

## Department of Sociology Promotion and Tenure Procedures

All applications by faculty for tenure and/or promotion will be evaluated by their tenured department colleagues and department chair according to the procedures set forth in the university's *Faculty Handbook* and the College of Social Sciences' *Policies and Procedures* and *Bylaws*.

A faculty promotion and tenure evaluation committee, consisting of no fewer than three tenured faculty members, shall formally review dossiers submitted to the department chair. In the event that a department does not have a sufficient number of tenured faculty members, tenured faculty from other departments must be invited to serve by the Department Chair in consultation with the Dean. Candidates for promotion and/or tenure may suggest the names of no more than three tenured colleagues from the College of Social Sciences to be considered for the committee.

Committee members must be full professors if the candidate is applying for that rank. In the event that a department does not have a sufficient number of full professors, tenured full professors from other departments must be invited to serve by the Department Chair in consultation with the Dean. In the event that the candidate is a department chair, the Dean will invite other tenured full professors to serve on the committee. Candidates for promotion to full professor and/or tenure may suggest the names of no more than three full professors from the College of Social Sciences to be considered for the committee.

No faculty member shall serve on the committee during a year in which he or she is being considered by the committee.

### **Promotion to Assistant Professor:**

#### **Teaching:**

Demonstration of excellence in teaching with evidence from sources listed in section 103.0302.5.1.

#### **Service to the Institution:**

Demonstration of effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from additional sources listed in section 103.0302.5.2 .

#### **Academic Achievement:**

Terminal degree in discipline.

#### **Professional Growth and Development:**

Demonstration of scholarly contributions, creative work, or successful professional practice in the candidate's discipline with evidence from the sources listed in section 103.0302.5.3.

### **Promotion to Associate Professor:**

#### **Teaching:**

Demonstration of significant contributions as a teacher and a high level of sustained excellence in teaching with evidence from sources listed in section 103.0302.5.1.

- 5.1.1. Effectiveness as shown by peer or supervisor evaluation
- 5.1.2. Honors or special recognitions for teaching accomplishments
- 5.1.3. Letters from former students attesting to the candidate's instructional abilities
- 5.1.4. Successful direction of individual student work (e.g., independent projects, theses, exit papers, etc.)
- 5.1.5. Scholarship related to teaching
- 5.1.6. Successful development of courses
- 5.1.7. Development of effective curricula and/or instructional methods
- 5.1.8. Faculty directed student research that complements classroom learning
- 5.1.9. Student evaluations

- 5.1.10. Evidence of student learning such as student self-assessments, pre- and post-test results, external test scores, rubric-based assessments, portfolios, examples of student work, and other relevant discipline-specific evidence.

In addition, the Department accepts the following as evidentiary sources:

- a. Guest lecturing in other classes or at other colleges and universities.
- b. Incorporation of service learning initiatives into courses.
- c. Incorporation of field trips into courses.
- d. Internal and external teaching-related grants.
- e. Sponsorship and mentoring of student research/projects leading to internal or external presentations and/or publications
- f. Coordination and implementation of study abroad programs.
- g. Delivering professional development workshops.

**Service to Institution:**

Demonstration of significant contributions in such service and a strong likelihood of continuing effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from additional sources listed in section 103.0302.5.2.

- 5.2.1. Successful development of service programs or projects.
- 5.2.2. Effective service-related consultation work or technical assistance.
- 5.2.3. Effective advisement of student organizations.
- 5.2.4. Successful counseling/advising of students.
- 5.2.5. Successful service on local, statewide, regional, national, or international levels in community-service organizations (e.g., committees, boards, panels).
- 5.2.6. Honors, awards and special recognitions for service to the institution or the community.
- 5.2.7. Significant contributions to the improvement of student, faculty or community life.
- 5.2.8. Successful mentoring of colleagues.
- 5.2.9. Collaborating with PK-12 schools, university colleagues, or external agencies to strengthen teaching quality and to increase student learning (as stipulated in B.O.R. policy 8.3.15)

In addition, the Department accepts the following as evidentiary sources:

- a. Development of websites, posters, brochures, or other materials in the service of the Department or discipline.
- b. Participation on professional editorial boards and reviewing manuscripts for journals.
- c. Presentations to non-professional organizations and groups.

**Professional Growth and Development:**

Demonstration of scholarly contributions, creative work, or successful professional practice in the candidate's discipline and a strong likelihood of continuing effectiveness with evidence from the sources listed in section 103.0302.5.3.

- 5.3.1. Scholarly Publications (as determined by the disciplines):
  - a. Books published by peer-reviewed presses
  - b. Other published books related to the candidate's professional field
  - c. Articles published in refereed journals
  - d. Papers and articles published elsewhere
- 5.3.2. Presentations before learned societies and professional organizations
- 5.3.3. Grants
  - a. Grants received for research, scholarship, or creative activity
  - b. Grants received for curricular development or other academic projects
  - c. Submitted proposals for competitive external grants
- 5.3.4. Honors and awards for research, scholarship, or other creative activities
- 5.3.5. Recognition by professional peers

- a. Reviews of a candidate's publications or creative work by persons of recognized competence in the discipline.
  - b. Election or appointment to offices in professional organizations, successful committee work and important service to state, regional, national or international professional associations and learned societies, including editorial work.
  - c. Receipt of competitively awarded fellowships, or selective admission to seminars related to one's discipline, scholarship, and/or creative activities.
  - d. Successful performances in significant recitals or productions in which such performances are invited or selected after competitive review.
  - e. Other performances related to academic field.
  - f. Exhibitions of creative works in which such works are invited or selected after competitive review.
  - g. Non-refereed exhibitions.
  - h. Membership on editorial boards, juries judging art works, or juries auditioning performing artists.
  - i. Development of scholarly applications of technology, e.g., laboratory devices, computer software packages or programs, videotapes, etc.
  - j. Consultation which involves scholarly application of professional expertise
- 5.3.6. Scholarship that promotes and improves student learning and achievement in PK-12 schools and/or in the university (as stipulated in B.O.R policy 8.3.15)
- 5.3.7. Other as approved by departments and colleges

In addition, the Department accepts the following evidentiary sources:

- a. Reprints, excerpts, and/or summary discussions of published material.
- b. Attending professional development workshops.
- c. Editorial work leading to a published collection, anthology, special issue of a journal, or symposium within a journal.
- d. Organizing conferences or sessions within academic conferences.

#### **Promotion to Professor:**

##### **Teaching:**

Demonstration of a clear and convincing record of a high level of sustained excellence with evidence from sources listed in section 103.0302.5.1.

- 5.1.1. Effectiveness as shown by peer or supervisor evaluation
- 5.1.2. Honors or special recognitions for teaching accomplishments
- 5.1.3. Letters from former students attesting to the candidate's instructional abilities
- 5.1.4. Successful direction of individual student work (e.g., independent projects, theses, exit papers, etc.)
- 5.1.5. Scholarship related to teaching
- 5.1.6. Successful development of courses
- 5.1.7. Development of effective curricula and/or instructional methods
- 5.1.8. Faculty directed student research that complements classroom learning
- 5.1.9. Student evaluations
- 5.1.10. Evidence of student learning such as student self-assessments, pre- and post-test results, external test scores, rubric-based assessments, portfolios, examples of student work, and other relevant discipline-specific evidence.

In addition, the Department accepts the following as evidentiary sources:

- a. Guest lecturing in other classes or at other colleges and universities.
- b. Incorporation of service learning initiatives into courses.
- c. Incorporation of field trips into courses.

- d. Internal and external teaching-related grants.
- e. Sponsorship and mentoring of student research/projects leading to internal or external presentations and/or publications
- f. Coordination and implementation of study abroad programs.
- g. Delivering professional development workshops.

**Service to Institution:**

Demonstration of a clear and convincing record of a high level of sustained effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from additional sources listed in section 103.0302.5.2.

- 5.2.1. Successful development of service programs or projects.
- 5.2.2. Effective service-related consultation work or technical assistance.
- 5.2.3. Effective advisement of student organizations.
- 5.2.4. Successful counseling/advising of students.
- 5.2.5. Successful service on local, statewide, regional, national, or international levels in community-service organizations (e.g., committees, boards, panels).
- 5.2.6. Honors, awards and special recognitions for service to the institution or the community.
- 5.2.7. Significant contributions to the improvement of student, faculty or community life.
- 5.2.8. Successful mentoring of colleagues.
- 5.2.9. Collaborating with PK-12 schools, university colleagues, or external agencies to strengthen teaching quality and to increase student learning (as stipulated in B.O.R. policy 8.3.15)

In addition, the Department accepts the following as evidentiary sources:

- a. Development of websites, posters, brochures, or other materials in the service of the Department or discipline.
- b. Participation on professional editorial boards and reviewing manuscripts for journals.
- c. Presentations to non-professional organizations and groups.

**Professional Growth and Development:**

Demonstration of a clear and convincing record of emerging stature as regional, national, or international authority within the candidate's discipline, and/or a clear and convincing record of a high level of sustained effectiveness in the candidate's discipline with evidence from the sources listed in section 103.03025.3

- 5.3.1. Scholarly Publications (as determined by the disciplines):
  - a. Books published by peer-reviewed presses
  - b. Other published books related to the candidate's professional field
  - c. Articles published in refereed journals
  - d. Papers and articles published elsewhere
- 5.3.2. Presentations before learned societies and professional organizations
- 5.3.3. Grants
  - a. Grants received for research, scholarship, or creative activity
  - b. Grants received for curricular development or other academic projects
  - c. Submitted proposals for competitive external grants
- 5.3.4. Honors and awards for research, scholarship, or other creative activities
- 5.3.5. Recognition by professional peers
  - a. Reviews of a candidate's publications or creative work by persons of recognized competence in the discipline.
  - b. Election or appointment to offices in professional organizations, successful committee work and important service to state, regional, national or international professional associations and learned societies, including editorial work.
  - c. Receipt of competitively awarded fellowships, or selective admission to seminars related to one's discipline, scholarship, and/or creative activities.

- d. Successful performances in significant recitals or productions in which such performances are invited or selected after competitive review.
  - e. Other performances related to academic field.
  - f. Exhibitions of creative works in which such works are invited or selected after competitive review.
  - g. Non-refereed exhibitions.
  - h. Membership on editorial boards, juries judging art works, or juries auditioning performing artists.
  - i. Development of scholarly applications of technology, e.g., laboratory devices, computer software packages or programs, videotapes, etc.
  - j. Consultation which involves scholarly application of professional expertise
- 5.3.6. Scholarship that promotes and improves student learning and achievement in PK-12 schools and/or in the university (as stipulated in B.O.R policy 8.3.15)
- 5.3.7. Other as approved by departments and colleges

In addition, the Department accepts the following evidentiary sources:

- a. Reprints, excerpts, and/or summary discussions of published material.
- b. Attending professional development workshops.
- c. Editorial work leading to a published collection, anthology, special issue of a journal, or symposium within a journal.
- d. Organizing conferences or sessions within academic conferences.