

Appendix

Appendix A: Criteria for Tenure with Promotion to Associate Professor

To meet the criteria and standards of performance for promotion to Associate Professor, a candidate's record of academic performance and accomplishment shall satisfy the following requirements:

A. Research. A high standard of research proficiency must be displayed which has a cohesive and clearly identified research theme(s). This body of research must make a significant contribution to the scholarship of teaching, training, learning or technology utilization. This record shall be sufficient in both quantity and quality to demonstrate substantial progress toward excellence in the discipline.

Although there are many ways for a candidate to establish a continuous, sustained, and significant scholarly contribution, the publication of a minimum of ten high-quality articles in refereed scholarly journals during the probationary period, at least some of which are of the candidate's first authorship, will be considered the benchmark for recommendation of tenure.¹ Most the publications should be in respected refereed journals in the candidate's discipline. Due to the dynamic and interdisciplinary nature of learning technologies, high-quality articles will be determined by impact factor, eigenfactor, article influence, SJR, SNIP, H-index, and other measures of the journal article impact. Faculty are permitted to provide evidence for the impact of any articles to demonstrate their high quality. In addition to refereed journal publications, the candidate will provide other appropriate types of professional research activities relevant to his or her area of specialization:

- publication of a book from a university press or reputable academic publisher;
- publication of book chapters;
- publication of edited books;
- published monographs;

¹ A quality book published containing more than 90 pages may be substituted for three refereed journal articles.

- letters of grant awards acquired during the review period;
- presentations, poster sessions, panel discussions, and papers accepted at professional conferences;
- invited presentations;
- service as a referee, member of an editorial board, or as an editor of a scholarly academic journal;
- important professional activities or recognition (e.g., paper awards) which contribute to the individual's professional stature in the discipline; and
- other types of scholarly publications, creative works, and efforts which contribute to the candidate's stature and recognition in his or her field of specialization.

In the evaluation of a candidate's scholarly contributions emphasis is placed on:

- whether the continuous, sustained, and significant scholarly contributions are proportionate to what is expected for tenure in the discipline;
- the quality of the refereed journals in which articles have been published;
- evidence of the emerging professional stature of the candidate; and
- an overall positive review by external evaluators of the candidates' promotion and tenure materials submitted for consideration.

Evaluation of scholarly work will use the same criteria whether works are published in digital or print formats and whether they are made accessible online to the public at no cost or are accessible only through individual or institutional purchase.

B. Teaching. The candidate shall demonstrate a commitment to excellence in teaching.

Performance measures include a balanced review of student evaluations, teaching materials, and peer reviews by colleagues and the department chair.

In the evaluation of the quantity and quality of a candidate's contributions in teaching emphasis is placed on:

- an examination of the candidate's teaching portfolio (i.e., philosophy of teaching, instructional materials, student outcomes);
- diversity and breadth in course design and delivery;
- documented activities used to improve teaching practice and performance; and
- a balance of graduate and undergraduate teaching.

C. Service. The candidate shall demonstrate a commitment to excellence in service to the

department, as reflected in annual departmental evaluations. These evaluations will consider that probationary faculty members are not expected to bear as much of the same service burden as tenured faculty.

Consistent with the University's mission, the candidate is required to demonstrate sustained excellence in teaching and research and sustained effectiveness in service. Primary emphasis shall be placed on research excellence, which is most important for promotion and tenure.

Appendix B: Criteria for Promotion to Full Professor

To meet the criteria and standards of performance for promotion to Full Professor, a candidate's record of academic performance and accomplishment shall satisfy the following requirements:

A. Research. A high standard of research proficiency must be displayed. The research agenda must be clear and cohesive and contain theme(s) that impact the discipline. This body of research must contribute to the scholarship of teaching, training, learning, or technology utilization, and it should demonstrate collaborative efforts to move the discipline forward in specific areas. This record shall be sufficient in both quantity and quality to demonstrate substantial progress toward excellence in the discipline. At minimum, a candidate's record should have at least ten high-quality articles in refereed scholarly journals after promotion to associate professor.

Although there are many ways for a candidate to establish a continuous, sustained, and significant scholarly contribution, the publication of high-quality articles in refereed scholarly journals during the review period, of which the candidate should show the capability of lead authorship, will be considered the benchmark for recommendation of tenure.² Most the publications should be in respected refereed journals in the candidate's discipline. Due to the dynamic and interdisciplinary nature of learning technologies, high-quality articles will be determined by impact factor, eigenfactor, article influence, SJR, SNIP, H-index, and other measures of the journal article impact. Faculty are permitted to provide evidence for the impact of any articles to demonstrate their high quality.

² An unedited book of substantial size and quality may count as three refereed journal articles.

In addition to refereed journal publications, the candidate will provide other appropriate types of professional research activities relevant to his or her area of specialization. These may include the following:

- publication of a book from a university press or other reputable academic publisher or reputable professional organizations;
- publication of book chapters;
- publication of edited books;
- publication of monographs;
- funded grants and contracts acquired during the review period;
- presentations, poster sessions, panel discussions, papers, and other such presentations accepted at professional conferences;
- invited presentations, guest lectures, keynote addresses;
- service as a referee, member of an editorial board, or as an editor or guest-editor of a scholarly academic journal;
- important professional activities or recognition (e.g., paper awards) which contribute to the individual's professional stature in the discipline; and
- other types of scholarly publications, creative works, and efforts which contribute to the candidate's stature and recognition in his or her field of specialization.

In the evaluation of a candidate's scholarly contributions emphasis may be placed on:

whether the continuous, sustained, and significant scholarly contributions are appropriate for promotion in the discipline and appropriate for the faculty member's workload;

the quality of the refereed journals in which articles have been published;

evidence of the candidate's professional stature at the national and international level as

evidenced by a national/international scholarly reputation for promotion to the full professor level

(vs. regional/national for promotion to the associate professor level), along with a strong

publication record and demonstration of leadership at national and/or international level; an

overall positive review by external evaluators of the candidates' promotion and tenure materials

submitted for consideration; and examples of collaborative research efforts that resulted in

cross-disciplinary activities, publications, and presentations. Evaluation of scholarly work will

use the same criteria whether works are published in digital or print formats and whether they

are made accessible online to the public at no cost or are accessible only through individual or

institutional purchase.

B. **Teaching**. The candidate shall demonstrate a commitment to excellence in teaching; performance measures include a balanced review of student evaluations, teaching materials, and peer reviews by colleagues and the department chair.

In the evaluation of the quantity and quality of a candidate's contributions in teaching emphasis is placed on:

- an examination of the candidate's teaching portfolio (i.e., philosophy of teaching, instructional materials, student outcomes);
- diversity and breadth in course design and delivery;
- documented activities used to improve teaching practice and performance;
- evidence of graduate and/or undergraduate teaching;

C. **Service**. The candidate shall demonstrate a commitment to excellence in service to the department, the university, and the discipline as reflected in annual departmental evaluations and service activities at the university and at the national level. Senior faculty members must demonstrate a commitment to mentoring junior faculty and doctoral candidates. They must also document their efforts to promote initiatives that contribute to the university's mission and vision. The candidate is expected to demonstrate a commitment to excellence across all three areas of research, teaching, and service. Primary emphasis shall be placed on research excellence and service, which are important for promotion.