

**Department of Health Services Management
Guidelines for Faculty
Evidence of Excellence Statements**

**University of Kentucky
College of Public Health**

REGULAR TITLE SERIES FACULTY AND JOINT APPOINTMENTS

The Department of Health Services Management is committed to excellence in teaching, scholarly research, and service. To sustain this commitment, the department will maintain appropriate standards for assessing excellence and will mentor and monitor faculty to insure that these standards are being met. Faculty evaluation for promotion and tenure will be based upon a continuing record of effective and committed teaching, innovative scholarship, substantive research, and effective service. All faculty members are expected to maintain these standards of excellence throughout their employment at the University of Kentucky.

Guidelines

Tenure and promotion to Associate Professor

Teaching: The successful candidate for promotion to Associate Professor with tenure will demonstrate a record of excellent and effective teaching and capstone direction. Teaching expertise in both the small classroom or seminar setting and larger lectures is desirable, as are formal and informal advising. Teaching assessment will include a review of the candidate's quantitative and qualitative teaching evaluations conducted each semester and other student ratings and comments, and an evaluation of the faculty member's teaching portfolio. A portfolio should contain a teaching philosophy statement, course syllabi and materials, letters from current and former students, departmental-, college-, or university-level teaching awards, and other materials that may attest to the candidate's teaching effectiveness.

Examples of evidence of excellence in teaching include:

- (i) Teaching evaluations that consistently meet or exceed the college average at all levels, including seminar and larger lecture;
- (ii) Student driven nominations for teaching awards at the college and/or university levels;
- (iii) Refereed teaching publications, preferably first authored;
- (iv) Writing innovative teaching materials;
- (v) Co-directing masters-level capstone committees that result in refereed publications or presentations;
- (vi) Co-directing at least one DrPH capstone or doctoral dissertation;
- (vii) Receiving external or competitive internal funding to support teaching/learning projects.

Research: The successful candidate for promotion and tenure must demonstrate substantive, original, innovative intellectual contributions to scholarship through publication of research in appropriate venues and must demonstrate an ability to do collaborative research in a team setting. Scholarly accomplishment will be measured by work published and, where appropriate, external funding. Scholarly journal papers, book chapters, and book manuscripts should be placed in high quality peer-reviewed outlets, those journals and presses generally regarded by colleagues in the faculty member's sub-discipline as top tier publications with regard to their selectivity, influence, and reputation for publishing innovative scholarship. While collaborative research with colleagues or students is encouraged, it is also important that one demonstrate scholarly independence and leadership. Multidisciplinary research and publication is expected, but such work should include, either within that

publication or perhaps in a separate one, substantive contributions to the faculty member's own discipline. Generally, research work whose only publication outlet is in non-refereed proceedings and volumes or appears in low impact journals is of little value in a promotion dossier. Evaluation by external reviewers is required for the promotion dossier.

Examples of evidence of excellence in research include:

- (i) First-authored manuscripts in high quality refereed journals;
- (ii) Extramural funding to support scholarly research, preferably as principal investigator or lead co-investigator for the faculty member's discipline;
- (iii) A substantive record of collaborative publications in high quality refereed journals, such as those resulting from funded collaborative projects;
- (iv) Extramural funding to support collaborative research at the recommended college level (currently 30% of the salary supported by the College of Public Health); this portfolio should include participation in large research projects such as program project awards or research center core support;
- (v) Awards and other formal acknowledgements by peers at regional and national levels;
- (vi) Presentation of peer-reviewed and invited papers at international and national meetings.

Service: The efficient and productive functioning of the department, college, university, and one's disciplinary organization is the product of collaborative effort by all unit members. Active and contributive service on departmental, college, and university committees as well as to academic organizations is expected and demonstrates one's contribution to the academic community.

Examples of evidence of excellence include:

- (i) Election to office in professional organizations at the regional and national level;
- (ii) Membership on review panels for intramural and extramural funding agencies;
- (iii) Regular reviewing of manuscripts in high quality journals;
- (iv) Serving as program chair or in similar position at a regional or national meeting;
- (v) Serving as consultant at the regional, national, or international level;
- (vi) Contributing in a significant way toward improving disciplinary or public health practice.

Promotion to Professor

Promotion to Professor requires faculty members to be recognized by peers nationally and internationally as having achieved a distinguished research record in their chosen sub-discipline. They must continue to uphold the standards of productivity and excellence in research that are expected for promotion and tenure. The prospect of future contributions will also be considered. They are expected to direct doctoral dissertations and to provide support for graduate students. Where appropriate, they are expected to contribute to curriculum development, innovative approaches to existing courses, or educational outreach. Published introductory textbooks are considered to be contributions to educational outreach and service to the professional community. A record of recent external funding is expected. They are expected to contribute significantly to the functioning of the department and provide a high level of service to the college, university, and the larger community, as well as their discipline. Examples of evidence of excellence include those listed above for promotion from the assistant professor level except where the bar for excellence has been raised as indicated below:

Teaching:

- (i) Direct doctoral dissertations that result in refereed publications;
- (ii) Win a teaching award at the college or university level;
- (iii) Author a textbook or equivalent teaching materials;
- (iv) Write new, innovative curricula;
- (v) Secure extramural funding to train or support graduate students.

Research:

- (i) Establish a record of regular research funding to support scholarly research;
- (ii) Direct an extramurally funded part of a large grant;
- (iii) Secure multi-year extramural funding for a research center or institute;
- (iv) Submit publications that are cited frequently.

Service:

- (i) Election to a national or international office;
- (ii) Editor or Associate Editor of a high quality journal;
- (iii) Member of a standing grant review committee at the national level;
- (iv) Serving an administrative leadership role at the college or university level;
- (v) Serving as an officer in the University Senate.