

**Department of Social Science
Criteria for Tenure and Promotion**

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Resubmitted Fall 2005**

The Department of Social Science faculty subscribes in full to the tenure and promotion guidelines set forth in the *Agreement* between PSU and KNEA. Tenure and promotion are awarded for significant achievements in teaching, intellectual contribution, service and other professional standards.

Tenure is awarded for teaching effectiveness, significant intellectual contributions, service activities, and adherence to other professional standards and a high degree of confidence that this performance will be continued.

Promotion is awarded on the basis of a continuing record of achievements in teaching, intellectual contributions, service, and adherence to other professional standards. Some flexibility in assigning weights to these areas is possible. As the individual progresses from one rank to the next, performance criteria become more demanding.

Criteria for Tenure and Promotion

The following are the requirements for a positive recommendation for tenure and promotion.

- An appropriate terminal degree
- High quality teaching
- Significant intellectual contributions
- Promise of continued academic growth and achievement
- Adherence to professional standards

Listed below are examples of the indicators of quality Teaching, Scholarly Activity, Service and Other Professional Standards that are expected of candidates for tenure or promotion. To receive a positive recommendation candidates must provide documentation of accomplishments in each of these categories that are, in the professional judgments of the evaluators, of such recognizable merit as to justify the status and commitment of a continuing appointment or of promotion.

Teaching

Demonstration of high quality teaching is necessary for tenure and promotion. Indicators of quality teaching include:

- Instructional effectiveness and student achievement. Summarized course evaluations must be provided.
- Creation and delivery of course development.
- Enhancement of course content
- Innovation in the instructional processes
- General facilitation of student development, including significant contributions of advisory curriculum committees, accessibility to students, attention to curriculum matters, maintain standards and fairness, etc.
- Currency in instructional field(s)
- Continued improvement in teaching
- Course load, including new courses, undergraduate and graduate courses, class size, nature of courses, and availability of assistance
- Graduate theses directed and/or service on thesis committees
- Student advisement. Summarized evaluations of advisement using the departmentally approved instrument must be provided.

Intellectual Contributions

Candidates for promotion and tenure must demonstrate an on-going record of significant intellectual contributions. Quality of scholarship is important. Successful peer reviewed intellectual contribution is the norm for tenure and promotion. Indications of intellectual contributions include:

- journal publications
- research monographs
- books
- book chapters
- proceedings from scholarly meetings
- conference papers
- research in progress may be considered

Service

Service contributions to the university, professional organizations, and the community are required for tenure and promotion.

Contributions to the university should extend beyond departmental boundaries and they include:

- Significant committee/governance assignments
- Program and curricular development
- Generation of funds through sponsored research
- Generation of funds from non-research activities
- Administrative service for which released time was granted
- Advisement of student organizations

Contributions to professional organizations include:

- Direct participation through offices held
- Participation through offices held
- Committee assignments
- Reviewing scholarly works

Contributions to community service are clearly most relevant when they involve the faculty member's area of expertise. Such service includes:

- Serving on working committees and board of directors
- Consulting for community groups, governmental organizations, or public service organization.

Other Professional Standards

A professional academic environment is one in which members of the department, whether agreeing or disagreeing, work together for the good of the department and its programs in an atmosphere of mutual honesty, trust, and respect. Major indicators of professionalism include:

- Open and honest communication with other department faculty
- Collaboration with other department faculty
- Participation in departmental activities
- Shouldering one's fair share of departmental tasks
- Adherence to ethical and professional standards with respect to interactions with one's colleagues and students

Professionalism does not imply any restriction on academic freedom.

The departmental guidelines for **promotion** and **tenure**, “Department of Social Science, Criteria for Tenure and Promotion”, approved by the Department of Social Science, Fall 2005, are approved:

Dr. Michael A. Kelley, Chair

Date

Dr. Lynette Olson, Dean

Date

Dr. Steven A. Scott, Vice President of
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Date