

**Department of Family &  
Consumer Sciences**

May 19, 2006 (Prepared by Duane Whitbeck, Chair)

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# **Promotion and Tenure Requirements**

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## Tenure

### Guidelines

The faculty member should review and understand the content of the PSU Faculty Handbook, PSU/KNEA-PSU Contract and The Core of Academe.

To be recommended for tenure in the Department of Family & Consumer Sciences, a faculty member is expected to be established as a productive member of the academic community at a level appropriate to her/his rank. The following requirements shall be met:

- 1) Meet general criteria cited in the most recent PSU/KNEA and PSU Agreement.
- 2) After the first evaluation during the first year, receive an overall rating of at least “Meritorious” for each subsequent year during the probationary period. “Meritorious” ratings in teaching are required each year. A faculty member receiving an adjectival rating less than “Meritorious” during any one year of the probationary period may be reviewed by the senior faculty for discussion and decision of non-reappointment.
- 3) Demonstrate productivity and growth in areas of teaching, scholarship and service.
- 4) Demonstrate cooperation with other members of the Department to reach department goals and maintain academic integrity of the Department.
- 5) Work cooperatively as a good departmental citizen. Work well with others, communicate in an effective manner with peers, enhance the well-being of the department through being a positive example and roll model, a strong recruiter, and a tactful colleague.

### Probationary Period Procedures

- First Year: Letter of continuation March 1.
- Second Year: Letter of continuation, December 15 and Letter from Chairperson to Candidate regarding progress toward tenure, end of academic year.
- Third and Fourth Years: Focus on issues or concerns raised in second-year letter from Chairperson; discontinuation requires one-year notice.
- Fifth Year: Final Year of Probationary period. Candidate applies for tenure in the fall. Tenure recommendation is made to the Board of Regents in the Spring. If unsuccessful, the Candidate is given a sixth and final year of employment at PSU. During the fifth year, the faculty member should be eligible for promotion.
- Sixth Year: Fully tenured.

## **Achievement in Teaching, Scholarship, Service**

During the probationary period, the faculty member must demonstrate ability to meet levels of achievement in the following areas:

### **Teaching**

- Carry out classroom teaching assignments, keep regular office hours and fulfill assigned advising duties. This is expected of every faculty member and is not considered as a contribution toward exceptional work or teaching.
- Clearly demonstrate teaching effectiveness as well as dedication to teaching. A rating of at least “Meritorious” is required. Course evaluations must be done for all courses, results summarized and submitted. The Department currently uses the SPTE and therefore, requires at least five students to be enrolled in a course for the evaluation results to be meaningful.
- Demonstrate effectiveness as an advisor. The knowledge of departmental programs and departmental and university requirements is essential. A summary of student evaluations of advisement must be included.
- Assume leadership in the department for one’s program specialization. This includes course revisions, curriculum development, seeking funding that focuses on curriculum and learning enhancement, identification of practicum and/or internship possibilities and development of student recruitment strategies.
- Create a learning environment for students, which supports learning creative solutions to problems, and positive growth in knowledge and skills.
- Establish a record of self-development that demonstrates continuing growth in teaching. This includes demonstrated participation in professional meetings focused on teaching, development and implementation of new teaching strategies, and study of literature in the area of teaching.

### **Scholarship**

- Remain active professionally through participation in national, state and local professional meetings and seminars.
- Publications in recognized journals within the field and presentations at professional meetings at national, state and local levels are expected. Contributions to the enhancement of the knowledge base of one’s specialization are the norm. Off campus peer review and dissemination will be important considerations in the assessment of these accomplishments.
- Maintain an active research agenda through gathering and analyzing data, seeking funding, and development of manuscripts or other mechanisms of report of data.

### **Service**

- Provide evidence of involvement in discipline-related service and university wide service such as workshops, consultation and/or technical support for other programs, and guest speakers for other classes.

- Participate in governance of the department and university through committee membership, assistance with special projects and participation in the decision-making process. This includes but is not limited to active membership in Faculty Senate, Teacher Education Council, and Curriculum Committees.
- Participate in recruitment and retention of students. This includes such activities as university and department recruitment events, individual contacts with prospective students, development of recruitment materials, and positive student advisement.
- Serve as faculty advisor to student organizations as assigned. This requires attendance at organization meetings, reports to chairperson and other faculty members, participation in organization sponsored activities and individual consultation with organization officers.
- Assume leadership roles in professional organizations at local, state, and national levels.
- Serve in roles such as consultant, presenter, workshop leader, and advisory board member to groups and organizations outside the department and university.

### **Collegiality**

- Work cooperatively with department personnel including staff and faculty in all aspects of the individual roles as a faculty member and as a colleague representing the department and specific content areas to internal and external audiences.
- Work in a supervisory role (if dictated by assignment) in a manner that strengthens the individual program and creates a positive working environment for others.

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## Promotion

### Guidelines

The faculty member should review and understand the contents of the PSU Faculty Handbook, PSU/KNEA-PSU Contract, and The Core of Academe.

To be considered for promotion in the Department of Family & Consumer Sciences, a faculty member is expected to be established as a productive member of the academic community at a level appropriate to her/his rank. The following requirements shall be met:

- 1) Meet eligibility requirements through years of service, generally eligible to apply for promotion to associate professor during fifth year. Names of eligible faculty are published near end of academic year prior to the year in which they will apply. Dossier models are available through Office of Academic Affairs. Department Chairperson will also provide assistance.
- 2) Meet general criteria cited in the most recent PSU/KNEA and PSU Agreement.
- 3) Make reasonable progress toward promotion to the next higher academic rank by maintaining a level of “Meritorious” ratings in the chosen area of excellence; teaching, scholarship, or service.
- 4) Demonstrate growth and accomplishment in all three areas of teaching, scholarship and service.
- 5) Demonstrate cooperation with other members of the Department to reach department goals and maintain academic integrity of the Department.

### Promotion Procedure

- Within the appropriate time frame for eligibility, indicate to the chairperson desire to be considered for promotion.
- Meet published deadline for submission of dossier following model provided by Vice President for Academic Affairs office. Dossier is initially submitted to Department Chairperson.

### Achievement in Teaching, Scholarship, Service

Faculty member must demonstrate ability to meet levels of achievement in teaching, scholarship and service. One of the three areas must be selected for demonstration of excellence in the nomination process.

## **Excellence in Teaching**

- Carry out classroom teaching assignments, keep regular office hours and fulfill assigned advising duties. This is expected of every faculty member and is not considered as a contribution toward exceptional work or teaching.
- Clearly demonstrate teaching effectiveness as well as dedication to teaching. A rating of “Meritorious” in Teaching requires that course evaluations are done for all courses, results summarized and submitted. The Department currently uses the SPTE and therefore, requires at least five students to be enrolled in a course for the evaluation results to be meaningful.
- Demonstrate teaching competence through preparation and use of instructional media, experimentation with innovative methods and techniques.
- Demonstrate effectiveness as an advisor. The knowledge of departmental programs and departmental and university requirements is essential. A summary of student evaluations of advisement must be included.
- Assume leadership in the department for one’s program specialization. This includes course revisions, curriculum development, seeking funding that focuses on curriculum and learning enhancement, identification of practicum and/or internship possibilities and development of student recruitment strategies.
- Demonstrate creation of a learning environment for students, which supports learning creative solutions to problems, and positive growth in knowledge and skills.
- Establish a record of self-development that demonstrates continuing growth in teaching. This may include attendance at institutes and workshops and evidence of process evaluation of impact on students.

## **Excellence in Scholarship**

- Remain active professionally through participation in national, state and local professional meetings and seminars.
- Disseminate creative/scholarly work through submission of manuscripts to recognized journals within the field, preparation of textbooks or monographs, and/or delivery of peer reviewed presentations at professional meetings.
- Demonstrate contribution to the knowledge base of one’s specialization through invited lectureships and speeches.
- Maintain an active research agenda including acquisition of funding to support research and scholarly efforts.
- Gain recognition beyond the university for contributions to the field.

## Excellence in Service

- Provide evidence of involvement in discipline-related service and university wide service such as workshops, consultation and/or technical support for other programs, and guest speakers for other classes.
- Participate in governance of the department and university through committee membership, assistance with special projects and participation in the decision-making process.
- Participate in recruitment and retention of students. This includes such activities as university and department recruitment events, individual contacts with prospective students, development of recruitment materials, and positive student advisement.
- Serve as faculty advisor to assigned student organizations. This requires attendance at organization meetings, reports to chairperson and other faculty members, participation in organization sponsored activities and individual consultation with organization officers.
- Demonstrate recognition of professional leadership through expanding roles in professional organizations at local, state, and national levels.
- Demonstrate recognition of professional ability through invitation to serve in roles such as consultant, presenter, workshop leader, and advisory board member to groups and organizations outside the department and university. Included may be non-credit workshops offered through Continuing Studies.

## Collegiality

- Work cooperatively with department personnel including staff and faculty in all aspects of the individual roles as a faculty member and as a colleague representing the department and specific content areas to internal and external audiences.
- Work in a supervisory role (if dictated by assignment) in a manner that strengthens the individual program and creates a positive working environment for others.

This document, Tenure and Promotion Requirements, developed as the departmentally specific guidelines for tenure and promotion and adopted by the tenured faculty of the Department of Family & Consumer Sciences on May 19, 2006, is approved.

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Duane A. Whitbeck  
Chair, Family & Consumer Sciences

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Date

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Lynette J. Olson  
Dean, College of Arts & Sciences

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Date

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Steven A. Scott  
Vice President for Academic Affairs

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Date