UWG PROCEDURE NUMBER: 2.2.2, Criteria for Promotion
Authority: UWG POLICY 2.2, (Promotion)

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.2, establishes the following procedure for compliance with UWG Policy 2.2 on Promotion:

The purpose of the procedure is to clearly communicate to UWG faculty the Criteria for Promotion.

A. Definitions

1. Scholarly Teaching - teaching that focuses on student learning and is well-grounded in the sources and resources appropriate to the field. The aim of scholarly teaching is to make transparent how faculty members have made learning possible (Shulman, 1998; USG Academic and Student Affairs Handbook, section 4.7.2).

2. The Scholarship of Teaching and Learning - the "systematic examination of issues about student learning and instructional conditions which promote the learning (i.e., building on previous scholarship and shared concerns), which is subjected to blind review by peers who represent the judgment of the profession, and, after review, is disseminated to the professional community" (Research Universities Consortium for the Advancement of the Scholarship of Teaching and Learning; USG Academic and Student Affairs Handbook, section 4.7.2).

B. Procedures

Below are outlined specific MINIMUM UWG requirements by rank for meeting each criterion:

1. To Be Promoted to Senior Lecturer

1.1. Teaching. Demonstration of excellence in teaching with evidence from sources listed in section 103.0302.5.1 within the UWG Faculty Handbook.

1.2. Service. 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 within the UWG Faculty Handbook.

1.3. Academic Achievement. Graduate degree in discipline.
1.4. Professional Growth and Development. Demonstration of professional development in the candidate's discipline with evidence from the sources listed in section 103.0302.6 within the UWG Faculty Handbook.

2. To Be Promoted to Assistant Professor

2.1. Teaching. Demonstration of excellence in teaching with evidence from sources listed in section 103.0302.5.1 within the UWG Faculty Handbook.

2.2. Service. 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 within the UWG Faculty Handbook.

2.3. Academic Achievement. Terminal degree in discipline.

2.4. 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 within the UWG Faculty Handbook.

3. To Be Promoted to Associate Professor

3.1. 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 within the UWG Faculty Handbook.

3.2. Service. 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 within the UWG Faculty Handbook.

3.3. Academic Achievement. Terminal degree in discipline.

3.4. 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 within the UWG Faculty Handbook.

4. To Be Promoted to Professor

4.1. 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 within the UWG Faculty Handbook.

4.2. Service. 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 within the UWG Faculty Handbook.

4.3. Academic Achievement. Terminal degree in discipline.

4.4. 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 within the UWG Faculty Handbook.
5. **Acceptable Evidentiary Sources Relevant to Promotion.** Each department, school, college, or the Library must specify acceptable additional evidentiary sources for teaching, service, and professional growth and development. Additional evidentiary sources must be approved by the faculty and the Dean of the respective school or college, the Vice President for Academic Affairs/Provost, and must be published in the academic unit’s respective promotion and tenure documents.

5.1. Teaching.
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. **Scholarly Teaching** (e.g., reading pedagogical literature, attending professional development related to teaching, experimentation with new instructional methods and assessment of effectiveness. For a complete description see Section 4.7.2, Academic and Student Affairs Handbook, University System of Georgia).
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.
5.1.11. Evidence of teaching that incorporates community-engaged approaches and methods.

5.2. Service.
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 recognition 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)
5.2.10. Successful service that includes community-engaged approaches and methods.

5.3. Professional Growth and Development.
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. **Scholarship of Teaching and Learning** (e.g., publications and/or presentations on research conducted in schools or the university classroom that are peer-reviewed. For a complete description see Section 4.7.2, Academic and Student Affairs Handbook, University System of Georgia).

5.3.4. 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

5.3.5. Honors and awards for research, scholarship, or other creative activities

5.3.6. 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 a competitive review.
   e. Other performances related to the academic field.
   f. Exhibitions of creative works in which such works are invited or selected after a competitive review.
   g. Non-refereed exhibitions.
   h. Membership on editorial boards, juries judging artworks, 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

5.3.7. 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)

5.3.8. Evidence of scholarship that uses community-engaged approaches and methods.

5.3.9. Other as approved by departments and colleges

6. **Professional Growth and Development for Promotion to Senior Lecturer:**

   6.1. Significant contributions to continuing education programs for the community or local educators.
   6.2. Significant contributions to workshops on teaching, pedagogy, or educational technology.
   6.3. Significant consulting work related to teaching, pedagogy, or educational technology.
   6.4. Completion of coursework required to obtain or maintain teacher certification.
   6.5. Completion of graduate coursework in one's primary field beyond the Master's level.
   6.6. Supervision and training of instructors, teaching assistants, lab assistants, or tutors.
   6.7. Significant contributions to curricular development.
   6.8. Academic publications and/or presentations at academic conferences.

7. **Format of Promotion and Tenure Submissions**

The Provost determines the format of tenure/promotion dossiers and must publish relevant guidelines for the following academic year by no later than April 30th.
Pursuant to BOR 8.3.6 Criteria for Promotion

C. Compliance

UWG follows the Board of Regent’s policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails. (See BOR 8.3.6 Criteria for Promotion).

Recommended by the Provost, the 13th day of March, 2020.

Signature, Provost

Reviewed by President: Stuart A. Liechty

Previous version dated: N/A
Rules Committee Approved 12/12/2019