

Stephen F. Austin State University

**James I. Perkins College of Education
Policy and Guidelines for Academic Promotion**

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The James I. Perkins College of Education (hereafter referred to as the College of Education) Policy and Guidelines for Academic Promotion supplements the University Policy 7.4. Academic Promotion and further clarifies the manner in which the College of Education implements the University Academic Promotion policy. Every faculty member in the College of Education (COE) is expected to meet high standards of professional competence, integrity, collaboration, and collegiality, to further the goals of his/her academic unit and support the College's Vision, Mission, Core Values and Goals. In every case, a faculty member's performance in teaching, research and/or scholarly and creative activities, and rendered service will be evaluated on the basis of specific rigorous criteria in written policy statements developed by the appropriate academic unit (hereafter referred to as unit) and approved by the Dean and Provost and Vice President for Academic Affairs. Collegiality is an expected component of all three areas of professional responsibility (see Appendix A for examples). All criteria for academic promotion (hereafter referred to as promotion) must be based on the application of the highest professional standards and must be consistent with University Policy 7.4, Academic Promotion.

The College of Education Promotion Policy and Guidelines adheres strictly to all sections of Policy 7.4, Academic Promotion, but adds to the policy in the following manner.

College of Education Supplement to Policy 7.4

I. Pre-Associate Professor Review

The College of Education provides a pre-review process for assistant professors who are not yet tenured and are pursuing the rank of associate professor for their next academic promotion. The procedures for pre-associate reviews at the unit and college level are as follows:

Unit Level Pre-Associate Professor Review

For candidates at the assistant professor rank who are not yet tenured, the unit pre-tenure committee or subcommittee and unit leader annually review candidates' pre-tenure portfolio with regards to academic promotion using approved unit associate professor criteria.

College Level Pre-Associate Professor Review

In addition to the annual unit reviews of candidates at the assistant professor rank who are not yet tenured, the COE Pre-Tenure/Pre-Promotion Committee and the dean reviews faculty

progress towards academic promotion to the rank of associate professor once prior to the final tenure review. This review coincides with the pre-tenure review as outlined in the pre-tenure review schedule (Appendix B) in the College of Education Policy and Guidelines for Tenure.

II. Academic Promotion Award Review

Unit Level Academic Promotion Award Review

The Unit Promotion Committees in the College of Education (COE), composed of faculty members as outlined in University Policy 7.4, Academic Promotion (see III.C.6), will individually review the portfolios of candidates being considered for promotion, using the rigorous criteria and completing the evaluation instrument developed by the unit. After the review, the unit promotion committee meets to discuss each candidate's credentials and votes to recommend or not each candidate for promotion. The unit promotion committee chair or designated committee member records the vote and summarizes the committee's findings and recommendations related to teaching, research/scholarship/creativity, and service on the COE Promotion Committee form and committee members sign the form indicating whether they concur or not with the summary. Committee members who do not concur may write their reasons under their signature on the form. Using the rigorous criteria and completing the evaluation instrument developed by the unit, the unit leader reviews the portfolio and recommends to support or deny promotion along with supporting comments on the COE Promotion Administrator form. The unit leader notifies the candidate in writing of the status of the application for promotion and the recommendations of the unit promotion committee and the unit leader. Candidates being reviewed for promotion may respond to the unit recommendations according to the University Academic Promotion policy. The unit leader forwards the candidate's promotion portfolio, the COE Promotion Committee form, and the COE Promotion Administrator form, and any responses received from the candidate to the dean. The unit leader may meet with promotion candidate to share feedback.

College Level Academic Promotion Award Review

The COE Promotion Committees (one for promotion from assistant to associate ^a and one for promotion from associate to full ^b), consisting of associate and/or full professor faculty members (elected by tenure and tenure track faculty) from each unit for ^a, and full professor faculty members for ^b from each unit individually reviews each submitted portfolio from the unit, using the rigorous criteria and completing the evaluation instrument developed by the unit. (If a unit has no full professors from which to elect a representative, then the process outlined in Policy 7.4 III 6b will be used to select a full professor to serve as the representative for unit that have no full professors.) After the review, the COE Promotion Committee meets to discuss each candidate's credentials and to vote to recommend or not each candidate for promotion. The COE Promotion Committee chair or designated committee member records the vote and summarizes the committee's findings and recommendations related to teaching, research/scholarship/creativity, and service on the COE Promotion Committee form and committee members sign the form indicating whether they concur or not with the summary. Committee members who do not concur may write their reasons under their signature on the form. Using the rigorous criteria and completing the evaluation instrument developed by the unit, the dean reviews the portfolio and records a

recommendation for or against promotion along with supporting comments on the COE Promotion Administrator form. The dean notifies the candidate in writing of the status of the application for promotion and the recommendations of the COE Promotion Committee and the dean. Candidates reviewed for promotion may respond to the college recommendations according to the University Academic Promotion policy. The dean forwards the candidate's promotion portfolio, the COE Promotion Committee forms, the COE Promotion Administrator forms, the SFA Promotion Summary form and any responses received from the candidate to the provost and vice president for academic affairs (VPAA). The dean may meet with the promotion candidate to share feedback

III. Evidence for Promotion

Promotion Criteria

A.1.a. Tenure-track faculty members who are hired at the rank of instructor will normally be expected to complete a terminal degree within a period of time prescribed by the initial contract offer. Exceptions to the time prescribed by the initial contract may be granted by the dean and the provost and VPAA. Completion of the terminal degree within the prescribed period, along with a letter requesting promotion and official transcripts reflecting the degree earned, will serve as the basis for promotion to assistant professor. All materials must be submitted to the appropriate academic unit head and approved by the dean and provost and VPAA. Failure to complete the terminal degree in the prescribed time frame will result in the issuance of a terminal contract for the following academic year.

A.1.b. To be promoted to the rank of Associate Professor, an individual must demonstrate excellence in teaching and excellence in either research /scholarly/creative accomplishments or in service. At least satisfactory performance shall be demonstrated in the other category. Excellence in one category will not compensate for poor performance in any of the other categories. To apply for the rank of Associate Professor, an individual should have held the rank of Assistant Professor for at least three (3) years at SFASU. Exceptions must be approved by the unit head, dean, provost and VPAA. The circumstances warranting early application must be exceptional. Faculty seeking permission for early application for promotion must submit this request to the unit head and dean by February 1 in order to be eligible to submit materials for promotion in the following fall semester. The portfolio shall document all years in service at SFASU at the rank of Assistant Professor.

A.1.c. To be promoted to the rank of Professor, candidates shall demonstrate a regular and consistent record and achieve excellence in all categories appropriate to promotion: teaching, research and/or scholarly/creative accomplishments, and service. To apply for the rank of Professor, an individual should have held the rank of Associate Professor for at least five (5) years at SFASU. Exceptions must be approved by the dean, provost and VPAA. The circumstances warranting early application must be exceptional. Faculty seeking permission for early application for promotion must submit this request to the unit head and dean by February 1 in order to be eligible to submit materials for promotion in the following fall semester. The portfolio shall document all years in service at SFASU at the rank of Associate Professor. The provost and VPAA may waive requirements for an individual hired for a senior-level position.

A.2.a. Evidence of teaching effectiveness: Teaching is the single most important role of the faculty in the College of Education. Effective teaching performance at all instructional levels is essential criteria in promotion decisions. This category includes classroom and laboratory instruction as assessed through student, academic unit, and college evaluations. This category also includes development and delivery of online courses, development and delivery of face-to-face courses including laboratories and curricula, development of electronic instructional materials, innovative instruction, academic advising, a focus on student learning outcomes, tutoring and/or counseling students, mentoring colleagues, and supervision of undergraduate and graduate students. Other means of evaluating teaching effectiveness may be developed by individual academic units.

A.2.b. Evidence of Research and/or Scholarly and Creative Activities: Candidates for promotion are expected to engage continuously and effectively in research and/or scholarly and creative activity of high quality and significance (e.g., refereed submissions). Examples of productivity may include, but are not limited to, publication of research briefs, monographs, books, book chapters, grants (internal and external), papers in scholarly and professional journals, presentations at professional meetings, editorships, membership on review and advisory boards, participation in seminars, exhibits/performances, creative scholarly publications/works, and the faculty member's continuing education. Important contributions may include, but are not limited to, design of web-based materials, electronically published material, and development of software not related to electronic instructional material (see A.2.a. above). Other means of evaluating research and/or scholarly and creative activities may be developed by individual academic units.

A.3.c. Evidence of Rendered Service: Candidates for promotion must be able to document a commitment to students, colleagues, academic unit, college, university, and community through participation in service activities. Professional service includes, but is not limited to, recruitment and retention activities, and committee memberships at the program, unit, college, and university levels. Discipline-related service to local, regional, state, national, and international levels, also demonstrates important contributions. In addition, participation in the activities of professional societies and organizations, especially through service in leadership roles, is a strong indication of professional commitment. Other means of evaluating service participation may be developed by individual academic units.

IV. Emeritus

Emeritus appointments are reserved for retired faculty who have served Stephen F. Austin State University and their profession (i.e., regionally, state, and nationally) with distinction. Recipients of the Emeritus status are afforded many privileges and an indefinite bond with our institution. By definition, eligibility for this honor exceeds that of retirement alone. Listed briefly below are the eligibility requirements as well as the procedures used to evaluate potential candidates. For additional information, please see Emeritus (7.10), <http://www.sfasu.edu/policies/emeritus.pdf>

Eligibility

- Extended service, generally at least 10 years of employment at SFA
- Earned rank of associate or full professor
- Demonstrated distinction in teaching, research/scholarly/creative accomplishments
- Distinguished service to the university and to the profession

Procedures

- Process follows promotion procedures, but is not limited to given time of year
- Nomination letter (addressing criteria above) and current curriculum vita from a currently employed tenured faculty is submitted to the unit leader
- Unit leader convenes the Unit Promotion Committee to review the nomination materials and submits the completed the COE Emeritus Committee form to the unit leader
- Unit leader reviews the nomination materials and completes the COE Emeritus Administrator form; the Chair/Director submits review materials and all completed forms to the Dean
- Dean convenes the College Promotion Full Committee to review the nomination materials and unit forms. After completion, this committee submits the completed COE Emeritus Committee form to the Dean
- Dean reviews the nomination materials and completes the COE Emeritus Administrator form and the SFA Promotion Summary form; the Dean submits reviewed materials and all completed forms to the Provost

Forms: COE Pre-Promotion Committee form, COE Promotion Committee form, COE Emeritus Committee form, COE Promotion Administrator form the COE Emeritus Administrator form, and SFA Promotion Review Summary form

Appendix A

Examples of Evidence of Collegiality

Indicators of Collegiality are Examples. The list of examples may be woven into the three main categories of Teaching, Research and Service. The list below is not limited to or required elements, just suggestions.

Altruism

- Assist co-workers
- Shares materials appropriately
- Consults with others

Conscientiousness

- Puts forth extra effort on the job
- Serves on university wide committees
- Volunteers for appropriate share of extra jobs or assignments
- Agrees to teach an appropriate share of undesirable courses
- Displays a generally positive attitude
- Has positive contact with co-workers within and outside department/school
- Encourages and supports faculty

Sportsmanship

- Avoids excessive complaining
- Avoids petty grievances
- Not disruptive in meetings
- Negotiates respectfully with co-workers
- Praises achievements or awards of co-workers

Courtesy

- Does not “gossip” negatively about co-workers
- Challenges perceived injustices in a respectful manner
- Demonstrates respect towards co-workers
- Touches base with relevant person.

Civic Virtue

- Regularly attends meetings important to departmental/school functioning
- Promptly keeps appointments with co-workers
- Completes committee responsibilities and assignments on time
- Suggests improvements to the department/school or college
- Contributes to joint efforts.