

CRITERIA FOR PROMOTION TO ASSISTANT PROFESSOR

This section delineates the criteria that are used for tenure and all levels of promotion once the eligibility requirements have been met. The specific criteria that must be met for each type of application are shown in the chart below.

	Instructor to Assistant Professor
Teaching	
1. Course design – demonstrates the practical application of teaching philosophy	Required
2. Instruction – demonstrates excellence in instruction	Required
3. Continuing development – continuously develop professional knowledge and where appropriate incorporate into teaching	Required
4. Collegiality – demonstrates working with others through teaching activities	Required
Research and Scholarly Activity	
1. Productivity – demonstrates consistent scholarly involvement through traditional or applied endeavors	Must meet at least three (3) of requirements 1, 2, 3, 4, 5, and 6.
2. Professional and scholarly recognition – receives recognition both inside and outside of Midwestern State University	
3. Professional involvement – engages in professional academic activities	
4. Grant writing and acquisition – writes grants that support department, college or the university	
5. Supervision of research or creative endeavors – supervises and mentors undergraduate or graduate students' research or creative projects	
6. Presentations – presents papers, posters, performances, exhibitions or workshops at professional meetings	
7. Collegiality – demonstrates working with others through research/creative accomplishments	Required
Service	
1. University	
a. Effective participation in administration of department/college activities	Required
b. Effective participation within Midwestern State University academic community	Required
c. Responsible and effective out-of-class planning and academic advisement of students	Required
d. Demonstration of collegiality in service	Required
2. Profession/Community	
a. Ongoing and active involvement in professional organizations	None Required
b. Consulting in one's area of professional expertise or providing expertise	
c. Conducting workshops, clinics, and performances or hosting conferences or academic contests of other academic events.	
d. Obtaining external grants or outside contributions for scholarships, student activities, software, equipment and other resources for professional/community use other than research	
e. Participating in public service activities	

CRITERIA FOR PROMOTION TO ASSISTANT PROFESSOR

A. Teaching Effectiveness

Quality and effectiveness in teaching, as demonstrated through course design, instruction, continuing development, and collegiality, are expected for consideration in tenure and promotion decisions. Submitted materials *must* include (a) a statement of the faculty member's teaching philosophy, (b) copies of the Annual Faculty Personal Report and Evaluation for the past five years or for every year on contract if the faculty member has served MSU for fewer than five years, including copies of grade distributions and summaries of student evaluations, (c) representative copies of course syllabi, and (e) a summary and explanation of grade distributions for each course taught. Additional materials representative of teaching effectiveness beyond those suggested above, such as peer evaluations, may also be included.

All supporting documentation should be inserted in Section 4 of the portfolio.

- 1. Course Design.** Faculty members must demonstrate the practical application of their teaching philosophy into course design. To this end, they must demonstrate the ability to develop and implement pertinent and applied course objectives; a coherent and appropriate series of class topics and exercises; instructional approaches that encourage independent and critical thinking; and properly rigorous course assignments/assessments. Faculty members should demonstrate how class activities or assignments promote critical thinking skills. Documentation may include examples of class assignments, field trips, debates, papers, bibliographies, case analyses, student performances, etc. Faculty members may use up to three specific courses to exemplify their skills in this area.

- 2. Instruction.** Faculty members must demonstrate excellence in instruction. As evidence of this excellence, they may point to their ability to present topics in a clear, organized, and enthusiastic manner; to explain and apply abstract ideas and theories; to motivate students to work and participate in course activities; and/or to develop a balanced treatment of controversial issues. Faculty members must also demonstrate a favorable and supportive attitude toward students by offering regular and meaningful feedback on student activities, providing effective out-of-class instruction/supervision, and being available during office hours.

- 3. Continuing Development.** Faculty members are expected to engage in continuous assessment and improvement of their teaching, using such resources as the Teaching and Learning Resource Center, new technologies, pedagogical workshops and institutes, and evaluative feedback from students, supervisors, and faculty peers. Also, they should continuously develop their professional knowledge and, where appropriate, incorporate this knowledge into their teaching. They should detail the means by which they build their professional knowledge (e.g., professional readings, conference attendance, participation in continuing education seminars, acquisition of professional certification, and successful completion of advanced coursework). Faculty members are encouraged to provide up to three specific examples in this area.

- 4. Demonstration of Collegiality in Teaching.** Collegiality may be demonstrated through team teaching; interdisciplinary teaching; willingness to teach at odd times and in a variety of formats (e.g., web and other distance courses, concurrent courses, and honors courses); volunteering to teach new classes; contributing to the development, maintenance, and teaching of multiple-section courses; presenting guest lectures when appropriate; substitute teaching for peers when the need arises; relating to others in a respectful and courteous manner inside and outside the classroom; cooperating in the preparation of course/teaching schedules; contributing to the development of common syllabi; sharing resources; and following prescribed curricula.

B. Research and Scholarly Activity

Consistent with its mission, Midwestern State University recognizes that scholarship may consist of traditional or applied research. Traditional endeavors include (1) ongoing research through continuing publication of books, book contributions, textbooks, articles in refereed journals in the faculty member's field (printed or electronic), or refereed conference proceedings (2) presentations of papers at professional meetings, (3) work demonstrating continuing professional commitment to the visual, performing, or literary arts through creative performances and/or presentations, and (4) scholarly achievement in the professional disciplines. Applied endeavors include such activities as (1) basic research conducted for immediate practical application rather than for publication, (2) the integration of information across disciplines or research accomplished to assist organizations, (3) special pedagogical applications of existing or original research, (4) application of existing or original research to artistic pursuits and projects, (5) special applications of technology to scholarly or artistic endeavors, (6) development of educational materials and/or software, and (7) *primary responsibility* (verified in writing by the Chair and/or Dean) for collection, analysis, and reporting of information or data in connection with assessment and accreditation self-studies. NOTE: *Assistance* with assessment and accreditation activities should be reported as university service. Departmental and college guidelines will define and clarify traditional and applied research more specifically for the faculty member's particular discipline (8) performance or exhibition of artistic projects.

All supporting documentation should be inserted in Section 5 of the portfolio.

- 1. Productivity.** The faculty member shows consistent scholarly involvement through regular completion of traditional or applied endeavors. Such involvement should demonstrate intellectual breadth or depth as well as originality and creativity. Intellectual breadth may be documented either by cross-disciplinary involvement or by research activity, artistic endeavor, or scholarship that demonstrates professional diversity. Intellectual depth may be documented by research activity, artistic endeavor, or scholarship in specialized areas that demonstrates continuing development of skills and knowledge. Applicants who have many peer-reviewed publications are urged to include in the portfolio a copy of only the first page or an abstract of each published work, with accompanying information containing the title of the publication in which the article appears, the precise date of publication, and the total number of pages. Published articles that have not been peer reviewed should be included in their entirety. If the applicant has accumulated a large number of such articles, a representative sample will suffice. Documented publication of articles in *Midwestern State University Faculty Papers* may be counted as part of the faculty member's productivity.

- 2. Professional and Scholarly Recognition.** The faculty member's work receives recognition both inside and outside Midwestern State University. This recognition may take the form of invited papers, performances, or exhibitions; reprint requests; citations of the faculty member's work in the published literature; awards; and other accolades deemed meritorious by the department or college. The quality, originality, and creativity of the faculty member's research and scholarly activity will be assessed at each level of review but must be addressed in detail by the College Tenure and Promotion Committee or a recognized group of scholars in the faculty member's field.

- 3. Professional Involvement.** The faculty member engages in such activities as reviewing papers for conferences and publications; adjudicating artistic presentations; serving on the editorial boards of professional or scientific journals; consulting in one's area of expertise; external evaluation of theses or grant proposals; or tenure and promotion applications at other institutions.

- 4. Grant Writing and Acquisition.** The faculty member obtains internal or external research grants that support his/her individual scholarly or creative inquiry or that benefit his/her department, college, or the university. Unsuccessful authoring of substantial grant requests may also be considered (include a copy of the unsuccessful grant in Section 5 of the portfolio). NOTE: External grants or outside contributions for scholarships, student activities, software, equipment, and other resources for professional/community use other than research should be listed under “Service.”

5. **Supervision of Research/Creative Endeavor.** The faculty member supervises and mentors undergraduate or graduate students in the development, implementation, and completion of research or creative projects, especially projects that (a) earn publication, presentation, or other recognition or (b) benefit academic, civic, business, or cultural organizations.

- 6. Presentations.** The faculty member consistently presents papers, posters, performances, exhibitions, or workshops at professional meetings. Creative performances or exhibitions should be listed here. Participation in the Midwestern State University Faculty Forum may be counted as part of an applicant's presentations.

- 7. Demonstration of Collegiality in Research/Creative Endeavor.** Collegiality shall be demonstrated through research/creative accomplishments achieved by working respectfully and courteously with the faculty, staff, and administration of the university, and with others.

C. Service

Ongoing, meaningful, and collegial service is required of all full-time faculty members at Midwestern State University. Service may be demonstrated on a number of levels: contributions to the faculty member's department, contributions to his/her college, university-wide involvements, and professional/community efforts.

All supporting documentation should be inserted in Section 6 of the portfolio.

1. Service to the University

- a. **Effective participation in, and administration of, department/college activities.** This category may include activities associated with undergraduate and graduate instructional programs; committees; student and faculty recruitment; curriculum development; preparation of government documents; and *assistance with* collection, analysis, and reporting of information or data in connection with assessment and accreditation self-studies. NOTE: *Primary responsibility* (verified in writing by the Chair and/or Dean) for assessment and accreditation activities may be reported as applied research.

- b. **Effective participation within the Midwestern State University academic community.** This category may include university committee work; service on Faculty Senate; university-sponsored public service programs; and such activities as seminars, panel discussions and judging, sponsorship of professional or scholarly activities on campus, participation in the American Democracy Project, Constitution Day, Family Day, Mustangs Rally, Spirit Days, and Majors Fair.

- c. **Responsible and effective out-of-class advisement and counseling of students.** This category may include such service as academic advising, personal counseling, sponsoring of non-academic organizations and activities, career counseling, and assisting with graduate school applications and job placement.

- d. **Demonstration of collegiality in service.** Collegiality in service may be demonstrated through the mentoring of other faculty; volunteering to participate in university activities; following through on assigned tasks; being willing to take on administrative responsibilities if needed; and sharing in the preparation for, and participation in, campus events.

2. Service to the Profession/Community

- a. Ongoing and active involvement in professional organizations**, such as organizing and chairing sessions, serving as a state or regional representative, holding offices, and serving on regional, state, or national committees.

b. Consulting in one's area of professional expertise or providing expertise to agencies, the community, or the university in an ongoing fashion.

c. Conducting workshops, clinics, and performances, or hosting conferences or academic contests or other academic events.

d. Obtaining external non-research grants or outside contributions for scholarships, student activities, software, equipment, and other resources for professional/community use.

e. Participating in public service activities, such as public talks, exhibitions, or training activities; public interviews; presentation of workshops; judging artistic performances; tutoring; participation on boards or in public organizations; and consulting.