

1 **PROPOSED POLICY REVISIONS-PROMOTION/TENURE-12/4/06**

2 8. Academic Rank

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5 *The Ranks:* As they become eligible, and depending on the rank designated
6 in their first contract, faculty members may apply for promotion through the
7 following ranks: Instructor, Assistant Professor, Associate Professor, and Professor.
8 The University from time to time, and with concurrence of the Faculty Senate,
9 designates other professorial titles to recognize special merit or non-traditional
10 assignment, but these are not part of the conventional ranking system. Yearly
11 contracts indicate a faculty member's specific rank and years in rank.

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13 *Changing Requirements:* The University may from time to time change the
14 requirements for tenure and promotion, but the requirements for a given candidate as
15 set forth in the *Faculty Handbook* at time of hire or at the time of a promotion
16 remain in effect for six years. A candidate for promotion may, however, choose to
17 apply under the changed rules.

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19 *Focus of Tenure Applications:* The University expects all faculty members
20 to excel in teaching, service, and professional contributions to their disciplines and to
21 demonstrate a pattern of continued engagement and development in each of these
22 categories throughout their career at Shepherd. Promotion and tenure applications
23 might note accomplishments prior to appointment or prior to the last promotion to
24 demonstrate a pattern of continuity, but promotion and tenure committees focus
25 primarily on performance in current rank in evaluating applications.

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27 *Credit Toward Tenure and Promotion at Time of Employment:* Faculty
28 members accepting employment at Shepherd University may receive up to two years
29 of credit towards tenure or promotion if they have taught four or more years as a
30 full-time faculty member at a recognized accredited institution of higher education.
31 If a member has taught at least two years, but less than four years at another
32 institution, that individual could receive one year of credit. To the extent that the
33 credits awarded are part of the six years leading to tenure at Shepherd, the
34 professional achievements during that period will also be counted toward tenure.
35 New tenure track hires who have been employed by the University in a part-time
36 capacity may also be awarded credit toward tenure either for time or for notable
37 professional achievements in the two years prior to award of tenure-track
38 employment. The recommendation for the awarding of credit must be made by the
39 hiring department with the concurrence of the School Dean, and is subject to the
40 approval of the Vice President of Academic Affairs.

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44 Minimum qualifications for advancement to each of the ranks are as follows:
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Professor

- A. Earned doctorate or a terminal degree in the field of specialization.
- B. At the time of application the candidate will have ten years of satisfactory full-time teaching or professional experience in higher education, four years of which must be at Shepherd University as an Associate Professor.
- C. Outstanding **TEACHING**, as evidenced by regular student evaluations administered by the University, peer assessments, and syllabi or other documentation of effective teaching innovations, student advisement, and counseling.
- D. Currency in **PROFESSIONAL DEVELOPMENT AND RESEARCH**, as indicated by a significant record of contribution to one's academic field (which could include scholarship of teaching) in publication, presentation, or in other ways particular to the field. Generally, promotion to this rank requires evidence of a significant record of peer reviewed publications including articles, books, and reviews in professional journals or in other peer-reviewed print or on-line forums. In addition to publication, applicants to this rank should also have significant professional contributions such as presentations at professional conferences and external grant activities. In the arts, a significant record of participation over time in juried and selective performances or peer-reviewed exhibitions may substitute for a record of publication and presentation. Similarly, in disciplines such as accounting, nursing and social work, committees may judge a significant record of participation, productivity, and leadership in the field at the local, state, and/or national levels as equivalent to publication. Promotion committees assess the body of work seeking evidence of serious and sustained professional contributions.
- E. Excellence in **SERVICE** to the University, the academic profession, and to the community as evidenced by activities such as service on academic committees, cooperation in the common tasks necessary to carry forward the mission of the University, public presentations, and service to professional or community organizations at local, regional, or national levels.
- F. Represents the University in a positive manner.

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94 *Associate Professor*

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A. Earned doctorate or a terminal degree in the field of specialization or advanced degree appropriate to the field and national certification. The employing school identifies the appropriate national certification with the concurrence of the Vice President of Academic Affairs.

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B. At the time of application the candidate will have five years of full-time higher education teaching experience, three years of which must be at Shepherd University.

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C. Excellence in **TEACHING** as evidenced by regular University-administered student evaluations, peer assessments, and syllabi or other documentation of effective teaching and student advisement.

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D. Currency in **PROFESSIONAL DEVELOPMENT AND RESEARCH** as evidenced by a growing record of scholarly contribution to one's academic field (which could include scholarship of teaching). The University expects candidates at this level to provide documentation such as peer-reviewed or juried publications, presentations, reviews, and grant activity appropriate to the field. In the arts, a growing record of participation over time in juried and selective performances or peer-reviewed exhibitions may substitute for a record of publication and presentation. Similarly, in disciplines such as accounting, nursing, and social work, committees may judge a record of participation, productivity, and leadership in the field at the local and regional level as equivalent to publication. Promotion committees assess the body of work seeking evidence of consistent professional contribution.

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E. A commitment to **SERVICE** to the university, one's academic community, and to the broader community.

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F. Represents the University in a positive manner.

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127 *Assistant Professor*

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A. Master's degree plus 15 hours of graduate study in the field.

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B. Three years of excellence in teaching or professional experience. The experience requirement may be waived at the time of employment for holders of an earned doctorate.

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C. A commitment to the development of excellence in teaching.

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D. A commitment to professional development.

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- E. Represents the University in a positive manner.
- F. Individuals hired as Instructors pending completion of doctoral work will be automatically promoted to Assistant Professor in their next Notice of Appointment should the doctoral degree be received during the term of the initial Notice of Appointment.