

Department of Health and Human Performance

PROMOTION AND TENURE POLICIES

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1. INTRODUCTION:

The purpose of this document is to make clear the expectations of the Health and Human Performance (HHP) Department regarding progress towards tenure and promotion. Candidates should also refer to the Faculty Handbook, Sections 2.7 and 2.8, for eligibility requirements, University-wide criteria and procedures. This document will be reviewed and approved annually by the Promotion and Tenure (P&T) Committee to ensure that these Policies and Appendices remain dynamic and reflect the most current departmental and university practices.

2. HEALTH AND HUMAN PERFORMANCE MISSION STATEMENT

The HHP Department at Plymouth State University (PSU) provides a learning environment that engages students, supports academic excellence and encourages innovation, outreach, service, and scholarship by both faculty and students. Programs of study are designed to develop knowledgeable and responsible practitioners who appreciate and support the holistic pursuit of a healthy, active lifestyle for and by all across the lifespan.

3. TENURE

Tenure for an Assistant Professor is normally applied for at the same time as for promotion to Associate Professor and is initiated the fall of the sixth year of full time employment unless extenuating circumstances arise. Persons hired as an Associate or Full Professor should refer to the Faculty Handbook for eligibility rules and discuss their conditions of hire with the Provost.

4. PROMOTION

4.1. Assistant Professor to Associate Professor: Upon initial hiring, the Vice President of Academic Affairs/Provost will review the candidate's qualifications and indicated the timeline within which the candidate can apply for tenure and/or promotion. When this timeline is less than 6 years, all work in credited years together with years at PSU will be considered in the review process. The successful candidate will document their excellence in teaching and provide evidence of an emerging body of scholarship, as well as demonstrating meaningful contributions to the program and department, and university and have provided expertise to serve the local/regional community.

Associate Professor to Full Professor: It is generally expected that promotion to Full Professor will be based on evidence of continued excellence, evolution and growth in teaching, excellence in service through leadership within and beyond the university, and demonstration of a well developed and sustained body of scholarship that indicates maturity in one's field. Objective outside evaluation of scholarship is required when applying to the ranks of Associate Professor or Professor.

5. CANDIDATE RESPONSIBILITIES FOR INITIATION OF THE P&T PROCESS:

- 5.1.** Indicate in writing to the Department Chair and the Vice President for Academic Affairs (VPAA) the intent to apply for tenure and/or promotion no later than April 15th of the academic year prior to the year of application..
- 5.2.** Obtain the proper filing forms from the Office of the VPAA.
- 5.3.** Sign a permission form to allow HHP P&T Committee members to view appropriate Human Resources materials
- 5.4.** Candidate submits 3-5 names of qualified potential external reviewers to the Chair of the HHP promotion and tenure committee by April 20th of the academic year prior to the year of

application. Additional qualified potential reviewers may be identified by the Chair of the promotion and tenure committee and the Department Chair. The candidate, Chair of the HHP promotion and tenure committee, and Department Chair will meet prior to April 30th to agree upon the final list of external reviewers. Candidates should refer to the University Promotion and Tenure Guidelines for additional information

5.5. Submit application and portfolio materials to the HHP P&T Committee prior to the October 15th deadline. (See Elements to support Tenure and Promotion)

6. THE PROMOTION AND TENURE COMMITTEE: The P&T Committee shall be an elected committee composed of five HHP Department members. The five members of the P&T Committee shall be elected by the Department in April preceding the P&T process. Members of the P&T Committee serve staggered terms of 3 years. A member of the P&T Committee can serve multiple consecutive terms if elected. Committee members should represent as broad a discipline perspective as possible within the Department. All committee members serving on promotion and tenure review committees must be tenured. In order to participate in promotion decisions, committee members must hold a rank at least equal to the rank for which the candidate is applying. If insufficient numbers of the committee meet departmental guidelines for membership on promotion and tenure review committees, then additional qualified members of the HHP Promotion and Tenure Committee may be selected first from the department, and then from other PSU departments. The P&T Committee will annually elect its own committee chair who will call meetings, organize annual reviews and serve as liaison to the HHP Department Chair. The committee will (1) perform an annual review of tenure-track faculty to determine their progress towards tenure/promotion and to provide constructive, ongoing formative feedback and guidance prior to application for tenure and/or promotion, (2) provide, upon request, written, formative feedback to tenured faculty seeking promotion, (3) conduct classroom observations upon invitation by candidates (4) develop written recommendations pertaining to faculty members who are seeking promotion and/or tenure based on the candidate's portfolio and departmental criteria; (5) review and revise tenure and promotion procedures as needed to ensure procedural consistency, clarity and compliance with University policy

7. ELEMENTS SUPPORTING PROMOTION AND TENURE: Candidates will prepare and organize statements and supporting evidence of their activities and development in the areas of teaching, scholarly activity and service/outreach based on their annual Faculty Workplans. Prompts for statements are included in the action materials provided by the Provost. It is understood that professional activities may span across these areas and candidates are encouraged to note this crossover. The following are general descriptions relative to faculty members in the Health and Human Performance Department. When applying for tenure and/or promotion candidates should supply statements about, and documentation of, activities in all three focus areas. Artifacts which show development over time are desirable. Candidates should refer to the University Promotion and Tenure Guidelines for examples.

7.1. Teaching: The HHP Department recognizes that teaching is a primary focus of faculty members and that there are numerous approaches to pedagogy. Faculty in HHP are aware that striving for excellence in teaching includes the following criteria: (1) Scholarly Teaching, (2) Effective Instructional Design, (3) Appropriate Instructional Delivery, (4) Effective Instructional Assessment, and (5) Mentoring and Supporting Students. A candidate can demonstrate commitment to excellence in teaching in a number of ways. The department

supports and recognizes a faculty member's activities in gathering feedback from students, observation and evaluation from colleagues and administrators and for engaging in processes of reflection on this information for continuous quality improvement of teaching and courses across time.

For tenure and/or the rank of associate professor, candidates are required to demonstrate excellence in the criteria described above.

For the rank of professor, candidates are required to demonstrate excellence, evolution and growth in each of the criteria described above.

The department considers academic advising as an important element of teaching. All faculty members are expected to actively participate in advising students about their plan of study and registering for courses to the end of a timely completion of their degree. Additionally, the department recognizes advising efforts to support student's adaptation and integration into university life and in mentoring students for professional development.

7.2. **Scholarly Activity:** University faculty members are encouraged and expected to participate in scholarly activities which will serve to sustain them as contributing professionals in their field of study. The HHP Department values diversity in scholarship that is informed by the Boyer Model of Scholarship. This framework considers the multiple forms that scholarship can take.

Types of Scholarship:

Scholarship of Discovery	Building new knowledge through research or creating new works.
Scholarship of Teaching and Learning	Investigating teaching theory and processes for the purpose of optimizing learning.
Scholarship of Integration	Making connections across disciplines and advancing knowledge through synthesis.
Scholarship of Engagement	Utilizing relevant research by linking theory and practice in collaboration with community stakeholders to solve pressing social, civic, environmental, or ethical problems.

In the HHP Department, these elements of faculty life are necessarily diverse and far-reaching. Candidates for tenure and/or promotion are expected to document scholarly activity through publication of research projects (individually, with students, and/or in professional collaboration), writing in their professional field, and/or on the scholarship of teaching. Additionally, candidates are expected to participate in the dissemination of scholarship by providing professional presentations for local, regional or national, or international conferences or by writing for informational journals.

Candidates should refer to the University Promotion and Tenure Guidelines for examples of materials that may be included as evidence of scholarship. Any evidence of scholarship used for promotion and tenure should reflect the appropriate following accepted quality standards:

1. The activities' purposes, goals, and objectives are clear. The objectives are realistic and achievable. It addresses important questions in the field.
2. The activities reveal a high level of discipline-related expertise. The scholar brings to the activity a high level of relevant knowledge, skills, artistry, and reflective understanding.
3. Appropriate methods are used for the activities, including principles of honesty, integrity, and objectivity. The methods have been chosen wisely, and applied effectively. It allows for replication or elaboration.
4. The activities achieve their goals and the outcomes have significant impact. They add consequentially to the field. They break new ground or are innovative. They lead to further exploration or new avenues for exploration for the scholar and for others.
5. The activities and outcomes have been presented appropriately and effectively to various audiences.
6. The activities and outcomes are judged meritorious and significant by one's peers.
7. The scholar has critically evaluated the activities and outcomes and has assessed the impact and implications on the greater community, the community of scholars and on one's own work. The scholar uses this assessment to improve, extend, revise, and integrate subsequent work.

All faculty are expected to participate in scholarly and professional activities at a level consistent with their Faculty work plans and such activities should reflect the same accepted quality standards as identified above.

7.3. Service and Outreach: The Health and Human Performance Department values faculty members who understand that part of the academic life is participation in departmental and institutional governance, professional organizations at the local, regional and national levels, and/or in providing for, and participating in, outreach activities/partnerships to the region. A candidate can demonstrate his/her involvement in campus, professional organizations and community life in a number of ways. Service opportunities include departmental, university, and system-wide, and/or regional boards, committees and task forces, mentoring student projects or volunteering within one's professional organization(s).

8. ANNUAL REVIEW

An annual review of all tenure-track faculty's progress towards tenure and/or promotion will be conducted. Tenured faculty may choose to submit materials for review in preparation for their application for promotion.

Materials and Timeline for Submission

Candidates undergoing annual review will submit the following material to the Promotion and Tenure Committee following their year-end workplan meeting with the Department Chair.

- Current academic vita
- The P & T Committee's previous year's annual review statement
- The workplan with year-end self-evaluation and Chair comments of the current academic year
- Summary of student evaluations from the immediate preceding spring and fall semesters
- Classroom observations from Dept. Chair and Dean's office (when available). These

materials are optional for tenured faculty seeking promotion.

Outcome

Candidates will be provided with a written statement addressing their progress towards tenure and/or promotion. Following the review, a meeting between the candidate and the Promotion and Tenure Committee will be arranged. The purpose of the meeting is to allow candidates the opportunity to ask questions and/or provide clarification. Amendments to the original statement can be made by the P & T Committee, if warranted, as a result of information exchanged at this meeting. Following the meeting candidates will sign the final statement to verify receipt and review. One copy will be retained by the candidate for his or her records and additional hardcopies will be retained in each candidate's personal file housed in the Department Chair's office and the Dean's office.

9. Additional HHP Required Portfolio Contents and Submission Format

In addition to those materials outlined in section 2.8 G of the University Promotion and Tenure Guidelines, candidates seeking tenure and/or promotion to Associate Professor must include copies of all annual review statements from the HHP P & T Committee since appointment. These annual review statements will become a permanent part of the candidate's portfolio and be available at all levels of the promotion and/or tenure review process.

Portfolios may be submitted in either a paper or appropriate electronic format. Electronic formats must be approved by the HHP P & T committee prior to submission.

