

UNIVERSITY OF DELAWARE

COLLEGE OF EDUCATION

Department of Educational Studies

PROMOTION CRITERIA AND PROCEDURES

Revised September 23, 1987

PROMOTION CRITERIA & PROCEDURES
DEPARTMENT OF EDUCATIONAL STUDIES

Criteria for promotion and tenure are specified below for teaching, research, and service. In all cases, the Department will exercise its judgment in determining whether a candidate has met the intent of the criteria.

I. For promotion from assistant to associate professor:

A. Normally a candidate will have been in rank for at least three years at the University of Delaware or a comparable institution. However, faculty may be considered for promotion at any time.

B. Teaching. Faculty are required to provide evidence of high-quality teaching. The evidence may be provided in a number of ways. The possibilities include, but are not limited to:

1. Standardized and other evaluations of courses by students
2. Letters from former students and other retrospective evidence of the instructor's effectiveness
3. Teaching awards
4. Peer evaluations of teaching
5. Criterion-referenced measurement of student learning

6. Course portfolio of syllabi, examinations, lectures, instructional materials, samples of student achievement, etc.
7. Student performance in later sequential courses and degree programs
8. Self-evaluation

Student course evaluations and other indicators of teaching effectiveness are required for all regularly scheduled courses taught. Faculty are expected to maintain student course evaluations which average 3.0 or better on a five point scale and consistently improve overall evaluations where there is reasonable room for improvement on this scale. The Department recognizes that student evaluations should be judged only in conjunction with other indicators and that student evaluations vary as a function of new course development, existing course modification, the level and size of the course, and whether the course is an elective or a requirement.

Faculty are expected to teach undergraduate, master's, and doctoral courses, as needed. The Department recognizes that such needs may vary over time and from one faculty member to another. Faculty are also expected to develop or revise instructional offerings, and to design and implement instructional innovations, as needed. In addition, faculty are expected to be readily available to students outside of

class, to act in an advisory capacity to undergraduate and/or graduate projects, theses, and dissertations. Membership on appropriate theses and/or dissertation committees is expected.

Documentation of advisement should include (a) the number of students advised, and the levels and degree objectives of advisees, (b) the number of undergraduate theses, research projects, and internships supervised, and (c) the supervision roles (committee member or major advisor, internships, practica, and supervised research) for master's and doctoral students.

In addition to evidence concerning classroom instruction, a candidate may strengthen his/her case by providing convincing evidence of high quality in program and instructional development, including, among other materials, textbooks, software, tests, new courses, and new instructional programs.

- C. Research. Research will be judged by the quality of scholarly work as attested to by publication in scholarly journals or books, by external reviewers (see below), and by Department colleagues. Faculty are expected to produce at least one scholarly book or monograph at rank or at least five major scholarly articles which address issues or problems of significance and which display the characteristics of scholarly writing; that is, each should be accurate, systematic and thorough, exhibit knowledge relevant to

the topic, and demonstrate appropriate analytic ability, depth, and clarity. Articles which appear in refereed journals or other similarly juried publications are clearly preferred and, without exception, should constitute a substantial portion of the candidate's research record. However, non-juried but invited articles which appear in scholarly journals or books and which meet the criteria for high quality in scholarship may be included as partial fulfillment of the quantitative criterion. The candidate's overall record must give clear "evidence that significant achievements have been and will continue to be made" (Faculty Handbook, p. III-K-1). The strength of the Department's recommendation will reflect its overall assessment of the candidate's research record.

Any extensions of time which a candidate may receive are granted with the understanding that the candidate will publish an average of at least one scholarly article for each year in rank.

No publication prior to completing the Ph.D., including the dissertation itself, may be counted toward promotion, although research derived from the dissertation may be counted if it makes a significant scholarly contribution beyond that of the dissertation itself. Work published prior to joining the Department

counts toward fulfillment of the above criteria as long as the candidate has published an average of one publication a year for each year of rank at Delaware.

All faculty are expected to present their scholarship at professional meetings at the regional, national, or international level or to their colleagues at other colleges or universities of academic importance at least once every two years.

- D. Service. Faculty are expected to assume a fair share of the various service requirements including participation on department, college and university committees and in a variety of administrative and quasi-administrative roles as needed. Each faculty member is expected to serve effectively on at least two university-based (i.e., University, College, or Department) committees every year or as a departmental area or program coordinator. These may be standing or ad-hoc committees such as search committees. Faculty are also expected to participate in the activities of professional societies and to help promote the professional lives of their colleagues and the other general goals of the Department, College, and University. Faculty are also encouraged to engage in public service, including consultation to schools and public agencies.

E. It is recognized that different faculty have different strengths and weaknesses. It is consistent with the intent of these criteria that evidence of major accomplishments in one area may, in the judgment of the faculty, offset minor deficiencies existing in another area.

II. For promotion from associate to full professor:

A. Teaching. Candidates for promotion to full professor are expected to meet all the criteria for promotion listed above for assistant professors. In addition, when possible, associate professors are expected to serve as Chair of M.A. and Ph.D. advisory committees. Evidence of high-quality supervision of research projects is also expected.

B. Research. Candidates for promotion to full professor are expected to fulfill all the criteria for promotion to associate professor.

In addition, candidates are expected to demonstrate a record of significant scholarship which is judged to be an important contribution to the candidate's field(s) and which goes beyond the candidate's contributions at previous rank.

Only publications since the last promotion will be considered for evaluation. However, prior publications may be considered to the extent necessary to determine the overall scope and contributions of the candidate's scholarly achievements.

In all cases, the candidate's record should indicate that the candidate has sustained an active career of significant scholarship and will continue to make scholarly achievements appropriate to his/her rank. Merely having met or even exceeded the requirement of publishing at rank five scholarly articles or their equivalent may not suffice.

- C. Service. Candidates for promotion to full professor are expected to meet all the criteria for promotion listed above for assistant professors. In addition, associate professors are expected to show leadership in service to the University and professional societies. Leadership may be exhibited by chairing Department, College or University committees, etc., and by administrative or quasi-administrative positions, and by service to professional societies that go beyond the minimal requirements of membership.

III. Procedures for Promotion

- A. Any faculty member seeking promotion must notify the Department Chair no later than August 15 of the year in which he or she wishes to be considered. It is the responsibility of the Department Chair to counsel faculty as to the appropriateness of such application, but in no case will the Chair refuse the application of a faculty member for promotion. It is also the responsibility of the Chair to urge faculty members to make application for promotion when the faculty member

clearly satisfies the Department's criteria. The final decision as to whether or not to submit an application rests with the faculty member.

- B. When University policy requires consideration for promotion (assistant professors in their sixth year in rank), the Department will ordinarily recommend either promotion or non-renewal. In special cases, with special justification, the Department may recommend an extension of the probationary period.
- C. The Department will follow University policy on promotion as stated in the faculty handbook.
- D. It is the responsibility of the Department Chair as well as the Promotion and Tenure Committee to advise the candidate on the proper construction of the dossier and suggest ways in which it may be improved, including the addition or deletion of material. The final decision on the content of the dossier, however, rests with the candidate. The dossier should be submitted to the Department Promotion and Tenure Committee no later than September 30.

All dossiers should be organized under the following headings in this order:

- 1. Preliminary Matter:
 - a. A table of contents
 - b. Application for promotion form
 - c. A copy of the Department's promotion and tenure criteria

d. A curriculum vitae

2. Recommendations and Evaluations

- a. The Department Committee's recommendation
- b. The Chairperson's recommendation
- c. College Committee's recommendation
- d. Dean's recommendation
- e. University Committee's recommendation
- f. Copies of letters of evaluation from peer reviewers together with supporting material (see below)

3. Statements and Evidential Materials

- a. Candidate's introductory/biographical statement (optional)
- b. Candidate's scholarship statement
- c. Evidential materials for scholarship
- d. Teaching statement
- e. Evidential materials for teaching
- f. Service statement
- g. Evidential materials for service

E. Evidential Materials--some specifics

- 1. Teaching. The candidate must present several kinds of evidence. (See I.B, above, for some possibilities.)
 - a. Student evaluations, using forms approved by the Department, are expected for every regularly scheduled course taught. The procedures used in administering the evaluations should be described.

The Department requires that student evaluations should be judged only in conjunction with other indicators of teacher quality.

- b. Testimonials from a random selection of former and current undergraduate and graduate students (including supervised research), and advisees, should be solicited by the Department Chair in a letter that explains the use to which the information will be put and guarantees the student's anonymity. A copy of the letter should be included in the dossier. The procedures for drawing the sample should be clearly described. The solicited testimonials should appear in the dossier as should any unsolicited testimonials that may be received.
 - c. All peer evaluations of classroom performance should be based on more than one visit.
 - d. If questions exist about the quality of a candidate's teaching, it would be helpful to document any efforts made for improvement.
2. Scholarship. The main types of evidence of scholarly attainment include the following.

a. Solicited Peer Evaluations

Solicited peer evaluations are always required for promotion. Every dossier should include a minimum of four outside peer reviews, written by individuals with established reputations in the candidate's field. These statements should evaluate the candidate's accomplishments and contrast them with those of others in the field who are at a comparable level. They should also comment on the candidate's potential for future development.

Since peer evaluations are such an important indicator of a person's achievements, they should be included in the preliminary matter of the dossier where they are easily accessible. Furthermore, the solicitation of these evaluations must follow certain guidelines.

1. The candidate will provide the Department Promotion and Tenure Committee with the names of at least six external reviewers who are experts in the candidate's research area(s). The candidate must disclose his/her personal and professional relation to each

nominated reviewer. In order to be assured of receiving a minimum of four external reviews, requests for at least six will be sent by the Promotion and Tenure Committee, drawing on names submitted by the candidate as well as any that the committee might wish to add. Although the candidate does not make the selection, the candidate must be informed of all prospective reviewers and have an opportunity to comment on them. The letters inviting such reviews should ask for a full and frank assessment of the candidate's work in light of the criteria for the quality of scholarship, listed above.

2. Letters of evaluation must be confidential and the evaluators must be assured of this confidentiality. Because the candidate has access to the Department Chairperson's and the P&T Committee's recommendations, it is a violation of confidentiality when those recommendations refer to a reviewer's comments in such a way as to identify

the reviewer. Reviewers should be referred to in such documents as Reviewer A, Reviewer B, and so on.

3. In the dossier, each peer review should be accompanied by a curriculum vitae or biographical statement describing the reviewer's credentials and relationships to the candidate. Insofar as is reasonable and possible, only reviewers without personal ties which may result in a conflict of interest (close friends, former teachers or students) to the candidate should be chosen.
4. Every solicited letter must be placed in the candidate's dossier.
5. The faculty will exercise its professional judgment in weighing the external reviews of the candidate's scholarship.
6. If a candidate's publications include work in more than one area of research, the Promotion and Tenure Committee should seek separate evaluations of the different lines of inquiry.

b. Department Peer Evaluations

The candidate's departmental colleagues must judge that the candidate's research is of sufficient quality and quantity to merit promotion.

c. Unsolicited Peer Evaluations

Other material that describes the candidate's accomplishments should also be in the dossier, e.g., articles citing the individual's work, reviews of books, reprinting of articles or parts of books, and so forth.

d. Coauthored Material

If a candidate jointly authors an article, the candidate's contribution to the finished work must be ascertained. This must be done with a statement from the coauthor or, in the case when that cannot be obtained, from the candidate.

e. Unpublished Material

Unpublished material may in some circumstances be a helpful indicator of a candidate's competence. Its evaluation, however, must be especially thoughtful. If

such material is to be a formal part of the dossier, it should be sent to outside reviewers for critical assessment.

3. Service. The dossier should include documentation of the quality of a candidate's service, not simply a listing of service activities. Letters from committee chairs, the Department Chair, or others in a position to assess the quality of a candidate's service activity are highly desirable. Such letters may be solicited by either the candidate or the Department Chair. In either case, the letter should be sent to the chair, included in the dossier, and remain confidential.
- F. The Department Promotion and Tenure Committee is constituted by the recommendation of the Department Chair with the consent of the majority of the faculty. The Committee will normally be composed of faculty from each rank represented in the Department. The Committee's written promotion recommendation is sent to the department faculty, which votes on the report by secret ballot. A two-thirds majority of eligible voters is needed to accept or reject the report. With the following exceptions, there may be no abstentions. The candidate is not eligible to vote on his/her own promotion nor is any other faculty member with a conflict of interest. Faculty members who have been with the Department less than one year may abstain.

Ineligible faculty are not counted in determining the number of eligible voters. Faculty members who are on sabbatical or on leave and who do not vote are also not counted in determining this number. Nor are faculty members who have been with the Department less than one year and who choose to abstain.

When a two-thirds vote cannot be obtained, the Promotion and Tenure Committee must revise the report and resubmit it to the faculty until a two-thirds majority can be obtained or until it is concluded that no faculty report can be sent on. The candidate should be given a copy of the report prior to its submission to the faculty and may at any time during the process request a meeting with the Promotion and Tenure Committee or with the entire faculty. The final report must include the numerical vote of the faculty. Signed minority opinions by department faculty may be appended to the report, and the candidate must be given a copy of them.

- G. The dossier, with or without a Department-approved report, is sent to the Department Chair who writes his/her evaluation of the candidate, and sends the dossier and evaluation to the Dean of the College By November 1. A copy of both the Committee's report and the Chair's evaluation are given to the candidate.
- H. Only the candidate has a right to withdraw his/her application for promotion at any stage in the process.

Criteria for Appointment at the
Ranks of Instructor and Assistant Professor

- A. Instructor -- For appointment at the rank of instructor, a candidate must have obtained a minimum of a master's degree in an appropriate discipline.
- B. Assistant Professor -- For appointment to the rank of assistant professor, a candidate must have completed the doctoral degree in an appropriate discipline and show evidence of excellent scholarly promise.