**BITONTE COLLEGE OF HEALTH AND HUMAN SERVICES**

**GUIDELINES FOR PROMOTION 2021-2022**

**Approved by DAC, April 29, 2021**

**Preface**

All faculty members are expected to remain current in their fields, revise their courses as appropriate, and develop new courses when needed. All should work to improve their instructional capabilities by participating in instructional development activities either on campus and/or at professional meetings. Faculty members are expected to be active scholars by staying abreast of new directions in research, technology, and pedagogy through reading and attendance at professional meetings. Faculty members are also obligated to be responsible citizens of the university. Faculty will advise students when needed and participate actively in department, college, and university governance.

Faculty members who plan to apply for promotion in rank should first consult Article 10, Tenure and Promotion, of the YSU/YSU-OEA (2020-2023) Agreement. As described in Article 10.5 of the YSU/YSU-OEA Agreement, the evaluation of applicants for promotion shall be based upon a) the quality of performance in teaching, scholarship, and service; b) the length of service in rank; and c) the applicant’s workload assignments. These factors are considered in determining both eligibility and suitability for promotion. Faculty in the Bitonte College of Health and Human Services are promoted in rank when they have made significant contributions, appropriate to the rank for which they are applying, in the areas of teaching, scholarship, and service in their particular disciplines. Though a candidate will not usually achieve an outstanding record in all three areas, continuous activity beyond what is necessary for the fulfillment of contractual duties is expected in each area for a candidate to be promoted. Candidates who wish to apply for early promotion must demonstrate evidence of consistent outstanding achievements in all three (3) areas.

The applicant’s personnel file (See Article 16, YSU/YSU-OEA Agreement) and the application and support materials (See Articles 10.9 and 10.10 YSU/YSU-OEA Agreement) serve as the primary sources of information in the promotion process. It is the responsibility of the applicant to ensure that his/her personnel file is kept up to date and includes a current curriculum vita. Support materials must be limited to documentation that will fit in one, four-inch, three-ring binder. When preparing the application for promotion, the faculty member should carefully consider the purpose of the document, which is to present convincing evidence of quality performance in the areas of teaching, research, and scholarship, and university, disciplinary, and community service. The applicant should keep in mind that certain activities may be evaluated in more than one of the three areas of teaching, scholarship, and service. For example, publishing an article about a successful strategy or approach in the classroom would be applicable to both teaching and scholarship.

The applicant should clearly explain the significance of the works or activities included and not just list presentations, publications, committees, professional or community service activities, courses or number of students taught. Applicants should discuss how their performance in each area matches their department’s mission, goals and objectives, and their own assignment within the department. The audience toward whom this information is directed consists of the Department Promotion Committee (DPC), the department chair, the College Promotion Committee (CPC), the Dean and the Provost. The DPC and the department chair will provide independent judgments as to how well the candidate has performed compared to colleagues in the department and the discipline. They should also be able to help clarify and explain to the CPC the significance of the applicant’s work within the discipline, but it is ultimately the responsibility of the candidate to build a strong and effective case. The CPC evaluates candidates from each discipline in terms of the relative extent to which they have surpassed the norms within their respective departments. The DPC and the CPC are expected to rank order the candidates. The Provost is the final judge of whether a candidate merits promotion.

These Guidelines for Promotion have been produced in accordance with Article 10 of the YSU/YSU-OEA Agreement. The Guidelines shall be reviewed annually by the BCHHS DAC.

**Application Procedures:**

* The promotion application process is detailed in Article 10 of the YSU/YSU-OEA Agreement. The application is available on-line or in hard copy from the Office of Human Resources.
* The application must not exceed thirty (30) pages. Candidates *are advised to* place support materials in the Office of Human Resources.
* Anyone who is evaluating a candidate for promotion is required to review the promotion application, the candidate’s personnel file and any support materials that the candidate placed in Human Resources.
* Support materials are described later in this document and in Article 10 of the Agreement.

**STANDARDS FOR PROMOTION**

The following represent the standards necessary to be considered for Promotion within a tenure track position. There **must** be evidence that every standard in all three areas, Teaching, Scholarship, and University and Public Service are met by the applicant in order to be considered for promotion. These standards should be explained in the narrative and accompanied by supporting documentation in the promotion portfolio. Additional evidence of performance to be considered for promotion can be provided by the applicant. These additional items may be from Appendix C, Faculty Tasks, Duties and Assignments, of the YSU-OEA Agreement and are to be explained in the narrative with supporting evidence in the promotion portfolio.

**Promotion from Associate to Full Professor:**

* Evidence of quality accomplishment(s) must be demonstrated in all areas: scholarship, service, and teaching
* One must demonstrate a pattern of significant contribution in at least one of the areas: scholarship, service, or teaching

See suggested criteria under each of the areas below.

**The following are the standards for scholarship:**

(Venues for scholarly work range from traditional print media “articles, books, abstracts” to others such as electronic publishing, videos and films, software systems, or submissions offered and supported by the applicant and recognized in the applicant’s area of study.)

* Research that leads to the discovery of new knowledge or new applications of existing knowledge.
* Presentation of a scholarly work to a professional society in one’s field of specialization to any group.
* Evidence of continuous scholarly agenda.
* Publication in scholarly journals, including peer-reviewed online journals, books and/or other published works; and/or obtainment of an externally funded grant in one’s discipline. **This is a requirement for promotion for all Tenure Track Faculty**.
* Attendance and participation in meetings, conferences, and conventions of professional associations.

**Promotion Criteria from Associate to Professor**:

* Publication in a reputable national or international peer-reviewed journal within one’s field where you are the Principal Investigator (PI) or Co-PI and an author on topics that have intellectual merit or impact on the profession and/or the broader community.
* Any of your academic research referenced in peer-reviewed journal(s).
* Publication of a book or book chapter that is utilized in the profession.
* Obtainment of a state or federally funded grant(s).
* Publication of a patent, commercialization of research, etc.
* Peer reviewed presentation (submission and review of abstract required) at a professional conference within one’s field on topics that have intellectual merit or impact on the profession and/or the broader community.
* Invited to speak, present, or serve as speaker at a conference as a result of your expertise.
* Education and/or certification following terminal degree relevant to one’s field.
* Obtainment of a Distinguished Professor Award in Scholarship.
* Receiving a research fellowship, such as a Fulbright Scholarship.
* Invited, based on your academic expertise, to be a journal or textbook reviewer.
* Invited, based on your academic expertise, to be a journal or textbook editor.
* Other activities recognized by Department and/or College.

**The following are the standards for teaching:**

* Instruction, preparation, and supervision (presenting current knowledge).
* Measurement of student performance including the preparation, administration, grading, and evaluation of tests, papers, examination and reporting of grades.
* Conferences with and academic advisement of students outside of their registration needs and the active participation in efforts to improve student retention and graduation rates.
* Development and participation in course and program assessment activities.

**Promotion Criteria from Associate to Professor:**

* Consistent, overall, outstanding Student Evaluations in Teaching.
* Distinguished Professor Award in Teaching.
* Retention efforts (remediation, additional advising, etc.)
* Mentoring students leading to them presenting at professional conferences.
* Provided detailed, positive, and critical feedback to all student assignments.
* Engage in interprofessional or transdisciplinary activities to enhance the educational experience for students in other professions.
* Demonstration of significant work with students to improve their academic performance.
* Implementing or changes in teaching strategies to improve student learning outcomes (an example is changes resulting from assessment of teaching strategies).
* Consistently reviewing and updating course content to assure the most current knowledge (incorporating recent literature in teaching; updating textbooks, etc.)
* Demonstration of ability to successfully motivate students to pursue their field of study.
* Contributed actively to or led curricular changes that impacted accreditation.
* Contributed to or led program development (certification, post-graduate, graduate, etc.).
* Other activities recognized by Department and/or College.

**The following are the standards for service:**

* Service on Department, College, and University committees.
* Advisement and counseling of students during/for registration.
* Discipline-related public service.
* Participation in activities for recruitment and retention of students.

**Promotion Criteria from Associate to Professor:**

* Leadership, or active role, in a Department, College, and/or University Committee.
* Leadership, or active role, in a community based or non-profit organization (can include clinical services).
* Leadership, or active role, in a professional organization in your discipline or related area.
* Active participation in a community service project that has broad impact.
* Distinguished Professor Award in Service.
* Demonstrate successful recruitment efforts.
* Successful accreditation/reaccreditation of the program; must demonstrate an active role in the process.
* Demonstrate role in services provided in a global/international context.
* Guiding and leading students in service projects that impact our community member(s)’ quality of life.
* Must demonstrate active role in the process of mentoring new faculty.
* Other activities recognized by Department and/or College.