# College of Education

# Promotion and Tenure Criteria

Refer to University Faculty Handbook for overview of Promotion and Tenure Guidelines. The Faculty Handbook supersedes college level policy and criteria.
https://www.uhcl.edu/provost/documents/faculty-handbook.pdf

# Teaching and Educational Activities

Promotion to Associate Professor:

It is expected that the candidate will present a pattern of quality teaching through positive evidence from areas 1 and 2 and additional evidence from at least two of the five other areas (3-7). Candidates are expected to have a Median of Meets Expectations on annual reviews in this area. A candidate may demonstrate meeting or exceeding the criteria of quality teaching by providing evidence from multiple sources that may include, but are not limited to:

1. Meets minimum expectations as defined in Faculty Roles and Responsibilities in the College of Education Policies and Procedures 2.4.
   https://www.uhcl.edu/education/faculty/documents/policies-and-procedures-manual.pdf

2. Evidence of effective teaching
   o Course Evaluation summaries (required)
   o Student comments (required)
   o Peer evaluation (required *pending process approval)

3. Evidence of student mentoring
   o Advising
   o Supervising practica or independent studies
   o Chairing or serving on student project, thesis, or dissertation committees
   o Writing/scoring proctored exams
   o Working with students on preparing products for publication/presentation at conferences

4. Contribution to the improvement of instructional programs
   o Development and/or implementation of new courses
   o Development of curricula
   o Development of innovative teaching methods (Does not include minor changes (i.e., changing textbooks, updating print/electronic resources)

5. Attendance at professional development opportunities
   o Center for Faculty Development activities
   o Internal/external workshops
   o Conferences, seminars, institutes, and webinars

6. Additional evidence of making a larger than normal contribution to any of the above criteria
   o Multi-cross listing of courses

  - o Extensive advisee load

7. Special Award or Honor related to teaching and educational activities
     - o Minnie Stevens Piper UHCL Finalist
     - o UHCL President's Teaching Award
     - o UHCL Alumni Association Outstanding Professor
     - o Professional Organization Teaching Award


Promotion to Professor:

It is expected that the candidate will present a pattern of quality teaching through positive evidence from areas 1-3 and additional evidence from at least one of the four other areas (4-7). Candidates are expected to have a Median of Exceeds Expectations on annual reviews in this area. A candidate may demonstrate meeting or exceeding the criteria of quality teaching by providing evidence from multiple sources that may include, but are not limited to:

1. Meets minimum expectations as defined in Faculty Roles and Responsibilities in the College of Education Policies and Procedures 2.4.
   https://www.uhcl.edu/education/faculty/documents/policies-and-procedures-manual.pdf

2. Evidence of effective teaching
     - o Course Evaluation summaries (required)
     - o Student comments (required)
     - o Peer evaluation (optional)

3. Evidence of student mentoring
     - o Advising
     - o Supervising practica or independent studies
     - o Chairing or serving on student project, thesis, or dissertation committees
     - o Writing/scoring proctored exams
     - o Working with students on preparing products for publication/presentation at conferences

4. Contribution to the improvement of instructional programs
     - o Development and/or implementation of new courses
     - o Development of curricula
     - o Development of innovative teaching methods (Does not include minor changes (i.e., changing textbooks, updating print/electronic resources)

5. Attendance at professional development opportunities
     - o Center for Faculty Development activities
     - o Internal/external workshops
     - o Conferences, seminars, institutes, and webinars

6. Additional evidence of making a larger than normal contribution to criteria 2-4

7. Special Award or Honor related to teaching and educational activities
     - o Minnie Stevens Piper UHCL Finalist
     - o UHCL President's Teaching Award
     - o UHCL Alumni Association Outstanding Professor

o Professional Organization Teaching Award

## Service Activities

Promotion to Associate Professor:

It is expected that the candidate will present a pattern of quality service through positive evidence from area 1 and additional evidence from at least two of the other areas (2-5). Candidates are expected to have a Median of Meets Expectations on annual reviews in this area. A candidate may demonstrate meeting or exceeding the criteria of quality service by providing evidence from multiple sources that may include, but are not limited to:

1. College/University Service
   o Service on College of Education committees
     • Program level/department level/college level
     • Formal task forces and subcommittees

   o Service on university committees
     • Formal task forces and subcommittees
     • Student advisory groups
     • Recruitment and retention (Open house, distributing brochures, marketing, student outreach, presentations to potential students)

2. National/International Service
   o Service in the following capacities
     • Officer in professional organizations
     • Committee member at the national or international level
     • Member of boards or governing bodies of national or international associations
     • Editor or associate editor
     • Editorial Board member
     • Member of review panels and screening committees at the national or international level
     • Member of accreditation bodies at the national or international level

3. State/Regional Service
   o Service in the following capacities
     • Officer in professional organizations
     • Committee member at the state or regional level
     • Member of boards or governing bodies of state or regional associations.
     • Editor or associate editor
     • Editorial Board member
     • Member of review panels and screening committees at the state or regional level
     • Member of accreditation bodies at the state or regional level

4. Additional Service Activities
   o Organizing or conducting workshops, seminars, training sessions
   o Speaking at a professional organization or school district meeting
   o Serving on a local professional committee
   o Serving on a community board

- Consulting for a school district, university/college or other organizations

5. One-time Service Activities (e.g. serving as Marshall at graduation, Ambassador, community/college/university/system events)

Promotion to Professor:

It is expected that the candidate will present a pattern of quality service post tenure through: a) positive evidence from area 1, b) positive evidence from areas 2 or 3, and c) additional positive evidence from areas 2-5. Candidates are expected to have a Median of Exceeds Expectations on annual reviews in this area. A candidate may demonstrate meeting or exceeding the criteria of quality service by providing evidence from multiple sources that may include, but are not limited to:

1. College/University Service
    - Service on College of Education committees
        - Program level/department level/college level
        - Formal task forces and subcommittees
        - Formal faculty mentoring

    - Service on university committees
        - Formal task forces and subcommittees
        - Student advisory groups

    - Recruitment and Retention (Open house, distributing brochures, marketing, student outreach, presentations to potential students)

2. National/International Service
    - Service in the following capacities
        - Officer in professional organizations
        - Committee member at the national or international level
        - Member of boards or governing bodies of national or international associations
        - Editor or associate editor
        - Editorial Board member
        - Member of review panels and screening committees at the national or international level
        - Member of accreditation bodies at the national or international level

3. State/Regional Service
    - Service in the following capacities
        - Officer in professional organizations
        - Committee member at the state or regional level
        - Member of boards or governing bodies of state or regional associations.
        - Editor or associate editor
        - Editorial Board member
        - Member of review panels and screening committees at the state or regional level
        - Member of accreditation bodies at the state or regional level

4. Additional Service Activities
    - Organizing or conducting workshops, seminars, training sessions

- o Speaking at a professional organization or school district meeting
- o Serving on a local professional committee
- o Serving on a community board
- o Consulting for a school district, university/college or other organizations

5. One-time Service Activities (e.g. serving as Marshall at graduation, Ambassador, community/college/university/system events)

## Research Activities

Promotion to Associate Professor:

The candidate must have at least four (4) peer-reviewed international/national journal articles, endorsed by the College Artifact Verification Committee, in which they are first or second author. When there are more than two authors on a publication, it will be the responsibility of the faculty member to justify the significance of that individual's contribution to the publication. It is expected that the candidate will present a pattern of quality research through positive evidence of scholarly productivity. As such, the candidate must submit for consideration by the COE peer-review committee at least three additional research activities from the following categories (Category 1-5).

- o Category 1: Peer reviewed books, peer reviewed book chapters, peer-reviewed international/national journal articles, grants (externally funded - $25,000 and above, role of PI or Co-PI, or significant contribution as documented).

A candidate may demonstrate a pattern of quality research by providing evidence from categories 2-4 that may include but is not limited to:

- o Category 2: Edited books, book chapters, international/national peer-reviewed conference presentations, international/national peer reviewed conference proceedings, peer reviewed regional/state journal publications, a national accreditation program report, and grants (externally funded - $10,000 less than $25,000, role of PI or Co-PI, or significant contribution as documented).

- o Category 3: Monographs*, book reviews, international/national non-peer-reviewed journal articles, international/national non-peer-reviewed published conference proceedings, regional/state conference presentations, critical reviews of research, article reprints, externally funded grants (applied for and denied, role of PI or Co-PI, or significant contribution as documented) technical reports** and grants (externally funded - $2,500, less than $10,000, role of PI or Co-PI, or significant contribution as documented).

- o Category 4: Assessment instruments, local conference presentations, local journal publications, editorials, citations of previously published works, internally funded grants (not travel), and grants (externally funded - less than $2,500, role of PI or Co-PI, or significant contribution as documented), grants (externally funded and housed at an external institution or agency).

  * Monographs are defined as works of at least 10 pages formally printed by a professional organization or publisher.

\*\*       Technical reports are defined as works generally tied to research projects, including grant reports. These, for example, are generally submitted to funding agencies to satisfy reporting requirements.

**Promotion to Professor:**

The candidate must have at least eight (8) post-tenure, peer-reviewed international/national journal articles, endorsed by the College Artifact Verification Committee, in which they are first or second author. When there are more than two authors on a publication, it will be the responsibility of the faculty member to justify the significance of that individual's contribution to the publication. It is expected that the candidate will present a pattern of quality research post-tenure through positive evidence of scholarly productivity. A candidate for promotion to professor must have made continuing contributions to their profession in research and scholarly works. Continuing contributions may be evidenced through additional academic peer-reviewed publications, grant record, publication metrics, external reviewer letters, or additional relevant documentation. It is the candidate's responsibility to make the case for any additional documentation submitted for consideration by the COE peer-review committee.-

- o Category 1: Peer reviewed books, peer reviewed book chapters, peer-reviewed international/national journal articles, grants (externally funded - $25,000 and above, role of PI or Co-PI, or significant contribution as documented).

A candidate may demonstrate a pattern of quality research by providing evidence from categories 2-4 that may include but is not limited to:

- o Category 2: Edited books, book chapters, international/national peer-reviewed conference presentations, international/national peer reviewed conference proceedings, peer reviewed regional/state journal publications, a national accreditation program report, and grants (externally funded - $10,000 less than $25,000, role of PI or Co-PI, or significant contribution as documented).

- o Category 3: Monographs\*, book reviews, international/national non-peer-reviewed journal articles, international/national non-peer-reviewed published conference proceedings, regional/state conference presentations, critical reviews of research, article reprints, externally funded grants (applied for and denied, role of PI or Co-PI, or significant contribution as documented) technical reports\*\* and grants (externally funded - $2,500, less than $10,000, role of PI or Co-PI, or significant contribution as documented).

- o Category 4: Assessment instruments, local conference presentations, local journal publications, editorials, citations of previously published works, internally funded grants (not travel), and grants (externally funded - less than $2,500, role of PI or Co-PI, or significant contribution as documented), grants (externally funded and housed at an external institution or agency).

  - \*       Monographs are defined as works of at least 10 pages formally printed by a professional organization or publisher.

**     Technical reports are defined as works generally tied to research projects, including grant reports.  These, for example, are generally submitted to funding agencies to satisfy reporting requirements.