

SUBJECT: STANDARDS FOR PROMOTION AND TENURE General

I. Summary

All tenure-track faculty members have a probationary period, during which time they must substantiate their value to earn tenure. The hope is that all tenure-track faculty members can achieve tenure, to do so requires the demonstration of the qualities of the *ideal faculty member* as defined in the Faculty Handbook.

The minimum conditions and requirements shall apply to tenure-track faculty members appointed beginning with the 2016 academic year to earn tenure and promotion to Associate Professor and Full Professor in the College of Education contained in this document. A copy of the existing document in which these requirements shall be given to each faculty member and placed in each faculty member's personnel file.

The decision to grant or deny a faculty member tenure occurs in the last year of the probationary period. In the event of a denial of tenure, the faculty member will receive a 12-month advance written notice of termination.

Individuals considering early tenure application should first consult the Department Head/School Director. Consideration of requests for earlier tenure and/or promotion will occur only under exceptional conditions as permitted by university policy. Requests to delay tenure shall follow the procedures in the Faculty Handbook.

To assist tenure-track faculty members with charting their progress, the candidates will provide a portfolio during the third year for review to the Departmental/School Tenure and Promotion Committee. The committee will submit a letter of feedback to the faculty member regarding his/her progress toward tenure based upon the Departmental/School, College, and University Tenure and Promotion guidelines.

The intent of the criteria within this document is to provide the College of Education's requirements for earning a **recommendation** for tenure and promotion. A positive recommendation by the Department/School and College is the first step in the approval process as the department/school's recommendation goes to the Department Head/Director, Dean, and Provost/Vice President for Academic Affairs for review and approval. The Department/School Tenure and Promotion Committee, Department Head/School Director, Dean, and Provost/Vice President for Academic Affairs will consider the quality of scholarship, including research, publications, and presentations; quality of teaching; and quality of service to the university and the community in the process of making a final decision. In addition to the above, each faculty

member may distinguish himself or herself in different ways through a combination of other factors that contribute to determining the quality of professional contributions. The consideration of additional professional contributions is at the discretion of the Department Tenure and Promotion Committee, the Department Head/School Director, and the Dean.

1. Documentation

When submitting the portfolio for mid-tenure review or tenure and promotion, the faculty member is limited to one cross-platform (MAC and PC) USB drive (or similar device) or a maximum of three notebooks. The organization of materials must be in a logical manner with a table of contents or similar, regardless of submission format.

The portfolio must include the following:

- (a) Application letter and complete curriculum vitae
- (b) Research (reprints of published articles and book chapters, copies of accepted manuscripts, documentation of acceptance in referred journals, grants, written contracts, software, patents, etc. Include documentation identifying the quality of scholarship.) In the case of books published or edited with an academic press, include a copy of the cover and table of contents and have a full copy should be available upon request.
- (c) Teaching (statement of teaching philosophy, evidence of innovations, syllabi, course evaluations, documentation of mentoring, SEI, certifications such as distance learning, etc.)
- (d) Service (documentation of service to the field, the University (including advising), the College of Education, Professional Organizations and/or the community, etc.)
- (e) Miscellaneous (unsolicited student feedback, awards, faculty impact ratings such as h-index, etc....)

II. Application Process:

1. Department/School Committee Review:

The Department/School shall elect a Committee of 3 or more tenured faculty members (Department Heads/School Directors excluded). In the case of a promotion, the faculty members shall be at a rank higher than that the faculty member is applying for, i.e. the committee shall consist of full professors when a faculty member is applying for promotion to associate

professors. All tenured faculty members are eligible to be elected to serve on this committee, and the election of the committee shall occur at a faculty meeting held early in the academic year. In the advent that a Department/School cannot fill the minimum number of tenure faculty required, outside faculty members from the College or similar discipline within the University may be appointed provided those members are tenured faculty. The faculty member applying for tenure or promotion shall have the opportunity to provide input into the selection of the outside faculty members. Once elected the Department Committees will serve a term of 2 years. This committee will review the portfolios submitted by faculty for mid-tenure review, tenure, and promotion and make recommendations based upon a Department/School Rubric. The faculty in the academic unit shall approve the Department/School Rubric periodically to ensure that it reflects current expectations. The Department or School rubric will at a minimum adhere to the College criteria outlined below and can offer additional requirements unique to the discipline(s) of the Department Faculty. The committee will forward recommendations regarding Tenure and Promotion to the Department Head/Director who make an independent recommendation and forward all materials to the Dean of the College. In the case of a mid-tenure review, the committee will draft a letter on the progress of the candidate towards tenure which the committee sends to the Department Head/School Director who will meet with the faculty member regarding the outcome of the review. In the case of a negative mid-tenure review, the faculty member and Department Head/School Director will jointly develop a plan to address deficiencies to submit to the Dean of the College for approval. The committee will be responsible for keeping minutes of deliberations filed in a secure manner in the Department/School.

Note on External Review:

External peer review is required for the rank of Professor and may be presented optionally for other reviews to document significance of the candidate's contributions through publication, presentation, and/or service to the field. If required or electing a peer review, the applicant is required to submit at least three names of potential external peer reviewers from outside the University. Additionally, the Department Head/Director will provide three or more reviewers. From the recommended reviewers by the candidate and Department Head/Director, the Department/School Tenure and Promotion Committee will choose two or more. The external reviewer will be contacted by the Department Head/School Director and provided with a curriculum vitae and offprints of recent publications in digital form. The reviewer will be asked to draft a letter addressing the contribution of the candidate to the field and the appropriateness of the material for the sought promotion. The letter once received will become part of the portfolio for the candidate. The external peer reviewer shall be:

- Of a similar discipline as the promotion candidate
- Of an institution(s) with promotion requirements similar to those of the University of Louisiana at Lafayette, College of Education
- Of a similar sized institution(s) and from a similar Carnegie Classification.
- Faculty from dissimilar sized/ranked institutions may be considered as reviewers as long as their teaching and research workload are equivalent to the tenure candidate's
- Should not be the candidate's advisor or mentor, and should not have extensive co-authorship of papers, presentations or grants.

III. Criteria for Tenure and Promotion

1. Tenure and Promotion to Associate Professor

The following are minimum requirements to achieve tenure in the College of Education.

- A. *Annual Merit Evaluation.* The candidate shall demonstrate a level of performance suitable for tenure. To achieve this level of performance, a candidate shall
- Receive a 3.5 rating at least once and will have achieved ratings of an average of 3 during the probationary period.
 - Provide documentation of at least two examples of significant professional and/or community service related to their field of expertise
 - Be a member of the Graduate Faculty (Level I or II)
- B. *Scholarly Productivity.* Items in sections i and ii are required. Articles in section iii identify equivalencies to satisfy items i and ii.
- i. There shall be at least six high-quality publications in national or international refereed journals (print or electronically distributed). A waiver of one required publication may be provided for a faculty member that has a significant program accreditation assignment during the probationary period that is not sufficiently addressed through release time.
- A chapter in a professional book publication by an academic press equates to one publication.
 - An entire professional book published as the first author in an academic press

will be credited as three publications.

- Lead editorship on a professional book publication by an academic press receives credit as two publications. Co-editorship may be credited as one publication with appropriate documentation.
- Co-authorship of a professional book publication by an academic press, will receive credit as up to two publications with sufficient documentation of the contribution made by the faculty member.
- Discipline related professional or educational software, other than self-published, may count as one publication.
- An article in a national or international refereed journal will count as one publication. Include documentation that the journal is refereed in the research section of the portfolio.

ii. There shall be at least four presentations at national or international conference programs conducted by recognized professional organizations or governmental agencies.

- There shall be at least four presentations at national or international conference programs conducted by recognized professional organizations or governmental agencies. Regional or state annual meetings or conferences of similar value (or of equal importance) as deemed by the department are also recognized to meet the presentation requirement. More than six publications may be used to satisfy the presentation requirement on a 1:2 bases.
- Being principal investigator or documented evidence of being a major contributor to writing a grant(s) that received external funding totaling \$50,000 or more may substitute for one publication. Provide evidence of the percent contribution of each investigator.
- Abstracts published in national refereed journals may be substituted for presentations on a 1:1 basis.
- At the time of application, up to one publication in press or accepted article may

be accepted with proper documentation.

2. Promotion to Full Professor

In the Faculty Handbook, the following are guidelines for promotion to Full Professor: “Promotion to full Professorship implies that the individual is recognized by peers in the profession as an authority in a field of specialization, and by associates and students as an outstanding teacher and researcher. The Professor will have made major, nationally recognized contributions in the areas of teaching, research, and professional service.”

For promotion from Associate Professor to Full Professor, the candidate, as a minimum, must repeat the requirements necessary for promotion from Assistant Professor to Associate Professor.

Additionally:

- External peer review is a requirement for promotion to full professor as an additional source of information for evaluation.
- The candidate must have received an Annual Performance evaluation of 4 or greater after promotion to Associate Professor
- The candidate must be a Level II member of the Graduate Faculty
- There must be evidence of extramural funding for research to support the appointment.