Category II Associate Professor (3 points)	Category III Professor (5 points)
*Develops new lecture/module for course(s)	*Responsible for developing at least three modules	*Solely responsible for developing a new course that is subsequently approved and taught at least one semester
*Collaborates plans and teaches at least one didactic course, demonstrating effectiveness in the classroom and/or clinical setting	*Independently plans and teaches at least one didactic course, demonstrating effectiveness in the classroom and/or clinical setting	*Serves as course coordinator in at least one course.
*Reviews SAI results with a knowledgeable colleague and identifies areas for improvement	*Receives at least one peer teaching evaluation annually and implements appropriate changes	*Ensures all courses taught comply with ETSU quality standards for online or synchronous courses. Example: have ATS of college liaison review courses for compliance
Participates in course revisions with another faculty member.	Develops a plan for course revisions based on evidence of need for change	Make major revisions with documented evidence of the effort
Provides feedback on teaching materials, making recommendations to the developer(s)	Edits and revises teaching materials	Creates new teaching materials
Actively teaches in at least one continuing education program	Collaborates with others to develop at least 50% of a continuing education program	Plans and directs continuing education programs
Provides feedback and significant data for a formal course evaluation	Participates in a formal evaluation of at least two courses annually with documentation of evidence	Conducts a formal evaluation of courses that includes comparing the course with existing standards and developing a

Category I Assistant Professor (1 point)	Category II Associate Professor (3 points)	Category III Professor (5 points)
		formal plan for course revisions and enhancements with appropriate follow-up
Provides students with feedback on their psychomotor, cognitive, and affective performance in didactic/clinical/simulation experiences	Implements strategies to promote students' development of psychomotor, cognitive, and affective performance in didactic/clinical/simulation experiences	Designs curricular changes to promote students' development of psychomotor, cognitive, and affective performance in didactic/clinical/simulation experiences
Participates in program evaluation by regular attendance and participation in curriculum discussions and meetings	Provides annual data relevant to program evaluation	Contributes to program evaluation by participating in accreditation processes through compiling and creating evidence of achievement of accreditation standards
Provides evaluation data on the performance of clinical agency sites related to the desired educational goals of the program	Formally evaluates the performance of clinical agency sites related to the desired educational goals of the program	Locates and recommends/secures clinical agency site(s).
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