

The CHE faculty adopts the *College of Education Expectations for Reappointment, Tenure, and Promotion* document to serve as its guidelines for reappointment, tenure, and promotion of tenure-track faculty members, along with the following Addendum.

Addendum to CHE Tenure-Track Reappointment, Tenure, and Promotion Policy

Tenure track faculty are expected to publish their research in journals appropriate for their field and/or research issues. As stated in the College of Education Expectations for Reappointment, Tenure, and Promotion, candidates for tenure and promotion to Associate Professor are expected to have published a core of at least 10 scholarly articles by the time of promotion. Also, candidates for promotion to Professor are expected to have published a core of at least 20 scholarly articles – in total – by the time of promotion.

Reputable journals are those identified by individual faculty members and deemed by the RPTC as appropriate to the field, or research issues based on the following additional quality criteria: (a) the journal must employ a peer review process, and (b) the journal must be used as a dissemination outlet by peers at research universities. Of 10 expected articles for tenure and promotion to Associate Professor, at least three should be published as a first author with at least one first-authored publication in a top tier journal. Of the 20 expected articles for promotion to Professor, six would typically be published as first author and at least 30% would be in top tier journals.

Top tier journals are reputable journals which also meet one or more of the following criteria: (a) a published acceptance rate of 30% or less, (b) a Journal Citation Reports (JCR) Impact Factor of 1.0 or higher, or (c) a Scientific Journal Rankings (SJR) H Index of 20 or

higher. Faculty members seeking reappointment, tenure, and promotion will format their vitae using the attached 18 CHE Vita Template and 18 CHE Journal Metric Data for Vitae.

Journals will be initially assessed for quality by the faculty member seeking reappointment, tenure, and promotion and then confirmed by the CHE RPTC. In addition to criteria previously stated, faculty members are expected to consider order of authorship, consistency of publication frequency, and publication citation rate as evidence of developing or establishing a national/international scholarly reputation.

Although scholarly articles may include empirically-based and theoretical publications, a candidate for tenure and/or promotion is expected to have a higher concentration of empirically-based articles. Publications outside of top-tier journals are considered to be contributory to a credible scholarly reputation as faculty members establish a consistent publication record. While candidates for tenure and promotion to Associate are expected to concentrate on developing a scholarly reputation through peer-reviewed publications, candidates for promotion to Professor should also consider publication indicators of scholarly leadership through first authorships, refereed books, and grants.

Department of Counseling & Higher Education VITA Format

In all categories below:

- Begin with most recent;
- Unless otherwise specified, use APA format;
- Make entries in regular font (like this), but highlight **your name in bold font**;
- Start each of the four major sections on a new page;
- For each journal entry, cite journal metrics using the procedure described in the attached document *Documenting Journal Metrics on COE/CHE Vitae*;
- When you've entered all your material, remove subcategories (anything below numbered items) for which you have no entries; and then
- Remove material from this line to top of page, inclusive.

Faculty Vita

Full name [Include former last names under which you were professionally active.]

[Rank] (Appointed [year])
[] Program
940-[phone number]

Department of Counseling & Higher Education
College of Education
University of North Texas
1155 Union Circle #310829
Denton, TX 76203-5017

Education

Year	Degree	Major	Institution
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Professional Experience

Year	Place	Dept/Program/Descrip	Rank/job title
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Areas of Expertise

Credentials

Year	Name of credential
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I. SCHOLARLY AND CREATIVE ACTIVITIES

(^D Dissertation publication; ^G Grant product, ^M Mentorship of student;
JIF5 = Journal Citation Reports 5-year Journal Impact Factor; SJR = Scimago Journal Rank, and SJQ =
Quartile; AR = Cabells or editor-reported acceptance rate)

A. Publications

1. Refereed Articles (Published – Data-based)

International

National

Regional

State

Refereed Articles (Published – Concept/theory-based)

International

National

Regional

State

Refereed Journal Article reprinted/translated, any level

Refereed Articles (In Press)

International/National

Regional

State

Refereed Articles (Under Review)

International/National

Regional

State

Refereed Articles (In Preparation)

International/National

Regional

State
Other Refereed Publications

2. Non-Refereed Articles (Published)

International/National

Regional

State

Local

Non-Refereed Articles (In Press)

International/National

Regional

State

Local

3. Published Abstracts and Proceedings of Professional Presentations (Refereed)

International/National

Regional

State

Local

4. Published Abstracts and Proceedings of Professional Presentations (Invited)

International/National

Regional

State

Local

5. Books

Published

In Press

6. Chapters

Published

In Press

7. Software and Audio/Visual Products(Published)

National

Local

8. Technical Reports and Monographs (Published)

9. Media Reviews (Published)

10. Other Published Items (e.g., professional newsletter, magazine article, encyclopediaentry)

B. Grants and Contracts

Year Title, Amount, Role, % Responsibility

1. Funded External Grants & Contracts

International/National

Regional

State

2. Funded Internal Grants

3. Non-Funded Grants and Contracts

International/National

Regional

State

Local

4. Grants and Contracts Under Review

International/National

Regional

State

Local

C. Presentations

1. Conference Presentations (Refereed)

International/National

Regional

State

Local

2. Conference Presentations (Invited)

International/National

Regional

State

Local

3. Major speaker for a professional event (sole or keynote, 5+ hours)

4. Non-conference professional presentations

International/National

Regional

State

Local

D. Editorships (Journal)

Year Journal

1. Editor

International/National

Regional

State

2. Editorial Review Board

International/National

Regional

State

E. UNT/COE Professional Development School Involvement

F. Honors and Awards for Research, Scholarly and Creative Activities

Year Name of Award

Awarding Organization

[Faculty member's name]

National

State

Regional

Local

G. Other activities not covered above. Provide evidence.

H. Development leave awarded

Year	Description
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II. INSTRUCTIONAL ACTIVITIES

A. Instructional Assignments

1. Assigned Courses

Graduate

Since [first semester on faculty], I have taught [between one and three] sections of the following [FOUR-LETTER] ([Designated] Program) courses each [Spring, Summer, and Fall] semester:

No. Course Title

[If at UNT < 5 years and applicable:] Prior to joining the UNT faculty, I taught the following [call letters] courses at [name of institution]:

No. Course Title

Undergraduate

Since [first semester on faculty], I have taught [between one and three] sections of the following [FOUR-LETTER] ([Designated] Program) courses each [Spring, Summer, and Fall] semester:

No. Course Title

[If at UNT < 5 years and applicable:] Prior to joining the UNT faculty, I taught the following [call letters] courses at [name of institution]:

No. Course Title

2. Student Evaluations

Since implementation of Student Perception of Teaching (SPOT):

Year	Sem	COUN Course # and Title	Enr	Resp	%	Sum ^{1,3}	CEI ⁴	Dept μ/SD ⁵	College μ/SD	UNT μ/SD
2015	Fall							4.3/.64	4.2/.70	4.3/.67
	Su	10W						4.3/.75	4.3/.74	4.2/.75

Since implementation of Student Evaluation of Teaching Effectiveness (SETE):

Year	Sem	COUN Course # and Title	Enr	Resp	%	Score ¹	Cat ²	Program μ / Med	College μ / Med	UNT μ / Med	
2015	Spring							---	809/811	804/807	801/804

¹ **Bold font indicates score above COUN Program mean (or median when no mean).**

Regular font indicates EITHER score equal to COUN Program mean (or median when no mean)
OR no comparative data available.

Italics font indicates score below COUN Program mean (or median when no mean).

² SETE category: HE = Highly Effective, E = Effective; SE = Somewhat Effective

³ Median of combined Summative scores (four global questions): highest = 5

⁴ Challenge and Engagement Index: highest = 7

⁵ Mean and standard deviation of combined median Summative scores

3. Special Problems/Internships/Thesis/Dissertation Enrollment

Year	Sem	Course call # & title	Enr	Credit hours
<u>Graduate</u>				

Undergraduate

4. Oversized Organized Classes (42+ undergraduate, 21+ masters, 13+ doctoral)

Year	Sem	Course call # & title	Enr_
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Graduate

Undergraduate

5. Off-Campus Courses Taught (away from headquarters city)

Year	Sem	Course call # & title	Enr
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Graduate

Undergraduate

6. New Course Development, New Course Preparations and Major Course Revisions

Year	Sem	Course call # & title	Enr
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Graduate

Undergraduate

7. Other Evidence of Instructional Effectiveness

B. Student Advisement

1. Graduate Dissertations/Theses Completed – as chair.

* = published; () = award; ¹ = grant-supported

Year	Sem	Student's name	Degree	Dissertation Title
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2. Member of dissertation/thesis committee completed – not chair

Year	Student's name	Degree
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3. Graduate - Other Advisement Beyond Normal Department Requirements

Year	Semester	Brief description of advisory duties
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4. Undergraduate Advisement Beyond Normal Requirements

Year	Semester	Brief description of advisory duties
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D. Honors and Awards for Teaching

Year	Name of Award	Awarding Organization
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E. Other Instructional Related Activities Not Covered Above (please explain)

III. SERVICE

A. Service to University

1. Program Service

- | Year | Committee | Role (Appointed/Invited) |
|------|----------------------------------|--------------------------|
| a. | <u>Leadership/Administration</u> | |
| b. | <u>Committee Chair</u> | |
| c. | <u>Committee Member</u> | |

2. Department Service

- | Year | Committee | Role |
|------|--|------|
| a. | <u>Leadership/Administration</u> | |
| b. | <u>Director of Clinic or Center</u> | |
| c. | <u>Coordinator for a major department or program responsibility (e.g., a master's program on another campus)</u> | |
| d. | <u>Committee Chair</u> | |
| e. | <u>Committee Member</u> | |

3. College Service

- | Year | Committee | Role |
|------|----------------------------------|------|
| a. | <u>Leadership/Administration</u> | |
| b. | <u>Committee Chair</u> | |
| c. | <u>Committee Member</u> | |

4. University Service

- | Year | Committee | Role |
|------|----------------------------------|------|
| a. | <u>Leadership/Administration</u> | |
| b. | <u>Committee Chair</u> | |
| c. | <u>Committee Member</u> | |

5. Honors/Awards for Service to Department/College/University

- | Year | Name of Award | Awarding Organization |
|------|---------------|-----------------------|
|------|---------------|-----------------------|

6. Other related activities not covered above

- | Year | Committee/Description | Role |
|------|-----------------------|------|
|------|-----------------------|------|

B. Service to Profession

1. Membership in Professional Organizations:

Year Organization_
International/National

Regional

State

Local

2. Offices and Committee Assignments in Professional Organizations:

Year Organization Committee Role
International/National

Regional

State

Local

3. Consulting – Compensated Individual Services

Year Organization Role
International/ National

Regional

State

Local

4. Other Professional Activities

Year Organization Role
International/National

Regional

State

Local

5. Honors/Awards for Professional Service

Year Name of Award Awarding Organization
International/ National

Regional

State

Local/University

C. Service to Community (related to academic expertise)

1. Compensated Professionally-Related Community Service and Involvement

Year	Organization	Role/Title
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International/National

- a. Consultant
- b. Workshop Leader
- c. Speaker

Regional

- a. Consultant
- b. Workshop Leader
- c. Speaker

State

- a. Consultant
- b. Workshop Leader
- c. Speaker

Local

- a. Consultant
- b. Workshop Leader
- c. Speaker

2. Non-compensated Professionally-Related Community Service and Involvement

Year	Organization	Role/Title
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International/National

- a. Consultant
- b. Workshop Leader
- c. Speaker

Regional

- a. Consultant
- b. Workshop Leader
- c. Speaker

State

- a. Consultant
- b. Workshop Leader
- c. Speaker

Local

- a. Consultant

b. Workshop Leader

c. Speaker

3. Honors/Awards for Community Service

Year Name of Award

Awarding Organization

International/National

Regional

State

Local

Documenting Journal Metrics on COE/CHE Vitae

In compiling your vita, if you are promotion-eligible such as assistant or associate professor, divide your journal articles into Data-based and Concept-based; professors need not differentiate. Under each entry, using journal metric data for the year of article publication, indicate (a) if available, 5-year Journal Impact Factor (*JIF5*) and JIF percentile (*JIF %ile*) OR Scimago Journal Rank (*SJR*) and quartile (*SJQ*), (b) Cabells acceptance rate (*AR*) or, if no Cabells entry for your journal, *AR* as reported to you by the journal editor, (c) circulation rate, and (d) authorship statement, including % contribution. If you like, you may also include major Counseling or Higher Education professional association journal affiliation where relevant, such as *ACA journal* or *ASHE journal*—and other vital info such as awards.

***Beginning with merit review in 2018, only articles published 2015-2017 are required to include journal metric data – though you may want to include it for all your journal pubs.

The four primary journal metrics:

1. JIF5 – 5-year at year of pub
 - Cite: *JIF5 = x.x (JCR, [year])*

JIF percentile – compares JIF to other journals in same and related fields

 - Cite: *JIF %ile = x.x (JCR, [year])*
2. If JIF not available, use SJR ranking (only one-year IF shown) and quartile (no exact percentile available)
 - Cite: *SJR = xx (Scimago, [year])* and *SJQ = 1st, 2nd, 3rd, or 4th (Scimago, [year])*
3. Cabells acceptance rate
 - Cite: *AR = x% (Cabells, [year])* or, if not listed in Cabells, *AR = x% (Editor, [year])*
4. Major professional association journal affiliation
 - Cite: *ACA journal* or *ASHE journal*

To find JIF and Cabells data for your journals:

- Library.unt.edu
- Databases
- [enter JCR or Cabells]

To find Scimago data:

- <http://www.scimagojr.com/>

(I find it easiest to open JIF, Cabells, and Scimago each in a separate tab, then toggle between tabs to find data for each journal.)

See the following example vita page as a model.

I. SCHOLARLY AND CREATIVE ACTIVITIES

^D Dissertation product; ^G Grant product, ^M Mentorship of student;
(JIF5 = Journal Citation Reports 5-year Journal Impact Factor, and JIF %ile; SJR = Scimago Journal Rank,
and SJQ = Quartile; AR = Cabells or editor-reported acceptance rate; circ = circulation rate)

A. Publications

1. Refereed Articles (Published – Data-based)

National

^D Pace, L., **Holden, J. M.**, Blalock, S., Holliman, R., & Henson, R. K. (2016). Development of the Knowledge and Attitudes About Near-Death Experiences Scale (KANDES). *Journal of Near-Death Studies*, 34(3), 173-188. doi:10.17514/JNDS-2016-34-3-p173-188.

- AR = 30% (Cabells, 2016); circ 360; 20% contribution

^{D,M} Menassa, B. M., **Holden, J. M.**, & Bevly, C. M. (2015). Sex addiction and propensity for boundary violation: Exploring correlation and change over time. *Sexual Addiction & Compulsivity* 22(4), 290-313. doi:10.1080/10720162.2015.1072488

- SJR = 0.578; SJQ = 2nd (Scimago, 2015); AR = 70% (Cabells, 2015); 20% contribution

^M **Holden, J. M.**, Kinsey, L., & Moore, T. R. (2014). Disclosing near-death experiences to professional healthcare providers and non-professionals. *Spirituality in Clinical Practice*, 1(4), 278-287. doi:10.1037/scp0000039

- No data available; 70% contribution; Selected by the Research Network of the Association for Clinical Pastoral Education as the January 2015 Article of the Month: <http://www.acperesearch.net/jan15.html>

^{D,M} Goza, T., **Holden, J. M.**, & Kinsey, L. (2014). Combat near-death experiences: An exploratory study. *Military Medicine*, 179(10), 1113-1118. doi:<http://dx.doi.org/10.7205/MILMED-D-14-00051>

- JIF5 = 0.925; JIF %ile = 35.390 (JCR, 2014); AR 15% (Cabells, 2014); 20% contribution

^D Hoy, K., & **Holden, J. M.** (2014). Licensed Professional Counselors' attitudes about and interest in providing services for clients with schizophrenia: Advocacy implications. *Journal of Counselor Leadership and Advocacy* 1(1), 67-82.

doi:10.1080/2326716X.2014.893214

- No data available; 20% contribution

Refereed Articles (Published – Conceptual/theory-based)

National

^M Blalock, S., **Holden, J. M.**, & Atwater, P. M. H. (2015). Electromagnetic and other environmental effects following near-death experiences: A primer. *Journal of Near-Death Studies*, 33(4), 181-211. doi:10.17514/JNDS-2015-33-4-p181-211.

- AR = 30% (Cabells, 2015); circ 360; 45% contribution

Refereed Articles (In Press – Conceptual/theory-based)

International/National

Blalock, S., & **Holden, J. M.** (in press, 2018). Preparing students to counsel clients with potentially spiritually transformative experiences. *Counseling & Values*.

- AR = 15% (Cabells, 2017); 50% contribution; ACA journal

