

Eastern Kentucky University
College of Justice & Safety
School of Safety, Security & Emergency Management
Department of Fire Protection and Paramedicine Sciences

Tenure and Promotion Policy

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

I. Introduction

The Eastern Kentucky University (EKU) policies and procedures for tenure and promotion are provided in ECU [Policy 4.6.4P](#). This Department of Fire Protection and Paramedicine Sciences (FPPS) policy will serve as a supplement to the University policy for departmental purposes of evaluating tenure track faculty in matters of promotion and tenure. This document shall remain in force until it is revised by a majority vote of the tenured FPPS faculty. A review promotion document must be submitted for approval to the College Dean and Provost no less than every 5 years. [The FPPS Promotion and Tenure Committee may publish additional procedural guidelines for preparation of tenure and promotion applications in the interim.]

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, FPPS Promotion and Tenure Committee members and the feedback on their annual faculty evaluations for additional guidance. Faculty beginning their ECU service before 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.

IA. General Principles for Recommending Tenure

The following criteria apply to recommendations concerning tenure:

1. Achievement in the areas of teaching, scholarly/creative activities and service, and his/her years of service.
2. Response to recommendations in annual evaluations for improvement in her or his teaching, scholarly, creative and service activities during the pre-tenure period.
3. 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 FPPS policy document. The following criteria apply to recommendations concerning promotion:

1. Achievement in the areas of teaching, scholarly/creative activities and service, and his/her years of service.
2. Response to recommendations in annual evaluations for improvement in her or his teaching, scholarly, creative and service activities during the pre-tenure period.
3. Quantity and the quality of the applicant's achievements during the pre-tenure probationary period.

IC.1 Teaching Criteria for Tenure and Promotion

Quality teaching shall be required for successful applications for tenure and application. Evidence for quality teaching can include (but shall not be limited to):

1. Continual improvement in course design and delivery.
2. A continuing program of professional development (including maintaining specialty certifications).
3. Annual evaluation of teaching effectiveness through observed evaluation of teaching (chairs, deans, peers, outside evaluators)
4. Participation in ECU student opinion of instruction surveys.
5. Evaluations from professional or community-based education (e.g., certification and training courses).

IC.2 Teaching Activities

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

1. Teaching in the classroom.
2. Teaching online (or other distance methods).
3. Revising and improving courses.
4. Supervising field experiences and internship courses.
5. Supervising independent study, cooperative and special arrangement courses.
6. Supervising student laboratories.
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. That evidence may include, but should not be limited to:

1. Course syllabi
2. Examples of assignments, tests, and student work
3. Evaluations by the chairs, deans, peers, or outside evaluators.
4. Student or alumni opinion of instruction.

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

It is necessary that faculty members participate in scholarly and or creative endeavors.

Within the broad range of FPPS, this could include (but are not limited to):

1. peer-reviewed journal submissions,
2. peer-reviewed conference presentations,
3. invited professional journal submissions,
4. invited conference submissions,
5. expert panel contributions,
6. professional curriculum development, and
7. publications deemed scholarly by majority of tenured program faculty.

ID.2 Scholarly/Creative Activities

FPPS 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.
2. Participating in interdisciplinary research.
3. Applying knowledge through applied research, policy analysis, evaluation research or other research activities benefiting education, business, non-profits, local communities or government.
4. Developing grant proposals to benefit program, school, college or university research activities.
5. Transmitting knowledge from the above scholarly/creative activities through, professional education (e.g., certification classes), publications and presentations (e.g., panel presentations, poster presentations, exhibits, etc.).
6. Develop or enhance curricula for program or profession.

ID.3 Methods of Evaluation of Scholarly/Creative Activities

A faculty member's scholarly/creative activities shall be evaluated based upon documented evidence offered by the faculty member. That evidence may include, but

should not be limited to copies of articles, rosters of course completion, photographs and videotapes of events.

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

A faculty member's service shall be evaluated based upon documented evidence offered by the faculty member. That evidence may include, but should not be limited to:

1. Participation in professional governance (e.g., State, Regional or National)
2. Participation in professional organizations (e.g., State, Regional, or National)
3. Participation in University committees
4. Participation in University governance (e.g., Senate, Board of Regents)
5. Participation in College committees
6. Participation in Department committees
7. Participation in Advising
8. Participation in Mentorship (i.e., students and colleagues)
9. Participation in recruitment activities (Program, Department or College)
10. Participation in student group oversight
11. Participation in work study coordination
12. Participation in professional publications (e.g., editor, reviewer)
13. Participation in professional taskforce (e.g., State, Regional or National)
14. Consulting within the faculty area of expertise.

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. Service by the applicant that improves the practice of other professionals will be more heavily weighted. The burden of proof of 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

As noted in University [Policy 4.6.4P](#). The FPPS 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 likability but rather is the professional criterion relating to teaching, scholarly/creative activities, and service."

IIC. Evaluation of Faculty with Previous Academic Experience

Faculty members awarded credit for previous academic experience, possibly reducing the length of the pre-tenure 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 as allowed in University policy. Credit for previous academic experience must be documented in the faculty member's initial ECU appointment letter.

IID. Evaluation of Scholarly/Creative Activities

FPPS recognizes the wide range of talents and academic foci that constitute our department. This is reflected in the number and types of journals and conferences that can and should be used for the purposes of assessing a faculty member's scholarship.

A faculty member's scholarship shall be evaluated based upon documented evidence offered by the faculty member. That evidence may include, but should not be limited to:

1. Peer-Reviewed Activities - faculty member is a major author (publication or conference presentation, curriculum)
2. Major Activities - faculty member is a contributing author (publication or conference presentation, curriculum)
3. Significant Activities – faculty member contributes at other level or to other venue
4. Other Activities

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
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: meeting at least minimum departmental standards in the areas of teaching, scholarly/creative activities and service - minimum standards shall include a:
 - a. Teaching: demonstrated successful teaching; compliance with university and department teaching policies (MANDATORY);
 - b. Scholarly/Creative Activities: a minimum of five (5) scholarly/creative activities, and at least one (1) must be a peer-reviewed activity (NOTE: some of the scholarship activities may be replaced with professional and scholarly service at the approval of the Chair);
 - c. Service: evidence of effective service at the program, department, college, university and/or professional community/State/National levels.

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

Requirements for promotion shall follow [Policy 4.6.1](#)

IIG. Recommendations for Promotion from Assistant Professor to Associate Professor

Successful applicants must meet the following:

- 1) Requirements for promotion in [Policy 4.6.1](#)
- 2) Performance: exceeding the minimum standards in at least one of the following areas:
 - a) Teaching: demonstrating sustained successful teaching; complying with university and department teaching policies; providing evidence of effective contributions to teaching improvement to enhance student learning.
 - b) Scholarly/Creative Activities: a minimum of three (3) significant scholarly/creative activities (NOTE: some of the scholarship activities may be replaced with professional and scholarly service at the approval of the Chair);
 - c) Service: evidence of effective service at the program, department, college, university and/or professional community/State/National levels.

IIH. Recommendations for Promotion from Associate Professor to Professor

- 1) Requirements for promotion in [Policy 4.6.1](#)
- 2) Performance: exceeding the minimum standards in at least one of the following areas:
 - a) Teaching: demonstrated sustained, superior teaching; compliance with university and department teaching policies; evidence of innovation and or improvement in teaching to enhance student learning; demonstrated leadership in teaching.
 - b) Scholarly/Creative Activities: over the past six (6) years, a minimum of eight (8) significant activities (NOTE: some of the scholarship activities may be replaced with professional and scholarly service at the approval of the Chair);
 - c) Service: evidence of effective service at the program, department, college, university and/or professional community/State/National levels.

Section III TENURE AND PROMOTION APPEAL PROCEDURES AND REVIEW DEADLINE

IIIA. Reconsideration of FPPS Tenure and Promotion Recommendations

- 1) Upon completion of the FPPS tenure and promotion review process the following actions are to be taken:
- 2) The department chair and Chair of the FPPS 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.
- 3) 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. This request must be made in writing to the Chair.

- 4) 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.
- 5) The applicant shall be notified in writing by the department chair of the results of reconsideration.
- 6) Upon completion of the reconsideration process, the recommendations and the application materials shall be forwarded to the College of Justice and Safety 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.
- 7) If a candidate wishes to appeal an evaluation or decision made by the Dean (and or Associate Dean), the candidate must submit a written notification to the Dean of that appeal within 5 days of being notified of the negative evaluation or decision.

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 FPPS tenure and promotion review process, including preparation of recommendations and applicant requests for reconsideration, must be completed to allow submission of all recommendations and application materials to the Dean of the College of Justice and Safety by December 1 each year.