

Academic Appointment, Promotion, and Tenure

Date
12/18

A. TERMS OF APPOINTMENT

1. The University of Southern Indiana is an equal opportunity employer.
2. The appointment of faculty members, library faculty and administrative officers is governed by professional considerations, not by political or other non-professional factors.
3. Academic employees are for the most part employed on an academic year basis of either nine or ten months for teaching in the fall and spring semesters and for teaching on-campus classes (some of which are evening classes and some Saturday classes), and extension (off-campus or online) classes.
4. Some assignments for the academic-year faculty will be made for teaching in the summer session, but summer employment is not guaranteed. It is expected that summer session courses will be taught by those holding the appropriate faculty credentials.
5. The terms of employment of faculty and professional personnel employed on other than academic year contracts are established annually in a written agreement between the employee and the University.
6. The University retains the right, through the appropriate dean or director, to reassign faculty members to other courses, to research, or to other professional activities, should it become necessary to cancel offerings because of insufficient enrollment or other good reasons.
7. Academic assignments are determined by the chair or director of the department, the dean or director, the provost, and the president. Academic assignments may include off-campus as well as on-campus classes, research or writing, consultative services, or administrative duties. Academic assignments will vary from one person to another.
8. Persons assigned full-time or part-time to administrative or staff duties may (if qualified) be appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff title. Such persons will be informed in writing at the time of the appointment whether the faculty rank is on a rank-eligible or contract basis. Administrative or staff personnel who are not appointed to a faculty position are not considered faculty.
9. Faculty members may be appointed to perform academic duties in two or more departments. Those duties may include teaching, research, or other services. For administrative purposes, one department shall be designated the faculty member's "home department." A faculty member's home department shall be responsible for promotions, salary, and tenure recommendations. Counseling or disciplinary action shall be the responsibility of the department or academic unit where the occurrence arose and a report will be communicated to the "home department." Evaluations may be conducted in all departments in which a faculty member provides services. The annual evaluation is to be submitted to all departments in which the faculty member has been assigned.
10. For a faculty member, the title Emeritus or Emerita is recommended by the appropriate department faculty through the department chair or program director. The department chair or program director forwards the recommendation to the College dean, and with the dean's concurrence, the recommendation is forwarded to the provost. If the provost concurs, the recommendation is forwarded to the Board of Trustees for approval.

To qualify for the rank of Emeritus or Emerita, a faculty member may be of any rank and must have served the University of Southern Indiana for no less than ten years as of the date of the most as of the most recent recommendation.

For all other individuals, the title Emeritus or Emerita may be conferred upon recommendation by the appropriate administrators with approval by the Board of Trustees. The term "Emeritus" or "Emerita" follows the designation of rank.

B. TYPES OF APPOINTMENT

Regular (non-temporary) faculty members may be appointed as either rank-eligible or contract faculty. All other faculty assignments are temporary.

I. Rank-Eligible Full-time Teaching Faculty

- A. Regular full-time members of the teaching faculty appointed to serve in regular full-time assignments are:
 - 1. Tenured or eligible for tenure or clinical track upon the completion of all requirements as stated in approved departmental, college, and University policies and all specific requirements as stated in the initial letter of appointment;
 - 2. Eligible for all privileges extended by the University to regular full-time faculty, including employee benefit programs identified in the letter of appointment;
 - 3. Eligible for full participation in the affairs of the University, of its component institutions (e.g., Faculty Senate and its councils and committees), and of its departments and administrative units in accordance with University policy;
 - 4. Eligible for academic promotion in accordance with departmental, college, and University policies; and
 - 5. Given assignments which are recommended by departmental chairs or supervisors and which are in accordance with policies found in the University Handbook.
- B. Ranks which may be assigned to Rank-Eligible Teaching Faculty include the following:

Assistant Professor. Persons with an earned terminal degree as determined by the discipline but little or no professional experience are usually appointed to the rank of assistant professor.

Associate Professor. The associate professor holds an earned terminal degree as determined degree and has had significant professional experience.

Professor. The professor holds an earned terminal degree and has had extensive professional experience.

Clinical Faculty. Clinical Faculty serve primarily in practice disciplines and will be held to the same standards in teaching, advising, and service as are tenure track/tenured faculty. The scholarship expectations of clinical faculty consist of a focus on application, evaluation, and dissemination of clinical, industrial, or professional practice. Clinical faculty appointments are non-tenure positions with the same rank as tenure track/tenured faculty, but provide for renewable term appointment and are eligible for promotion.

Clinical Assistant Professor. Persons with an earned master's degree as determined by the discipline but little or no professional experience are usually appointed to the rank of assistant professor.

Clinical Associate Professor. The associate professor holds an earned terminal degree as determined degree and has had significant professional experience.

Clinical Professor. The professor holds an earned terminal degree and has had extensive professional experience.

Regular Full-Time Library Faculty. Regular Full-Time Library Faculty are appointed in ranks analogous to and modeled on faculty ranks. These are affiliate librarian, assistant professor of library science, associate professor of library science, and senior professor of library science. The status of librarians holding titles under this rank system is similar to that of regular full-time faculty, with a master's degree considered as the usual terminal degree. The rank of initial appointment is determined by such factors as professional activities, experience, and degrees held. Library faculty are both rank-eligible and tenure-eligible.

II. Contract Full-Time Teaching Faculty

- A. Members of the teaching faculty appointed to serve in specified assignments and are not eligible to progress in rank. These assignments may be for one semester or an academic year and are on a full-time basis during the term of employment. Contract teaching faculty are:
 - 1. Eligible to receive, but not entitled to expect, renewal of appointments following the expiration of their current appointments;
 - 2. Given assignments which are recommended by department chairs or supervisors and which are in accordance with policies found in the **University Handbook**;
 - 3. Eligible, if contract full-time teaching faculty, to participate with voting rights in the departmental or area governance system by invitation of a majority of the regular members of the unit; and
- B. Contract faculty are accorded the following privileges:
 - 1. Full-time contract faculty, may participate in the staff benefit programs of the University as stated in Section C of the **University Handbook**.
- C. Ranks which may be assigned include the following:
 - 1. **Instructor.** The instructor normally holds at least the master's degree. Faculty members who hold the rank of instructor shall not be eligible for consideration for continuous appointment (tenure). They shall, however, be eligible for annual term appointments.
 - 2. **Contract Assistant Professor, Contract Associate Professor, or Contract Professor.** Changes from contract appointments to regular faculty status must follow the customary procedures of the University. Persons holding contract appointments are not eligible for tenure.
 - 3. **Affiliate Faculty.** Affiliate Faculty may serve in a primary or secondary appointment. If in a primary appointment, the faculty member is in a non-credit program of the University. If in a secondary appointment, the faculty members are academic professionals whose primary role is outside of the department of affiliation, but are assigned to specific tasks related to departmental program. Affiliate appointments are non-board-appointed, nonvoting, and persons holding affiliate appointments earn no credit toward tenure. Affiliate Faculty will receive no additional compensation for a secondary appointment. Affiliate appointments are recommended by the appropriate academic department/college and approved by the dean and provost.

III. Temporary Contract Teaching Faculty

- A. Members of the teaching faculty appointed to serve in specified temporary assignments are not eligible to progress in rank and are not eligible for tenure. These appointments may be either on a full-time or a part-time basis.
 - 1. Temporary contract faculty assigned to teach full-time may be assigned for one semester or for an academic year.
 - 2. Temporary contract faculty assigned to teach part-time are assigned for a single semester.
 - 3. For benefits eligibility of temporary faculty, refer to University Handbook B.4 Employee Groups – Faculty, and C. Benefit Programs and Eligibility.
 - 4. Persons appointed as Temporary Contract Teaching Faculty are not considered members of the voting faculty as defined in Article I of the Faculty Constitution.
- B. Ranks which may be assigned include the following:
 - 1. **Adjunct Faculty:** The title "Adjunct" is used for persons who by their professional cooperation and on a part-time basis significantly assist the University in its academic programs. The person recommended to be an adjunct instructor must be approved by the academic department and recommended through the usual channels. Adjunct faculty are not eligible for tenure.
 - 2. **Visiting Faculty:** The title "Visiting" may be used for persons holding rank in another institution who are temporarily employed at this University. The person recommended to be a visiting professor must be approved by the academic department and recommended through the usual channels. Visiting professors are not eligible for tenure.
 - 3. **Post-Doctoral Fellow:** The title "Post-Doctoral Fellow" may be used for persons with an earned doctorate who are engaged in a temporary period of mentored research and/or scholarly training at the university. The person recommended to be a postdoctoral fellow must be approved by the academic department and recommended through the usual channels. Post-doctoral fellows are not eligible for tenure.

4. **Dissertation Fellow:** The title “Dissertation Fellow” may be used for persons who have made significant progress towards their doctoral degrees who are engaged in a period of mentored research, teaching, and/or scholarly training at the university. The persons recommended for selection as dissertation fellows may be chosen by a selection committee, approved by the academic department, and recommended through the usual channels. Dissertation Fellows are not eligible for tenure.

C. APPOINTMENT PROCEDURES

Selection of Tenure and Renewable Faculty Appointments

The number of faculty members needed in of each college or academic unit is determined on the basis of schedule requirements; anticipated enrollment; program development; anticipated retirements; resignations, and approved leaves of absence. A composite list of positions to be filled is compiled in the Provost’s Office. Each dean or director is notified of that college’s staff allocations.

A faculty search committee is convened by the dean or director who will typically delegate primary responsibility for the search to the chair of the department to which the faculty position will be assigned.

A search committee of at least three faculty members appointed by the department chair or director or will evaluate applications for all tenure or clinical track positions. In the case of hiring a department chair or director or in unusual circumstance, the search committee will be appointed by the dean or provost. The functions of the search committee are to evaluate applicants, to recommend to the dean or director those applicants to be invited to campus for interviews, to check references of those candidates to be invited to campus, to participate in the interview process, and to forward the committee’s narrative evaluations of the applicants to the dean or director.

The provost will make recommendations for appointments to the president of the University.

Selection of Temporary Faculty Appointees

Candidates for temporary faculty appointment for two years or less should be recruited by the academic department. A decision to hire should be made by the dean in consultation with the department’s search committee.

Faculty Credentialing Policy

Faculty Qualifications and Tested Experience

A. Undergraduate Faculty policy

The University of Southern Indiana (USI) recognizes and adheres to the Higher Learning Commission (HLC) guidelines for determining qualified faculty through HLC’s Criteria for Accreditation and Assumed Practices (B.2). USI employs competent faculty who are qualified to accomplish the mission and goals of the University. When determining acceptable qualifications of its faculty, including dual credit instructors, the University gives primary consideration to the highest earned degree in the discipline. This policy recognizes that in some instances, there may be a generally accepted standard with regard to some disciplines that allows for a faculty member’s qualifications to be other than the required graduate hours in a sub-field. HLC’s Assumed Practice B.2 allows an institution to determine that a faculty member is qualified based on tested experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching. As a result, the University may consider, as appropriate: competence; effectiveness; related work experience; certification(s); licensure;

demonstrated competencies; and honors, awards and achievements that contribute to effective teaching and learning outcomes. The following are general guidelines for using *Tested Experience* to determine faculty qualifications:

1. Faculty holding a current and unrestricted national or state-issued license or certification in the field, and/or 5+ years of relevant work in the field, may teach introductory level courses.
2. Faculty holding a current and unrestricted national or state-issued license or certification in the field, with 10+ years of relevant work in the field, may teach any undergraduate level class.
3. Faculty who teach skill/activity based classes must have 5+ years of performance experience or demonstrated mastery in the skill/activity based teaching area.
4. Faculty who were hired prior to January 1, 2016 and have neither a master's degree in the field nor 18 completed graduate hours in the teaching discipline must have a documented plan for completion that is approved and signed by the relevant chair and dean.
5. Faculty who work in programs that hold national accreditation or have state board mandates must meet either the accreditation or state board expectations for faculty credentials.
6. Faculty who do not meet guidelines 1-5 above must show/demonstrate discipline-based expertise through scholarly activities, including but not limited to: publications, presentations, professional engagement, consulting, honors, awards, continuing education, etc.

For faculty who are deemed qualified to teach for USI by way of tested experience, documentation must be completed to provide a rationale and proper approvals must be obtained by the relevant chair and dean prior to the time an offer of employment is made.

1. In business, although Masters in Accounting, Finance, Management and Marketing degrees exist, for those faculty members with business practice, the MBA is a generally accepted qualification for someone teaching in these and other business fields at the undergraduate level.
2. A teaching license, even with extensive classroom experience, does not fulfill the guidelines for faculty qualifications and tested experience.

B. Graduate Faculty policy

The University of Southern Indiana (USI) recognizes and adheres to the Higher Learning Commission (HLC) guidelines for determining qualified faculty through *HLC's Criteria for Accreditation and Assumed Practices* (B.2). USI employs competent faculty who are qualified to accomplish the mission and goals of the university. When determining acceptable qualifications of its graduate faculty, the university gives primary consideration to the highest earned degree, and for graduate programs this is a terminal degree in the discipline. This policy recognizes that in some instances, there may be a generally accepted standard with regard to some disciplines that allows for a faculty member's qualifications to be other than a terminal degree determined by the discipline if there exists a demonstrable record of research, scholarship or achievement appropriate for the graduate program. HLC's Assumed Practice B.2 allows an institution to determine that a faculty member is qualified based on tested experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching. As a result, the university may consider as appropriate to the program and degree offered: research and scholarly work; competence; effectiveness; related work experience; certification(s); licensure; demonstrated competencies; and honors, awards, and achievements that contribute to effective teaching and learning outcomes. In situations where the faculty does not have the terminal degree in an appropriate discipline, the following guidelines may be used to determine tested experience:

1. Graduate faculty holding a master's degree in an appropriate discipline with national or state issued valid and unrestricted license or certification in the field and 2+ years of relevant work experience, may teach master's level courses.
2. Graduate faculty who teach master's level skill/activity based courses must hold a master's degree in an appropriate discipline and have 5+ years of performance experience or demonstrated mastery in the skill/activity based teaching area.
3. Graduate faculty who work in programs that hold national accreditation or have state board mandates must meet either the accreditation or state board expectations for graduate faculty credentials.
4. Graduate faculty who do not meet guidelines 1-3 above must show/demonstrate national or international discipline-based expertise through scholarly activities, including but not limited to: publications, presentations, professional engagement, consulting, honors, awards, continuing education, etc.

For faculty who are deemed qualified to teach graduate programs for USI by way of tested experience, documentation must be completed to provide a rationale and to obtain approvals from the relevant chair and dean prior to the time an offer of employment is made.

D. PROMOTION, AND TENURE

Members of the regular, full-time faculty may be eligible for promotion and/or tenure. A strong faculty possesses a diversity of skills, academic preparation, and experience. In general, however, when making judgments about initial appointments, promotion recommendations, and tenure, members of the teaching faculty, chairs, and administrators should consider achievements in the following basic areas: 1) teaching/professional performance, 2) scholarship and professional activity, 3) practice (for clinical faculty), and 4) service.

I. Evaluation Areas

A. Teaching/Professional Performance

1. Rank-Eligible Full-Time Teaching and Clinical Faculty

For teaching faculty, teaching occupies a central position among academic duties. Quality teaching, therefore, is the most important element in evaluation of teaching faculty. In order for candidates to be considered for promotion, their teaching performance must be viewed as satisfactory by students, colleagues, and administrators with respect to preparation, relevance to subject matter, and organization of material. Applicants for promotion to associate professor and professor must provide evidence that efforts beyond caretaker administration occur in those courses for which the faculty member has primary responsibility. Moreover, effective teaching assumes intellectual competence and integrity, innovative and effective pedagogical techniques that stimulate and direct student learning, cooperation with students and colleagues, and scholarly inquiry which results in constant assessment and improvement of courses and curricula consistent with new knowledge.

As evidence of accomplishment in teaching, faculty members should present such items as pedagogical materials including course syllabi and lecture outlines; summaries of anonymous student evaluations of teaching; letters of evaluation from colleagues or supervisors who visited their classes, observed their teaching in other ways, or taught the same students in subsequent courses; and the record of success of former students in graduate and professional colleges/universities and in subject-related careers.

Teaching also includes effective academic advising. Because the university identifies academic advising as a crucial element in students' educational development,

academic success, and post collegiate goals, quality advising is considered a significant component in the evaluation of faculty. Effective academic advisors demonstrate an interest in mentoring students, provide accurate information relating to the university core curriculum and major requirements, and assist students in identifying and pursuing educational goals. Faculty members should provide documentation of advising activities. Such evidence could include communications with students, number of advisees in relation to overall department average, peer evaluations, records of contributions to departmental advising events, and participation in advising related professional development opportunities.

2. **Library Faculty**

For library faculty, professional performance occupies a central position among librarian duties. Indeed, professional responsibilities consume the greatest amount of librarian energies and provide the primary arena to display librarian scholarship. Quality professional performance, therefore, is the most important element in evaluation. To be considered for promotion, a candidate's professional performance must be considered as satisfactory by clientele, colleagues, and administrators with respect to professional and intellectual competence; creativity and initiative in the performance of responsibilities; collections; skill in pursuing user needs and in stimulating faculty and student utilization of services and resources through individual or formal instruction; and a willingness to consider, suggest, and apply new ideas and alternative approaches to services. Applicants for promotion to associate professor and professor must provide evidence that efforts beyond caretaker administration occur in those areas for which they have primary responsibility. Moreover, being an effective librarian assumes a positive professional image and integrity, creative techniques that stimulate and direct student learning, cooperation with students and colleagues, and scholarly inquiry which results in constant review of products and services consistent with new knowledge.

Librarians should present evidence of performance of duties and responsibilities; summaries of anonymous evaluations; letters of citation from colleagues or supervisors who benefited from or observed their work, or worked with their clients in subsequent encounters; and the record of success of the use their clients make of their services.

B. **Scholarship and Professional Activity**

1. **Rank-Eligible Full-Time Teaching Faculty**

Scholarship. Scholarship is the foundation for teaching and professional activity. Applied and basic research, and creative works, contribute to faculty members' knowledge within their teaching fields, permit them to become productive scholars among peers in learned and professional societies and establish them as citizen-scholars who contribute to local and regional communities. Therefore, the pursuit of a definite, continuous program of studies, investigations, or creative works is essential.

Remembering that quality of scholarly production is considered more important than mere quantity, candidates should demonstrate evidence such as completed post-doctoral programs; research activities leading to participation in and papers presented to professional meetings and the publication of articles and books; creative works of literature, art or invention which result in publications, exhibits, and patents; peer-reviewed documentation of applied research projects and their impact; and the receipt of professional honors, grants, and awards.

Professional Activity. Active participation in organizations that stimulate and propagate knowledge in professional disciplines is an essential ingredient to

professional growth and development. Therefore, evidence of membership; committee service; offices held in professional organizations; and experience in organizing and assisting in conferences, workshops, and seminars are principal criteria to be considered for faculty promotion. Professional consultation; travel related to teaching and research; and recognition by one's peers through professional honors, grants, and awards should also be given serious consideration. Voluntary and philanthropic activities related to the faculty member's discipline or area of expertise should be considered where appropriate.

Professional activity includes the application of knowledge to address practical, social, political, or economic issues or challenges.

2. Clinical Faculty

Scholarship. Scholarship is the foundation for teaching and professional activity. Applied and basic research, and creative works, contribute to faculty members' knowledge within their teaching fields, permit them to become productive scholars among peers in learned and professional societies and establish them as citizen-scholars who contribute to local and regional communities. Therefore, the pursuit of a definite, continuous program of studies, investigations, or creative works is essential.

Remembering that quality of scholarly production is considered more important than mere quantity, candidates should demonstrate such evidence as collaborating with researchers or leading clinical research investigations; activities leading to participation in and papers presented to professional meetings and the publication of articles and books with a focus on clinical practice; establishing evidence-based practice protocol; peer-reviewed documentation of applied research projects and their impact; and the receipt of professional honors, grants, and awards.

Professional Activity. Active participation in organizations that stimulate and propagate knowledge in professional disciplines is an essential ingredient to professional growth and development. Therefore, evidence of membership; committee service; offices held in professional organizations; and experience in organizing and assisting in conferences, workshops, and seminars are principal criteria to be considered for faculty promotion. Professional consultation; travel related to teaching and research; and recognition by one's peers through professional honors, grants, and awards should also be given serious consideration. Voluntary and philanthropic activities related to the faculty member's discipline or area of expertise should be considered where appropriate. Professional activity includes the application of knowledge to address practical, social, political, or economic issues or challenges.

Practice (for Clinical Faculty). Practice is the foundation for teaching and professional activity in a practice, industrial, or professional discipline. Evidence in practice expertise include designing and implementing a clinical milieu for students' learning experiences; demonstrating leadership in practice through consultation and improvement of practice guidelines; and being recognized for practice expertise at the regional and national level.

3. Library Faculty

Scholarship. Scholarship is integral to the professional growth and development of the librarian and to his/her educational function in the University. Awareness of and contributions to current developments in the profession and appropriate subject files, continuing scholarly growth as exemplified by formal or informal study, independent research, and creative works not only contribute to librarians' knowledge within their

fields, but also permit them to become productive scholars among their peers in learned and professional societies. Each librarian, therefore, should pursue a definite, continuous program of studies, investigations, or creative works.

Remembering that quality of scholarly production is considered more important than mere quantity, candidates should demonstrate such evidence as continuing education courses, workshops, seminars, institutes, formal courses, or certificate programs; research activities leading to participation in and papers presented to professional meetings or publications of recognized merit; creative work which results in publications, exhibits, or demonstrable improvement of the profession; or the receipt of professional honors, grants, and awards.

Professional Activity. Active participation in organizations that stimulate and propagate knowledge in professional disciplines is an essential ingredient to professional growth and development. Therefore, evidence of membership; committee service; offices held in professional organizations; and experience in organizing and assisting in conferences, workshops, and seminars are principal criteria to be considered for promotion. Professional consultation; direction of a student's practice work; travel related to professional development and research; and recognition by one's peers through professional honors, grants, and awards should also be given serious consideration. Voluntary and philanthropic activities related to the librarian's discipline or area of expertise should be considered where appropriate.

C. **Service**

1. **Rank-Eligible Full-Time Teaching, Clinical and Library Faculty**

University Service. Faculty members are expected to be available for service to University faculty, students, and administration. They must show willingness to serve and to demonstrate efficient performance in such capacities as faculty governance, department/college and University-level committees, administrative assignments, sponsorship of student organizations, and other University-related activities.

Community Service. Service to groups, agencies, and institutions external to the University is a legitimate responsibility of faculty and is consistent with the mission statement of the University. In general, community service should result from carefully developed plans of activity. Persons who desire recognition for their service must document their work's effectiveness stemming from their disciplinary and professional expertise and skills.

D. **Criteria for Promotion and Tenure**

Criteria and requirements listed below should guide all concerned with academic promotions and/or tenure decisions. Mere attainment of these conditions does not, in itself, automatically justify promotion.

To be eligible for promotion to a higher rank at the time of application, one must ordinarily meet minimum requirements described below. Except under extraordinary circumstances, the following criteria should be fulfilled before eligibility for promotion is considered. (Eligibility is met when a candidate meets all requirements to be considered for promotion.)

Ordinarily faculty members serving a probationary period may not submit applications for promotion until the final year of probation, but application may be made earlier if eligible according to the quantitative and qualitative criteria.

Tenure can only be granted to those individuals who apply for and meet the criteria for promotion to the rank of associate professor, or who have already attained that rank at the

University of Southern Indiana. After satisfactory service during a probationary period and upon meeting the conditions below, a faculty member who holds the rank of assistant professor or higher shall be considered for academic tenure.

Once tenure is granted, an individual shall be terminated from employment only for adequate cause, except under extraordinary circumstances, like, but not limited to, financial exigencies, decrease in enrollments, or discontinuance of instructional programs.

Academic tenure status at the University of Southern Indiana is a privilege earned through service; it is not transferable from another institution.

The privilege of tenure depends on the individual's meeting these conditions:

1. On appointment to the rank of assistant professor or higher rank, and after having completed the probationary period of full-time service in accredited educational institutions, three years of which must have been served at the University of Southern Indiana, faculty members who meet criteria for promotion to associate professor or higher rank shall become eligible for tenure. Appointment to tenure will be by action of the University of Southern Indiana Board of Trustees upon the recommendation of the president.
2. Tenure is not given in administrative assignments.
3. Tenure is effective only with the beginning of the academic year (fall semester).
4. Tenure is ordinarily granted at the close of the probationary period, simultaneous with the consideration for promotion to associate professor. Faculty members who are unsuccessful in their application for promotion at the end of their probationary period shall not be granted tenure and their notification of non-reappointment will be dated not later than twelve months before the expiration of the appointment.
5. Probationary faculty members holding the rank of associate professor are not required to apply for promotion and tenure simultaneously. Untenured associate professors shall apply for tenure at the end of their probationary period, the length of which shall be mutually agreed upon at the time of hire.

Criteria for Rank-Eligible Teaching Faculty

Instructor to Assistant Professor

A. Quantitative Criteria

1. Should attain three years of teaching experience in rank.
2. Should complete 30 semester hours of graduate work beyond the master's degree, or the equivalent, in an area relevant to the teaching assignment.
3. Should have at least five years of teaching experience or equivalent professional experience.
4. Should have taught at the University of Southern Indiana at least three years.
5. Shall be eligible for promotion the academic year following completion of the doctorate or terminal degree.

B. Qualitative Criteria

1. Should meet the criteria for Assistant Professor in teaching, scholarship/professional activity and service.
 - a. Teaching: Teaching performance should be supported by demonstrable evidence of development in pedagogical techniques, cooperation with students and colleagues, and scholarly inquiry. Advising performance should be supported by demonstrable evidence of development in effective advising techniques.

- b. Scholarship and Professional Activity: Academic preparation should be sufficient for progress in teaching, independent scholarship, and creative work. A foundation of professional activity should be in evidence.
 - c. Service: University service should be in evidence at least at the college level. The candidate should demonstrate activity with the University's continuing education area or membership and activity in local community and public service agencies, groups, and other organizations.
2. Should have positive recommendations for promotion from the appropriate department and/or college committees, department chair, and dean.

Assistant Professor to Associate Professor

A. Quantitative Criteria

1. Should have attained an earned doctorate or terminal degree.
2. Should have attained four years in rank.
3. Should have attained ten years in rank and completed 60 semester hours of graduate work beyond the master's degree, or equivalent, in areas relevant to the teaching field if the doctorate or terminal degree has not yet been earned.
4. Should have at least five years of teaching experience or equivalent professional experience.
5. Should have taught at the University of Southern Indiana at least three years.
6. Should have received or be eligible to receive tenure. Individuals not currently tenured, who are applying for promotion to associate professor, are required to simultaneously apply for tenure.

B. Qualitative Criteria

1. Should meet criteria for Associate Professor in teaching, scholarship/professional activity, and service.
 - a. Teaching: Teaching performance should be supported by demonstrable evidence of continuing development and implementation of effective pedagogical techniques, evidence of student learning, cooperation with students and colleagues, and independent scholarly inquiry as reflected in the revision of course content to improve student learning. Advising performance should be supported by demonstrable evidence of engagement and understanding of departmental and university advising programs, processes, and goals.
 - b. Scholarship and Professional Activity: The production of scholarly or creative works should be of sufficient merit to gain local, state, or regional recognition. Significant involvement in advancing knowledge through participation in professional organizations and other professional activity at the local, state, or regional level should be apparent.
 - c. Service: Effective University service at various levels should be apparent. The candidate should demonstrate effective community service at various levels.
2. Should have positive recommendations for promotion from the appropriate department and/or college committees, department chair, and dean.

Associate Professor to Professor

A. Quantitative Criteria

1. Should have attained an earned doctorate or terminal degree.
2. Should have attained four years in rank.
3. Should have at least ten years of teaching experience or equivalent professional experience.
4. Should have taught at the University of Southern Indiana at least three years.
5. Should have held the doctorate or other terminal degree at least six years.

6. Should have received or be eligible to receive tenure. Individuals not currently tenured who are applying for promotion to professor, are required to simultaneously apply for tenure.
- B. Qualitative Criteria
1. Should meet criteria for Professor in teaching, scholarship/professional activity, and service.
 - a. Teaching: Teaching performance should be supported by demonstrable evidence of continuing development of effective pedagogical techniques and significant cooperation with students and colleagues, evidence of student learning supported by continuing scholarly inquiry through which new knowledge affects course and curricular revision to improve student learning. Advising performance should be supported by demonstrable evidence of engagement and understanding of departmental and university advising programs, processes, and goals. Faculty should be mentors for early career faculty.
 - b. Scholarship and Professional Activity: The production of scholarly or creative works should be of sufficient merit to gain regional, national, or international recognition. Leadership in advancing knowledge through participation in professional organizations and other professional activity at the local, state, regional, or national level should be clear.
 - c. Service: Effective leadership in University service at various levels should be apparent. Leadership within local and regional groups should be apparent.
 2. Should have positive recommendations for promotion from the appropriate department and/or college committees, department chair, and dean.

Criteria for Rank-Eligible Clinical Faculty

Instructor to Clinical Assistant Professor

- A. Quantitative Criteria
1. Should hold a master's degree in discipline or related field.
 2. Hold valid and unrestricted state/national certification/licensure in area of expertise.
- B. Qualitative Criteria
1. Should meet criteria for Assistant Professor in teaching, scholarship/professional activity, practice, and service.
 - a. Teaching: Teaching performance should demonstrate competency in classroom and clinical, industrial, or professional teaching; evidence of depth in area of specialty; and responsible for curriculum implementation and evaluation. Advising performance should be supported by demonstrable evidence of development in effective advising techniques.
 - b. Scholarship and Professional Activity: Academic preparation should be sufficient for progress in teaching, demonstrating expertise in clinical, industrial, or professional practice, and contributing to the development of materials pertinent to practice. A foundation of professional activity should be in evidence.
 - c. Practice: Designs and implements clinical, industrial, or professional environment for students' experiences, facilitates collaborative relationships, and has advanced clinical, industrial, or professional experience.
 - d. Service: University service should be in evidence at least at the college level. The candidate should demonstrate activity with the University's continuing education area or membership and activity in local community and public service agencies, groups, and other organizations.

2. Should have positive recommendations for promotion from the appropriate department and/or college committees, department chair/director, and dean.

Clinical Assistant Professor to Clinical Associate Professor

A. Quantitative Criteria

1. Should have attained the terminal degree in discipline as determined by the college and program.
2. Should have attained six years in Clinical Assistant Professor rank.
3. Hold valid and unrestricted state/national certification/licensure in area of expertise.
4. Should have taught at the University of Southern Indiana at least three years.

B. Qualitative Criteria

1. Should meet criteria for Associate Professor in teaching, scholarship/professional activity, practice, and service.
 - a. Teaching: Teaching performance should be supported by demonstrated evidence of effective classroom and/or clinical, industrial, or professional teaching; documentation of innovative student clinical experiences, evidence of student learning, and proof of leadership role in curriculum activities. Advising performance should be supported by demonstrable evidence of engagement and understanding of departmental and university advising programs, processes and goals.
 - b. Scholarship and Professional Activity: Assumes a leadership role in the development of materials pertinent to practice, presents evidence of clinical, industrial, or professional scholarship and/or applications, and initiates research utilization in practice setting. Has a regional reputation as an expert in clinical, industrial, or professional specialty. Significant involvement in advancing knowledge through participation in professional organizations and other professional activity at the local, state, or regional level should be apparent.
 - c. Practice: Demonstrates expertise through clinical, industrial, or professional practice and/or applications, leadership through clinical, industrial, or professional consultation and improvement of clinical, industrial, or professional guidelines. Also participates in the development of clinical, industrial, or professional programs.
 - d. Service: Effective University service at various levels should be apparent. The candidate should demonstrate effective community service at various levels.
2. Should have positive recommendations for promotion from the appropriate department and/or college committees, department chair/director, and dean.

Clinical Associate Professor to Clinical Professor

A. Quantitative Criteria

1. Should have attained an earned doctorate.
2. Should have attained four years in Clinical Associate Professor rank.
3. Hold valid and unrestricted state/national certification/licensure in area of expertise.
4. Should have taught at the University of Southern Indiana at least three years.

B. Qualitative Criteria

1. Should meet criteria for Professor in teaching, scholarship/professional activity, practice, and service.
 - a. Teaching: Teaching performance should be supported by demonstrable evidence of continuing development of effective teaching in classroom and/or clinical setting. Assumes leadership role in program development and evaluation, and mentors faculty in advising.
 - b. Scholarship and Professional Activity: The production of scholarly works should be of sufficient merit to gain regional and national recognition. Hold national reputation as an expert in clinical, industrial, or professional specialty and mentors early career faculty with scholarly activities. Leadership in advancing knowledge through participation in professional organizations and other professional activity at the local, state, regional or national level should be clear.
 - c. Practice: Demonstrates clinical, industrial, or professional expertise and leadership at regional and national levels and serves as a consultant to professional colleagues on practice at the regional or national level.
 - d. Service: Effective University service at various levels should be apparent. Leadership within local and regional groups should be apparent.
2. Should have positive recommendations for promotion from the appropriate department and/or college committees, department chair/director, and dean.

Criteria for Library Faculty

Affiliate to Assistant Professor

- A. Quantitative Criteria
 1. Should attain three years of librarian experience in rank.
 2. Should have at least one year of librarian experience or equivalent professional experience.
 3. Should have at least three years of librarian or equivalent professional experience at the University of Southern Indiana.
 4. Attainment of master's degree
- B. Qualitative Criteria
 1. Should meet criteria for assistant librarian in professional performance, scholarship/professional activity, and service.
 - a. Professional performance: Professional performance should be supported by demonstrable evidence of development of professional techniques, cooperation with students and colleagues, and scholarly inquiry.
 - b. Scholarship and Professional Activity: Academic preparation should be sufficient for progress in professional performance, independent scholarship, and creative work.
 - c. Service: University service should be apparent at least at the department level and may include committee work.
 2. Should have positive recommendations for promotion from the internal promotions committee and the director.

Assistant Professor to Associate Professor

- A. Quantitative Criteria
 1. Should have attained four years in rank.
 2. Should have at least five years of librarian or equivalent professional experience.

3. Should have at least three years of librarian or equivalent professional experience at the University of Southern Indiana.
 4. Should have received or be eligible to receive tenure. Individuals not currently tenured, who are applying for promotion to associate professor, are required to simultaneously apply for tenure
- B. Qualitative Criteria
1. Should meet criteria for associate professor in professional experience, scholarship/professional activity, and service.
 - a. Professional Performance: Professional performance should be supported by demonstrable evidence of continuing development of professional techniques, cooperation with students and colleagues, and independent scholarly inquiry as reflected in revision of services.
 - b. Scholarship and Professional Activity: The production of scholarly or creative works should be of sufficient merit to gain local, state, or regional recognition. These scholarly or creative works may consist of bibliographies; catalogs; indexes; exhibits; book reviews; pamphlets; consulting activities; bibliographical research including the identification and evaluation of literature for collection development; codification of professional practices including interdepartmental and departmental procedures; manuals; charting of operations; preparation of scholarly exhibits; development of subject indexes and classification schemes; in-depth visits and analysis of other library operations for the purpose of gaining insights into technical procedures, services, buildings, or new technology; development of professionally related skills, including computer programs, statistics, subject specialties, editing data bases; and evaluative studies of processes, procedures, or products; journal articles; booklets; book chapters; and other similar activities and works. Significant involvement in advancing knowledge through participation in professional organizations and other professional activity at the local, state, or regional level should be apparent.
 - c. Service: Effective University service at various levels should be apparent. The candidate should demonstrate effective community service at various levels.
 2. Should have positive recommendations for promotion from the internal promotions committee and the director.

Associate Professor to Professor

- A. Quantitative Criteria
1. Should have attained four years in rank.
 2. Should have a least ten years of librarian or equivalent professional experience.
 3. Should have at least three years of librarian or equivalent professional experience at the University of Southern Indiana.
 4. Should have held the terminal degree at least six years.
 5. Should have received or be eligible to receive tenure. Individuals not currently tenured, who are applying for promotion to associate professor, are required to simultaneously apply for tenure.
- B. Qualitative Criteria
1. Should meet criteria for professor in professional performance, scholarship/professional activity, and service.
 - a. Professional Performance: Professional performance should be supported by demonstrable evidence of continuing development of professional

techniques and significant cooperation with students and colleagues supported by continuing scholarly inquiry through which new knowledge affects products and services.

- b. Scholarship and Professional Activity: The production of scholarly or creative works should be of sufficient merit to gain recognition by publication or by receipt of a grant, fellowship, regional or national award or other special honor. These scholarly or creative works may consist of grants, bibliographic essays, significant catalogs, bibliographies, indexes, pamphlets, book chapters, booklets, exhibits, extensive reviews, subject indexes and classification schemes, analysis of other library operations resulting in major internal changes, development of professional skills contributing to major departmental or university improvement of services, books, journal articles, and other similar activities and works.
 - c. Service: Effective leadership in University service at various levels should be apparent. Leadership within local and regional groups should be apparent.
2. Should have positive recommendations for promotion from the internal promotions committee and the director.

E. PROCESS FOR PROMOTION AND TENURE FOR RANK- ELIGIBLE TEACHING AND LIBRARY FACULTY

During the probationary period, the appointee is given sequential term appointments of two two-year terms and a final appointment of three years.

1. The notification of reappointment or non-reappointment during the first two-year probationary appointment at the University of Southern Indiana shall be dated not later than December 15 of the second year of the first two-year appointment. The notification of reappointment or non-reappointment during the third or later year of probation at the University of Southern Indiana shall be dated not later than twelve months before the expiration of the appointment. (The notification shall be by first-class mail at the current address maintained by the Human Resources Office.)
2. If unusual circumstances exist, faculty members may submit a written request to break the sequence of the probationary period to the dean and the provost for approval.
3. Any interruption of the probationary period that reduces the time spent actually working during the academic year to less than a full-time service period will result in a delay of tenure eligibility until the entire probationary period has been completed.
4. During the probationary period, the faculty member shall have the same academic freedom enjoyed by all other members of the faculty.
5. At all levels of evaluation during the probationary period, faculty members will be notified of weaknesses or evidence of unsatisfactory performance or of any condition that might serve as a basis for non-renewal of their appointment.
6. Service under a part-time or adjunct appointment shall not be counted as part of the required probationary period of service.
7. Faculty members on term appointment may submit their resignation prior to the official notification of non-renewal of their appointment.
8. A leave of absence without pay granted during the probationary period will delay tenure eligibility.
9. If an appointee is granted one year of credit for service at another regionally accredited institution of higher education, the initial appointment shall be for one year. The appointee will receive notice of reappointment or non-reappointment by March 1 during the first year for a subsequent probationary two-year appointment. Assuming satisfactory performance during the two-year contract, the appointee will be eligible for a final probationary three-year appointment.

10. If an appointee is granted two years of credit for service at another regionally accredited institution of higher education, the initial appointment shall be for two years. The appointee will receive notice of reappointment or non-reappointment to the final probationary three-year appointment by December 15 of the second year of the initial two-year appointment.
11. If an appointee is granted three years of credit for service at another regionally accredited institution of higher education, the initial appointment shall be for one year. Before the end of the first year, the appointee will receive notice of reappointment or non-reappointment by March 1 for a final probationary three-year appointment.

F. PROCESS FOR REAPPOINTMENT AND PROMOTION FOR CLINICAL FACULTY

The appointee is given appointments for multi-year periods based on rank that are subject to satisfactory outcome of comprehensive reviews and needs by the program and college.

1. Faculty at the rank of Clinical Assistant Professor rank will hold two-year appointments that are renewable for two-year periods with yearly annual review. Faculty at the Clinical Associate Professor rank will hold three-year appointments that are renewable for three-year periods with yearly annual review. Faculty at the rank Clinical Professor will hold five-year appointments that are renewable for five year periods with yearly annual review.
2. Faculty must have held the rank of Clinical Assistant Professor for six years to be eligible for promotion to Clinical Associate Professor. Faculty at the rank of Clinical Assistant Professor are eligible to apply for promotion to Associate Clinical Professor during the fall of their seventh year of service. Faculty must hold the rank of Clinical Associate Professor for four years to be eligible for promotion to Clinical Professor. Faculty at the rank of Clinical Associate Professor are eligible to apply for promotion to Clinical Professor during the fall of their fifth year of service.
3. The notification of reappointment or non-reappointment for faculty at the rank of Clinical Assistant Professor at the University of Southern Indiana shall be dated not later than December 15 of the second year of the two-year appointment. The notification of reappointment or non-reappointment for faculty at the rank of Clinical Associate Professor at the University of Southern Indiana shall be dated not later than December 15 of the third year of the three-year appointment. The notification of reappointment or non-reappointment for faculty at the rank of Clinical Professor at the University of Southern Indiana shall be dated not later than December 15 of the fifth year of the five-year appointment. (The notification shall be by first-class mail at the current address maintained by the Human Resources Office.)
4. If unusual circumstances exist, faculty members may submit a written request to break the sequence of the appointment period to the dean and the provost for approval.
5. Any interruption of the appointment period that reduces the time spent actually working during the academic year to less than a full-time service period will result in a delay of promotion eligibility until the entire appointment period has been completed.
6. Clinical faculty members shall have the same academic freedom enjoyed by all other members of the faculty.
7. At all levels of evaluation during the appointment period, faculty members will be notified of weaknesses or evidence of unsatisfactory performance or of any condition that might serve as a basis for non-renewal of their appointment.
8. Service under a part-time or adjunct appointment shall not be counted as part of the required appointment period of service.
9. Faculty members on term appointment may submit their resignation prior to the official notification of non-renewal of their appointment.
10. A leave of absence without pay granted during the appointment period will delay promotion eligibility.