

## Guidelines for Promotion and Tenure

Revised November 30, 2018

These guidelines for promotion and/or tenure specify the criteria that are to be followed within the School of Communication Sciences and Disorders and the materials that should be developed by the candidate for review by the School's Tenure and Promotion Committee. This information is also designed to assist the members of the Promotion and Tenure Committee when evaluating candidates. Except as indicated, the guidelines are consistent with University policies as specified in the 2015 University of Memphis Faculty Handbook (FHB) (Chapter 4 Tenure and Promotion, pp. 57-108).

### Promotion to Associate Professor and Tenure

The guidelines for tenure are the same as those for promotion to Associate Professor. No faculty member can be awarded tenure without meeting the eligibility requirements for Associate Professor or having already attained that rank. (FHB, p. 72)

Probational faculty may be employed on annual tenure-track appointments for a maximum of six years. Under special circumstances candidates can be considered for early tenure. (FHB, p. 88)

Untenured faculty members will also undergo a "major midterm evaluation" (FHB, p. 39), typically near the end of the faculty member's third year. The evaluation, conducted by the School's Tenure and Promotion Committee and the Dean, is designed to provide faculty members with information about the status of their progress toward tenure and promotion. The faculty member will provide documentation of contributions and accomplishments according to the areas and guidelines described below. This process will not normally involve external peer review. The outcome of this evaluation will remain in the School. (See FHB, pp. 70-72)

### **Criteria for Tenure and Promotion Recommendations**

1. *Evidence of teaching effectiveness in academic/clinical instruction.* This area includes materials indicating command of the academic and clinical subject matter, organization of material, ability to motivate and mentor students, and creative and effective use of teaching methods. Candidates must submit course evaluations for all courses taught.

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2. *Evidence of service of a professional nature to the institution; the community and the state.* Examples of service include participation in School and University committees, membership and leadership roles in professional organizations at local, state, national, and international levels. Service to the larger society includes presentations related to one's discipline and providing professional advice and counsel.
3. *Evidence of research, scholarly and creative activity.* Evaluation of these activities requires external peer review by qualified peers not associated with the University of Memphis. Candidates should include records of such activities including
  - **Publications:** This category includes textbooks, chapters in books, articles in refereed and nonrefereed journals, monographs, refereed and nonrefereed conference proceedings, book reviews, and related items. Authorship of manuscripts listed in the vita should appear in the same order as in the publications.
  - **Papers Presented:** This category includes papers presented at local, state, regional, national, and international professional meetings. Authorship of papers listed in the vita should appear in the same order as in the presentations.
  - **Research In Progress:** Candidates should provide a clear indication of the status of each project.
  - **Grant Applications:** The candidate should include grant applications submitted, including those that have been and have not been funded.

When considering each of the above criteria, reviewers should strongly emphasize evidence that the candidate is well underway in the development of *national* recognition in his or her field. Note: this guideline exceeds the recommendation in the Faculty Handbook indicating that the candidate need only demonstrate the *potential* for national recognition. (FHB, p. 62)

4. Either included with the materials indicated in sections 1-3 above, or separately, candidates should present evidence of continuing professional development toward established professional goals. Candidates should also demonstrate willingness and ability to work effectively with colleagues. Note: the FHB (p. 52) refers to characteristics of good character, mature attitude, and professional integrity.

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### Promotion to Full Professor

The rank of Professor is not a reward for long service. The rank of Professor should be accorded to those with a record of consistent, sustained, high quality scholarly productivity over a period of years. The rank is a recognition that such superior achievement in the field of study will continue on a national and international level. The criteria for promotion to Professor incorporates the above criteria to Associate Professor with the following additions.

The candidate must:

- have a minimum of 10 years of professional experience in the instructional discipline; candidates must have documented evidence of instructional ability; candidates should be members of the School's faculty for a minimum of four years at the time of application.
- provide evidence of good character, mature attitude, professional integrity and a high degree of academic maturity and responsibility;
- provide documented evidence of a consistent pattern of high quality professional productivity;
- demonstrate national and international recognition in the discipline; Note: this guideline exceeds the recommendation in the Faculty Handbook indicating that the candidate need only demonstrate national recognition. (FHB, p. 53)
  - Evidence of national and international recognition in the discipline may be indicated by appointments as a reviewer for peer-reviewed journals, invited papers and presentations, honors, grants and awards, committee service, leadership with national or international professional organizations, and published citations to academic work.

### Procedures

The candidate is responsible for preparing the materials and uploading them to a central electronic location determined by the School. The candidate's faculty mentor within the School will typically be a good source of guidance. Well in advance of the review process, the candidate should provide the Dean with a list of six names of potential external reviewers (including addresses and telephone numbers). Letters from mentors are discouraged but, if included, should be so identified. The Dean, with the assistance of the Committee will solicit

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letters from selected persons on the list as well as from additional individuals not on the list. A minimum of three external reviews should be included in the candidate's materials. Selection of external reviewers is to be conducted in a manner that will minimize biases for or against the candidate as indicated in the Faculty Handbook (Section A. External Peer Review. p. 64).

Once the School's Tenure and Promotion Committee is notified that the candidate's materials are complete, individual committee members will review the materials. Following a subsequent meeting, the Committee will provide a written recommendation to the Dean of the School. As described in the Faculty Handbook, this process continues through the University of Memphis Board of Trustees (pp. 65-66 of FHB).

### The Committee

A minimum of three faculty members will be appointed as a Tenure and Promotion review committee. For general purposes (e.g., third-year review), members of this committee must have at least one member with the rank of Professor and the others at least the rank of Associate Professor. All members of the committee must be tenured, and the Dean is not eligible to serve on this committee. When reviewing an application for promotion from Associate Professor to full Professor, the T & P review committee will be made up of the tenured full Professors of the School, except for the Dean. In the event that an insufficient number of full Professors exists in the School, then a maximum of two tenured Associate Professors from the School and a maximum of three tenured full Professors from other departments (preferably in an area of expertise of the applicant) may be appointed to the committee. The number of full Professors on the committee should be greater than the number of Associate Professors. When a faculty member with the rank of Associate Professor applies for tenure, (either in conjunction with or separately from an application for promotion) the application for tenure will be reviewed by a T & P review committee that includes all tenured faculty members of the School.