



Applied Human Sciences

Applied Human Sciences Guidelines for Tenure and Promotion

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# **Applied Human Sciences Guidelines for Tenure and Promotion**

## **I. Purpose and Scope**

The purpose of these guidelines is to provide guidance for Tenure and Promotion for faculty in the Applied Human Sciences Department at Western Kentucky University.

## **II. Policy**

The Western Kentucky University (WKU) Faculty Handbook provides information about the policies and procedure as well as faculty criteria, responsibilities, and benefits for promotion and tenure. It describes the various faculty types of tenured and non-tenured ranks. The Department of Applied Human Sciences (AHS) ascribes to the promotion and tenure policies and procedures in the WKU Faculty handbook. It is important to note, that the annual faculty evaluation, also addressed in the WKU Faculty Handbook, serves an integral part of the promotion and tenure process.

The promotion and tenure policy in the AHS department requires demonstrated sustained achievement in teaching effectiveness, research/creative activity, and university/public service. A spirit of collegiality, teamwork, and positive working relationships with peers is important to the AHS department and thus part of the overall performance and evaluation of each faculty.

## **III. Procedure**

### **Promotion Guidelines and Criteria**

AHS faculty will follow the procedures for application for promotion, tenure, and post-tenure review as outlined in the WKU Faculty handbook as well as other applicable policies as found in the WKU Faculty Handbook and WKU policy website. Timelines and materials will be presented for consideration to the promotion and tenure committee. AHS tenure-eligible faculty are required to submit a mid-tenure review portfolio at the beginning of the fourth year of tenure-eligible employment. A portfolio demonstrating sustained achievements is also due at the time for consideration of promotion and/or tenure (The use of the AHS Portfolio Checklist is recommended as a guide for compiling the portfolio – see Appendix A).

In addition to the WKU Faculty Handbook and policies, the following guidelines are provided to clarify and provide specific criteria for promotion and tenure of all AHS faculty.

### Teaching Effectiveness

Teaching is the central function of all AHS and WKU faculty members. Effective teaching requires knowledge, organization, sensitivity and enthusiasm. Evidence of teaching effectiveness will be evaluated through evidence provided by the faculty member. Evidence submitted will display the faculty's members effectiveness through planning, teaching strategies, evaluation, innovation, and professional conduct. Evaluation of teaching effectiveness will include a review of documentation provided by the faculty member. Material for review includes a review of student evaluations, peer evaluations, alumni feedback through unit surveys (if available), course load

documentation and demonstration of the following characteristics, as relevant to teaching responsibilities:

- Effective presentation and utilization of appropriate material in the classroom, laboratory setting, online, or in an experiential learning setting as a means to encourage the application of knowledge and content.
- Professional responsibility and judgement in the supervision of students and collaboration with other professionals.
- Demonstrates effective assessment procedures, such as tests, grading practices, performance evaluations, written assignments, product production (food preparation, designs).
- Professional responsibilities to students and peers in terms of meeting class, adherence of office hours, returning of materials in a timely fashion, ensuring class outcomes are met.
- Demonstration of current professional competence, such as licensure, registration, certification, and/or documentation of professional development and continuing education requirements.
- Adherence to legal, ethical, and professional policies and practice standards.

Evidence in this area may include, but is not limited to the following (The committee would expect to see documentation of seven items from the categories listed below):

- Narrative of teaching (required)
- SITE Evaluations (required – all site evaluations for the time period under review must be included.
- Syllabi (required – copies of the most current syllabi for all classes the candidate taught over the review period)
- Office hour adherence (required)
- Peer evaluation
- Critical thinking principles/assignments
- Curriculum development
- Student involvement
- Alternative teaching approaches
- Production of a product from a course(s)
- Inclusion of High Impact Learning Practices

Research and/or Creative Activities

Research and/or Creative activities are important function of the tenure-eligible faculty in AHS at WKU. Typically, Instructor ranks do not include research activities and thus the individual faculty letter of appointment will guide the categories for review. Evidence of research and/or creative activity will be evaluated through evidence provided by the faculty member. Evidence provided will display the faculty member’s contribution to the department of Applied Human Sciences, WKU, and the community at large of original research and/or creative activities. Research and creative activity products are described and have been categorized by the department of Applied Human Sciences. Evidence in this area may include, but is not limited to the following (The committee would expect a minimum of two items from each of the three categories listed below.):

Category A	<ul style="list-style-type: none"> <li>• Publication of manuscripts in peer reviewed journal(s) (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> author)</li> <li>• Implemented designs</li> <li>• Developed designs with presentation of designs to outside WKU entities</li> <li>• Funded internal Grant/ Funded External Grant PI</li> <li>• Sole or coauthor book authorship</li> </ul>
Category B	<ul style="list-style-type: none"> <li>• Inventorship or co-inventorship leading to a US patent</li> <li>• Publication of manuscripts in peer reviewed journals (author other than 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>)</li> <li>• Peer reviewed presentation at national/state conference(s)</li> <li>• Accreditation Self-studies/Reports</li> <li>• Chapter authorship</li> <li>• Book editing</li> <li>• Productions of audio/video content</li> <li>• Consultancy as a WKU representative</li> <li>• Unfunded grant application</li> <li>• Published Abstract in peer reviewed journal(s)</li> </ul>
Category C	<ul style="list-style-type: none"> <li>• Accreditation exam authorship</li> <li>• Industry Journal Article Authorship</li> <li>• Class Manual Authorship</li> <li>• Peer Reviewed poster presentations</li> </ul>

University/Public Service

Evidence of university and public service will be evaluated through documentation provided by the faculty member. Documentation provided will display the faculty member’s involvement through service to WKU, the community, and professional organizations. Evidence in this area may include, but is not limited to the following (The committee would expect to see evidence in a minimum of four areas.)

- Consulting
- Community Service (which may include but is not limited to volunteer work to non-profits, community board members, mentoring partnerships, community committees participating)

- WKU Service (Students organization leadership, mentoring of junior faculty, mentoring of students, committee memberships at department, college, and/or university level.)
- Professional Services (Professional boards, professional membership, volunteer duties/leadership related to professional organizations, licensure, and credentialing.)
- Reviewer for student projects/presentations
- Judge/reviewer for regional/state school programs
- Guest speaker for regional organizations/businesses/WKU classes
- Provide a professional presence through traditional and social media, guest column writing
- Demonstration of effective advising efforts towards helping students achieve their goals and objectives.
- Honors Thesis Reader
- Published Student Reader
- Review Grant Proposals (Internal/External)
- Reviewing Journal Articles

#### Interpersonal Skills and Image/Collegiality

An overall discussion as related to the faculty member's collegiality and working relationships with peers will be discussed and evaluated. The discussion will include the nature and extent of interaction with other faculty members; interaction as a team member who carries his/her share of the workload; ability to work constructively with colleagues and others within and beyond the unit/department and contributes to the enhancement of the unit/department.

Professional Conduct of the faculty member will be evaluated. Professional conduct is defined as the extent to which one's personal conduct and image are congruent with the formal and informal standards of the University. These standards include but are not limited to the following:

- Demonstrates a cooperative attitude towards faculty, staff, and students.
- Sharing of knowledge, resources and mentoring of department faculty and staff.
- Ability to abide by decisions of the department/Unit
- Demonstrates a professional attitude by teaching assigned courses at the times designated by the department/unit.
- Engaged in university service through committee work, recruitment events and department/college/university meetings.
- Assumption of leadership roles as needed.
- Engagement in the advisement, retention and mentoring of students.
- Demonstrates a pattern of completing assignments/projects in a timely manner.

Assessment of the faculty member's competency in the above guidelines and criteria will use the appropriate Tenure and Promotion Audit Form (Appendix B & C)

## Standards for Promotion

AHS faculty follow the academic qualifications and experiences for tenured and non-tenured faculty as outlined in the WKU Faculty Handbook. The below provides specific standards for promotion of AHS faculty in the areas of teaching effectiveness, research/creative activity, university/public service, and collegiality.

1. Professor
  - a. Teaching Effectiveness: Consistently meritorious performance with evidence of an organized effective approach to teaching and applied learning with a record of favorable evaluations.
  - b. Research/Creative activity: A record of significant high quality productivity in research/creative activities.
  - c. University/Public service: A record of significant high quality productivity in public and university service.
  - d. Collegiality: Professional interactions in an atmosphere of mutual respect with integrity, honesty, and regard to academic freedom. Meritorious involvement in department, college, and WKU activities to support student success.
2. Associate Professor
  - a. Teaching effectiveness: Consistently high quality performance with evidence of an organized effective approach to teaching and applied learning with a record of favorable evaluations
  - b. Research/Creative activity: Tangible evidence of high quality productivity in research/creative activities.
  - c. University/Public service: Tangible evidence of high quality productivity in public and university service.
  - d. Collegiality: Professional interactions in an atmosphere of mutual respect with integrity, honesty, and regard to academic freedom. Meritorious involvement in department, college, and WKU activities to support student success.
3. Assistant Professor
  - a. Teaching Effectiveness: Demonstrated progress in developing high quality performance with evidence of an organized effective approach to teaching and applied learning with a record of favorable evaluation.
  - b. Research/Creative Activity: Potential is developing as evidenced by involvement in research and/or creative activities.
  - c. University/Public Service: Potential is developing as evidenced by involvement in public and university service.
  - d. Collegiality: Professional interactions in an atmosphere of mutual respect with integrity, honesty, and regard to academic freedom. Meritorious involvement in department, college, and WKU activities to support student success.
4. Senior Instructor
  - a. Teaching Effectiveness: Consistently meritorious performance with evidence of an organized effective approach to teaching and applied learning with a record of favorable evaluations.
  - b. University/Public Service: A record of significant high quality productivity in public and university service.
  - c. Collegiality: Professional interactions in an atmosphere of mutual respect with integrity, honesty, and regard to academic freedom. Meritorious involvement in department, college, and WKU activities to support student success.

5. Instructor II
  - a. Teaching effectiveness: Consistently high quality performance with evidence of an organized effective approach to teaching and applied learning with a record of favorable evaluations
  - b. University/Public service: Tangible evidence of high quality productivity in public and university service.
  - c. Collegiality: Professional interactions in an atmosphere of mutual respect with integrity, honesty, and regard to academic freedom. Meritorious involvement in department, college, and WKU activities to support student success.
6. Instructor I
  - a. Teaching Effectiveness: Demonstrated progress in developing high quality performance with evidence of an organized effective approach to teaching and applied learning with a record of favorable evaluation.
  - b. University/Public Service: Potential is developing as evidenced by involvement in public and university service.
  - c. Collegiality: Professional interactions in an atmosphere of mutual respect with integrity, honesty, and regard to academic freedom. Meritorious involvement in department, college, and WKU activities to support student success.

### **Tenure Guidelines**

Candidates for tenure should possess the qualification, and meet the standards for promotion to associate professor.

### **IV. Reason for Revision**

Standard update

### **V. Appendices**

Appendix A – Faculty Member AHS Portfolio Checklist

Appendix B – Assistant – Associate – Professor Audit form

Appendix C – Instructor I – Instructor II – Senior Instructor Audit form