

DSS – Tenure and Promotion Policy

**Eastern Kentucky University
College of Justice & Safety
School of Safety, Security & Emergency Management
Department of Safety & Security**

Tenure and Promotion Policy

(Approved by the Department of Safety & Security tenured faculty – May 14, 2014)

The Eastern Kentucky University (EKU) policies and procedures for tenure and promotion are provided in EKU [Policy 4.6.4P](#). This Department of Safety & Security (DSS) policy document supplements the university-wide policy and college guidance governing the tenure and promotion process.

EKU [Policy 4.6.4P](#) requires DSS to develop written guidelines for tenure and promotion, including developing specific criteria and prescribing how the criteria shall be applied in reviewing tenure and promotion applications. This DSS document has been developed to comply with [Policy 4.6.4P](#). This DSS document respects the uniqueness of department disciplines, provides appropriate professional flexibility and recognizes the EKU emphasis on teaching.

This DSS policy document shall be used in evaluating applications for tenure and promotion. This document shall remain in force until it is revised by majority vote of the tenured DSS faculty. A revised tenure and promotion document must be submitted for approval to the College Dean and Provost every 5 years. The DSS Promotion and Tenure Committee may publish additional procedural guidelines for preparation of tenure and promotion applications.

It is the responsibility of the candidate for both tenure and promotion to review [Policy 4.6.4P](#) and this document for guidance. In preparation for submitting tenure and promotion applications, candidates should consult faculty colleagues, faculty mentors, DSS Promotion and Tenure Committee members and the feedback on their annual faculty evaluations for additional guidance. Faculty beginning their EKU service prior to the approval date of his policy, shall clarify with the department chair the applicability of the policy in this document for their tenure and promotion applications.

SECTION I: TENURE AND PROMOTION CRITERIA

IA. General Principles for Recommending Tenure

Tenure shall be recommended for faculty members whose professionalism and

DSS – Tenure and Promotion Policy

achievements in serving the university's mission demonstrate the potential for effective, long-term performance, thus warranting the institution's reciprocal long-term commitment. The following criteria apply to recommendations concerning tenure:

1. An applicant's achievement in the areas of teaching, scholarly/creative activities and service, and his/her years of service, shall be considered in the tenure recommendation.
2. No faculty member, regardless of his/her scholarly/creative activities or service contributions, shall be recommended for tenure unless he/she is considered by his/her peers to be an effective teacher.
3. The evaluation of the faculty member's performance shall consider the applicant's response to recommendations in annual evaluations for improvement in his/her teaching, scholarly/creative activities and service during the pre-tenure probationary period.
4. The evaluation of faculty performance shall consider both the quantity and the quality of the applicant's achievements during the pre-tenure probationary period.

IB. General Principles for Recommending Promotion

Promotion shall be recommended for faculty members whose professionalism and achievements meet the criteria in [Policy 4.6.4P](#) and in this DSS policy document. The following criteria apply to recommendations concerning promotion:

1. An applicant's achievement in the areas of teaching, scholarly/creative activities and service, and his/her years of service, shall be considered in the promotion recommendation.
2. Faculty members may advance to the rank of Associate Professor during their pre-tenure probationary period.
3. No faculty member, regardless of his/her scholarly/creative activities or service contributions, shall be advanced in rank unless he/she is considered by his/her peers to be an effective teacher.
4. Consistent achievement over the entire career of the faculty member shall be considered. Particular emphasis shall be given to accomplishments since the faculty member's initial appointment at ECU or his/her last promotion.
5. The evaluation of faculty performance shall consider both the quantity and the quality of the applicant's achievements.

IC.1 Teaching Criteria for Tenure and Promotion

ECU emphasizes quality teaching regardless of rank. Quality teaching requires a faculty member to create and deliver effective, up-to-date instruction consistent with curricular objectives and to remain current within one's discipline. Appropriate evidence of quality teaching performance must include, but is not limited to, the following:

1. Continual improvement in course design and delivery.
2. A continuing program of professional development to improve teaching effectiveness.

DSS – Tenure and Promotion Policy

3. Annual evaluation of teaching effectiveness through observed evaluation of teaching (chairs, deans, peers, outside evaluators) and participation in ECU student opinion of instruction surveys.
4. Responses to previous annual evaluations as they relate to teaching.

IC.2 Teaching Activities

DSS faculty members may participate in a number of differing teaching activities. These activities may include, but are not limited to, the following:

1. Designing and delivering academic courses.
2. Revising and improving academic courses.
3. Applying innovative methods or techniques to improve academic courses.
4. Supervising field experience, independent study and special arrangement courses.
5. Supervising student laboratories, clinical studies or service learning courses.
6. Supervising internship or cooperative study courses.
7. Supervising student research in theses, dissertations, senior projects or other research activities.
8. Supervising facilitators, graduate teaching assistants or clinical staff.
9. Integrating knowledge through disciplinary, cross disciplinary, multi-disciplinary or other individual or team teaching activities.

IC.3 Methods for Evaluation of Teaching

A faculty member's teaching shall be evaluated based upon documented evidence offered by the faculty member. The burden of proof of relevance of teaching activities remains with the faculty member documenting these achievements. Appropriate evidence of teaching quality should include, but is not limited to, the following:

1. Course syllabi, examples of assignments, tests, and student work.
2. Written observation evaluations by the chairs, deans, peers, or other outside evaluators reflecting their cumulative professional judgment of the faculty member, including a summary of the faculty member's strengths and weaknesses based on classroom observations. Non-tenured faculty shall have at least one observation evaluation each fall and spring semester. Tenured faculty shall have a least one observation evaluation each academic year.
3. Student or alumni opinion of instruction (i.e., student evaluation of instruction surveys, supplemental student written evaluations, student graduate surveys or exit interviews, alumni surveys or letters, etc.). Non-tenured faculty shall have at least two courses undergo student opinion of instruction surveys each fall and spring semester. Tenured faculty shall have a least one course undergo student opinion of instruction surveys each fall and spring semester.

DSS – Tenure and Promotion Policy

ID.1 Scholarly/Creative Activities Criteria for Tenure and Promotion

Scholarly/creative activities are expected of tenure-track faculty. Scholarly/creative activities are one indication a faculty member is growing academically. Many faculty members who are engaged in such pursuits become stimulating forces in the classroom contributing to the advancement of their discipline and bringing honor and recognition to themselves and their institution. The goal of scholarly/creative activities is a stream of publications and/or presentations advancing the program, department, school, college and university's missions, goals and objectives.

A record of scholarly/creative activity is important in determining the faculty member's successful performance. A necessary condition for tenure and promotion is for the faculty member's scholarly/creative activities to include refereed, peer-reviewed and/or juried external validation of their academic contributions.

ID.2 Scholarly/Creative Activities

DSS faculty members may participate in a number of differing scholarly/creative activities. These activities may include, but are not limited to, the following:

1. Discovering new knowledge through basic research in one's discipline.
2. Discovering new knowledge through basic research in teaching and learning.
3. Integrating knowledge through disciplinary, cross disciplinary, multi-disciplinary or other individual or team research activities.
4. Applying knowledge through applied research, policy analysis, evaluation research or other research activities benefiting education, business, non-profits, local communities or government.
5. Developing grant proposals to benefit program, school, college or university research activities.
6. Transmitting knowledge from the above scholarly/creative activities through publications and presentations (e.g., panel presentations, poster presentations, exhibits, etc.).

ID.3 Methods of Evaluation of Scholarly/Creative Activities

Faculty scholarship/creative activities shall be evaluated from documented evidence offered by the individual. Documentation must include, but is not limited to, the original scholarly/creative activity, evidence of external review and proof of acceptance for publication or presentation. The burden of proof of relevance of scholarly/creative activities remains with the faculty member documenting these achievements.

DSS – Tenure and Promotion Policy

IE.1 Service Criteria for Tenure and Promotion

Service to the program, department, school, college, university, community and profession are important aspects of a faculty member's performance. The effectiveness of service performance shall be considered when a faculty member's application for tenure or promotion is evaluated.

IE.2 Service Activities

DSS faculty members may participate in a number of differing service activities. These activities may include, but are not limited to, the following:

1. Participating in academic governance or academic administration.
2. Participating in program, department, school, college, university or external committees, task forces, or other similar activities.
3. Participating in student recruiting activities.
4. Conducting student academic advising.
5. Providing student career counseling.
6. Advising student clubs or organizations.
7. Mentoring students.
8. Coordinating and supervising student work-studies or graduate assistants.
9. Conducting faculty peer evaluations.
10. Mentoring faculty.
11. Participating in academic or professional societies as members, officers or in other capacities.
12. Participating as a peer-review or editorial board member for academic or professional publications.
13. Participating in academic or professional meetings, seminars, etc., as a presenter, chair, discussant, organizer, or other significant role.
14. Developing grant proposals to benefit the program, department, school, college or university in the areas of teaching or service.
15. Consulting or providing technical or other assistance to education, business, non-profits, local communities or government.
16. Providing expert testimony.
17. Integrating disciplinary, cross disciplinary, multi-disciplinary or other individual or team service-related activities.

IE.3 Methods of Evaluation of Service

Faculty service activities shall be evaluated from documented evidence offered by the individual. Documentation must include a description of the service activity and sufficient additional information to allow the evaluation of the amount of time and effort the individual faculty member dedicated to the activity. The burden of proof of

DSS – Tenure and Promotion Policy

relevance of service activities remains with the faculty member documenting these achievements.

SECTION II: APPLICATION OF TENURE AND PROMOTION CRITERIA

IIA. General Principles for Application of Tenure and Promotion Criteria

The department chair and the DSS Promotion and Tenure Committee maintain the primary responsibilities for application of tenure and promotion criteria contained in [Policy 4.6.4P](#) and this document. It is the department chair and the DSS Promotion and Tenure Committee's responsibilities to determine if applicants for tenure and promotion meet the appropriate level of teaching, scholarly/creative activities and service performance as defined in this document. General procedures for the tenure and promotion review and recommendation process are contained in [Policy 4.6.4P](#). The DSS Promotion and Tenure Committee may publish additional procedural guidelines for preparation of tenure and promotion applications.

IIB. Evaluation of Collegiality

A faculty member's collegiality shall be assessed in the areas of an applicant's teaching, scholarly/creative activities and service activities. [Policy 4.6.4P](#) defines collegiality as "The ability of an individual to interact with colleagues with civility and professional respect; to engage in shared academic and administrative tasks necessary to meet Department, College, and University goals; and to work productively with faculty, students, and staff. Collegiality should not be confused with sociability or likeability but rather is the professional criterion relating to teaching." The applicant is responsible for a self-analysis of his/her collegiality and shall include this self-analysis in the appropriate narrative section for each area in the ECU Promotion-Tenure Application form.

IIC. Evaluation of Faculty with Previous Academic Experience

Faculty members awarded credit for previous academic experience, usually reducing the length of the pre-tenure probationary period, may include their academic teaching, scholarly/creative activities and service prior to starting service at ECU in meeting the criteria and performance standards for tenure and promotion. Credit for previous academic experience must be documented in the faculty member's initial ECU appointment letter.

IID. Evaluation of Scholarly/Creative Activities

DSS utilizes a tiered system defining peer-reviewed, major, significant and other scholarly/creative activities for evaluating the faculty member's performance in

DSS – Tenure and Promotion Policy

scholarly/creative activities. The applicant is responsible for assessing the category where their publications and presentations fall within this tiered system and proposing the proper category in their tenure and promotion applications. Applicants must provide sufficient information on each publication or presentation to allow an assessment of the applicant's proposals. When there is more than one author or presenter for an activity, the applicant must provide sufficient information to allow assessment of their contribution to the activity. The activities for the tiered system include, but are not limited to, the following:

1. **Peer-Reviewed Activities** - where the faculty member is at least the second author or makes substantial contributions to a:
 - a. Publication of a referred, peer-reviewed or juried journal article—either paper or electronic.
 - b. Publication or substantial revision of a referred, peer-reviewed or juried book chapter or book, including textbooks.
 - c. Presentation in a referred, peer-reviewed or juried conference, meeting, seminar, etc., in a local, state, regional, national or international venue (a referred, peer-reviewed or juried presentation counts as one-half of an activity, i.e., two peer-reviewed presentations equal one referred, peer-reviewed or juried publication).
2. **Major Activities** - where the faculty member contributes to the content of:
 - a. Peer-reviewed activities as defined above.
 - b. Publication of a major journal article, book chapter or book, including textbooks, not qualifying as a peer-reviewed activity.
 - c. Major revision of a previously published book chapter or book, including textbooks, not qualifying as a peer-reviewed activity.
 - d. Major research or professional report in response to a grant or contract.
 - e. Body of continuing publication (e.g., weekly or monthly columns in a journal, magazine, etc.).
 - f. Major presentation to a conference, meeting, seminar, etc., in a local, state, regional, national or international venue not qualifying as a peer-reviewed activity (e.g., keynote speeches, lengthy presentations, etc.).
 - g. Grant or contract proposal for projects in excess of \$50,000.
3. **Significant Activities:**
 - a. Peer-reviewed or major activities as defined above.
 - b. Other type of article published in referred, peer-reviewed or juried journals (e.g., reports, book reviews, letters to the editor, etc.).
 - c. Publication of a significant article not qualifying as a peer-reviewed or major activity.
 - d. Significant presentation to a conference, meeting, seminar, etc., in a local, state, regional, national or international venue not qualifying as a peer-reviewed or major activity (e.g., panel presentations, etc.).

DSS – Tenure and Promotion Policy

e. Grant or contract proposal for projects less than \$50,000.

4. Other Activities

a. Other publication or presentation not defined above and reaching a local, state, regional, national or international audience.

II.E. Recommendations for Tenure

The following standards apply to recommendations concerning tenure:

1. Educational qualifications: terminal graduate degree in an appropriate discipline as approved in compliance with ECU [Policy 4.6.1](#), Determining Qualifications for Faculty Teaching Credit-Bearing Courses and the DSS Teaching Qualifications Policy.
2. Rank: Assistant Professor or above.
3. Probationary period: six years of continuous, full-time ECU service, unless otherwise specified in writing at the time of initial appointment to a tenure-track position. See [Policy 4.6.4P](#) for guidance on extending the probationary period.
4. Performance: in the areas of teaching, scholarly/creative activities and service meeting the below minimum standards in all three areas. In reviewing each area, collegiality shall be considered. Minimum standards include:
 - a. Teaching: demonstrated successful teaching; compliance with university and department teaching policies; evidence of improvement in teaching to enhance student learning.
 - b. Scholarly/Creative Activities: a minimum of five (5) significant scholarly/creative activities, at least two (2) of which are major activities and at least one (1) must be a peer-reviewed activity.
 - c. Service: evidence of effective service at the program, department, school, college, university and/or professional community levels.

II.F. Recommendations for Promotion from Instructor to Assistant Professor

The following standards apply to recommendations concerning promotion from instructor to assistant professor:

1. Educational qualifications: terminal graduate degree in appropriate discipline as approved in compliance with [Policy 4.6.1](#), Determining Qualifications for Faculty Teaching Credit Bearing Courses and the DSS Teaching Qualifications Policy.
2. Time in rank: minimum of one year of full-time service at ECU prior to applying for promotion or a term of full-time service agreed upon and documented at the time of initial appointment.

DSS – Tenure and Promotion Policy

3. Performance: in the areas of teaching, scholarly/creative activities and service meeting the below minimum standards in all three areas. In reviewing each area, collegiality shall be considered. Minimum standards include:

- a. Teaching: evidence of successful teaching.
- b. Scholarly/Creative Activities: engagement in scholarly/creative activities.
- c. Service: satisfactory performance in service.

IIG. Recommendations for Promotion from Assistant Professor to Associate Professor

The following standards apply to recommendations concerning promotion from assistant professor to associate professor:

1. Time in previous rank: minimum of three years of full-time service at ECU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the third year.
2. Performance: in the areas of teaching, scholarly/creative activities and service meeting the below minimum standards in all three areas and exceeding the minimum standards in one area. In reviewing each area, collegiality shall be considered.

Minimum standards include:

- a. Teaching: demonstrated sustained successful teaching; compliance with university and department teaching policies; evidence of effective contributions to teaching improvement to enhance student learning.
- b. Scholarly/Creative Activities: a minimum of five (5) significant scholarly/creative activities, at least two (2) of which are major activities and at least one (1) must be a peer-reviewed activity.
- c. Service: evidence of effective service at the program, department, school, college, university and/or professional community levels.

IIH. Recommendations for Promotion from Associate Professor to Professor

The following standards apply to recommendations concerning promotion from associate professor to professor:

1. Time in previous rank: minimum of five years of full-time service in rank of associate professor at ECU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the fifth year.
2. Performance: in the areas of teaching, scholarly/creative activities and service meeting the below minimum standards in all three areas and exceeding the minimum standards in two areas. In reviewing each area, collegiality shall be considered.

Minimum standards include:

- a. Teaching: demonstrated sustained, superior teaching; compliance with university and department teaching policies; evidence of innovation and improvement in teaching to enhance student learning; demonstrated leadership in teaching.

DSS – Tenure and Promotion Policy

b. Scholarly/Creative Activities: over the past seven (7) years, a minimum of ten (10) significant activities, at least four (4) of which are major activities and at least two (2) must be peer-reviewed activities.

c. Service: evidence of sustained, broad service at multiple levels at the program, department, school, college, university and professional community levels; demonstrated leadership in service.

Section III TENURE AND PROMOTION APPEAL PROCEDURES AND REVIEW DEADLINE

IIIA. Reconsideration of DSS Tenure and Promotion Recommendations

Upon completion of the DSS tenure and promotion review process the following actions are prescribed:

1. The department chair and Chair of the DSS Promotion and Tenure Committee shall meet with the applicant and review the tenure and promotion recommendations. The department chair shall provide the applicant with a copy of the recommendations and secure the applicant's signed receipt.
2. The department chair and Committee Chair shall advise the applicant of their right to request reconsideration of the recommendations within ten (10) calendar days of the above meeting.
3. If the applicant submits a request for reconsideration, the department chair and Committee shall reconsider the application in light of the request. The request for reconsideration should address concerns identified by the department chair and/or Committee and may include additional information in support of that clarification.
4. The applicant shall be notified in writing by the department chair of the results of reconsideration.
5. Upon completion of the reconsideration process, the recommendations and the application materials shall be forwarded to the School of Safety, Security and Emergency Management Associate Dean who may include a separate recommendation. The Associate Dean shall forward the recommendations and application materials to the Dean of the College of Justice and Safety.

IIIB. Procedures for Appeal at the College and University Levels

Procedures for appeal of tenure and promotion recommendations at the college and university levels shall be conducted in accordance with [Policy 4.6.4P](#) and college guidance.

IIIC. Review Deadline

The DSS tenure and promotion review process, including preparation of recommendations and applicant requests for reconsideration, must be completed to

DSS – Tenure and Promotion Policy

allow submission of all recommendations and application materials to the Dean of the College of Justice and Safety by December 1 each year.