

College of Health Sciences

**ATCN Evidences for Appointment, Promotion and Tenure**

**Narrative**

- The DOE will be a determinant of the faculty member's evaluation in each of the mission areas.
- Consideration will also be given to the unit of assignment in terms of research resources and instructional requirements
- Required and expected evidences re indicated. Additional evidences contributing to high merit are provided to be illustrative and are not listed in any particular order. It is not expected that candidates will demonstrate all additional evidences. In all cases, both the quality and the quantity of the contributions will be considered.

**Regular Title Series**

Rank	Must demonstrate (Administrative regulations)	Evidences
Assistant Professor	<ul style="list-style-type: none"><li>• Hold terminal academic degree appropriate to the field of assignment</li></ul> <p><b>Teaching</b></p> <ul style="list-style-type: none"><li>• Capability for excellent instruction, research or other creative activity and service</li><li>• Demonstrates potential for significant growth</li></ul> <p><b>Research</b></p> <ul style="list-style-type: none"><li>• Independent capability for conducting reliable research or other creative work supported through contracts, grants, and other designated funds</li><li>• Potential for significant growth in the field of research or creative activity</li></ul>	<p><i>Required</i></p> <ul style="list-style-type: none"><li>• Doctoral degree</li><li>• In exceptional circumstances, ABD acceptable with timeline for completion specified.</li><li>• Capacity for success in instruction as measured by documented teaching experiences.</li><li>• Capacity for success in research or other forms of scholarly activity as measured by publications, presentations, research experience, or grant proposals</li><li>• Potential for growth within college mission and strategic plan, and potential for collaborations and funding.</li></ul>

<p><b>Associate Professor</b></p>	<p><b>Meets criteria for assistant professor, plus:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates high scholarly achievements commensurate with other assignments in areas of:             <ul style="list-style-type: none"> <li>• teaching, advising and other instructional activities</li> <li>• research or other creative activity</li> <li>• professional, university and public service</li> </ul> </li> <li>• Particularly, an indication of continuous improvement and scholastic contributions should be evident as documented by the candidate</li> <li>• Candidate should have earned external recognition for excellence in scholarly activities. Where appropriate recognition should be on a regional or national level as appropriate to field of assignment</li> </ul>	<p><i>Required</i></p> <ul style="list-style-type: none"> <li>• Doctoral degree</li> </ul> <p><b>Teaching, Advising and Other Instructional Activities</b></p> <p><i>Expected (in alignment with DOE)</i></p> <ul style="list-style-type: none"> <li>• Evidence of continuous improvement in teaching, advising and mentorship of students as evidenced through student or peer evaluations, teaching portfolio, or CV</li> <li>• Recognition of teaching expertise through teaching evaluations, awards, commendations, invited consultations and presentations</li> </ul> <p><i>Additional types of evidences</i></p> <ul style="list-style-type: none"> <li>• Teaching contributions in educational programs outside of primary appointment (interprofessional contributions)</li> <li>• Educational contributions to other professionals and community members (e.g., continuing education, invited presentations, workshops, and demonstrations)</li> <li>• Development of innovative instructional materials, teaching technologies or aids</li> <li>• Development of or participation in education/ training grants</li> <li>• Development of new courses or academic programs</li> <li>• Contributions to diversity, equity, and inclusion</li> <li>• Leadership role in teaching mission (e.g., Director of Graduate, Undergraduate or Professional Studies, Program Director, Center Director, Admissions Director, Curriculum Chair/Coordinator, Accreditation Self-Study Coordinator)</li> <li>• Participation in accreditation activities related to own program or to the profession (e.g., accreditation site visitor, appointment to review of accreditation standards, self-study reviewer)</li> </ul> <p><b>Research or Other Scholarly Activity</b></p> <p><i>Expected (in alignment with DOE)</i></p> <ul style="list-style-type: none"> <li>• Extramural grants participation that contributes to the research DOE for research projects and/or scholarly activities. The funding expectation is dependent on DOE, and College/University funding, and determined in annual consultation with the department chair.</li> <li>• Publications in peer-reviewed journals with consideration given to:             <ul style="list-style-type: none"> <li>• authorship, especially corresponding or primary authorship</li> <li>• Progression of an appropriate Index (e.g., H-index or similar dependent on field of research)</li> </ul> </li> </ul> <p><i>Additional types of evidences</i></p> <ul style="list-style-type: none"> <li>• Contributions to team science</li> <li>• Contributions to diversity, equity, and inclusion</li> <li>• Author of book chapter(s) in field</li> <li>• Reviewer for grants, journals, or books</li> <li>• Invited or peer reviewed scientific presentations.</li> <li>• Professional commendations/awards</li> <li>• Demonstrated mentorship of faculty, staff, and students in research</li> <li>• Patents, copyrights, intellectual property, white papers</li> <li>• Other outlets of dissemination</li> </ul> <p><b>Service</b></p> <p><i>Expected (in alignment with DOE)</i></p> <ul style="list-style-type: none"> <li>• Participation in or lead department/college/university committees, task forces, governance bodies</li> <li>• Participation in community activities related to professional expertise and mission of the University.</li> <li>• Contributions to relevant regional or national professional organization, task force, or board.</li> <li>• Contributions to diversity, equity, and inclusion</li> </ul>
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Rank	Must demonstrate (Administrative regulations criteria)	Evidences
Professor	<p><b>Meets the criteria for associate professor, plus:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates high scholarly achievements commensurate with other assignments in areas of:</li> <li>• teaching, advising and other instructional activities</li> <li>• research or other creative activity</li> <li>• professional, university and public service</li> <li>• Particularly, in the opinion of colleagues, the candidate's scholarship is excellent and, in addition, has earned an elevated level of professional recognition. Where appropriate recognition should be on a national or international level in the field of assignment.</li> </ul>	<p><b>Teaching, Advising and Other Instructional Activities</b></p> <p><i>Expected (in alignment with DOE)</i></p> <ul style="list-style-type: none"> <li>• Evidence of continuous improvement in teaching, advising, and mentoring of students as evidenced through student or peer evaluations, teaching portfolio, and/or CV</li> <li>• Recognition of teaching expertise through teaching awards, commendations, or invited consultations and presentations</li> <li>• Demonstrated mentorship of faculty, staff, or students in teaching</li> </ul> <p><i>Additional types of evidences</i></p> <ul style="list-style-type: none"> <li>• Recognized teaching contributions to educational programs outside of primary appointment (interprofessional contributions)</li> <li>• Recognized educational contributions to other professionals and community members (e.g., continuing education, invited presentations, workshops, and demonstrations).</li> <li>• Leadership role in teaching mission (e.g., Director of Graduate, Undergraduate or Professional Studies, Program Director, Center Director, Admissions Director, Curriculum Chair/Coordinator, Accreditation Self-study Coordinator)</li> <li>• Development of new courses or academic programs</li> <li>• Development of innovative instructional materials, teaching technologies or aids</li> <li>• PI, multi-PI, or significant role in development of/ participation in funded extramural education/ training grants</li> <li>• Contributions to diversity, equity, and inclusion</li> <li>• Significant participation in accreditation activities related to own program or to the profession (e.g., accreditation site visitor, appointment to review of accreditation standards, self-study reviewer)</li> <li>• Contributions to curriculum revision or development of new educational programs/initiatives</li> </ul> <p><b>Research or Other Scholarly Activity</b></p> <p><i>Expected (in alignment with DOE)</i></p> <ul style="list-style-type: none"> <li>• Record of extramural funding as PI or multi-PI, or extramural funding that essentially supports their research or scholarly projects</li> <li>• Demonstrated mentorship of faculty, staff, or students in research</li> <li>• Sustained record of publications in peer-reviewed journals with consideration given to: <ul style="list-style-type: none"> <li>• authorship, especially corresponding and/or primary authorship</li> <li>• Progression in an appropriate index (e.g., H-index or similar dependent on field of research)</li> </ul> </li> </ul> <p><i>Additional types of evidences</i></p> <ul style="list-style-type: none"> <li>• Author/co-author or editor/co-editor of book or book chapters in field</li> <li>• Author of invited review articles</li> <li>• Citations of work.</li> <li>• Contributions to team science</li> <li>• Contributions to diversity, equity, and inclusion</li> <li>• Demonstrated mentorship of staff in research</li> <li>• Professional commendations/awards</li> <li>• Record of successful collaborations at national or international level</li> <li>• Editor/Reviewer for journals and/or books</li> <li>• Grant review panel</li> <li>• Invited or peer-reviewed presentations at national or international professional conferences</li> <li>• Recognition via national or international interviews/broadcasts, podcasts, or social media</li> <li>• Patents, copyrights, intellectual property, white papers</li> <li>• Other outlets of dissemination (e.g., social media)</li> </ul> <p><b>Service</b></p> <p><i>(In alignment with DOE)</i></p> <ul style="list-style-type: none"> <li>• Participation in/lead department, college, university committees, task forces, governance bodies</li> <li>• Substantial participation in community activities related to professional expertise and mission of the University.</li> <li>• Contribution to relevant national or international professional organization, task force, board.</li> <li>• Contributions to diversity, equity, and inclusion</li> </ul>