

Stephen F. Austin State University

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

Approved by COE College Council: April 2012
Approved by the COE Leadership: October 2013
Approved by the Dean: October 2013
Date Approved by the Provost: 5 December 2013

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 department 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 criteria in written policy statements developed by the appropriate department/school (hereafter referred to as unit) and approved by the Dean and Provost and Vice President for Academic Affairs. 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 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 Tenure 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 A) 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. 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. 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. (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. The dean reviews the portfolio and records a recommendation for or against tenure 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 Tenure Summary form and any responses received from the candidate to the Provost and Vice President for Academic Affairs. The dean may meet with the promotion candidate to share feedback

IV. Evidence for Promotion

Promotion Criteria

A.1a. 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 years at SFASU. The portfolio shall document all years in service at SFASU at the rank of Assistant Professor.

A.1b. To be promoted to the rank of Professor, candidates shall demonstrate 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 three years at SFASU. The portfolio shall document all years in service at SFASU at the rank of Associate Professor.

A.2a. 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 tenure and promotion decisions. This category includes classroom and laboratory instruction as assessed through student, department, and unit 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 departments.

A.2b. 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. 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, 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.2a. above). Other means of evaluating research and/or scholarly and creative activities may be developed by individual departments.

A.3c. Evidence of Rendered Service: Candidates for promotion must be able to document a commitment to students, colleagues, department, school, University, and community through participation in service activities. Professional service includes, but is not limited to, academic advising, recruitment and retention activities, and committee memberships at the program, department, school, 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 departments.

V. 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 Promotion/Emeritus Committee form to the unit leader
- Unit leader reviews the nomination materials and completes the COE Promotion/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 Promotion/Emeritus Committee form to the Dean
- Dean reviews the nomination materials and completes the COE Promotion/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/Emeritus Committee form, COE Promotion/Emeritus Administrator form, and SFA Promotion Review Summary form