

## **PROMOTION AND TENURE POLICIES**<sup>1</sup>

Department of Consumer Studies  
University of Delaware

The Department of Consumer Studies addresses the design, development, analysis, delivery and use of products and services. The Department's ultimate goal is to enhance the aesthetic, physical, psychological and economic well-being of individuals and families. As a result, its faculty employ a wide variety of teaching, research, creative, and scholarly activities.

In order to ensure high quality programs, the faculty in the Department of Consumer Studies (CNST) recognize the need to promote individuals making significant contributions to departmental goals. Therefore, faculty members in the CNST Department seeking promotion and tenure are to be evaluated by their peers according to their performance in the areas of teaching, scholarly productivity, and service.

### **DOCUMENTATION FOR TEACHING, SCHOLARSHIP, AND SERVICE**

#### **I. Teaching**

Excellence in teaching is an important contribution to promotion and tenure decisions. Examples of useful data to be provided by the candidate may include the following:

- A. External review
- C. Criterion-referenced measurement
- B. Student course evaluation
- D. Peer evaluation by faculty
- E. Individually designed self-evaluation
- F. Standardized test scores
- G. Opinions of chairpersons, peers, and administrators
- H. Formal recognition of excellence in teaching (awards)
- I. Letters from Independent Study students, graduates, etc.
- J. Course portfolio (including such evidence as the development of new courses or new approaches to teaching existing courses; documents demonstrating

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<sup>1</sup> Nothing in these policies shall annul any written provisions authorized by the Board of Trustees prior to or established after the adoption of these policies. It is advised that the candidate for promotion read the Promotion Policy and Tenure sections of the Faculty Handbook, as well as related portions of the Chairperson's Supplement and any other relevant document.

- innovative teaching/programs; written material indicating scope and depth of information presented by the instructor, etc.).
- K. Special contributions to the department, college and university goals
  - L. Other criteria deemed significant by the candidate

## II. Scholarly Productivity

Scholarly activity contributes to the expansion and application of knowledge, thus to the enrichment of human life. Performance considered in this category relates to specific areas including research, creative activities, and professional contributions. Innovative design work is based on investigation, analysis and creative interpretation. Scholarly research is based on theoretical or empirical investigation. **Comments and evaluations by at least three external referees on scholarly work are required.** Documentation may include:

### A. Research

1. Written Publications
  - a. Journal articles (Including refereed and non-refereed journals)
  - b. Books (including textbooks and general)
  - c. Published monographs
  - d. Position papers
  - e. Conference proceedings
  - f. Poster presentations
  - g. Book reviews
  - h. Unpublished research/surveys, etc.
2. Documents generated by sponsored and non-sponsored research
3. Documents generated via special grants/proposals
4. Funded/non-funded proposals/grants/contracts
5. Documents generated by special outreach<sup>2</sup> programs
6. Products developed
7. Special contributions to the department, college and university goals

### B. Creative Activity

1. Juried and non-juried works
2. Critical reviews of creative activities

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<sup>2</sup> Outreach activities are devoted to field situations in which the major function is to provide a bridge between research findings and applications.

3. Awards
4. Portfolio
5. Exhibition activity
6. Professional practice
7. Inclusion in collections
8. Designs, original creations
9. Market generated product design
10. Funded/non-funded proposals/grants/contracts
11. Innovative and functional solutions to design challenges
12. Special contributions to the department, college and university goals

C. Professional Contributions

1. Papers presented and sessions chaired at local, regional, and national meetings, workshops, colloquia, etc.
2. Editorial Work (reviewing publications for professional journals, etc.).
3. Chapters, etc. written for professional publications (including yearbooks, monographs, guides, etc.).
4. Consulting
5. Offices held or committee membership in professional organizations

D. Other criteria deemed significant by the candidate

III. Service

Service activities include contributions made by the candidate to the department, college, and university in the form of committee and administrative assignments. In addition, service activities relating to assisting public and private community agencies outside the normal professional calling of the candidate are important to document. Examples of appropriate activities for this category are:

A. Contributions to Department, College, and University

1. Committee and Senate membership
2. Funded/non-funded grant/proposal/contract activities
3. Special contributions to the department, college and university goals
4. Public relation activities
5. Originating/conducting workshops, special conferences, etc.
6. Participating on planning committees

7. Coordinating exhibitions, etc.
  8. Administrative contributions within department, college, and university (including initiating special service programs, program development, etc.).
  9. Advising student extracurricular activities, etc.
- B. Professional services to public and private community agencies and business and industry
1. Commendations for services rendered
  2. Election/appointment to boards, commissions, etc.
  3. Invitations to speak
  4. Cooperative projects with private and public agencies
  5. Offices held in community agencies, etc.
  6. Membership on community/business committees, agencies, boards, etc.
  7. Involvement in community/business planning
  8. Consulting with public/private community agencies, etc.
- C. Other activities deemed significant by the candidate.

#### **PROMOTION CRITERIA**

##### Performance Ratings

The performance categories include teaching, scholarly productivity, and service. Performance ratings are:

- EXCELLENT:** This rating is granted to those faculty members who have demonstrated exceptional achievement as determined by a peer review using standards central to the discipline.
- COMMENDABLE:** This rating credits performance which surpasses the requirements of present rank as determined by a peer review using standards central to the discipline.
- SATISFACTORY:** Evaluation at this rating denotes a faculty member is performing as expected at present rank as determined by peer review using standards central to the discipline.
- BELOW SATISFACTORY:** This rating reflects performance which falls below expectations at present rank

as determined by a peer review using standards central to the discipline.

#### Rating Requirements for Promotion by Rank

##### Appointment to Assistant Professor

Candidate must receive a minimum rating of COMMENDABLE in teaching and service, and show evidence of initiating scholarly activities as determined by a peer review using standards central to the discipline.

##### Promotion to Associate Professor

Candidate must receive a minimum rating of EXCELLENT in one area and COMMENDABLE in the other major categories of evaluation as determined by peer review using standards central to the discipline. There should be unmistakable evidence that the individual has progressed and will continue to do so.

##### Promotion to Professor

Candidate must receive a minimum rating of two EXCELLENT and one COMMENDABLE in the three major categories of evaluation as determined by a peer review using standards central to the discipline.

#### Performance Expectations by Rating and Category

The following guidelines will be used as minimum expected levels of performance for the ratings of EXCELLENT, COMMENDABLE, and SATISFACTORY. Each candidate is expected to provide quantitative and qualitative evidence as required for each category of teaching, scholarly productivity, and service to be measured by expectations characteristic of the candidate's discipline.

##### I. Teaching Performance<sup>3</sup>

###### A. A rating of SATISFACTORY in teaching:

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<sup>3</sup> The development or revision of courses is done to improve the instructional program of the department, not solely for the purpose of achieving promotion.

Indicates that the candidate has demonstrated and documented EFFECTIVENESS in instruction/advisement.

- B. A rating of COMMENDABLE in teaching:

Indicates that candidate has documented and demonstrated SIGNIFICANT contributions to the quality of instruction/advisement within the Department AND has developed or improved at least one course/program consistent with department goals.

- C. A rating of EXCELLENT in teaching:

Indicates that the candidate has documented and demonstrated EXCELLENCE in instruction/advisement AND has developed or improved at least two courses/programs (or one of each, etc.) consistent with department goals.

## II. Scholarly Productivity

- A. A rating of SATISFACTORY in this category:

Indicates that the candidate has documented and demonstrated a level of achievement in the area of research, creative activity, professional contribution, or any combination thereof, that indicates ACTIVE ENGAGEMENT in scholarly work

- B. A rating of COMMENDABLE in this category:

Indicates the candidate has documented and demonstrated a SIGNIFICANT CONTRIBUTION to the field in the area of research, creative activity, professional contribution, or any combination thereof.

- C. A rating of EXCELLENT in this category:

Indicates that the candidate has documented and demonstrated EXCELLENCE in scholarly work, through research, creative activity, professional contribution, or any combination thereof.

## III. Service

A. A rating of SATISFACTORY in service:

Indicates that the candidate has provided and documented ACTIVE SERVICE to the University of Delaware; and/or ASSISTANCE to private/public agencies and organizations.

B. A rating of COMMENDABLE in service:

Indicates that the candidate has provided and documented ACTIVE SERVICE to the University of Delaware AND to private/public agencies and organizations.

C. A rating of EXCELLENT in service:

Indicates that the candidate has provided and documented SIGNIFICANT SERVICE to the University of Delaware AND to private/public agencies and organizations.