

Elaboration Criteria for Faculty Evaluation for Tenure and Promotion

School of Intervention and Wellness
College of Health and Human Services
The University of Toledo

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These elaborations are to clarify expectations of faculty applying for tenure and promotion in the School of Intervention and Wellness. These elaborations cannot supersede or conflict with the criteria and procedures in the Collective Bargaining Agreement between the Board of Trustees for The University of Toledo and the American Association of University Professors, University of Toledo Chapter as outlined in Articles 8 and 9 and with any approved elaborations for tenure and promotion of the College of Health and Human Services.

Criteria for Promotion to Associate Professor and Tenure

Faculty members applying for Tenure should provide evidence of adequate teaching, professional activity, and service in a dossier as specified in the Collective Bargaining Agreement, Section 9.2.3.2. To receive tenure, the member must be an Associate Professor or Professor, or be recommended at the same time to the Board for promotion to the rank of Associate Professor or Professor and show promise of continued excellence of performance and continued professional growth. Please refer to the elaborations document explaining the College of Health and Human Services.

Specific Criteria for Teaching

Faculty members applying for Promotion and/or Tenure to the *Associate Professor* should include evidence of high quality teaching. Evidence should include the following:

- An average school merit rating in Teaching of 3.0 or better on a 5-point scale during the probationary period based on school's merit criteria in effect at the time of evaluation.
- Summary of student evaluations for each course taught each semester during the probationary period. If data are not available, candidate must explain the reason.
- Inclusion of courses taught per year, including syllabi and student learning outcomes.
- Carrying an average teaching load consistent with workload agreements, and taking into account release time for research, grants, or coordination responsibilities.
- Adequate advising of students in terms of number of advisees relative to school expectations including accessibility of faculty member for student advising.
- Active involvement in curricular development and preparation of instructional materials for program accreditation or approval purposes and including utilization of current and appropriate technology to support student learning.
- Supportive letters or evaluation from peers and students.

Candidates must provide evidence that they have maintained a level of knowledge and expertise reflecting best practices in the candidate's area of specialization. For the disciplines included in the School of Intervention and Wellness, appropriate professional Certification/Licensure should be maintained and all required and appropriate professional development and continuing education must be completed.

Specific Criteria for Professional Activity

Faculty members applying for Promotion to the *Associate Professor* and/or Tenure should provide evidence of high quality and quantity of professional activity. Evidence should include of the following:

- An average schools merit rating in Professional Activity of 3.0 or better on a 5-point scale any 3 years of the probationary period based on school's merit criteria in effect at the time of evaluation.
- Since being hired, the candidate shall publish a minimum of five professional publications in indexed, peer reviewed journals, excluding abstracts. This shall include manuscripts that are published, in-press, or accepted for publication but are not in press. Book chapters or other peer reviewed professional publications can be included, but must be clearly discussed by the candidate.
- For at least one of these publications, the candidate must be first/lead author (as determined by his/her specific academic discipline).
- Ongoing research and professional activity (for example, research in progress, manuscripts in progress,).
- Collaboration with colleagues and students on publications, professional presentations, grants, and other professional activities.
- A minimum of five peer reviewed presentations at state, regional, national or international conferences or meetings.
- Evidence of active and on-going grant writing activities to support the candidate's research agenda. This may include grant submission to both internal and external sources. At least one grant submission in support of the candidate's research agenda is expected.
- Assessment of quality and quantity will include a review of the candidate's professional activity by appropriate individuals external to the university, through a process defined by the College of Health and Human Services.

Specific Criteria for Service

Faculty members applying for Promotion to *Associate Professor* and/or Tenure should provide evidence of all of the following:

- An average schools merit rating in Service of 3.0 or better on a 5-point scale during the probationary period based on school's merit criteria in effect at the time of evaluation.

Institutional Service: Activities in this category include service to the University, College, and Schools. Examples of activities include, but are not limited to the following:

- Serving on School and Program committees such as a program's curriculum committee or School Personnel Committee
- Serving on College committees such as the College Personnel Committee
- Serving on University committees such as Faculty Senate, Grad Council, or UCAP
- Providing other service to the University, College, or Schools such as advisor to student organizations, student recruitment efforts, etc.

Professional Service: Activities in this category are those which contribute to the advancement of the discipline or professional field. Examples of activities include, but are not limited to the following:

- Membership and active participation in appropriate professional associations
- Chairing a committee in a professional association, etc.
- Holding office in a professional association
- Organizing or running professional association conferences, meetings, or workshop
- Serving as a reviewer for a professional journal or conference submission
- Serving on the editorial board of a professional journal
- Serving as a reviewer for a granting organization (e.g., NIH)

Community Service: Activities in this category are those which have a positive impact on the community. Examples of activities include, but are not limited to the following

- Providing unpaid assistance to a community or government agency in the preparation of a grant proposal where the faculty member does not share authorship
- Serving on the Board of Directors in a community agency
- Providing lectures, workshops, or in-service training to community organizations
- Unpaid consulting of a professional nature
- Pro bono community service of a professional nature
- Media spokesperson in an area of professional expertise

Criteria for Promotion from Associate Professor to Professor

Promotion from Associate Professor to Professor requires a record as a successful teacher, a record of outstanding achievement in the faculty member's field of expertise; continuing professional activity as defined in Article 9, Section 9.1.1.2 and distinct contributions to the field, the profession, or the University through a record of service as defined in Article 9, Section 9.1.1.3.

Specific Criteria for Teaching

Faculty members applying for Promotion from Associate Professor to *Professor* should provide evidence since promotion to Associate Professor of the following:

- An average schools merit rating in Teaching of 4.0 or better on a 5-point scale based on school's merit criteria in effect at the time of evaluation.
- Summary of student evaluations for each course taught each semester during the promotion period. If data are not available, candidate must explain the reason.
- Carrying an average teaching load consistent with workload agreements, and taking into account release time for research, grants, or coordination responsibilities.
- Adequate advising of students in terms of number of advisees relative to schools' expectations, and accessibility of faculty member for student advising.

Faculty members applying for Promotion from Associate Professor to *Professor* should provide additional evidence of excellence since promotion to Associate Professor such as but are not limited to the following:

- Mentoring of junior faculty and students in research. This may include chairing student projects at all academic levels, theses and/or dissertations.
- Leadership in determining the nature of teaching practices for the school as a whole. This includes, involvement in curricular development and preparation of instructional materials for program accreditation or approval purposes.
- Participation in professional development activities in support of instructional effectiveness.
- Recognition from outside the university for quality and innovation in teaching activity.

Specific Criteria for Professional Activity

Faculty members applying for Promotion from Associate Professor to *Professor* should provide evidence of all the following since his/her promotion to Associate Professor.

- A coherent research agenda demonstrated by a robust record of publication in one's discipline.
- Recognized by peers as a leader and expert in one's discipline of study.

- A minimum of eight professional publications in peer reviewed indexed journals since promotion to Associate Professor.
- Since promotion to Associate Professor, a minimum of four professional publications in indexed journals for which the candidate is first/lead author (as determined by his/her specific academic discipline).
- In the specific school approved elaborations, schools may elect to count other discipline specific/appropriate publications, (e.g. government reports, an accreditation report, or a book or book chapter). In such cases when items other than peer-reviewed journal publications are being counted, the candidate must submit written justification regarding the substantive nature and value of the “alternate” publication.
- Strong evidence of active, and on-going grant writing activity that demonstrates the pursuit of external grant funding that supports the candidate’s research agenda. A minimum of one external grant award is expected.
- An ongoing record of peer-reviewed presentations, averaging one per year at the state/national, and /or international level.
- Maintaining graduate faculty status if appropriate.

Specific Criteria for Service

Faculty members applying for Promotion from Associate Professor to *Professor* should provide evidence of the following since promotion to Associate Professor:

- An average schools merit rating in Service of 4.0 or better on a 5-point scale during the probationary period based on school’s merit criteria in effect at the time of evaluation.

Institutional Service: Activities in this category include service to the University, College, and Schools. Examples of activities include, but are not limited to the following:

- Serving on Schools committees such as a program’s curriculum committee or Schools Personnel Committee
- Serving on College committees such as the College Personnel Committee
- Serving on University committees such as Faculty Senate, Grad Council, or UCAP
- Providing other service to the University, College, or Schools such as advisor to student organizations, student recruitment efforts, etc.

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