

**Midwestern State University
McCoy College of Science, Mathematics and Engineering
Tenure and Promotion Guidelines**

These guidelines serve to guide faculty in the McCoy College of Science, Mathematics, and Engineering (MCOSME) in crafting their narrative and portfolio for tenure and promotion. The MCOSME tenure and guidelines interpret the criteria as listed in OP 06.05 Faculty Tenure and Promotion. Faculty pursuing tenure and/or promotion should review OP 06.05 carefully and follow it precisely. The guidelines presented here supplement the core guidelines set forth in OP 06.05.

The sections below begin with C. Teaching, then follow with D. Research/Scholarly Activity, and E. Service. These align with the sections on the evaluation forms for assistant professor, tenure/associate professor, and professor. They also align with the headings used in [OP 06.05: Faculty Tenure and Promotion](#).

C. Teaching

Quality and effectiveness in teaching is expected for consideration in tenure and promotion decisions for the College of Science, Mathematics, and Engineering. This criterion for tenure and promotion is demonstrated through course design and instruction, out-of-class academic support, continuing development, and collegiality.

1. Course Design/Instruction

Student Assistants. Faculty members that supervise student TAs, GAs, dedicated lab instructors and lab assistants (whether they do lab work itself or only lab/homework grading) should explain how they interact with their assistants to create a better learning environment for the students taking classes and labs. This supervision should be recognized as it takes time and effort from the faculty member.

Academic Foundations and Core. Faculty members that teach Core (Academic Foundation) classes should comment on design and instruction of these courses and how they align with the core course structure. Core courses are often populated with non-majors, and faculty members should detail how they approach this type of course compared to ones taken for their major. Faculty should explain their work related to SACS accreditation and assessment in core classes.

Prerequisites and Sequenced Courses. Many courses are prerequisites for later courses in the discipline and must provide a foundation to upper-level departmental courses and courses outside of the department. Faculty should highlight major courses that are prerequisites for more advanced classes and prepare students for these advanced classes. Faculty should describe how they ensure that students moving to the next class are well-prepared and understand the foundations.

2. Out-of-Class Academic Support

Students in MCOSME may spend significant time outside of class completing class work. Examples include labs, independent projects, senior design, programming projects, writing projects, and presentations. Faculty are often available to support students during office hours or special sessions with these students to assist them in this class work. Faculty should highlight the time spent offering academic support both in office hours as well as outside of office hours.

3. Continuing Development

Faculty can demonstrate continuing development in pedagogical and professional knowledge through their professional organizations and memberships. Professional organizations often offer special sessions during conferences on pedagogy and the portfolio should describe participation in these sessions. Certifications and credentials issued through these sessions should appear under continuing development. Continuing development can also be demonstrated through campus training on D2L topics, ADA, learning communities, first-generation students, and new classroom technologies. The Teaching and Learning Resource Center (TLRC) workshops can be included as continuing development.

4. Collegiality

In MCOSME faculty can demonstrate collegiality through collaboration on course scheduling and by exploring new formats that expand the range of course offerings. Teaching multi-section courses (such as College Algebra) can demonstrate collegiality as faculty align with departmental and course goals. Additionally, teaching contracted honors sections of some courses (biology, chemistry, engineering) can comprise collegiality on behalf of students in the Redwine Honors Program. Faculty also demonstrate collegiality when substituting for other faculty (such as in the case of illness or travel). Guest lectures also demonstrate collegiality. Finally, sharing syllabi, especially for new faculty or for those new to the course, is evidence of collegiality.

D. Research and Scholarly Activity

The McCoy College of Science, Mathematics, and Engineering encourages faculty members to participate in continuing quality research consistent to the mission of the university. Different STEM disciplines have different types of research – applied, theoretical, field, lab. For context to the college and university committees, the tenure and promotion portfolio should describe how research productivity is measured in the discipline, and what constitutes substantive scholarly work in the field.

1. Scholarly and Creative Endeavors

Refereed Publications. Faculty members may show ongoing research involvement through publication of articles in a refereed publication format, including conference proceedings. These publications should be in legitimate sources, and not in predatory journals or conferences.

Non-refereed Publications. Additional activities may include publication in non-refereed conference proceedings, publication of materials in the area of expertise, textbooks, lab manuals, monograph chapters and posters. Faculty should note which items are in non-refereed outlets.

Work Conducted in Collaboration with Students. Evidence of productivity may also include works coauthored with students. Research publications involving students could be included if both the faculty member and student serve as authors. That is, projects in this category should consist of works performed collaboratively with students leading to publication and not merely supervision of student work (supervision of student research outside of research dissemination falls under the area of service.)

Presentations. Presentation of papers and/or posters, performances, exhibitions, and workshops at local, state, or national professional meetings can be included here. Participation in the Midwestern State University Faculty Forum may be counted as part of an applicant's presentation. Faculty members may include research presentations involving students if both the faculty member and student serve as authors.

Work Completed Prior to MSU. Evidence of productivity may include items published in a professional capacity prior to employment at Midwestern State University. Projects in-progress prior to MSU but with publications or presentations completed after employment at MSU can be included.

Grants. Faculty members may include documentation of internal or external research grants that support their individual scholarly activity that benefits their department, college, or the university. Unsuccessful authoring of substantial grant requests may also be included. Faculty are encouraged to work with the Office of Sponsored Programs and Research (OSPR) for identifying, crafting, submitting, and managing grants.

Patents. Some research may include producing unique designs or plans that can be patentable. This can be included under scholarly work but should be accompanied by a demonstration that the patent application is either in progress or submitted.

2. Scholarly and Creative Recognition

Impact Factor of Publications. The impact factor of a journal is an index that takes into account the number of citations of articles published within the past two years of the journal. Journals with higher impact factors are often viewed as being more important in specific disciplines than those with lower impact factors. Faculty members may demonstrate scholarly recognition by showing the numbers of citations received in previously published works and by quoting the impact factors of journals in which they have published. Any additional measures of quality, such as publication in journals associated with ground-breaking works and publication in journals with low acceptance rates may also be noted.

Invited Papers and Talks. Papers, presentations, lectures, and exhibits that were not sought by the faculty member (invited scholarly activities) are often related to the faculty member's state of recognition in the discipline, and should be specifically noted.

Invited Chair at Session Meetings. Being selected by others to chair at conferences and proceedings is indicative of merit in one's field, and should be highlighted in the documentation.

E. Service

These college guidelines will elaborate upon and clarify the specific forms of professional, university, and community service that is expected of a MCOSME member.

Service to the University.

a) Effective participation in, and administration of, department/college activities.

The faculty member should show consistent involvement in activities associated with undergraduate and graduate instructional programs. This includes service on departmental and college committees, participation in curriculum development and student and faculty recruitment (such as Mustangs Rally). Faculty may be recognized for acting as sponsors of discipline-specific student clubs and organizations, as well as those maintaining computing clusters and databases that are used by other faculty members. Recognition can also go to faculty members that participate in the collection, analysis, and reporting of data connected to assessment, and also to those that assist with accreditation self-studies (such as ACS and ABET). Effective service may also be demonstrated by faculty members that maintain departmental or college websites. Additional valued service includes writing grants specifically for the attainment of research equipment. Faculty who maintain equipment, especially for use across disciplines, should note this as service

b) Effective participation within the Midwestern State University academic community.

Faculty should describe service on university committees, especially in leadership roles on such committees. Faculty members attaining program grants (money used for scholarship and not research) are recognized as serving the academic community through their efforts. Attending and participating in seminars, panel discussions and forums, and judging of STEM-specific student activities may be included. Supervision of student research not leading to publication may be noted here. Also recognized are participation of campus scholarly activities and in the formation of academic policies. Faculty work on safety (laboratory, fieldwork, compliance with MSU safety-related policies) may apply here.

Service to the Profession/Community

a) Profession

Faculty can use their expertise by making meaningful contributions to the profession. Since the body of scientific literature is vital to all STEM disciplines, faculty members can engage in the scientific review process by reviewing manuscripts, acting as referees for conference papers and abstracts, serving on editorial boards of scientific organizations, and other means of consulting in one's area of expertise. Faculty will be recognized for reviewing internal or external grant proposals, external theses or dissertations, and external applications for tenure and promotion. Faculty may seek membership and leadership positions in state, regional, and national professional organizations, including organizing and chairing sections at professional meetings.

Any additional activity that makes a beneficial contribution to the STEM fields might be specifically noted.

b) Community

Dedicated service to the local community is in par with the mission of the university. The faculty member may engage themselves in community involvement through uncompensated consulting for non-profit and for-profit organizations, participation in or organization of community workshops, and other means of public community service (such as Maverick's Day of Service). STEM-specific community service is particularly valuable to include in this section.