

# C.13 Academic Appointment, Promotion, and Tenure

**Date**  
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## C.13 Academic Appointment, Promotion, and Tenure

### 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. A faculty member is required to submit a Faculty Annual Report. The faculty member's department or academic unit is responsible for faculty annual evaluations and recommendations regarding salary, tenure, promotion, and reappointment. Counseling and disciplinary action are the responsibility of the department chair and academic unit head.

9. 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.
10. Faculty members may be appointed to perform academic duties in two or more departments. Those duties may include teaching, scholarship, or other services. For administrative purposes, one department is designated the faculty member's "home department." A faculty member's home department is responsible for tenure, promotion, reappointment, merit pay recommendations, and faculty annual evaluations. Counseling or disciplinary action is the responsibility of the department or academic unit and in consultation with the college dean or library director 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.
11. 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" follow the designation of rank.

## B. TYPES OF APPOINTMENT

### I. **Promotion-eligible Full-time Faculty**

Regular (non-temporary) faculty members may be appointed as promotion-eligible faculty on the tenure-eligible, clinical, instructor, or teaching track. All other faculty assignments are temporary

#### a. **Tenure-Eligible Full-time Faculty**

1. Regular full-time members of the tenure-eligible faculty appointed to serve in regular full-time assignments are:
  - i. Tenured or eligible for tenure 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;

- ii. Eligible for academic promotion in accordance with departmental, college, and University policies;
  - iii. Eligible for all privileges extended by the University to regular full-time faculty, including employee benefit programs identified in the letter of appointment;
  - iv. 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; and
  - v. Given assignments which are recommended by departmental chairs or supervisors, and which are in accordance with policies found in the University Handbook.
2. Tenure Track faculty appointments are pre-tenure positions with a defined timeline for evaluation towards tenure and promotion. Tenured faculty hold continuous appointment according to university policies and are eligible for promotion if at the rank of associate professor. Tenure Track and Tenured Faculty will be evaluated in the areas of teaching and advising/ mentoring, scholarship and professional activity, and service.

Ranks which may be assigned to Tenure-Eligible Full-time Faculty include the following:

- **Assistant Professor.** Persons with an earned doctorate or terminal degree as determined by the discipline and approved by the provost in consultation with the dean or library director and has little or no professional academic experience are usually appointed to the rank of assistant professor. A faculty member hired at the rank of Assistant Professor and not yet holding the required doctorate or terminal degree at time of start, must complete the required degree within the time indicated in the appointment letter. The individual does not need to apply for this position again if the required doctoral or terminal degree is earned in the time indicated on the appointment letter. Also, the tenure timeline begins in the fall of the academic year following the faculty member's completion of that degree.
- **Associate Professor.** The associate professor holds an earned doctorate or terminal degree as determined by the discipline and approved by the provost in consultation with the dean or library director and meet the quantitative criterion for professional experience.
- **Professor.** The professor holds an earned doctorate or terminal degree as determined by the discipline and approved by the provost in consultation with the dean or library director and meet the quantitative criterion for 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.

#### **b. Promotion-Eligible Full-time Clinical Faculty**

1. Regular full-time members of the clinical faculty appointed to serve in regular full-time assignments are:
  - i. Eligible for clinical track rank 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;
  - ii. Eligible for academic promotion in accordance with departmental, college, and University policies;
  - iii. Eligible for all privileges extended by the University to regular full-time faculty, including employee benefit programs identified in the letter of appointment;
  - iv. 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; and
  - v. Given assignments which are recommended by departmental chairs or supervisors, and which are in accordance with policies found in the University Handbook.
2. Clinical faculty appointments are non-tenure positions with the same ranks as tenure track/tenured faculty but provide for renewable term appointment and are eligible for promotion. Clinical Faculty serve primarily in practice disciplines and will be evaluated in the areas of teaching and advising/mentoring, professional activity, and service as are tenure track/tenured faculty. The practice and scholarship expectations of clinical faculty consist of a focus on application, evaluation, and dissemination of clinical, industrial, or professional disciplines.

Ranks which may be assigned to Promotion-Eligible Full-time Clinical Faculty include the following:

- **Clinical Assistant Professor.** Persons with an earned doctorate or terminal degree as determined by the discipline and approved by the provost in consultation with the dean or library director and has little or no professional academic experience are usually appointed to the rank of clinical assistant professor. If a faculty member is hired in the rank of Clinical Assistant Professor and not yet holding the required doctorate or terminal degree at time of start, they must complete the required degree within the time indicated in the appointment letter. The individual does not need to apply for this position again if the required doctoral or terminal degree is earned in the time indicated on the appointment letter. Also, their review timeline starts the academic year following the completion of that degree.
- **Clinical Associate Professor.** The clinical associate professor holds an earned doctorate or terminal degree as determined by the discipline and approved by the provost in consultation with the dean or library director and meet the quantitative criterion for professional experience.
- **Clinical Professor.** The clinical professor holds an earned doctorate or terminal degree as determined by the discipline and approved by the provost in consultation with the dean or library director and meet the quantitative criterion for professional experience.

#### **c. Promotion-Eligible Full-time Instructor and Teaching Faculty**

1. Members of the instructor or teaching faculty appointed to serve in **specified assignments** and may be 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. Instructor and Teaching faculty are:
  - i. Eligible for, but not entitled to expect, renewal of appointments following the expiration of their current appointments;
  - ii. Eligible for academic promotion in accordance with departmental, college, and University policies;
  - iii. Given assignments which are recommended by department chairs or supervisors and which are in accordance with policies found in the University Handbook;
  - iv. Eligible, if 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.

Instructor and Teaching faculty are accorded the following privileges:

Full-time Instructor and Teaching faculty may participate in the staff benefit programs of the University as stated in Section C of the University Handbook.

2. Instructor and Teaching faculty appointments are non-tenure positions and provide for renewable term appointment and are eligible for promotion. Rank-eligible Instructor Faculty and Teaching Faculty will be evaluated in the areas of teaching and service, as well as advising/mentoring and professional activity, as applicable.

Ranks which may be assigned to Promotion-Eligible Full-time Instructor and Teaching Faculty include the following:

- **Instructor Track**
  - **Instructor.** Renewable annual appointment for persons who hold at least a master's degree as determined by the discipline and approved by the provost in consultation with the dean or library director with little or no full-time teaching experience at the university level.
  - **Advanced Instructor.** Renewable three-year appointment for persons who hold at least a master's degree and meet the quantitative criterion for full-time teaching experience at the university level with demonstrated teaching effectiveness.
  - **Senior Instructor.** Renewable five-year appointment for persons who hold at least a master's degree and meet the quantitative criteria for full-time teaching experience at the university level with demonstrated teaching effectiveness.
- **Teaching Faculty Track**
  - **Teaching Assistant Professor.** Renewable annual appointment for persons who hold a doctorate or terminal degree as determined by the discipline and approved by the provost in consultation with the dean or library director and has little or no full-time teaching experience at the university level.
  - **Teaching Associate Professor.** Renewable three-year appointment for persons who hold a doctorate or terminal degree as determined by the discipline and approved by the provost in consultation with the dean or library director and meet the quantitative criteria for full-time teaching experience at the university level with demonstrated teaching effectiveness.

- **Teaching Professor.** Renewable five-year appointment for persons who hold a doctorate or terminal degree as determined by the discipline and approved by the provost in consultation with the dean or library director and meet the quantitative criterion for full-time teaching experience at the university level with demonstrated teaching effectiveness.

## II. Affiliate and Temporary Teaching Faculty

- A. 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.
- B. 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 teaching faculty assigned to teach full-time may be assigned for one semester or for an academic year.
  2. Temporary teaching 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 Teaching Faculty are not considered members of the voting faculty as defined in Article I of the Faculty Constitution.
- C. Ranks which may be assigned include the following:
  1. **Lecturer:** The title "Lecturer" 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 a Lecturer must be approved by the academic department and recommended through the usual procedure. Lecturers 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.

7. 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.
8. 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. CRITERIA FOR FACULTY ANNUAL EVALUATIONS

All full-time faculty are evaluated on an annual basis through the Faculty Annual Report. Faculty are evaluated on 1) teaching/professional performance, 2) scholarship and professional activity (**as applicable**), and 3) service.

Additionally, faculty must meet the following criteria:

1. helped the institution foster a culture of free inquiry, free expression, and intellectual diversity within the institution;
2. introduced students to scholarly works from a variety of political or ideological frameworks that may exist within the curricula by the faculty of the institution under authority delegated by the Board of Trustees of the institution;
3. while performing teaching duties within the scope of the faculty member's employment, refrained from subjecting students to views and opinions concerning matters not related to the faculty member's academic discipline or assigned course of instruction;

4. adequately performed academic duties and obligations; and met any other criteria established by the board of trustees.
5. If a complaint has been received and is substantiated regarding any of the above items 1-4, the complaint must be addressed in the faculty annual report and evaluation.

Faculty Annual Reports are evaluated by the faculty member's department chair or academic unit head and college dean or library director. The faculty member's annual evaluation will be shared with the faculty member.

Evaluations regarding a faculty member's annual report may not consider:

1. A faculty member's expression of dissent or engagements in research or public commentary on subjects;
2. Criticism of the institution's leadership; or
3. Engagement in any political activity conducted outside the faculty member's teaching or mentoring duties at the institution.

Counseling or disciplinary action may result if the faculty member does not meet the criteria outlined above and is the responsibility of the department chair or academic unit head. Disciplinary actions may include professional development, a performance improvement plan, counseling, salary reduction, demotion, termination, or other disciplinary action as determined by the institution.

## **E. PROMOTION AND TENURE FOR TENURE TRACK AND LIBRARY FACULTY**

Members of the regular, full-time Tenure Track and Tenured 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 recommendations about initial appointments, promotion, and tenure, members of the promotion-eligible faculty, chairs, and administrators should consider achievements in the following basic areas: 1) teaching (professional performance for library faculty), 2) scholarship and professional activity, and 3) service.

Recommendations regarding a faculty member's tenure or promotion may not consider:

1. A faculty member's expression of dissent or engagements in research or public commentary on subjects;
2. Criticism of the institution's leadership; or
3. Engagement in any political activity conducted outside the faculty member's teaching or mentoring duties at the institution.

### **I. Evaluation Areas for Promotion-Eligible Tenure Track and Library Faculty**

#### **a. Teaching**

For promotion-eligible Tenure and Tenured track faculty, teaching occupies a central position among academic duties. Quality teaching, therefore, is the most important element in evaluation of faculty. For candidates to be considered for promotion, their teaching performance must be viewed as satisfactory by students, colleagues, and administrators with respect to supporting learning in alignment with program, college, and university goals preparation, relevance to subject matter, and

organization of material. Applicants for promotion to associate professor and professor ranks 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 (including experiential and/or service learning opportunities), cooperation with students and colleagues, and scholarly inquiry which results in constant assessment and improvement of courses and curricula consistent with new knowledge.

A faculty member may not be granted tenure or a promotion if the faculty member is

1. unlikely to foster a culture of free inquiry, free expression, and intellectual diversity within the institution;
2. unlikely to expose students to scholarly works from a variety of political and ideological frameworks that may exist within and are applicable to the faculty member's academic discipline; or
3. unlikely, while performing teaching duties within the scope of the faculty member's employment, to refrain from subjecting students to political or ideological views and opinions that are not related to the faculty member's discipline or assigned course of instruction.

As evidence of accomplishment in teaching, faculty members should present such items as pedagogical materials including course syllabi and lecture outlines; statement on the philosophy of teaching or pedagogy; summaries of anonymous course perception surveys; 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 advising and mentoring. Because the university identifies student advising (broadly defined) as a crucial element in students' educational development, academic success, and post collegiate goals, quality advising, and mentoring is considered a significant component in the evaluation of faculty. Effective advisors demonstrate an interest in mentoring students, provide accurate information relating to the university core curriculum and major/credential requirements, and assist students in identifying and pursuing educational goals. Faculty members should provide documentation of advising activities. Examples of such evidence may include, but are not limited to, communications with students, number of advisees in relation to overall department average, writing letters of recommendation, records of contributions to advising and mentoring events, and participation in advising/mentoring-related professional development opportunities.

### **Professional Performance – 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.

A library faculty member may not be granted tenure or a promotion if the library faculty member is:

1. unlikely to foster a culture of free inquiry, free expression, and intellectual diversity within the institution;
2. unlikely to expose students to scholarly works from a variety of political and ideological frameworks that may exist within and are applicable to the faculty member's academic discipline; or
3. unlikely, while performing teaching duties within the scope of the faculty member's employment, to refrain from subjecting students to political or ideological views and opinions that are not related to the faculty member's discipline or assigned course of instruction.

Library faculty 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**

**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 scholars who contribute to local, state, regional, or national communities (as defined for the rank). Therefore, the pursuit of a definite, continuous program of studies, investigations, or creative works is essential.

The quality of scholarly production is considered more important than mere quantity. Examples of evidence in scholarship may include, but are not limited to, 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; grant applications; and/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 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.

c. **Service**

**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 impactful performance in such capacities such 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 and contributions stemming from their disciplinary and professional expertise and skills.

## **II. Criteria for Tenure and/or Promotion for Tenure Track and Library Faculty**

Criteria and requirements listed below should guide all concerned with academic promotions and/or tenure decisions of Tenure track/Tenured faculty. 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. See the Procedures for Promotion in the Faculty Handbook.

Ordinarily faculty members serving a pre-tenure period may not submit applications for promotion until the final year, 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 pre-tenure 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 pre-tenure 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 pre-tenure 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 pre-tenure 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. Pre-tenure 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 pre-tenure period, the length of which shall be mutually agreed upon at the time of hire.

## **Promotion from Assistant Professor to Associate Professor**

### **A. Quantitative Criteria**

To be eligible for promotion (and tenure), all the following criteria must be met:

1. Should have attained a doctorate or terminal degree as determined by the discipline and approved by the provost in consultation with the dean or library director.
2. Should have completed five years total in Assistant Professor rank.

3. Should have completed 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 as determined by the discipline and approved by the provost in consultation with the dean or library director 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**

Should meet criteria for Associate Professor in teaching, scholarship/professional activity, and service.

### **1. Teaching:** Teaching performance should be supported by:

- evidence of continuing development and implementation of effective pedagogical techniques, including experiential and/or service learning,
- evidence of student learning,
- collaboration with students and colleagues in course improvement and/or curriculum development, and evaluation or scholarly inquiry resulting in the revision of teaching, course design, and/or course content to improve student learning.

Advising performance should be supported by demonstrable evidence of engagement and understanding of departmental and university advising/mentoring programs, processes, and goals.

### **Professional Performance – Library Faculty**

As the primary basis for tenure and promotion to Associate Professor, excellence in librarianship must include:

- Demonstrable growth in knowledge of general librarianship and unit responsibilities
- Evidence of development of professional techniques and collaboration with students, faculty members, or colleagues
- Demonstrable competence, creativity, and initiative in the performance of professional responsibilities
- Demonstrable effectiveness in applying subject knowledge and techniques in managing library collections
- Demonstrable skill in meeting user needs and in stimulating wider use of resources
- Monitoring and assessing changing patterns and emerging trends in order to anticipate user needs

### **2. 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.

### **3. Service:** Participation in and contribution to University service at various levels (program, department, college) should be apparent. The candidate should demonstrate participation in and contribution to community service.

## **Promotion from Associate Professor to Professor**

## **A. Quantitative Criteria**

To be eligible for promotion (and tenure), all of the following criteria must be met:

1. Should have held for at least six years the doctorate or terminal degree as determined by the discipline and approved by the provost in consultation with the dean or library director.
2. Should have completed four years in Associate Professor 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 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**

Should meet criteria for Professor in teaching, scholarship and professional activity, and service.

1. **Teaching:** Teaching performance should be supported by:

- evidence of continuing development and implementation of effective pedagogical techniques in classroom or professional teaching, including experiential and/or service learning,
- evidence of student learning, including continuing scholarly inquiry and knowledge generation on course and curricular revision to improve student learning, and
- significant collaboration with students or colleagues in course and curricular development/revision and evaluation to improve student learning.

Advising performance should be supported by demonstrable evidence of engagement and understanding of departmental and university advising/mentoring programs, processes, and goals. Faculty should be mentors for early career faculty.

### **Professional Performance – Library Faculty**

Promotion is based upon achievement beyond the level required for Associate Professor. The librarian rated as excellent is proficient in the performance of professional responsibilities and thinks critically about his or her area of responsibility. The librarian uses professional experience, knowledge of appropriate research, and creativity to lead others in solving problems and/or improving services. The librarian must demonstrate:

- Exceptional innovation, initiative, and/or impact on identified constituencies, the library, and/or the university
- Demonstrable growth and effective use of knowledge of general librarianship, unit responsibilities and subject specialization
- Evidence of growth in collaboration with students, colleagues, or community
- Demonstrable growth in competence, creativity, and evidence of leadership initiative in the performance of professional responsibilities
- Demonstrable growth and effectiveness in applying subject knowledge and techniques in library services



**2. 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.

**3. Service:** Participation in and contribution to University service at various levels (program, department, college) should be apparent. The candidate should demonstrate participation in and contribution to community service

## F. PROCESS FOR PROMOTION AND TENURE FOR TENURE TRACK AND LIBRARY FACULTY

During the **pre-tenure period**, the faculty member may be reappointed for sequential term appointments of two two-year terms and a final appointment of three years subject to satisfactory outcome of comprehensive reviews and needs by the program and college.

1. The notification of reappointment or non-reappointment during the first two-year pre-tenure 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 pre-tenure period 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 pre-tenure period to the dean and the provost for approval.
3. Any interruption of the pre-tenure period that reduces the time spent working during the academic year to less than a full-time service period will result in a delay of tenure eligibility until the entire pre-tenure probationary period has been completed.
4. During the pre-tenure period, the faculty member shall have the same academic freedom enjoyed by all other members of the faculty.
5. Should have evaluation for promotion from chair, committee(s), dean/director, and provost. The faculty member must submit portfolio/evaluation materials, according to guidelines, for review.
6. At all levels of evaluation during the pre-tenure period, faculty members will be notified of their specific achievements, strengths, and weaknesses in the applicable evaluation areas, including comments on progress towards reappointment or promotion based on the criteria, or of any condition that serve as a basis for non-renewal of their appointment.
7. Service under a part-time or adjunct appointment shall not be counted as part of the required pre-tenure period of service.
8. Faculty members on term appointment may submit their resignation prior to the official notification of non-renewal of their appointment.
9. A leave of absence without pay granted during the pre-tenure period will delay tenure eligibility.
10. 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 pre-tenure two-year appointment. Assuming satisfactory performance during the two-year appointment, the appointee will be eligible for a final pre-tenure three-year appointment.

11. 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 pre-tenure three-year appointment by December 15 of the second year of the initial two-year appointment.
12. 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 pre-tenure three-year appointment.

For tenured faculty:

1. Faculty must have held rank for the duration specified in the quantitative criteria for promotion.
2. Faculty must meet all the quantitative criteria for promotion to be eligible to apply for promotion. Faculty are eligible to apply for tenure during the fall semester that follows the academic year in which the years in rank criterion are met.
3. Should have evaluation for tenure from chair, committee(s), dean/director, and Provost. The faculty member must submit portfolio/evaluation materials for review.
4. At all levels of evaluation, faculty members will be notified of their specific achievements, strengths, and weaknesses in the applicable evaluation areas, including comments on progress towards reappointment or promotion based on the criteria, or of any condition that might serve as a basis for non-recommendation of promotion.
5. A leave of absence without pay granted during the pre-tenure period will delay promotion eligibility.

## G. PROMOTION FOR CLINICAL FACULTY

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

Recommendations regarding a clinical faculty member's promotion may not consider:

1. A faculty member's expression of dissent or engagements in research or public commentary on subjects;
2. Criticism of the institution's leadership; or
3. Engagement in any political activity conducted outside the faculty member's teaching or mentoring duties at the institution.

### I. Evaluation Areas for Promotion-Eligible Clinical Faculty

1. **Teaching.** For promotion-eligible Clinical faculty, teaching occupies a central position among academic duties. Quality teaching, therefore, is the most important element in evaluation of faculty. For candidates to be considered for promotion, their teaching performance must be viewed as satisfactory by students, colleagues, and administrators with respect to supporting learning in alignment with program, college, and university goals preparation, relevance to subject matter, and organization of material. Applicants for promotion to associate professor and professor ranks 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 (including experiential and/or service-learning opportunities), cooperation with students and colleagues, and scholarly inquiry which results in constant assessment and improvement of courses and curricula consistent with new knowledge.

A faculty member may not be granted tenure or a promotion if the faculty member is

1. unlikely to foster a culture of free inquiry, free expression, and intellectual diversity within the institution;
2. unlikely to expose students to scholarly works from a variety of political and ideological frameworks that may exist within and are applicable to the faculty member's academic discipline; or
3. unlikely, while performing teaching duties within the scope of the faculty member's employment, to refrain from subjecting students to political or ideological views and opinions that are not related to the faculty member's discipline or assigned course of instruction.

As evidence of accomplishment in teaching, faculty members should present such items as pedagogical materials including course syllabi and lecture outlines; statement on the philosophy of teaching or pedagogy; summaries of anonymous course perception surveys; 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 advising and mentoring. Because the university identifies student advising (broadly defined) as a crucial element in students' educational development, academic success, and post collegiate goals, quality advising, and mentoring is considered a significant component in the evaluation of faculty. Effective advisors demonstrate an interest in mentoring students, provide accurate information relating to the university core curriculum and major/credential requirements, and assist students in identifying and pursuing educational goals. Faculty members should provide documentation of advising activities. Examples of such evidence may include, but are not limited to, communications with students, number of advisees in relation to overall department average, writing letters of recommendation, records of contributions to advising and mentoring events, and participation in advising/mentoring-related professional development opportunities.

- b. **Practice and Scholarship.** Practice and scholarship are the foundation for teaching and professional activity in clinical, industrial, or professional disciplines. A combination of practice, scholarship, and professional activity, considered holistically, demonstrates intellectual engagement during the period of evaluation. Examples of evidence in practice expertise may include, but are not limited to, 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 geographic level defined for the rank.

Professional practice, scholarly practice, scholarship, applied research, basic research, and/or creative works contribute to faculty members' knowledge within their teaching fields, permit them to become productive scholars among peers in learned and professional societies who contribute to local, state, regional, or national communities (as defined for the rank). Therefore, the pursuit of a definite, continuous program of studies, investigations, or creative works is essential.

The quality of contributions to practice and/or scholarly production is considered more important than mere quantity. Examples of evidence in scholarship may include, but are not limited to, collaborating with researchers or leading clinical research investigations; activities leading to participation in scholarly activities presented at professional meetings; the publication of articles, reports, and/or books with a focus on clinical or professional practice; establishing evidence-based practice protocol; creative works of literature, art, or invention which result in publications, exhibits, or patents; peer-reviewed documentation of applied research projects and their impact; grant applications; and/or the receipt of professional honors, grants, or 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; professional consultation; travel related to teaching and research; and recognition by one's peers through professional honors, grants, and/or awards are principal criteria to be considered for faculty promotion. 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.

c. **Service**

**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 impactful performance in such capacities such 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 and contributions stemming from their disciplinary and professional expertise and skills.

## **II. Criteria for Promotion for Clinical Faculty**

Criteria and requirements listed below should guide all concerned with academic promotions decisions of Clinical Track faculty. 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. See the Procedures for Promotion in the Faculty Handbook.

### **Clinical Assistant Professor to Clinical Associate Professor**

#### **A. Quantitative Criteria**

To be eligible for promotion, all the following criteria must be met:

1. Should have attained the **terminal degree** or doctorate as determined by the-discipline and approved by the provost in consultation with the dean or library director.
2. Should have completed five years total in Clinical Assistant Professor rank.
3. Hold valid and unrestricted state/national certification/licensure in area of expertise.
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.

#### **B. Qualitative Criteria**

Should meet criteria for Clinical Associate Professor in teaching, practice/scholarship/ professional activity, and service.

##### **1. Teaching:** Teaching performance should be supported by:

- evidence of continuing development and implementation of effective pedagogical techniques in classroom and/or clinical, industrial, or professional teaching, including experiential and/or service learning,
- evidence of student learning, and
- collaboration with students or colleagues in course improvement and/or curriculum development and evaluation to improve student learning.

Advising performance should be supported by demonstrable evidence of engagement and understanding of departmental and university advising/mentoring programs, processes, and goals.

## **2. Practice, Scholarship, and Professional Activity:**

The performance of practice and production of scholarly or creative works should be of sufficient merit to gain a local, state, or regional recognition as an expert in clinical, industrial, or professional disciplines. Significant involvement in advancing knowledge through participation in professional organizations and other professional activity at the local, state, or regional level should be apparent.

**3. Service:** Participation in and contribution to University service at various levels (program, department, college) should be apparent. The candidate should demonstrate participation in and contribution to community service

## **Clinical Associate Professor to Clinical Professor**

### **A. Quantitative Criteria**

To be eligible for promotion, all of the following criteria must be met:

1. Should have attained a **doctorate or terminal degree** as determined by the discipline and approved by the provost in consultation with the dean or library director.
2. Should have completed four years in Clinical Associate Professor 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.

Hold valid and unrestricted state/national certification/licensure in area of expertise.

### **B. Qualitative Criteria**

Should meet criteria for Clinical Professor in teaching, practice/scholarship/ professional activity, and service.

**1. Teaching:** Teaching performance should be supported by:

- evidence of continuing development and implementation of effective pedagogical techniques in classroom and/or clinical, industrial, or professional teaching, including experiential and/or service learning,
- evidence of student learning, and
- significant collaboration with students or colleagues in course and curricular development/revision and evaluation to improve student learning.

Advising performance should be supported by evidence of engagement and understanding of departmental and university advising/mentoring programs, processes, and goals. Faculty should be peer mentors in teaching and/or advising.

**2. Practice, Scholarship, and Professional Activity:** The performance of practice and production of scholarly or creative works should be of sufficient merit to gain regional, national, or international recognition as an expert in clinical, industrial, or professional disciplines. Leadership in advancing knowledge through participation in professional organizations and other professional activity at the local, state, regional, national, or international level should be clear.

**3. Service:** Participation in and contribution to University service at various levels (program, department, college) should be apparent. The candidate should demonstrate participation in and contribution to community service.

## H. 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 annual review. Faculty at the Clinical Associate Professor rank will hold three-year appointments that are renewable for three-year periods with annual review. Faculty at the rank Clinical Professor will hold five-year appointments that are renewable for five-year periods with annual review.
2. Faculty must have held the rank of Clinical Assistant Professor for five 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 sixth 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. Should have **evaluation for reappointment and promotion** from chair, committee(s), dean/director, and provost. The faculty member must submit portfolio/evaluation materials for reappointment and promotion review, according to guidelines.
4. 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.)
5. 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.
6. 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.
7. Clinical faculty members shall have the same academic freedom enjoyed by all other members of the faculty.

8. At all levels of evaluation during the appointment period, faculty members will be notified of their specific achievements, strengths, and weaknesses in the applicable evaluation areas, including comments on progress towards reappointment or promotion based on the criteria, or of any condition that serve as a basis for non-renewal of their appointment.
9. Service under a part-time or adjunct appointment shall not be counted as part of the required appointment period of service.
10. Faculty members on term appointment may submit their resignation prior to the official notification of non-renewal of their appointment.
11. A leave of absence without pay granted during the appointment period will delay promotion eligibility.

## I. PROMOTION FOR INSTRUCTOR AND TEACHING FACULTY

Promotion-eligible Instructor and Teaching Faculty may, but are not required to, apply for promotion. Additionally, promotion-eligible Instructor and Teaching Faculty who apply for, but are denied promotion, maintain their current rank and appointment status. Moreover, decisions on promotions for Instructor and Teaching Faculty are a separate process from and has no bearing on the annual review of performance and appointment renewals.

Recommendations regarding a instructor of teaching faculty member's promotion may not consider:

1. A faculty member's expression of dissent or engagements in research or public commentary on subjects;
2. Criticism of the institution's leadership; or
3. Engagement in any political activity conducted outside the faculty member's teaching or mentoring duties at the institution.

### I. Evaluation Areas for Promotion-Eligible Instructor and Teaching Faculty

**Teaching.** For promotion-eligible Instructor Track and Teaching Faculty, teaching occupies a central position among academic duties. Quality teaching, therefore, is the most important element in evaluation of teaching faculty. For candidates to be considered for promotion, their teaching performance must be viewed as satisfactory by students, colleagues, and administrators with respect to supporting learning in alignment with program, college, and university goals. 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 course perception surveys; 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.



In some cases, promotion-eligible Instructor track and Teaching faculty members may be involved in student advising and mentoring (broadly defined), as these are a crucial element in students' educational development, academic success, and post collegiate goals. Thus, where applicable, quality advising and mentoring may be considered a component in the evaluation of faculty. Effective advisors demonstrate an interest in mentoring students, provide accurate information relating to the university core curriculum and major/credential requirements, and assist students in identifying and pursuing educational goals.

**Professional Activity** (as applicable).

In some cases, promotion-eligible Instructor and Teaching faculty members may have active participation in organizations that stimulate and propagate knowledge in professional disciplines as an essential ingredient to professional growth and development. As such, evidence of membership; committee service; offices held in professional organizations; and experience in organizing and assisting in conferences, workshops, and seminars; professional consultation; travel related to teaching and research; and recognition by one's peers through professional honors, grants, and/or awards may be considered for faculty promotion. 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.

**Service**

**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 impactful performance in capacities such 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, organizations, agencies, and institutions external to the University is a legitimate responsibility of faculty and is consistent with the mission statement of the University. Community service may include involvement in community affairs; and governmental, industrial, public, and private organizations and demonstrates competence in extending the university's specialized knowledge at the local, state, national, and global levels. 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 and contributions stemming from their disciplinary and professional expertise and skills.

## **II. Criteria for Promotion for Instructor and Teaching Faculty**

Criteria and requirements listed below should guide all concerned with the promotion of promotion-eligible Instructors and Teaching Faculty. 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. See the Procedures for Promotion in the Faculty Handbook.

In general, when making recommendations about initial appointments, and promotion, achievements in the following basic areas should be considered: teaching and service, as well as advising/mentoring and professional activity, as applicable.

### **Instructor to Advanced Instructor**

#### **A. Quantitative Criteria**

To be eligible for promotion, all the following criteria must be met:

1. Should have attained a master's degree as determined by the discipline and approved by the provost in consultation with the dean or library director.
2. Should have completed five years total in Instructor rank.
3. Must have at least five years teaching experience at the University of Southern Indiana.

#### **B. Qualitative Criteria**

Should meet criteria for Advanced Instructor in teaching and service.

1. **Teaching:** Teaching performance should be supported by:

- evidence of continuing development and implementation of effective pedagogical techniques,
- evidence of student learning,
- collaboration with students or colleagues in course improvement and/or curriculum development, and evaluation to improve student learning.

For some promotion-eligible Instructor faculty, advising performance may be considered by evidence of engagement and understanding of departmental and university advising/mentoring programs, processes, and goals, as applicable.

2. **Service:** Engagement and participation in University and/or Community service should be apparent.

3. **Professional Activity** (as applicable)

In some cases, Instructor faculty members may have involvement in advancing knowledge through participation in professional organizations and other professional activity at the local, state, or regional level. This professional activity may **be considered, as applicable, but is not required**

### **Advanced Instructor to Senior Instructor**

#### **A. Quantitative Criteria**

To be eligible for promotion, all of the following criteria must be met:

1. Should have attained a master's degree as determined by the discipline and approved by the provost in consultation with the dean or library director.
2. Should have completed four years in rank as Advanced Instructor.
3. Should have at least ten years teaching experience.
4. Should have taught at the University of Southern Indiana at least three years.

#### **B. Qualitative Criteria**

Should meet criteria for Senior Instructor in teaching and service.

1. **Teaching:** Teaching performance should be supported by:

- evidence of continuing development and implementation of effective pedagogical techniques in classroom and/or clinical, industrial, or professional teaching,
- evidence of student learning, and
- significant collaboration with students or colleagues in course and curricular development/revision and evaluation to improve student learning.

For some promotion-eligible Instructor faculty, advising performance may be considered by evidence of engagement and understanding of departmental and university advising/mentoring programs, processes, and goals, as applicable.

2. **Service:** Sustained University and/or Community service should be apparent and impactful.

3. **Professional Activity** (as applicable)

In some cases, Instructor faculty members may have involvement in advancing knowledge through participation in professional organizations and other professional activity at the local, state, or regional level. This professional activity may be considered, as applicable, but is not required.

### **Teaching Assistant Professor to Teaching Associate Professor**

#### **A. Quantitative Criteria**

To be eligible for promotion, all the following criteria must be met:

1. Should have attained a doctorate or terminal degree as determined by the discipline and approved by the provost in consultation with the dean or library director.
2. Should have completed five years total in Teaching Assistant Professor rank.
3. Must have at least five years teaching experience at the University of Southern Indiana.

#### **B. Qualitative Criteria**

Should meet criteria for Teaching Associate Professor in teaching and service.

1. **Teaching:** Teaching performance should be supported by:

- evidence of continuing development and implementation of effective pedagogical techniques,
- evidence of student learning,
- collaboration with students or colleagues in course improvement and/or curriculum development, and evaluation to improve student learning.

For some promotion-eligible Teaching faculty, advising performance may be considered by evidence of engagement and understanding of departmental and university advising/mentoring programs, processes, and goals, as applicable.

2. **Service:** Engagement and participation in University and/or community service should be apparent.

3. **Professional Activity** (as applicable)

In some cases, Promotion-eligible Teaching faculty members may have involvement in advancing knowledge through participation in professional organizations and other professional activity at the local, state, or regional level. This professional activity may be considered, as applicable, but is not required.

## **Teaching Associate Professor to Teaching Professor**

### **A. Quantitative Criteria**

To be eligible for promotion, all of the following criteria must be met:

1. Should have attained a doctorate or terminal degree as determined by the discipline and approved by the provost in consultation with the dean or library director.
2. Should have completed four years in rank as Teaching Associate Professor.
3. Should have at least ten years teaching experience.
4. Should have taught at the University of Southern Indiana at least three years.

### **B. Qualitative Criteria**

Should meet criteria for Teaching Professor in teaching and service.

1. **Teaching:** Teaching performance should be supported by:

- evidence of continuing development and implementation of effective pedagogical techniques in classroom and/or clinical, industrial, or professional teaching,
- evidence of student learning, and
- significant collaboration with students or colleagues in course and curricular development/revision and evaluation to improve student learning.

For some promotion-eligible Teaching faculty, advising performance may be considered by evidence of engagement and understanding of departmental and university advising/mentoring programs, processes, and goals, as applicable.

2. **Service:** Sustained university and/or community service should be apparent and impactful.

3. **Professional Activity** (as applicable)

In some cases, Promotion-eligible Teaching faculty members may have involvement in advancing knowledge through participation in professional organizations and other professional activity at the local, state, or regional level. This professional activity may be considered, as applicable, but is not required.

## J. PROCESS FOR REAPPOINTMENT AND PROMOTION FOR INSTRUCTOR AND TEACHING FACULTY

Instructor and Teaching Faculty appointees are given appointments based on rank that are subject to satisfactory outcome of comprehensive reviews and needs by the program and college.

1. Faculty at the ranks of Instructor or Teaching Assistant Professor will hold renewable annual appointments with annual review. Faculty at the ranks of Advanced Instructor or Teaching Associate Professor will hold renewable three-year appointments with annual review. Faculty at the ranks of Senior Instructor or Teaching Professor will hold renewable five-year appointments with annual review.
2. Faculty must have held the ranks of Instructor or Teaching Assistant Professor for five years to be eligible for promotion to Advanced Instructor or Teaching Associate Professor, respectively. Faculty at the ranks of Instructor or Teaching Assistant Professor are eligible to apply for promotion to Advanced Instructor or Teaching Associate Professor, respectively, during the fall of their sixth year of service. Faculty must hold the ranks of Advanced Instructor or Teaching Associate Professor for four years to be eligible to apply for promotion to Senior Instructor or Teaching Professor. Faculty at the ranks of Advanced Instructor or Teaching Associate Professor are eligible to apply for promotion to Senior Instructor or Teaching Professor, respectively, during the fall of their fifth year in rank.
3. Should have **evaluation for reappointment and promotion** from chair, committee(s), dean/director, and Provost. The faculty member must submit portfolio/evaluation materials, according to guidelines, **for reappointment and promotion review**.
4. The notification of reappointment or non-reappointment for faculty at the ranks of Instructor or Teaching Assistant Professor at the University of Southern Indiana shall be dated not later than December 15 of their year of appointment. The notification of reappointment or non-reappointment for faculty at the rank of Advanced Instructor or Teaching 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 Senior Instructor or Teaching 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.)
5. 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.

6. 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.
7. Teaching Faculty Eligible for Promotion shall have the same academic freedom enjoyed by all other members of the faculty.
8. At all levels of evaluation during the appointment period, faculty members will be notified of their specific achievements, strengths, and weaknesses in the applicable evaluation areas, including comments on progress towards reappointment or promotion based on the criteria or of any condition that serve as a basis for non-renewal of their appointment.
9. Service under a part-time or adjunct appointment shall not be counted as part of the required appointment period of service.
10. Faculty members on term appointment may submit their resignation prior to the official notification of non-renewal of their appointment.
11. A leave of absence without pay granted during the appointment period will delay promotion eligibility.