

Department of Rehabilitative Sciences
Evaluative Criteria for Tenure/Promotion/Merit
2019 (Effective Academic Year 2019-2020)

The foundation of East Tennessee State University's academic programs are based on the effectiveness of its faculty. Annual faculty evaluation for tenure, promotion, or merit serve as an indicator of each faculty member's abilities to assist the University in achieving its goals and objectives. Please see the ETSU Faculty Handbook, Section 2, for University tenure and promotion policies. The Department of Rehabilitative Sciences will implement the new criteria beginning summer/fall 2019 and all faculty applying for tenure and/or promotion will follow the approved criteria. All faculty are responsible for maintaining records of their scores for tenure and promotion.

This Promotion and Tenure Policy consists of a series of steps involving Chair and faculty members determining annual areas of priority, setting goals and objectives accordingly. Faculty will be evaluated on their accomplishments in the areas of teaching, scholarly activities, and service. The annual evaluations are to be viewed as both a summative and formative assessment. The following describes the process:

1. Based on individual, department, college, and university goals, the faculty member and Chair prioritize the areas of emphasis related to teaching, research and service, for the faculty member at the beginning of the academic year. This ranking will determine the faculty member's level of effort for each area.
2. Once the areas of emphasis are ranked, the faculty member will then establish goals and objectives for each area. The faculty member will use the suggested activities detailed in this policy to enhance the various areas and/or other activities that may be negotiated with the Chair. These activities are then stated in the faculty member's Faculty Activity Plan for the Chair's approval.
3. The faculty member will report their annual progress in their Faculty Activity Report and Evaluation. The Chair will rate their efforts in the Faculty Activity Evaluation as:
 - Unsatisfactory - failed to make significant progress toward goal
 - Progression – made significant progress toward goal
 - Achievement – achieved goal

The evaluations are to be viewed both separately and collectively. Separately, the reports indicate the annual achievements (summative assessment) of the faculty member in meeting their priority-based tasks and points earned in three areas of activity: teaching, research, and service. Collectively, the evaluations reflect a faculty member's potential and achievements (formative assessment) in teaching, research, and service. Each activity will be weighted based on the distribution of the faculty member's assigned workload as reflected in the annual faculty activity plans, reports, and evaluations.

Tenure:

As defined in the ETSU Faculty Senate Handbook, Section 2 Employment titled "Tenure": Tenure is a personnel status in an academic department or other academic program unit pursuant to which the academic or fiscal year appointments of full-time faculty who have been awarded tenure are continued at a university until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons. The awarding of tenure is recognition of the merit of a faculty member

and of the assumption that he/she would meet the long-term staffing needs of the department or other academic program unit and the university. Tenure is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure. The Tennessee Board of Regents does not award tenure in non-faculty positions. Tenure appointments reside in the departments and other academic program units, and are assurances of continued employment during the appointment year subject to expiration, relinquishment, or terminations of tenure as set out in the ETSU Faculty Senate Handbook, Section 2 Employment. Recommendations for or against tenure should originate from the department or academic program unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the department or academic program unit. Tenure is awarded only by positive action of the Board, pursuant to the requirements and procedures of this policy, at a specific university. No faculty member shall acquire or be entitled to any interest in a tenure appointment at a university without a recommendation for tenure by the president of the university and an affirmative award of tenure by the Board of Regents. No other person shall have any authority to make any representation concerning tenure to any faculty member, and failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at the university, provided that no tenure appeals remain outstanding due to lack of cooperation and/or appropriate action on the part of the candidate in completing the appeal process.

A candidate should earn at least **240** points as noted below by the end of their fifth year.

- Be active in **teaching** by earning at least **125** points from the departmental approved teaching activities.
- Be active in **scholarly activities** by earning at least **40** points from the departmental approved scholarly activities.
- Be active in **service** by earning at least **75** points from the departmental approved service activities.

NOTE: A faculty member can negotiate years toward tenure during their hire process.

Promotion to Associate Professor:

The transition from assistant professor to associate professor in any of the appointment series, or initial appointment at the rank of associate professor, is based on the following characteristics:

- 1) earned doctorate or terminal degree from a regionally accredited institution or comparably recognized non-U.S. institution in the instructional discipline or related area
- evidence of appropriate professional development;
- 2) potential for continued professional development;
- 3) relevance of the candidate's scholarly activities to the mission of the Department and the College;
- 4) evidence that the candidate has made important intellectual contributions to a defined area of scholarship;
- 5) evidence that the candidate has developed a reputation, as an expert in her or his field, external to ETSU;
- 6) evidence that the candidate contributes appropriately and effectively to the teaching mission of the Department;
- 7) evidence that the candidate provides effective service to the scientific/professional community at a level appropriate for time in rank; and

8) evidence that the candidate contributes broadly to the Department, College, and University.

An important hallmark of this transition is evidence that the candidate has indeed developed a defined body of scholarly work. Examples of the degree to which the candidate has met this standard may be ascertained, in part, by presentations at professional meetings; senior authorship on manuscripts and scholarly reviews; service on review panels, editorial boards, scientific advisory boards, and/or leadership roles in grant applications.

A candidate should possess a terminal degree, have held the academic rank of Assistant Professor for at least 5 years, and have accumulated at least **255** points.

- **Teaching** - earn at least **110** points from the departmental approved teaching activities.
- **Scholarly activities** - earn at least **45** points from the departmental approved scholarly activities. Candidates seeking promotion to associate professor are expected to demonstrate research productivity that includes peer-reviewed publications, presentations at the national level and grant funding if applicable.
- **Service** - earn at least **100** points from the departmental approved service activities.

Promotion to Professor:

The transition from associate professor to professor in any of the appointment series (tenure-track, clinical-track, research-track), or initial appointment at the rank of professor, builds upon the characteristics established or considered in promotion from assistant professor to associate professor. The candidate must be able to demonstrate the following:

- 1) Earned doctorate or terminal degree from a regionally accredited institution or comparably recognized non-U.S. institution in the instructional discipline or related area
- 2) evidence of sustained intellectual contributions to scholarly activities in a well-defined area; recognition as a national authority in the discipline of specialization;
- 3) evidence of sustained contributions to the teaching missions of the Department at a high level (effectiveness and significance of contributions are equally important elements);
- 4) evidence of sustained service commitments (to the Department, College, University, scientific discipline, and profession) at a high level.
- 5) As with promotion to the rank of associate professor, an important aspect for consideration is the degree to which the candidate can demonstrate the importance of her or his individual contributions to shaping a defined area of scholarship and continued trajectory.

A candidate should have held the academic rank of Associate Professor for at least 5 years and have earned at least **260** points as noted below since becoming an Associate Professor. Credit earned since submission of previous dossier is considered acceptable.

- **Teaching** - earn at least **110** points from the departmental approved teaching activities.
- **Scholarly activities** - earn at least **50** points from the departmental approved scholarly activities. Candidates seeking promotion to full professor are expected to demonstrate research productivity that includes peer-reviewed publications, presentations at the national level and grant funding if applicable.

- **Service** – earn at least **100** points from the departmental approved service activities.

*Simply meeting the number of points outlined above does not guarantee tenure or promotion. For tenure or promotion to associate professor: Evidence of good character, mature attitude and professional integrity. For promotion to full professor: Evidence of good character, mature attitude, and professional integrity, and a high degree of scholarship, academic maturity and responsibility.

Clinical Track: Clinical track (non-tenure track) appointments are regular full-time faculty with academic rank. Appointments may be for the academic or calendar year. Clinical track appointments are subject to annual renewal by the institution. These positions begin at the rank of Assistant Professor as outlined in the ETSU Faculty Senate Handbook. Clinical track faculty may apply for promotion after holding their current rank of Assistant Professor for a minimum of 5 years. Based upon the current needs of the college and university and at the recommendation of the chair and approval of the dean, faculty who earn a terminal degree may be converted to a tenure/track appointment. The tenure clock would start at the date of the tenure/track appointment. Credit towards tenure from the clinical track appointment may be awarded after consultation with the chair and dean of the college when the faculty member transfers to a tenure track appointment.

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Teaching Activity

Category I- 5 points	Category II- 3 points	Category III- 1 point
Presents at a state, national, or international faculty development workshop.	Presents at a local faculty development workshop	Attends a faculty development workshop (local, state, national, or international levels)
Receives a notable teaching award (state or national).	Receives a notable teaching award (college or university).	Nominated for a notable teaching award
	Teaches a designated writing course as outlined in the IE criteria (i.e. Research methods)	Teaches a designated oral course as outline in the IE criteria (i.e. Leadership)
Develops a new concentration, program, or certificate	Develops a 3-semester credit hour course or equivalent (online, hybrid, or face-to-face) that is incorporated into department, college or university permanent offerings	Develops a 1- to 2-semester credit hour course or equivalent (online, hybrid, or face-to-face) that is incorporated into department, college or university permanent offering; Redesigns or makes significant revisions (>75%) to an existing course
Develops a workbook, lab manual or ancillary material for classroom and/or lab instruction that is adopted by department faculty; published and distributed regionally and/or nationally	Develops or makes significant revisions in a workbook, lab manual or ancillary material for classroom and/or lab instruction that is adopted by department faculty	
Receives advanced clinical/professional credential that is nationally recognized related to teaching responsibilities	Receives re-certification that requires reexamination related to teaching responsibilities	Receives re-certification related to teaching responsibilities
Develops new, innovative pedagogical strategies (e.g., IPE, problem-based learning) that are incorporated into a program or major as negotiated with PD or Chair	Develops new, innovative pedagogical strategies (e.g., IPE, problem-based learning) that are incorporated into two or more courses and negotiated with PD	Develops new, innovative pedagogical strategies (e.g., IPE, problem-based learning) that are incorporated into a course and negotiated with PD
Serves as course master (lead faculty) for 3 classes per semester	Serves as course master (lead faculty) for 2 classes per semester	Serves as course master (lead faculty) for 1 class per semester
Serves as chair of graduate committee (thesis or dissertation)	Serves as chair of undergraduate committee or member of graduate committee	Serve as member of undergraduate committee
Earns yearly average between very good and excellent on SAI content, instructor, and course rating score	Earns yearly average between good and very good on SAI content, instructor, and course rating score	Earns yearly average equal to good on SAI content, instructor, and course rating score
	Invited guest lecture for another academic institution	Invited guest lecture for another program within or outside of College

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Category I- 5 points	Category II- 3 points	Category III- 1 point
	Shows evidence of teaching effectiveness as provided by chair and/or program director review of course	Shows evidence of teaching effectiveness as provided by chair and/or program director review of course
Other category: Additional items and points approved by Chair prior to review.	Other category: Additional items and points approved by Chair prior to review.	Other category: Additional items and points approved by Chair prior to review.

*Additional items negotiated with Chair prior to review.

*Develops new, innovative teaching strategies that are incorporated into a course with prior approval.

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Scholarly Activity

Category I- 5 points	Category II- 3 points	Category III- 1 point
Publishes as sole or a first author in a peer-reviewed journal	Publishes as a secondary author in a peer-reviewed journal	Publishes as an author in a non-peer-reviewed publication, e.g. trade magazine/journal
Receives an external grant award (5 points for annual award, 5 additional points for 2+year award).	Receives an intramural grant award	Submits, but did not receive, an intramural or extramural grant
Authors /edits a book or authors a chapter published by a national publishing house.	Secondary author of a book chapter	Review of textbook
Gives oral or poster presentation at a national or international meeting on research/scholarly activity	Gives oral or poster presentation at a state or regional meeting on research/scholarly activity	*Gives oral or poster presentation at local meeting on research/scholarly activity
Receives a notable scholarship or research award (state or national).	Receives a notable scholarship or research award (college or university).	Nominated for a notable scholarship or research award
	Collaborates outside university on research project activity	Collaborates outside college or department on research project activity
Serves as editor or editorial board member for a peer-reviewed journal	Serves as a guest editor for peer-reviewed journal or as a textbook reviewer	Serves as a peer -reviewer for a journal. One (1) point for each journal article
Other category: Additional items and points approved by Chair prior to review.	Other category: Additional items and points approved by Chair prior to review.	Other category: Additional items and points approved by Chair prior to review.

*Additional items negotiated with Chair and Dean of college prior to review.

*Verification of stages of development required for research in progress.

* Name must appear on presentation or poster

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Service Activity

Category I- 5 points	Category II- 3 points	Category III- 1 point
Serves on a college or university committee with significant commitment as approved by the department chair (for at least one year)	Serves on a college or university committee (for at least one year)	Serves on a department or program committee (for at least one year)
Chairs a college or university committee with significant commitment as approved by the program director and department chair (for at least one year)	Chairs a department or program committee with significant commitment as approved by the department chair (for at least one year)	Chairs a department or college ad hoc committee (less than one year) including faculty search committee
Directs, collaborates, and publishes student research project or presentation at national, state, or regional level with verification from chair.	Directs and collaborates student research project or presentation culminating in national or state level presentation with verification from chair.	
Serves as chair of graduate committee (thesis or dissertation)	Serves as chair of undergraduate committee or member of graduate committee	Serve as member of undergraduate committee
Responsible for or chairs departmental/programmatic committee for external accreditation preparation	Serves on college/departmental/programmatic committee for external accreditation preparation	Completes and submits documents for annual program accreditation report
Establishes college, department, or program's website	Webmaster for college, department, or program's website	Manages college, department, or program's website or social media platform
	Serves as new faculty mentor for two years	Serves as new faculty mentor for one year
Organizes student community service project that requires significant commitment as approved by the program director and department chair (requires overnight travel)	Organizes student community service project that requires significant commitment as approved by the program director and department chair	Serves as advisor for student organization
	Represents ETSU with local communities such as: recruiting events, rural health fair, junior day, career day, (must include presentation/lecture)	Represents ETSU with local communities such as: recruiting events, rural health fair, junior day, career day, local off-campus service club per activity
Serves as a consultant at the national or international level to education, governmental, or health related organizations.	Serves as a consultant at the state level to education, governmental, or health related organizations.	Serves as a consultant at the regional level to education, governmental, or health related organizations.
Serves on a professional committee at the	Serves on a professional committee at	Attends local, state, regional, or

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Category I- 5 points	Category II- 3 points	Category III- 1 point
national level or executive board member at state level	the state level; or as an officer on the local level	national meetings
	Involved in clinical/professional practice related to teaching or research interests an average of 6 or more hours per week (annually)	Involved in clinical/professional practice related to teaching or research interests an average of 2-4 hours per week (annually)
		Develops new affiliation contract/agreement with new clinical site
Serves as an admissions coordinator	Serves on admissions committee outside the department or program	Interviews students at annual program intake
Organizes/hosts a conference concerning rehabilitative/clinical health issues or teaching at the national or state level	Organizes/hosts a conference concerning rehabilitative/clinical health issues or teaching at the regional level	
	Advises students at college orientation (more than 3 orientations)	Advises students at college orientation (1 – 3 orientations)
Receives a notable service award (state or national).	Receives a notable service award (college or university).	Nominated for a notable service award
Involved/participated in ETSU Health IPE Faculty program (must attend/participate all trainings and assigned IPE days) annually	Involved/participated in ETSU Health IPE Faculty program (did not attend/participate in all trainings and assigned IPE days) annually	Involved/participated in ETSU Health IPE Faculty training program (but no participation in IPE days)
Participation in grant-funded program with student mentoring (annually)	Participation in grant-funded program (on a limited basis)	
Other category: Additional items and points approved by Chair prior to review.	Other category: Additional items and points approved by Chair prior to review.	Other category: Additional items and points approved by Chair prior to review.

*Additional items negotiated with Chair and Dean of college prior to review.