

School of Education Promotion Policies and Procedures

Promotions to associate professor, full professor, and the granting of tenure in the School of Education are based upon evidence of high quality teaching, scholarship, and service to the University of Delaware and the field of education¹.

I. Teaching

The following items are required as collective evidence of teaching quality and effectiveness. The submission of additional evidence² is encouraged:

- A. *Student Course Evaluations*: Student course evaluations that average better than 3.0 on a scale of 1 (high) to 5 (low) for both overall instructor and overall course ratings.
- B. *Course Development*: Summaries of the nature of changes and improvements made in each regularly taught course.
- C. *Advisement*: Documentation of advisement that includes the number of students advised, their degree objectives, and the advisory role (committee member or major advisor).
- D. *Student Testimonials*: Letters from an unbiased selection of undergraduate and/or graduate students and advisees attesting to the faculty member's effectiveness as an instructor and/or advisor.

¹ Promotion from Instructor to Assistant Professor is based upon the same criteria and process as the appointment of assistant professors, viz., the possession of the doctoral degree (or its equivalent), evidence of teaching ability and the potential for a significant research program.

²Such items might include the external review of syllabi, teaching awards and prizes, the record of subsequent student accomplishment, innovative and effective course materials (tests, guides, textbooks, videos, laboratory manuals, etc.), systematic peer evaluations of teaching, participation in teacher effectiveness workshops, institutes and conferences, and teaching assignments elsewhere.

II. Scholarship

A. *Scholarly Publications*: The scholarly record for promotion to associate or full professor must include the following³:

1. At least six scholarly works⁴
2. At least four juried research journal articles or a book.
3. At least one scholarly work, on average, each year since the last promotion, which makes a contribution to the scholarly literature or to educational practice or policy. These works may be any of the following provided requirements 1 and 2 (above) are met:
 - 3.1 Juried articles.
 - 3.2 Books published by a respected press with a national distribution.
 - 3.3 Monographs, published by a professional society.
 - 3.4 Standardized tests.
 - 3.5 Chapters in an edited book.
 - 3.6 One published video or multimedia work.
 - 3.7 Invited articles.

The evidence for the quality of scholarly work includes: the reputation of the publisher, an editorial review process that involves several experts, published reviews of the work, evidence of impact or influence of the work on the scholarly literature or educational practice or policy, and solicited letters from experts about the quality of work.

³ The School encourages faculty to supplement the record of scholarly accomplishments with additional items. The scholarly record beyond the criteria for promotion cited in 1-3 (above) may include, in addition to items 3.1 to 3.7 (above), any of the following works: Grant proposals to extramural agencies and foundations, edited books, curriculum development packages, book reviews (invited and juried), commissioned papers, technical reports, bulletins, videotapes, manuals, magazine or newspaper articles, unpublished manuscripts and non-juried journal articles.

⁴ The School and the candidate, without violating the intention of this numerical requirement, may submit fewer items if any are important contributions of great significance and scope.

B. *Presentations at Professional Meetings:*

Evidence of presentations at professional meetings (regional, national, or international) at least once every two years since the last promotion.

III. Service

The demonstration of effective service⁵ can be made through accomplishments in the following areas:

- A. *Membership on Committees:* Participation on standing and ad hoc committees at the University, College or School level is required. Some evidence of effective service is also required.
- B. *Completion of Special Projects and Assignments:* Coordinating graduate programs, developing and evaluating programs, editing School and College publications, coordinating a colloquium series, or advising a student organization. Evidence of effectiveness is required.
- C. *Participation in the Profession:* Participation in professional organizations and societies (state, regional, or national level) as an officer, committee chairperson, editor, advisory board member, or committee member, completion of a special assignment, or contribution through workshop or discussion presentations at state, regional, or national meetings.
- D. *Communication to the Field:* Publication of service-oriented papers, such as reports of meetings or events, magazine columns, opinion pieces, calls for action, and other forms of writing that do not meet all the criteria for scholarly publications.

⁵ Effectiveness can be documented through summaries of the services rendered, letters of commendation by the committee's chairperson (or supervisors), letters of evaluation from the recipients or beneficiaries of the service, or the attachment of a special report prepared for the client group with the leader of the group's evaluative comments. When letters are solicited about the quality of service, the request shall be made by the chair of the P&T Committee after consultation with the candidate for promotion.

- E. *Consultant to Schools, School Districts, or Social Service Agencies*: Services to community organizations, documented by descriptions of the services provided and letters of appreciation/evaluation.

Promotion from Assistant to Associate Professor. No later than the sixth year in rank as an assistant professor all items above must be accomplished (viz., I, II and III).

Granting of Tenure to Faculty Appointed as Associate Professors. By the third year of appointment at the University, faculty initially appointed at the rank of Associate Professor must have met all requirements above (viz., I, II and III).⁶

Promotion From Associate to Full Professor. At any time after the appointment or promotion to the rank of associate professor, all the items above (viz., I, II and III) must be accomplished with material not used in the promotion from assistant to associate professor. The following three additional items must also be accomplished:

1. Teaching doctoral seminars and serving as chair of theses and dissertation committees⁷.
2. A clear, systematic program of scholarship which has made an important contribution to the candidate's field, which has gone beyond the contributions made at previous ranks, and has significantly advanced the field through its originality and/or its integrative scope.
3. A national reputation as a scholar and leader in the field⁸.

⁶ These requirements cannot be met only with work done elsewhere; a portion of the requirements, appropriate to School workload expectations, must be met with work done at the University of Delaware.

⁷ This requirement does not need to be met in cases where there is no doctoral study option in the candidate's area.

⁸ Leadership in the field may be exhibited by chairing major committees, administrative responsibilities, authoring a report, advisory, editorial or governing board memberships, journal editor, serving as an officer in a regional or national professional society or organization.

Procedures for Promotion

Deadlines in the P&T process:

March 15th: The faculty member must notify the School Director of the intention to be considered for promotion.

April 15th: The faculty member must deliver a list of potential external reviewers to the P&T Committee⁹ and the Committee must deliver a list of potential external reviewers to the candidate. Each must indicate any conflicts of interest that might exist with any of these potential reviewers or any member of the School's Faculty with regard to the evaluation of any aspect of the dossier.

September 1st: The dossier must be submitted to the School Director.

September 15th: The faculty review period of the dossier is completed.

October 1st: The P&T Committee must submit its letter of recommendation to the faculty and School's Director.

October 15th: The School Director sends the P&T Committee's letter and the Director's letter to the College P&T Committee.

Extensions

In special cases and with special justification, the School may recommend an extension of the probationary periods (six years for untenured assistant professors and three years for untenured associate professors). During an extension period, the School expects the same rate and level of achievement in teaching, research and service as expected in non-extension years.

Joint Authored Publications

If a candidate jointly authors an article, the candidate's contribution to the finished work must be ascertained. This should be done with a statement from the co-author. If this is not

⁹ The letters inviting such reviews should ask for a full and frank assessment of the contribution of the candidate's research to the field and ask for responses to the following questions:

- a. Does the candidate's overall record give clear evidence that significant achievements have been and will continue to be made?
- b. Do the articles included with this letter address issues or problems of significance to the field?
- c. Do the articles display the characteristics of scholarly writing, that is, are they accurate, are they systematic and thorough, do they exhibit knowledge relevant to the topic, and demonstrate appropriate analytic ability, depth, and clarity?
- d. Has the candidate demonstrated a record of significant scholarship which the reviewer judges to be an important contribution to his field?

The letters must be sent with copies of the candidate's publications and research statement. The letter must also include a description of the procedure used to protect the reviewer's anonymity. The letter from the Committee Chair will be inserted in the dossier just before the external letters.

possible, a statement from the candidate can serve in place of a co-author's statement.

Multiple Areas of Scholarship

If a candidate's publications include work in more than one area of research, the Promotion and Tenure Committee should seek separate external evaluations of the different lines of inquiry.

School Peer Evaluations

The School Faculty is the final judge of whether the candidate's research is of sufficient quality and quantity to merit promotion. External peer evaluations are subordinate to the collective judgment of the Promotion and Tenure Committee and the School Faculty.

Unsolicited Evaluations

Information from unsolicited peer evaluations is of secondary importance but nevertheless can be used to build the candidate's case for promotion and tenure. This material includes articles citing the individual's work; published reviews of the candidate's scholarship; evidence of reprinting of articles or parts of books, and so forth, and may be placed in the dossier by the Promotion & Tenure Committee, but only after the candidate has had the opportunity to comment on any conflicts of interest that might exist and has approved the addition of the material.¹⁰ Unsolicited letters from faculty and administrators are included in the dossier only if, in the opinion of the P&T Committee, they provide objective evaluations of a specific aspect of a candidate's research, teaching, or service beyond what was obtained in the solicited reviews and meet the other criteria for unsolicited evaluations cited in the previous sentence.

School Review of the Dossier and the School Recommendation.

A. The candidate must submit the dossier to the School Director by September 1st. Between September 1st and September 15th, the dossier, without the letters from the external reviewers, shall be available for review by all voting faculty members of the School of Education. Faculty members are encouraged to send their written confidential evaluations to the Promotion and Tenure Committee. Letters from School Faculty about the candidate's accomplishments may be placed in the dossier after this period of faculty review only if the reviewer wishes and only if the letter meets the criteria for unsolicited evaluations cited above.

B. After the period of faculty review, the external reviews shall be placed in the dossier for faculty inspection.

C. After September 15th the Committee will evaluate the dossier taking into account the evaluations submitted by the School faculty, the external reviewers, and to a lesser extent by the unsolicited reviewers. By October 1st the Promotion and Tenure Committee will draft a letter for consideration by the full voting School faculty. The letter will contain a recommendation

¹⁰ Section III of the University Faculty Handbook on Personnel Policies addresses this issue incompletely and narrowly by stating that, apart from solicited peer reviews and UD administrators and committees, "only materials approved by the candidate may be added to the dossier after its submission by the candidate."

concerning the promotion and/or tenure application and a rationale for the recommendation. The candidate will receive a draft of the letter before it is shared with the full faculty and invited to inform the Committee of any factual errors it may contain. The voting faculty members of the School will receive a final copy of the letter at least 72 hours prior to a faculty meeting scheduled to discuss and approve both the recommendation and the letter of the Promotion and Tenure Committee.

D. By secret ballot the faculty shall vote to adopt the Promotion and Tenure Committee's letter. Abstentions are not permitted.¹¹ The promotion (and/or tenure) recommendation will be sent forward to the School Director and the Chairperson of the College Promotion and Tenure Committee when it receives at least a 2/3's vote of the eligible voting faculty. If a 2/3's vote is not achieved, the Promotion and Tenure Committee is obliged to re-write the letter, share it with the candidate (as above) and re-present the revision to the faculty (as above) until a 2/3's vote is obtained. The letter will report the final vote of the School faculty.

Appeals

There are three opportunities for appeals of the Promotion & Tenure Committee's recommendation. The first opportunity is the candidate's review for factual errors of the committee's draft letter before the faculty's vote. The second opportunity occurs at the faculty meeting where the candidate may be allocated time at the beginning of the meeting for a statement of the appeal. The third opportunity occurs in the review by the College Promotion & Tenure Committee, which will consider any written appeal the candidate may wish to make of the decisions rendered by the Promotion & Tenure Committee and/or the School Faculty.

The School Promotion and Tenure Committee

- 1. Composition:* The Promotion and Tenure Committee will consist of five faculty members selected by the School Faculty consistent with the University Promotion and Tenure Guidelines and the School's Bylaws. Assistant Professors may serve as members.
- 2. Voting Procedure:* All votes on promotion and tenure recommendations will be by secret ballot. Any Assistant Professor member, or untenured Associate Professor member, may abstain from such votes if she/he wishes to.
- 3. Election of Chair:* The Committee Chair shall be elected by the members of the Committee from the Full Professor members and shall be a regular voting member of the Committee.
- 4. Duties:* The duties of the School Promotion and Tenure Committee are described in the Schools Bylaws, sections 10.7 and 10.3.

Interpretations of the Promotion and Tenure Document

¹¹ The Faculty Handbook requires that the participation of all untenured faculty members in the promotion process be voluntary; thus untenured faculty members may abstain from the vote.

The Promotion and Tenure Committee shall decide the meaning of any ambiguous or unclear text in these policies and procedures. When alternative interpretations are offered in writing by any member of the school community, the Promotion and Tenure Committee's decision about the alternative, like all actions of standing committees, is subject to final approval and acceptance by a majority of the full voting faculty. The text of the faculty's decision may be added to the P&T document as a clarifying footnote or as an amendment to the document. In the latter case, the document will require reauthorization by the College and University.

The School has prepared a memorandum that elaborates the School's rationale for the Promotion and Tenure requirements and criteria. This memorandum, adopted by the faculty on [date], is designed to provide guidance to faculty members seeking promotion and tenure and also to the members of the Promotion and Tenure Committee in their evaluation of the dossiers.