

## APPENDIX B

### B.1 CRITERIA FOR PROMOTION

University continually seeks to build and improve its academic stature. A major mechanism for strengthening the University academically is a sound and consistent promotion policy that demands and rewards faculty academic development. Therefore, eligibility for promotion shall be based upon faculty performance evaluated against criteria in the areas discussed below. Faculty must meet the standards regarding academic credentials, length of service, and teaching effectiveness to be eligible for promotion. Evaluation of the faculty member's performance in the other areas shall be based upon individualized criteria negotiated in the faculty member's Annual Plans approved by the Department Chair and the Dean and based upon the following categories. A recommendation for promotion to a higher rank is based upon the professional judgment of the individuals involved in the evaluation process.

The extent to which years spent on leaves of absence will count to fulfill length of service criteria will be determined by mutual agreement between the Vice President for Academic Affairs and the faculty member prior to the Vice President's granting of such leaves. Such agreements must be made in writing and placed in the faculty member's personnel file.

#### B.1.1 For Promotion to Assistant Professor

##### 1. Academic Credentials

To be considered for promotion to Assistant Professor, completion of an appropriate earned doctorate, terminal, or professional degree or other appropriate credentials is necessary. (See Appendix A.)

##### 2. Length of Service

Three years of full-time, ranked teaching experience at Cameron University or at another accredited college or university is required. Promotion may be recommended with a shorter length of service than described above by the department/school personnel committee and/or department chair. Rapid promotion is based upon extraordinary qualifications of the faculty member.

##### 3. Teaching Effectiveness

See Section 4.2.6.1 for teaching effectiveness criteria

##### 4. Scholarly or Professional Activities

Effective teaching requires active involvement in the intellectual and scholarly developments in the faculty member's area of specialization. To be considered for promotion, the faculty member should give evidence of the following:

- a) Adequate grasp of one's area of specialization;
- b) Continuing efforts to remain abreast of developments in the area of specialization;
- c) Application of current scholarship to teaching;
- d) Membership in appropriate professional organizations; and

- e) Other efforts to continue academic growth.

## 5. Departmental Service

Faculty involvement in departmental activities besides teaching is required. Departmental service may include, but is not limited to, the following:

- a) Service on departmental committees;
- b) Performance of departmental and/or instructional program administrative duties; and
- c) Development of the departmental or instructional program curriculum and/or courses.

## 6. University Service<sup>1</sup>

Faculty service to the University outside instructional duties may be considered in evaluation for promotion. Such service may include, but is not limited to, the following:

- a) Participation in committees or organizations within the governance structure;
- b) Service on ad hoc or advisory University bodies outside the governance structure;
- c) Performance of special administration functions;
- d) Participation in program and/or curriculum development; and
- e) Service as a representative of the University and external organizations.

## 7. Community Service<sup>2</sup>

Community service appropriate for consideration in promotion decisions should be based upon the academic or professional expertise of the faculty member and should reflect favorably upon the University. Such service might include, but is not limited to, the following:

- a) Serving in the faculty member's area of expertise as a consultant, resource person, or researcher;
- b) Giving lectures, serving on panels, performing in creative activities, or otherwise participating in community activities directly related to University functions; and
- c) Serving as the University's designated representative at appropriate community functions.

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<sup>1</sup> Activities in these categories may be considered but are not mandatory.

<sup>2</sup> Ibid.

## **B.1.2 For Promotion to Associate Professor**

### **1. Academic Credentials**

To be considered for promotion to Associate Professor, the faculty member must possess an appropriate doctorate, terminal, or professional degree or other appropriate academic credentials. (See Appendix A.)

### **2. Length of Service**

See Section 4.3.3.1. Promotion may be recommended with a shorter length of service than described above by the department/school personnel committee and/or Department chair. Rapid promotion is based upon extraordinary qualifications of the faculty member.

### **3. Teaching Effectiveness**

The criteria listed in the section on Assistant Professor shall have been met. Additionally, the faculty member shall have achieved recognition by other faculty and students as a superior teacher.

### **4. Scholarly or Professional Activities**

The criteria required for promotion to Assistant Professor shall have been met. The faculty member shall actively participate in professional organizations and engage in research or other scholarly activities. These might include, but are not limited to the following:

- 1) Publication of books, articles, chapters, essays, reviews, or other scholarly efforts;
- 2) Presentation or publication of original productions or creative works before either scholarly audiences or other appropriate forums;
- 3) Participation in academic conferences, meetings, institutes, or other activities;
- 4) Service on statewide committees;
- 5) Consultation with individuals, groups, or organizations utilizing the faculty member's professional expertise; and
- 6) Innovative applications of technology in support of teaching or research.

### **5. Departmental Service**

The types of service listed in the criteria for Assistant Professor shall be considered. The faculty member shall have served in a leadership capacity in appropriate departmental activities and have, when possible, assumed leadership in the design, development, or implementation of new techniques, strategies, courses, academic programs, degrees, or other academic endeavors.

## **6. University Service**

The types of service listed in the criteria for Assistant Professor shall be considered. The faculty member shall have assumed positions of leadership in the performance of such service.

## **7. Student Service**

Faculty service to students outside of instructional duties should be considered in evaluation for promotion. Such service may include, but is not limited to, the following:

- a) Participation in department or University recruitment activities;
- b) Sponsorship or directorship of student professional organizations;
- c) Sponsorship of student clubs and social organizations; and
- d) Supervision of other organized student activities.

## **8. Community Service**

Participation in the types of community service listed in the criteria for Assistant Professor may be considered.

### **B.1.3 For Promotion to Professor**

#### **1. Academic Credentials**

To be considered for promotion to Professor, completion of an appropriate doctorate, terminal, or professional degree is necessary.

#### **2. Length of Service**

See Section 4.3.3.1. Promotion may be recommended with shorter length of service by the department/school personnel committee and/or department chair. Rapid promotion is based upon extraordinary qualifications of the faculty member.

#### **3. Teaching Effectiveness**

The criteria listed in the section on Associate Professor shall have been met. Additionally, the faculty member shall have made outstanding contributions to instructional programs, curriculum, and/or methodologies.

#### **4. Scholarly or Professional Activities**

- a) Evidence of research or appropriate scholarly pursuits shall be documented.
- b) The criteria listed in the sections on Associate Professor shall have been met.
- c) In addition, the following should be considered:
  - 1) Receipt of awards, grants, or fellowships;

- 2) Appointment or election to positions of leadership within state, regional, or national professional organizations; and
- 3) Other types of recognition within the faculty member's area of specialization.

**5. Departmental Service**

The criteria listed in the section on Associate Professor shall have been met.

**6. University Service**

The criteria listed in the section on Associate Professor shall have been met.

**7. Student Service**

The criteria listed in the section on Associate Professor shall have been met.

**8. Community Service**

The criteria listed in the section on Associate Professor shall have been met.

**B.1.4 For Promotion to Librarian/Assistant Professor**

**1. Academic Credentials**

To be considered to promotion for Librarian/Assistant Professor, a Master's of Library Science from an American Library Association accredited institution and substantial progress toward meeting the academic credential requirement for promotion to Librarian/Associate Professor are necessary.

**2. Length of Service**

Completion of three years of full-time service as an academic librarian at an accredited institution(s) of higher education is required.

**3. Effectiveness in Duties and Responsibilities**

The basic quality that must be evident is the ability to perform at a high professional level in a specific area of responsibility and in other related areas that contribute to the achievement of the goals of the University Library and to the educational, research, and service missions of the University.

Areas of library effectiveness shall include, but not be limited to, the following:

- a) Knowledge of the academic library's function and responsibilities;
- b) Command of duties and responsibilities as specified in assigned job description;
- c) Ability to organize and administer duties and responsibilities clearly, logically, and imaginatively;

- d) Ability to positively stimulate colleagues and promote harmonious working conditions; and
- e) Engagement in scholarly activity.

#### **4. Professional Activities**

The term “professional activities” refers to activities directly related to the faculty member's profession. Representative professional activities may include, but are not limited to:

- a) Membership in professional organizations; attendance at professional meetings, conventions, conferences, workshops, or institutes; and active participation therein;
- b) Publishing in or editing professional journals or other publications;
- c) Continuing efforts to remain abreast of developments in the areas of specialization; and
- d) Service on local, state, national, or international commissions, advisory boards, or agencies utilizing professional expertise.

#### **5. University Service**

Faculty service to the University shall be considered in evaluation for promotion. Such service may include, but not be limited to, the following:

- a) Participation in committees or organizations within the University;
- b) Service on ad hoc or advisory University bodies outside the governance structure;
- c) Performance of special administrative functions; and
- d) Service as a representative of the University to external organizations.

#### **6. Other Types of Service**

Contributions by librarians in the areas of departmental service, community service, and student service shall also be considered.

### **B.1.5 For Promotion to Librarian/Associate Professor**

#### **1. Academic Credentials**

To be considered for promotion to Librarian/Associate Professor, possession of an earned doctorate in an appropriate discipline or a second master's degree germane to one's duties and responsibilities may be considered. The Vice President for Academic Affairs and the Director of Library Services shall determine the appropriateness of the second master's degree.

## **2. Length of Service**

Six years of full-time service as an academic librarian at an accredited institution(s) of higher education is required. Promotion may be recommended with a shorter length of service by the Library Personnel Committee and/or Director of Library Services. Normally, more rapid promotion is based upon extraordinary qualifications of the faculty member.

## **3. Effectiveness in Duties and Responsibilities**

Promotion to this rank requires documented evidence of outstanding professional performance and substantial accomplishments in fulfilling all obligations of a librarian. In addition, the faculty member shall have achieved recognition by the faculty and administrators as a superior librarian.

## **4. Scholarly or Professional Activities**

Professional activities described in the criteria for Librarian/Assistant Professor shall be considered. In addition, promotion to this rank requires documented evidence of professional performance through:

- a) Publication of books, chapters, essays, or other scholarly efforts and/or;
- b) Presentation of original productions or creative works before either scholarly audiences or other appropriate forums and/or;
- c) Leadership in library conferences, meetings, institutes, or other professional activities.

## **5. University Services**

The type of service listed in the criteria for Librarian/Assistant Professor shall be considered. In addition to such service, the candidate shall have assumed leadership in committees or organizations within the governance structure of the University.

## **6. Other Types of Service**

Contributions by librarians in the areas of departmental service, community service, and student service shall also be considered.

### **B.1.6 For Promotion to Librarian/Professor**

Promotion to this rank shall require a consistently outstanding level of performance and continued excellence in contributions in all areas of library activities.

#### **1. Academic Credentials**

To be considered for promotion to Librarian/Professor, an earned doctorate in an appropriate discipline is necessary.

## **2. Length of Service**

Ten years of full-time academic library service at an accredited institution(s) of higher education is required. Promotion may be recommended with a shorter length of service by the Library Personnel Committee and/or Director of Library Services. Normally, more rapid promotion is based upon extraordinary qualifications of the faculty member.

## **3. Effectiveness in Duties and Responsibilities**

The candidate shall have provided a consistently outstanding level of performance.

## **4. Professional Activities**

Professional activities described in the criteria for Librarian/Associate Professor shall be considered. In addition, the following may also be considered:

- a) Receipt of awards, grants, or fellowships; and
- b) Appointments or elected positions of leadership within state, regional, or national library organizations.

## **5. University Service**

The criteria listed for Librarian/Associate Professor shall have been met.

## **6. Other Types of Service**

Contributions by librarians in the areas of departmental service, community service, and student service shall also be considered.