

College of Health Sciences

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

<p>Associate Professor</p>	<p>Meets criteria for assistant professor, plus:</p> <ul style="list-style-type: none"> • Demonstrates high scholarly achievements commensurate with other assignments in areas of: <ul style="list-style-type: none"> • teaching, advising and other instructional activities • research or other creative activity • professional, university and public service • Particularly, an indication of continuous improvement and scholastic contributions should be evident as documented by the candidate • 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 	<p><i>Required</i></p> <ul style="list-style-type: none"> • Doctoral degree <p>Teaching, Advising and Other Instructional Activities</p> <p><i>Expected (in alignment with DOE)</i></p> <ul style="list-style-type: none"> • Evidence of continuous improvement in teaching, advising and mentorship of students as evidenced through student or peer evaluations, teaching portfolio, or CV • Recognition of teaching expertise through teaching evaluations, awards, commendations, invited consultations and presentations <p><i>Additional types of evidences</i></p> <ul style="list-style-type: none"> • Teaching contributions in educational programs outside of primary appointment (interprofessional contributions) • Contributions to diversity, equity, and inclusion • Educational contributions to other professionals and community members (e.g., continuing education, invited presentations, workshops, and demonstrations) • Development of innovative instructional materials, teaching technologies or aids • Development of or participation in education/ training grants <p>Research or Other Scholarly Activity</p> <p><i>Expected (in alignment with DOE)</i></p> <ul style="list-style-type: none"> • Extramural grants participation that supports a portion of the research DOE for research projects and/or scholarly activities. Federal awards carry highest weight. The funding expectation is dependent on DOE, and College/University funding, and determined in annual consultation with the department chair. • Peer-reviewed regional, national, or international presentations. • Publications in peer-reviewed journals with consideration given to: <ul style="list-style-type: none"> • authorship, especially corresponding or primary authorship • Progression of an appropriate Index (e.g., H-index or similar dependent on field of research) <p><i>Additional types of evidences</i></p> <ul style="list-style-type: none"> • Author of book chapter(s) in field • Invited or peer reviewed scientific presentations. • Professional commendations/awards • Contributions to diversity, equity, and inclusion • Demonstrated mentorship of faculty, staff, and students in research • Patents, copyrights, intellectual property, white papers <p>Service</p> <p><i>Expected (in alignment with DOE)</i></p> <ul style="list-style-type: none"> • Participation in or lead department/college/university committees, task forces, governance bodies • Contributions to diversity, equity, and inclusion • Participation in community activities related to professional expertise and mission of the University. • Contributions to relevant regional or national professional organization, task force, or board. • Reviewer for grants, journals, or books
-----------------------------------	--	---

Rank	Must demonstrate (Administrative regulations criteria)	Evidences
Professor	<p>Meets the criteria for associate professor, plus:</p> <ul style="list-style-type: none"> • Demonstrates high scholarly achievements commensurate with other assignments in areas of: • teaching, advising and other instructional activities • research or other creative activity • professional, university and public service • Particularly, in the opinion of colleagues, the candidate's scholarship is excellent and, in addition, has earned a high level of professional recognition. Where appropriate recognition should be on a national or international level in the field of assignment. 	<p>Teaching, Advising and Other Instructional Activities</p> <p><i>Expected (in alignment with DOE)</i></p> <ul style="list-style-type: none"> • Evidence of continuous improvement in teaching, advising, and mentoring of students as evidenced through student or peer evaluations, teaching portfolio, and/or CV • Recognition of teaching expertise through teaching awards, commendations, or invited consultations and presentations • Demonstrated mentorship of faculty, staff, and students in teaching <p><i>Additional types of evidences</i></p> <ul style="list-style-type: none"> • Recognized teaching contributions to educational programs outside of primary appointment (interprofessional contributions) • Recognized educational contributions to other professionals and community members (e.g., continuing education, invited presentations, workshops, and demonstrations). • 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, Director of Teacher Education Program) • Contributions to diversity, equity, and inclusion • Development of innovative instructional materials, teaching technologies or aids • PI, multi-PI or significant role in development of/ participation in funded extramural education/ training grants • 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) • Contributions to curriculum revision or development of new educational programs/initiatives <p>Research or Other Scholarly Activity</p> <p><i>Expected (in alignment with DOE)</i></p> <ul style="list-style-type: none"> • Record of extramural funding as PI or multi-PI, or extramural funding that essentially supports their research or scholarly projects • Demonstrated mentorship of faculty, staff, and students in research • Sustained record of publications in peer-reviewed journals with consideration given to: <ul style="list-style-type: none"> • authorship, especially corresponding and/or primary authorship • Progression in an appropriate index (e.g., H-index or similar dependent on field of research) <p><i>Additional types of evidences</i></p> <ul style="list-style-type: none"> • Author/co-author or editor/co-editor of book or book chapters in field • Author of invited review articles • Citations of work • Professional commendations/awards • Record of successful collaborations at national or international level • Invited or peer-reviewed presentations at national or international professional conferences • Contributions to diversity, equity, and inclusion • Recognition via national or international interviews/broadcasts, podcasts, or social media • Patents, copyrights, intellectual property, white papers <p>Service</p> <p><i>(In alignment with DOE)</i></p> <ul style="list-style-type: none"> • Participation in/lead University committees, task forces, governance bodies • Leadership role at the University (e.g., Senate Council, Graduate Council, Health Care Colleges Council) • Substantial participation in community activities related to professional expertise and mission of the University. • Contributions to diversity, equity, and inclusion • Contribution to relevant national or international professional organization, task force, board. • Editor/Reviewer for journals and/or books • Grant review panel