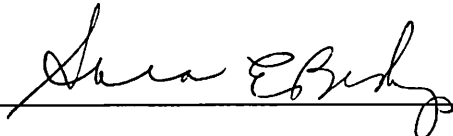


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<b>F</b>	SUBJECT: Tenure/Promotion	
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Signature  Date 5/9/15

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### STANDARD POLICY

#### TENURE

Tenure shall normally be restricted to full-time faculty members who have earned a terminal degree in nursing or a related field as defined in Stephen F. Austin State University's (SFASU) Policy on Academic Appointments and Titles (E – 1A). Faculty who do not meet this criterion will be hired on a non-tenure track at the rank of Clinical Instructor.

The granting of tenure is based upon a continued record of **meritorious** performance in the three areas of teaching, scholarship, and service. Criteria in each category are considered as a whole. A candidate for tenure must demonstrate an ability to effectively synthesize and disseminate knowledge through teaching. Potential value as a tenured faculty member will also be documented by identification of, and progress toward, measurable goals that are consistent with the missions and philosophies of the School of Nursing (SON), the College of Sciences and Mathematics (CSM) and SFASU.

#### PROMOTION

The SON seeks to maintain the strongest faculty possible and adheres to the university's policy on academic promotion (Policy E – 3A). Criteria in each category are considered as a whole. A candidate for promotion to the rank of Associate Professor must demonstrate **excellence** in teaching and **excellence** in either scholarly activities or service and **satisfactory** in the remaining category. A candidate for Professor must demonstrate **excellence** in all three categories.

#### PROCEDURE

##### *Faculty Affairs Committee*

The Faculty Affairs Committee of the SON has a responsibility to the school, the college and the university to maintain a faculty of excellence by reviewing candidates for promotion and/or tenure in a manner consistent with the university's policies. All tenured faculty members will serve on this committee. Non-tenured members of this committee will not participate in reviews. Recommendations for granting tenure and/or promotion shall be based on a verifiable record of performance presented in a portfolio. The portfolio must be submitted in the fall semester of the final year of probationary service unless permission is granted by the provost for earlier submission.

### ***Pre-Tenure Review***

Pre-tenure review shall be consistent with SFASU's Tenure Policy (E – 50A). Faculty fulfilling a six-year or five-year probationary period must be reviewed in the third year of probationary service. Faculty fulfilling a four-year or three-year probationary period must be reviewed in the second year of probationary service. The faculty affairs committee will give written feedback to candidates identifying strengths and weaknesses and will make recommendations for improvement. The committee will issue a statement indicating that the candidate is or is not progressing satisfactorily toward tenure.

### ***The Portfolio***

The portfolio should be submitted to the director of the SON in a 2-inch, 3-ring binder with documentation supporting teaching excellence, scholarship, and service activities since the committee's last review, since entering the tenure track, or the previous five years. It should include:

1. Table of contents
2. Narrative
3. Current vita
4. All annual faculty activity reports
5. All pre-tenure reviews
6. All administrative evaluations
7. All student evaluations

The **narrative** should describe the candidate's accomplishments in teaching, scholarship and service. It should be organized and presented in a manner that demonstrates the sustained character and significance of the information presented. The items in the narrative are to be cross-referenced to the entries in the binder.

Two (2) hard copies of the vita and narrative are to be submitted. One should be in the binder. The other will serve as a master for copying for distribution to the college committee.

Although tenure and promotion to Associate Professor are often tied together, each may be granted or denied separately.

### **CRITERIA FOR EVALUATION**

The criteria listed below are accomplishments to be considered. A successful candidate need not meet each criterion. A candidate's accomplishments must be considered as a whole and a candidate's career goals and contributions to the profession should increase over time.

#### ***Teaching***

Scholarly teaching focuses on the faculty member's area of expertise and may take the form of clinical or didactic instruction. Both include coaching, mentoring, and facilitating students' learning through a variety of innovative and substantiated teaching strategies. Both require development of curricula which will prepare tomorrow's nursing professionals. Both address the

future by assisting students to become critical, creative thinkers and active participants in life-long learning. Life-long learning is actively fostered through the profession by continuing education and the development of programs for educational or career mobility in nursing. Criteria for consideration include, but are not limited to the following:

1. Demonstration of expert knowledge in nursing
2. Application of scholarly expertise to stimulate critical thinking
3. Incorporation of research principles and findings in development and teaching of courses
4. Development of well organized courses, including didactic and clinical sections
5. Enthusiasm for the teaching/learning process
6. Participation in remediation activities when appropriate
7. Participation in advising activities as needed
8. Acceptable assessment through student evaluations\*
9. Being nominated or receiving teaching awards
10. Innovations in education
11. Development of new courses
12. Assessing student outcomes

*\*Criteria #8 must be met for satisfactory, meritorious, or excellent performance.*

**Satisfactory** performance requires meeting at least six (6) of these criteria.

**Meritorious** performance requires meeting at least seven (7) of these criteria.

**Excellence** in performance requires meeting at least eight (8) of these criteria.

### ***Scholarship***

Scholarship includes discovery, integration, application and teaching. All faculty members are expected to participate in scholarly activities. These activities may include leadership in promotion of health through participation in service-learning activities, community-based participatory research, and assumption of civic responsibility. Scholarship includes the provision and dissemination of information, training and technical assistance for health policy development and leadership in coalition-building within the community. Criteria for consideration include, but are not limited to the following:

1. Participation in research activities within nursing
2. Publication of articles in journals (refereed and non-refereed)
3. Dissemination of scholarly work through presentations
4. Participation in the creation and submission of grant proposals (funded and not funded)
5. Membership in professional organizations
6. Continuing education
7. Curriculum development
8. Authoring or co-authoring a chapter within a book
9. Recognition or award for achievements in scholarly activities
10. Participation in accreditation activities
11. Innovations in clinical practice
12. Reviewing manuscripts

**Satisfactory** performance requires meeting at least six (6) of these criteria.

**Meritorious** performance requires meeting at least seven (7) of these criteria.

**Excellence** in performance requires meeting at least eight (8) of these criteria.

*Service*

Faculty members are expected to be engaged in service activities in the school, the college, the university and the community. Service activities are professional acts which are of benefit to others. The criteria for service include, but are not limited to the following:

1. Membership and participation in professional organizations
2. Membership and participation in community organizations
3. Professional consulting
4. Service on department, college and university committees
5. Accompanying students to professional or educational meetings
6. Speaking engagements
7. Recruitment and retention activities
8. Service on an editorial or referee board of a professional journal
9. Recognition or award for achievements in service
10. Participation In health related activities in the community
11. Serving as an advisor for student organizations
12. Serving as course or level coordinators

**Satisfactory** performance requires meeting at least six (6) of these criteria.

**Meritorious** performance requires meeting at least seven (7) of these criteria.

**Excellence** in performance requires meeting at least eight (8) of these criteria.