

**Initial Appointment, Successive
Appointments, and Promotion, Retention and Tenure
Evaluation of Faculty**

**Department of Chemistry and Physics Arkansas State
University**

Revised Fall 2022

Effective Academic Year 2023-2024

Criteria and Procedures for Initial Appointments

Except in certain specialized cases, the PhD degree, or equivalent represents a minimum prerequisite for employment. Transcripts and documentation demonstrating academic competence and professional accomplishments are required. Initial appointments at all levels are generally made without the immediate granting of tenure. Should an advanced level of initial appointment be made and a recommendation for the granting of tenure with that appointment be desirable, and in the best interests of the Department and the University, the case would require evidence of sustained excellent performance in teaching, research, and service in previous positions.

Assistant Professor: The PhD degree in the area of chemistry, physics or area appropriate to meet the mission of the department is required for initial appointment to this academic rank. Additionally, postdoctoral experience is preferred. Candidates for this rank should exhibit potential for effective teaching and development of an externally funded research program.

Associate Professor: The PhD degree in the area of chemistry, physics or an area appropriate to meet the mission of the Department, substantial University teaching and/or research experience, demonstrated research and teaching capability as shown by publications in international archival journals, funded grant proposals at the national level, as well as substantial evidence of effective teaching at the undergraduate and/or graduate level. Service to the employing institution and to professional societies will also be considered and expected.

Professor: Initial appointments to this rank are restricted to exceptional individuals who have clearly demonstrated outstanding capabilities in the area of chemistry, physics, or an appropriate area to meet the mission of the department. Minimal requirements for appointment will be such accomplishments as a national reputation, an exceptionally high quality of published research, a continued record of major research support or national or international awards, and substantial evidence of excellence in education via effective teaching at the undergraduate and/or graduate level.

In addition to the above tenure-track ranks, the Department has the following definitions and criteria for non-tenure track ranks.

Instructor: Initial appointments at the rank of Instructor will be for those individuals whose only function will be to teach or provide instruction. Minimum qualifications include a master's degree with supporting documentation demonstrating effective teaching. An Instructor will have limited voting rights in Departmental faculty meetings and will not serve as a chairperson of a PhD, MS, or undergraduate Honors committee.

Teaching Assistant Professor: A temporary rank used for appointment of non-tenure track faculty hired to enhance the teaching mission of the Department. The requirements for a teaching appointment include a PhD degree and faculty approval. Reappointment for each subsequent year will require a review and recommendation by a committee appointed by the Chair, and will be contingent on evidence of effective teaching as demonstrated by both student and peer evaluations. Teaching Assistant Professors will have limited voting rights in Departmental faculty meetings and will not serve as a chairperson of a PhD, MS, or undergraduate Honors committee.

Research Assistant Professor: A temporary rank used for appointment of non-tenure track faculty, normally supported through external grant funds, to significantly enhance the research and/or teaching mission of the Department. Postdoctoral research experience and evidence of substantial research accomplishments documented by major grants and publications in peer-reviewed journals is typically required. Reappointment for each subsequent year will be at the discretion of the Departmental faculty member providing the funding and will be contingent upon evidence of substantial research accomplishment during the prior appointment as well as continued external funding. A Research Assistant Professor will have limited voting rights in Departmental faculty meetings and will not serve as a chairperson of a PhD, MS, or undergraduate Honors committee.

Criteria and Procedures for Annual Performance Reviews and Recommendations for Reappointment

All ranked faculty in the Department of Chemistry are expected to participate in three broad areas of activity: Teaching, Research, and Service. All evaluations of ranked faculty will be made in these three areas. Specific activities included in each of these areas shall be as described below. Faculty performance in these areas will be evaluated based on the departmental policy statement in force at the time of the Third-Year Review. All departmental faculty are expected to carry out their activities in a manner consistent with the American Association of University Professors Code of Professional Conduct.

Teaching: Teaching includes, but is not limited to, all activities involving instruction of students in the classroom, advisement of students, direction of undergraduate and graduate research, independent readings, revision of courses and teaching methods, and participation in workshops and seminars devoted to instruction of students. Designing new courses, materials and methods for classroom use shall also be included in the teaching component.

Research: Research and scholarly productivity are expected to be in the faculty member's discipline or to be interdisciplinary work that draws from or makes a contribution to the faculty member's discipline. Research includes activities directed toward the discovery and elucidation of new scientific phenomena and laws, integrating already existing scientific knowledge, and producing new applications of scientific knowledge. Research may also include research in science education.

The Department recognizes that scientific publications and funding are important indicators of a faculty member's scholarly activities.

Service: Service includes the routine departmental functions, the committee and governance structures of the Department, the College, and the University, and all activities contributing to the advancement of this Department outside the University. This latter item can include, but is not limited to, serving on boards and committees of professional organizations, government advisory panels, reviewing of papers submitted to professional journals, reviewing of textbooks, recruitment on behalf of the Department, and contributions to the nation, the state, and the local community in matters of public concern. More senior faculty are expected to assume some leadership roles in service activities.

A. Criteria

Each faculty member shall be evaluated on the basis of achievements in the areas of teaching, research and scholarly activities, and professional and/or academic service. In all areas, the quality of the achievement is evaluated and not the quantity alone.

Evidence of achievement in teaching may include, among other items:

- Teaching materials such as course outlines, examinations, etc.

- Evidence of effectiveness in direction of research of undergraduate, graduate, and/or postdoctoral students (e.g., employment, longitudinal tracking of students, graduation rates, presentations, publications, etc.)

- Evidence of participation in unit examination activities, such as written and oral examinations for honors or Graduate degree candidates

- Student evaluations

- Peer evaluations

- Supplementary Materials

- Examples of evidence of quality in this area include outstanding classroom teaching, innovative teaching techniques, curricular and course development, strong student evaluations, grade distributions, enhancement of use of technology in teaching, competitive funding for workshop delivery, laboratory infrastructure, etc.

Evidence of achievement in research or scholarly activity may include, among other items:

Publications of papers, books, and similar items
Evidence of research, either funded or unfunded
Evidence of awards, including funding of research proposals by external agencies after competitive review
Papers presented at professional meetings and seminars (Student presenters/authors must be identified)
Evidence of professional recognition by outside agencies, groups, or other individuals in the field
Peer evaluations
Supplementary Materials

Examples of evidence of quality in this area include competitively funded research programs, publication of research results in prestigious journals, recognition of excellence by being requested to serve as manuscript reviewers for journals and proposals from funding agencies, technical reports on research projects completed or in progress invited seminars, and presentations at scientific meetings.

Evidence of academically-related service activities may include, among other items:

Evidence of activities intended to enhance understanding of the University or activities intended to develop the service function of the University
Evidence of involvement in the work of professional societies
Evidence of committee activities at the University
Evidence of participation in activities in connection with funding agencies
Evidence of service to the public through consulting or other activities in the area of academic or professional competence of the faculty member
Peer evaluations
Supplementary Materials

Examples of evidence of quality in this area include service on Departmental, College, and University committees beyond that expected at the Departmental level, service to professional societies, special service contributions which constitute an enhancement of the Department, College, and University in the public eye, special contributions which enhance the teaching and research missions of the Department and the perception of the College, University, and public of those missions.

B. Procedures

1. Annual Review

A current curriculum vitae and a comprehensive cumulative record of accomplishments is maintained in the Departmental office for each faculty member and is available at all times to the faculty member and the Department Chair. At the time of the annual review and the promotion/tenure review these documents are also made available to those doing the reviewing. Access by anyone at any other time shall be only with the express consent of the faculty member or as allowed by law. Faculty members are specifically requested to review and update these records periodically.

Early Spring semester comprehensive reviews of the records of all faculty are made in connection with merit salary recommendations. The evaluations and the comments which accompany these evaluations are to be made available to the faculty member.

During the annual review the accomplishments of each faculty member in teaching, research, and service will be evaluated for the preceding calendar year. The ultimate responsibility for the evaluation lies with the Chair of the Department, although committees may be formed in order to aid in the faculty ranking process. Each faculty member will provide a set of evaluation materials to the Chair for consideration of accomplishments. The current Departmental Merit Evaluation Criteria will be utilized to evaluate and rank the research, teaching, and service performance for each individual faculty member.

A copy of the results of the annual reviews of a faculty member must be provided to the faculty member and all faculty will be invited to meet with the Chair to discuss the content of the annual merit evaluation. Faculty members who do not desire such a meeting must waive this right in writing on a form to be distributed at the time the evaluations are distributed. Any appeal of the review should be made to the Chair. Faculty who are not satisfied with the results of an appeal to the Chair, can carry their complaints to the members of the PRT committee which shall act as a Personnel Committee in these circumstances.

2. Reappointment

During the Fall semester and early Spring semester, the Chair will initiate a review of the accomplishments of all non-tenured faculty members. A committee consisting of all tenured faculty will review the progress of each individual toward fulfilling the requirements for tenure, as well as performing an evaluation of nontenure track faculty, and will advise the Chair regarding recommendations for reappointment. For tenure track faculty, satisfactory progress toward and eventual positive recommendation for tenure is required for reappointment.

3. Pre-tenure Review

The pre-tenure review will be conducted as specified by the ASU Faculty Handbook. At the beginning of the sixth semester of service, the faculty member to be reviewed shall provide documentation regarding teaching, research, and service contributions and accomplishments to the Chair and the Departmental PRT Committee. The materials presented shall be the same as required in making a case for promotion and/or tenure. These materials will be reviewed by the Departmental PRT Committee which consists of all tenured faculty members in the Department. After the committee completes its evaluation, the Departmental PRT Chairperson will prepare a written report for the Chair. The Chair will prepare a written report and meet with the faculty member being reviewed to discuss the results and recommendations of the pre-tenure review. The Chair's final report shall constitute the record of the pre-tenure review which will be placed in the faculty member's departmental personnel file. The Chair's final report shall also be submitted to the Dean.

4. Post-tenure Review

All Departmental faculty undergo an annual merit evaluation, including tenured Departmental faculty. Any additional post-tenure review evaluations will be conducted as specified by the ASU Faculty handbook.

Criteria and Procedures for Promotion, Retention and Tenure

A. General Information:

The purpose of this section is to set forth the specific standards by which a faculty member's activities and achievements will be judged in the awarding of promotion or tenure. The minimum criteria stated in this section are consistent with the criteria set forth in the most recent edition of the Arkansas State University Faculty Handbook. All candidates should consult the ASU Faculty Handbook, the ASU-AAR website, as well as this document, when preparing PRT applications and documentation.

B. Criteria for Promotion to Associate Professor:

A PhD degree or equivalent is required for promotion to associate professor. Except in exceptional cases, which is clearly apparent to peers within the discipline or in cases where the faculty member negotiated terms of initial employment that lower the probationary period, a six year time in rank requirement is normally expected. Applicants seeking early consideration as part of a negotiated arrangement will be asked to provide documentation authorizing application for early promotion, which must be included with the PRT application.

To be recommended for promotion to associate professor, the applicant must demonstrate that they are an effective teacher. Support documentation may include a list of courses taught; course syllabi and objectives; homework and testing materials; documentation of student learning; assessments of student perceptions; evaluations by students, peers, and supervisors; teaching awards; evidence of handling diverse and challenging teaching

assignments; participation in professional development activities related to curriculum development or teaching techniques; contributions to curricular development and/or program assessment; student mentoring and supervision; and public lectures and workshops.

The applicant's research performance will be evaluated through a continuous record of publication of articles, reports, monographs, as well as presentation of papers at professional forums, and through the securing of external grants and/or contracts. To be recommended for promotion, the applicant, during their tenure at Arkansas State University, must have published or presented at least six (6) articles, books, papers, patents, research reports, presentations at least three (3) of which must be peer reviewed at the national or international level and denote the faculty member's employ at ASU. Candidates may include one grant or contract provided it was reviewed and funded at the national or international level. Copies or reprints of the articles must be presented to the department's PRT committee as part of the promotion application. In addition to the documented record of research or creative activity each candidate should indicate with the application for tenure or promotion to associate professor or professor, the peer-reviewed articles (or books, patents, etc.) that represent the highest quality from the candidate's body of work.

The applicant must present evidence of active University, College, and departmental committee work, professional and community work, and other activities that enhance the image of the department within the University, state, and professional communities that it serves. Service includes activities of a leadership nature, student advisement, support of student growth outside the classroom by involvement with student professional organizations and activities, and career counseling.

C. Criteria for Tenure:

Except in exceptional cases, which is clearly apparent to peers within the discipline or in cases where the faculty member negotiated terms of initial employment that lower the probationary period, a six year time in rank requirement and sustained record of productivity is normally expected. Applicants seeking early consideration as part of a negotiated arrangement will be asked to provide documentation authorizing application for early tenure consideration must be included with the PRT application.

To be recommended for tenure, the applicant must demonstrate that they are an effective teacher. Support documentation may include a list of courses taught; course syllabi and objectives; homework and testing materials; documentation of student learning; assessments of student perceptions; evaluations by students, peers, and supervisors; teaching awards; evidence of handling diverse and challenging teaching assignments; securing grants for curriculum development or teaching techniques; contributions to curricular development and/or program assessment; student mentoring and supervision; and public lectures and workshops.

The applicant's research performance will be evaluated through a continuous record of publication of articles, reports, monographs, as well as presentation of papers at professional forums, and through the securing of research grants. To be recommended for tenure, the applicant, during their pre-tenure period at Arkansas State University, must have published or presented at least six (6) articles, papers, books, patents, research reports, or presentations, at least three (3) of which be peer reviewed at the national or international level. Candidates may include one grant or contract provided it was reviewed and funded at the national or international level. Copies or reprints of the articles must be presented to the department's PRT committee as part of the tenure application. In addition to the documented record of research or creative activity each candidate should indicate with the application for tenure or promotion to associate professor or professor, the peer-reviewed articles (or books, patents, etc) that represent the highest quality from the candidate's body of work.

The applicant must present evidence of active University, College, and Department committee work, professional and community work, and other activities that enhance the image of the department within the University, state, and professional communities that it serves. Service includes activities of a leadership nature, student advisement, support of student growth outside the classroom by involvement with student professional organizations and activities, and career counseling.

D. Criteria for Promotion to Professor:

A PhD degree or equivalent is required for promotion consideration. Except in exceptional cases that are clearly apparent to peers within the discipline, a five (5) year time in rank at the associate professor level is required.

To be recommended for promotion to professor, the applicant must demonstrate continued teaching excellence. Support documentation may include a list of courses taught; course syllabi and objectives; homework and testing materials; documentation of student learning; assessments of student perceptions; evaluations by students, peers, and supervisors; teaching awards; evidence of handling diverse and challenging teaching assignments; funding for curriculum development and/or teaching techniques; contributions to curricular development and/or program assessment; student mentoring and supervision; and public lectures and workshops.

The applicant's research performance will be evaluated through a continuous record of publication of articles, reports, monographs, as well as presentation of papers at professional forums, and through the securing of external research funding. To be recommended for promotion, the applicant, during their tenure at Arkansas State University and subsequent to their promotion to Associate Professor, must have published at least five (5) articles, papers, books, patents that are peer reviewed at the national or international level. Candidates may include one grant or contract provided it was reviewed and funded at the national or international level. Copies or reprints of the articles must be presented to the department's PRT committee as part of the application for promotion. In addition to the documented record of research or creative activity each candidate should indicate with the application for to professor, the peer-reviewed articles (or books, patents, etc) that represent the highest quality from the candidate's body of work.

The applicant must present evidence of active leadership in University, College, and Department committee work, national professional service, and community work, and other activities that enhance the image of the department within the University, state, and professional communities that it serves. Service includes activities of a leadership nature, student advisement, support of student growth outside the classroom by involvement with student professional organizations and activities, and career counseling.

E. Procedures for Promotion and Tenure:

Templates and instructions for the promotion/tenure application can be found on the ASU-AAR website. The current timeline and reporting procedure can also be found on this website. Faculty wishing to be considered for promotion/tenure in a particular year must submit an original and ten (10) copies of their application to the Department PRT Committee in early January (the actual deadline in any given year can be found on the ASUAAR website). The Department PRT Committee will provide a recommendation (affirmative or negative) for each application along with an explicit written analysis of the strengths and weaknesses of the faculty member being considered for promotion/tenure. These recommendations and written analysis will be forwarded to the Chair.

The Department PRT Committee evaluating and making recommendations on faculty being considered for tenure and/or promotion to Associate Professor will consist of all tenured faculty in the department. The Department PRT Committee for evaluating and making recommendations for faculty being considered for promotion to Professor will consist of all tenured Department faculty at the rank of Professor.

F. Pay Equity Adjustments:

The department recognizes that, as new faculty are hired at salaries driven by market demand; pay equity adjustments for existing faculty will need to be made. The ASU Faculty Handbook has outlined a procedure to address the issue of pay inequity with the initial evaluation/recommendation being completed by the Department PRT Committee. To initiate a review of the situation, the affected individual will need to petition the Department PRT Committee in writing addressing both their research, teaching, and service accomplishments, as well as the size of the inequity adjustment being sought (standard formulas for estimating the inequity can be found in the ASU Faculty Handbook). The timeline for the written petition of pay equity will coincide with the annual University PRT timeline.

For faculty at the Associate Professor rank, the Department PRT Committee making pay equity recommendations will consist of all tenured Department faculty. For faculty at the Professor rank, the Department PRT Committee making pay equity recommendations will consist of all Department faculty at the Professor rank.

G. Majority Research Appointments:

Faculty members in the College of Science and Mathematics can hold either a majority teaching appointment or a majority research appointment. Research majority faculty will be expected to meet the following criteria to achieve tenure and promotion.

Teaching: The Department of Chemistry and Physics PRT Committee recognizes the importance of teaching and will assess applicants based on documented evidence of effective teaching. Supporting materials such as new course proposals and other relevant materials may be considered. Evidence of teaching effectiveness will be evaluated relative to the assigned course load (minimum of one course per year for faculty members holding majority research appointments).

Research and Creative Activities: The Department of Chemistry and Physics PRT Committee recognizes the importance of scholarly activity and will assess applicants based on documented evidence of the production of a body of scholarly works (publications and presentations). Specific requirements for promotion for majority teaching faculty depend upon the rank being sought and will be evaluated following the criteria provided in the PRT document of the candidate's respective department. As each sub-discipline within the department varies considerably in terms of accepted scholarly measures (such as peer-reviewed publications versus the number of grants and amount of extramural funding secured) deemed as productive, individual candidates will be evaluated based on professional expectations within their appropriate sub-discipline. Faculty members holding majority research appointments will generally be expected to publish a minimum of one refereed, full-length publication in a national or international journal on average per year, direct graduate students and serve on graduate student committees (if applicable), and provide evidence of involvement in extramural, nationally competitive grantsmanship in research. Higher rank requires activities and products of greater quality and quantity. Finally, in addition to the documented record of research or creative activity, each candidate should indicate with the application for tenure or promotion to associate professor or professor, the peer-reviewed articles (or books, patents, etc.) that represent the highest quality from the candidate's body of work.

Service: Faculty members holding majority research appointments will be evaluated based upon a mutually agreed service load as negotiated between the department, college and the research sponsor (ABI, research center, etc.)

Appendix. INSTRUCTIONS FOR COLLEGE OF SCIENCE AND MATH FACULTY ON HOW TO SUBMIT AN APPLICATION FOR PRE-TEURE REVIEW/PROMOTION/TENURE Any faculty member that is intending to apply for promotion and/or tenure is encouraged to talk with a DPRT Committee Member or other senior faculty to receive input on their PRT documents.

1. The following is a checklist on documents needed for promotion and/or tenure.

- A letter of intent
- Application Format for Requesting Promotion and/or Tenure* (provide nine copies plus an original)
- The *Summary of Recommendations* sheet should be attached to the front of each copy of the application.
- The *PRT Summary Matrix* sheet should be attached to the front of each copy of the application
- Send electronic copies of the above four documents to the DPRT Chair
- One copy of all publications (including those submitted for publication and in press; if in press, include a letter of notification from editor)
- If faculty have submitted a patent, one copy of the official abstract
- One copy of all previous PRT review letters you received from your Department Chair and Department PRT Committee.

2. The following is a checklist on documents needed for pre-tenure faculty review

- Cover letter
- Application Format for Requesting Promotion and/or Tenure*
- Send electronic copies of the above documents to the DPRT Chair
- One copy of all publications (including those submitted for publication and in press; if in press, include a letter of notification from editor)
- If faculty have submitted a patent, one copy of the official abstract
- One copy of all previous PRT review letters you received from your Department Chair and Department PRT Committee.

3. Important Guidelines for Preparing the *Application Format for Requesting Promotion and/or Tenure* document.

The most current PRT documents are available through the Academic Affairs and Research Office website. The University *Instructions for PRT, PRT Guidelines, Summary of Recommendations, Third Year Review* and general information can be downloaded from: <http://www.astate.edu/a/academic-affairs-and-research/faculty-info/prt/index.dot>

The DPRT recommends that the PRT document be a well written, well edited and thorough document depicting a faculty member's contributions. It should be presented in a manner that is easy to read by a faculty member in a different discipline.

The DPRT Committee would like for all applicants to follow more specific guidelines in preparing the *Application Format for Requesting Promotion and/or Tenure*. Following the number headings in the document, they are as follows:

III. Date of first contract at ASU (page 1)

a. Years of uninterrupted service at ASU as of Date.

Use the date of last instructional year. i.e. 05/15/12

VI. Outstanding performance in professional teaching as evidenced by long-term, regular, and recent evaluations by students, peers, or supervisors, or a combination thereof: (page 2)

a. Teaching Responsibility/Load for last three (3) years

1. Percent teaching time for last three years

To calculate percent (%) teaching = X Credit Hours / 12 Credit Hours

where x = number of credit hours taught that semester

i.e. present each of the fall and spring semesters for the last three years

Also include: New Courses developed, innovative teaching strategies and Assessment strategies here.

2. Summary of undergraduate and graduate courses taught including course number, number of students per course, and credit hours produced (show in table or chart)

Please use the following table format:

Course number and title	Semester Taught	Number of students	Credit hours produced (No. credit hours x No. students)
BIO 1013 Biology of the Cell	Fall 2012	44	132
BIO 1013 Biology of the Cell	Spring 2012	47	141

*Have courses listed in chronological order, starting with the most recent

*For cross-listed courses and 4000/5000 classes, they should be combined on the same row.

b. Teaching Performance
 1. Student evaluations

Include Fall and Spring semester evaluations for the last three (3) years for all courses taught.
Use the following table format:

Course	Semester	Class Size	Number of respondents to evaluation	Grade Distribution
BIO 1013 Biology of the Cell	Fall 2012			
Questions			Faculty's Average Score	Department's Average Score

*If Fall semester data is not available, begin with the proceeding Spring semester and include the six (6) previous semesters.

c. Academic Advising:

When listing the titles of thesis, dissertations and honors thesis projects, include the title of the project, the name of the student and the student's progress (i.e. semester start date).

VII. Scholarly activity

a. Types of Activity:

1. Refereed Publications
2. Non-referred Publication (include abstracts)
3. "In Press" and "Accepted for Publication" works

Include the following:

- Number papers in chronological order starting with the most recent.
- Include page numbers
- Article category (i.e. short communication or feature article).
- **Bold** your name in the citation

- What is your contribution to each publication?
- For faculty with prior experiences at another institution, describe the work performed at ASU (i.e. research performed, analysis, written at ASU)
- If “In Press” or recently submitted, include notification letter from the journal in the attached Appendix.
- Include 1 copy of all publications in the Appendix.

b. Creative activities of significant professional stature:

Include patents here.

Include the following information concerning patents:

- Title and date of application
- Is this a Provisional, Non-provisional or Issued Patent?
- If this is a Non-provisional patent, is this a U.S. or international patent?
- What is your contribution the patent? Are you a major inventor or coinventor? If students are on the patent application, please list their names.
- Include 1 copy of all official abstracts submitted with the patent in the Appendix.

c. Scholarly presentations to learned forums:

Include the following:

- Number in chronological order starting with the most recent.
- Was this an invited presentation?
- **Bold** your name in the citation
- What is your contribution to each presentation if multiple authors.

d. Funding and Grants for Research Activities:

Include the following:

- Number in chronological order starting with the most recent.
- Source of funding
- **Bold** your name if multiple Co-PIs
- If multiple PI and Co-PIs describe your involvement
- Include start and end dates
- Total amount of funding
- The amount of funding you receive

VIII. a. Services to the University

1. Leadership and Services for Department/College
2. Leadership and Services to ASU/Other Universities

Include the following:

- Specific dates needed
- Hours of commitment (How often does this committee meet?)
- **Bold** your name if multiple Co-PIs

3. Leadership and Services to Student Organizations

Include the following:

- Specific dates needed
- Hours of commitment (How often does this organization meet?)
- Number of students in the organization

b. Services to Regional/State/Community

c. National Services

d. International Services

Include here:

- If you participate in on an Editorial Board
- If you have organized a professional meeting

INSTRUCTIONS TO PROMOTION AND/OR TENURE APPLICANTS

The *Application Format for Requesting Promotion and/or Tenure* is a guide for application organization. Please follow this outline for organization. The *Application Format for Requesting Promotion and/or Tenure* is not intended for direct use.

1. Copies of articles and other professional productivity should not to be included in the application.
2. Applications should contain only material produced since the last promotion. Material produced prior to employment at ASU must be listed separately. Materials produced before the last promotion may be included in the appendix.
3. The University Promotion, Retention, and Tenure Committee (UPRTC) strongly recommends that any person who is requesting promotion/tenure should not serve on the college or university PRT committees, and where possible, should not serve on the department PRT committee.
4. The *Summary of Recommendations* sheet should be attached to the front of each copy of the application.
5. Applicants should submit an original application and nine copies, totaling ten applications.
6. Faculty who apply for both tenure and promotion need to complete and submit only one application and forward ten (10) copies of the application for review (the original plus nine copies).
7. Applicants should not cite in section VII of the *Promotion/Tenure Application* the following. These should be cited in section IX., d. under Optional Activities.
 - a. Articles not accepted for publication
 - b. Articles submitted for publication
 - c. Grants not funded
 - d. Work in progress
8. Applicants may include works "In Press" as publications produced. To have a book or an article counted as "In Press," the applicant **must submit** with the application a signed letter from the journal editor or book publisher stating that the candidate's work:
 - a. has been accepted in its final form;
 - b. requires no further revisions; and
 - c. will appear in print by (date).

Cite "In Press" works that meet the above criteria under items VII. a. 3. and IX as outlined in the *Application Format*. Applicants may include works "Accepted for Publication" in this

section. Publications that are not “In Press” but have been accepted with or without minor modifications can be included with appropriate documentation similar to that provided for “In Press” articles.

- 9.** Applicants may include letters, from outside professional evaluators and copies of reviews of applicants' published works or those in press and/or professional activity in an appendix.
- 10.** Applicants should indicate any service and/or research that was compensated from some source external to the university.
- 11.** An additional level of review will be applied to applications for applicants that teach "teacher ed" courses in academic units other than the College of Education. This level of review is detailed in the Professional Education Governance document on pages 9-11 and that document can be found at the following web address:

http://education.astate.edu/education/Professional_Education_Unit.htm.