

Department of Nursing

PROMOTION GUIDELINES

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

To be considered for promotion in this department, a faculty member must demonstrate the ability to meet levels of achievement as a productive member of the academic community that are appropriate, in the judgment of the Departmental and University evaluators, for promotion to the next higher academic rank. Professional levels of achievement in teaching, scholarly activity and/or creative endeavor and community service, professional and/or university service are required. One of the three areas must be selected for demonstration of excellence in the nomination process.

In addition, the faculty member must meet the following general requirements of eligibility for promotion:

1. Document adequate years of service. The faculty member should be in at least the fifth year of service to request promotion to associate professor. On an annual basis, the university publishes a list of eligible faculty who may apply the following year. This list is available near the end of the academic year prior to the year in which faculty members are eligible to apply for promotion.
2. Meet criteria cited in the most recent PSU/KNEA Agreement.
3. Show growth and accomplishment in teaching, scholarly activity and/or creative endeavor, and community service, professional and/or university service that are appropriate for promotion to the next higher academic rank.
4. Achieve a definite trend of annual ratings of Exceptional in the chosen area of excellence, i.e., either teaching, scholarly activity and/or creative endeavor or community service, professional and/or university service.
5. Demonstrate collegiality that contributes to the successful completion of departmental goals and maintains the academic integrity of the unit.

PROCEDURE

1. Indicate to the chairperson, within the appropriate time frame for eligibility, the desire to be considered for promotion.
2. Meet published deadline for initial submission of dossier to the chairperson. The dossier model provided by the Vice President for Academic Affairs should be followed.

PROMOTION CRITERIA

To be considered for promotion, a faculty member shall be tenured or holding a tenure-earning appointment and be able to demonstrate excellence in at least one of the three areas of teaching, scholarly activity and/or creative endeavor or community, professional, and/or university service, with professional accomplishments in the remaining two. Faculty are not expected to achieve excellence in each of the three areas, but they should be able to demonstrate professional accomplishments in all three. Faculty members shall select a primary basis for nomination for promotion from among teaching, research, and/or creative endeavor and community professional and/or University service. It should be emphasized that the following criteria are broad and conceptual in nature and define a number of areas in which contribution to teaching scholarship, and service may be made.

EXCELLENCE IN TEACHING

1. 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.
2. Clearly demonstrate breadth of teaching competence in the content area, graduate committee memberships, theses and special investigations directed, honors courses taught. Professionally developed norm referenced student ratings are one of a variety of ways to measure competence and effectiveness in teaching. The submission of student ratings is required in the promotion process and, along with other evidence submitted in the process, they shall be used to measure competence and effectiveness in teaching. Examples of additional indicators that may be submitted as evidence of teaching competence and effectiveness in the promotion process can be found in **XXVIII Appendix A, The Core of Academe**.
3. 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.
4. Contribute significantly to departmental planning. This includes, for example, contributions to courses and curriculum development, use and preparation of instructional media (textbooks, laboratory manual, computer programs, class projects, cases, video-tape, film, slides, transparencies, individual instructional modules, models and mock-ups, etc), experimental instructional methods and techniques, identification of practicum and/or internship possibilities, and development of student recruitment and retention strategies and evidence of impact on students (student evaluations, pre and post-testing results, state board results, certification examination results, job placement, graduate school admissions, GRE and Millers Analogies results, etc.).

5. Create a learning environment for students which supports learning, creative solutions to problems, and positive growth in the process of developing appropriate skills in one's particular area of teaching.
6. Establish a record of self-development that demonstrates continuing growth in teaching. This includes, for example, demonstrated participation in professional meetings focused on teaching, development and implementation of new teaching strategies, and study of literature in the area of teaching.

EXCELLENCE IN RESEARCH, SCHOLARSHIP, and/or CREATIVE ENDEAVOR

1. Remain active as a scholar, engaging in organized research projects to enhance the knowledge base on one's specialization by creating new interpretations or reassessing extant interpretations.
2. Remain active professionally through participation in national, state, and local professional meetings and seminars.
3. Deliver peer reviewed presentations at national, state, and local professional meetings.
4. Publish in recognized journals within the field. 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.
5. Disseminate scholarly work through the preparation and submission of textbooks or monographs.
6. Maintain an active research agenda through gathering and analyzing data, seeking funding, and development of manuscripts or other mechanisms or report of data.
7. Gain recognition beyond the University for contributions to the field.

EXCELLENCE IN COMMUNITY, PROFESSIONAL, and/or UNIVERSITY SERVICE

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

2. Participate in governance of the department and university through committee membership, assistance with special projects and participation in the decision-making process that characterizes shared governance.
3. Participate actively in the recruitment and retention of qualified students. This includes such activities as university and department recruitment events, individual contacts with prospective students, development of recruitment materials, and positive student advisement.
4. 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 consultations with organization officers.
5. Demonstrate recognition of professional leadership through expanding roles in professional organizations at local, state, and national levels. Outstanding public service contributions may be made by helping to implement regional community services and other types of field service. A significant contribution may be as an officer of a professional, technical or scholarly society at the state or national level.
6. Show 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. Non-credit workshops offered through Continuing Studies may be included.
7. Contribute to the mutually supportive atmosphere already established by the faculty of the department. Assist in assuring the satisfactory completion of various projects undertaken by the department.
8. The faculty member may also be highly regarded as a consultant to government and industry on technical matters. In all service categories, evidence must be presented to substantiate the quality and quantity of the service provided.

These departmentally specific guidelines for promotion are approved for the Department of Nursing.

Lynette Olson,
Dean, College of Arts and Sciences

Date

Steven Scott,
Vice-President for Academic Affairs

Date

Department of Nursing

TENURE GUIDELINES

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

To be recommended for tenure in the Department of Nursing, a faculty member must demonstrate during her/his probationary period the ability to meet levels of achievement as a productive member of the academic community that are appropriate to her/his rank. Achievement in teaching, discipline research, scholarly activity, and creative endeavor, and community, professional, and University service which is reasonably judged to be of such recognizable merit as to justify the status and commitment of a continuing appointment. In considering tenure, the entire length of service that a faculty member has rendered at Pittsburg State University should be considered.

Beginning with the appointment to the rank of full-time instructor, recommendations for tenure shall be earned on the following schedule of probationary service at Pittsburg State University: Instructor, seven years; Assistant Professor, five years; Associate Professor, four years; and Professor, three years.

EXCELLENCE IN TEACHING

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

1. Carry out classroom and clinical 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.
2. Clearly demonstrate teaching effectiveness as well as dedication to teaching. Course evaluations must be done for all courses, results summarized, and submitted.
3. 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.
4. Contribute significantly to departmental planning. 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 and retention strategies.

5. Create a learning environment for students which supports learning, creative solutions to problems, and positive growth in the process of developing appropriate skills in one's particular area of teaching.
6. 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.

DISCIPLINE RESEARCH, SCHOLARLY ACTIVITY, AND CREATIVE ENDEAVOR

1. Remain active as a scholar, engaging in organized research projects to enhance the knowledge base in one's specialization, creating new interpretations or reassessing extant interpretations.
2. Remain active professionally through participation in national, state, and local professional meetings and seminars.
3. Make presentations at professional meetings at national, state, and local levels.
4. Publish in recognized journals within the field. 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.
5. Maintain an active research agenda through gathering and analyzing data, seeking funding, and development of manuscripts or other mechanisms of report of data.

EXCELLENCE IN COMMUNITY, PROFESSIONAL, AND UNIVERSITY SERVICE

1. Provide evidence of involvement in discipline-related service and university-wide service such as workshops, consultation and/or technical support for other programs or guest speaker for other classes.
2. Participate in governance of the department and university through committee membership, assistance with special projects and participation in the decision-making process that characterizes shared governance. This includes but is not limited to active membership in Faculty Senate and Curriculum Committees.

3. Participate actively in the recruitment and retention of qualified students. This includes such activities as university and department recruitment events, individual contacts with prospective students, development of recruitment materials, and positive student advisement.
4. 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 consultations with organization officers.
5. Assume an active role in professional organizations at local, state, and national levels.
6. Serve in roles such as consultant, presenter, workshop leader, and advisory board member to groups and organizations outside the department and university.
7. Contribute to the mutually supportive atmosphere already established by the faculty of the department. Assist in assuring the satisfactory completion of various projects undertaken by the department.

ASSESSMENT AND EVALUATION

To apply for tenure, a candidate must submit a portfolio that contains but is not limited to summaries of her/his annual performance reports.

To receive a positive recommendation for tenure, candidates must provide documentation of teaching effectiveness, sustained and directed scholarly achievement, and service to the university, the profession and the community that are of such recognizable merit as to justify the status and commitment of a continuing appointment in the professional judgments of the evaluators.

Teaching Effectiveness. Documentation must include:

- 1) Course evaluations for all courses taught throughout the probationary period and other evidence of successful direct involvement with students throughout the probationary period.
- 2) Summary of student evaluations of advisement.
- 3) Materials related to course preparations and revisions, as well as instructional materials, handouts, syllabi, tests, or major assignments that would provide a picture of the candidate's present approach to teaching and pedagogy as well as to the candidate's ongoing development as a teacher.
- 4) Other evidence the candidate feels demonstrates her/his teaching effectiveness. This may include but not be limited to professional development activities or presentations that have a direct, immediate impact on pedagogy and teaching beyond the boundaries of PSU, solicited or unsolicited peer evaluations, professional recognition of teaching excellence, evidence of active recruitment, or initiatives to improve retention of students.

Scholarly Accomplishment. The candidate must provide a record of sustained accomplishment and should show promise for future contributions that will be meaningful to the Department.

- 1) The candidate is expected to be active in professional organizations by attending professional meetings annually at the state or national level.
- 2) Candidates must provide a record of sustained accomplishment. This may be demonstrated through publications, presentations, progress in large research projects, and/or other activities in the field such as editorial work, critical studies, software development, or technological applications that are recognized in the nursing profession as important contributions to the field. Off campus peer review and dissemination will be important considerations in the assessment of these accomplishments.

Service to the Community and the Profession. The candidate must show an active, sustained record of participation as well as interest in her/his profession and in Pittsburg State University.

- 1) Candidates may demonstrate their service by membership on departmental or university committees, involvement in special projects that serve the Department or the University as a whole, and consistent participation in the governance of the Department.
- 2) A sustained record of service may also include activities that support outreach programs, active recruitment, and participation in supporting and sustaining the nursing profession.
- 3) Participation in civic groups and other community service that promote Pittsburg State University and the Department enhance a candidate's dossier.
- 4) If it is unclear to the candidate whether an activity should be listed under "Service" or one of the other two categories, s/he should select the area that s/he believes best reflects its nature or purpose. If an activity clearly applies to more than one of the three categories, the candidate will so note.

PROBATIONARY PERIOD PROCEDURES

(Please refer to the Agreement between PSU and PSU/KNEA for full detail.)

In order to assure that an evaluation standard is evenly and fairly administered, the Chairperson will make a tenure recommendation separate from and independent of the recommendation made by the departmental tenure committee, which is comprised of all tenured faculty in the department. Additionally, by statute the Chairperson has the obligation to keep the candidate informed as to progress toward tenure:

- 1) First year: Letter of continuation, March 1.
- 2) Second year: Letter of continuation, December 15.

- 3) Letter from Chairperson to Candidate regarding progress toward tenure, end of second academic year. For Associate Professors and Professors, this letter is prepared at the end of the first year.
- 4) For Assistant Professors, Third and Fourth Years: Focus on issues or concerns raised in second-year letter from Chairperson; discontinuation requires one-year notice.
- 5) For Assistant Professors, 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.
- 6) Sixth Year: Fully tenured.

These departmentally specific guidelines for tenure are approved for the Department of Nursing.

Lynette Olson,
Dean, College of Arts and Sciences

Date

Steven Scott,
Vice-President for Academic Affairs

Date