The record of research, publication, creative activity, and scholarly achievement may consist primarily of contributions made while completing requirements for a doctoral program or other terminal academic program appropriate to the discipline. In appraising the quantity and quality of these contributions, emphasis is placed on evidence that the candidate’s record would warrant an initial appointment as Assistant Professor.

3. Each successful candidate must show evidence of a continuing record of outreach/academic citizenship appropriate to the candidate’s area and expertise. See Appendix Q.

The absence of outreach/academic citizenship on the candidate’s part detracts from what otherwise may be a strong set of qualifications for promotion.

In cases where administrative and/or service activities are an assigned part of the candidate’s professional duties, the criteria and performance standards cited above are supplemented and modified as follows:

(a) The quantity of teaching and creative scholarship expected of the candidate shall be modified appropriately to recognize both the person’s academic appointment and the time assigned to the administrative and/or service components of the position. However, the criteria regarding the calibre of teaching effectiveness and the quality of research, publication, creative activity, and scholarly achievement remain the same, as does the expectation of responsible academic citizenship.

(b) The candidate’s assigned administrative and/or service-related activities must be judged by superiors as meritorious and to have brought credit to the University.

While meritorious performance in an administrative and/or service capacity substantially enhances a candidate’s case for promotion, such performance generally cannot be the primary basis upon which a faculty member receives promotion from Instructor to Assistant Professor. Promotion to the rank of Assistant Professor is awarded principally on the basis of academic merit, as evidenced by a candidate’s academic credentials, teaching effectiveness, instructional contributions, and record of research, publication, creative activity, and scholarly achievement.

B. Promotion From Assistant Professor To Associate Professor

To merit promotion to the rank of Associate Professor, candidates must possess a strong record of performance at the Assistant Professor rank. Decisions to promote an Assistant Professor to the rank of Associate Professor are based upon (1) the calibre of the faculty member’s teaching effectiveness and overall contribution to the quality of the instructional programs in which he/she has assigned duties and (2) the calibre of the faculty member’s record of research, publication, creative activity, and scholarly efforts in his/her discipline and fields of specialization. These two areas of performance are co-equal in importance and are predominant in the evaluation of candidates for promotion from Assistant to Associate Professor.

To meet the criteria and standards of performance for promotion to Associate Professor, a candidate’s record of academic performance and accomplishments must satisfy the following requirements.

1. A successful candidate must present convincing evidence of good instructional performance and effectiveness; each candidate’s record must be judged sufficient in quality to demonstrate continuing and substantial progress toward an outstanding level of performance.

Documentation of a candidate’s instructional performance should include at least the following:

(a) Evidence of effective performance by the candidate in the classroom and/or other instructional settings
and evidence of the degree of the candidate’s commitment to instructional excellence, including judgments by members of the departmental promotion committee and the departmental chairperson.

(b) Student opinions regarding the candidate’s instructional performance, together with their opinions concerning the quality of the course.

(c) Any available evidence that the candidate has made contributions (beyond those included in responsible academic citizenship) to improving the quality of the instructional programs in his/her academic area. Such contributions may include improving the presentation of course materials, developing effective instructional aids, developing new courses or programs, strengthening the content of existing courses, preparing useful and current course syllabi, participating effectively in the supervision of research efforts of graduate students, assisting in student recruitment and career placement, performing meritoriously in adult and professional continuing education programs, providing curricular or instructional leadership, and obtaining or participating significantly in grants and contracts which enhance the University’s instructional efforts.

2. A successful candidate must present a strong, continuing record of productive research, publication, creative activity, and scholarly achievement appropriate to his/her discipline and fields of specialization; this record must be sufficient in both quantity and quality to demonstrate substantial progress toward an outstanding level of performance.

Although there are obviously many ways for a candidate to establish a strong, continuing record of productive research, publication, creative activity, and scholarly achievement, each successful candidate is expected to have published a number of substantial articles in recognized refereed journals in his/her discipline (or the equivalent in the case of candidates whose disciplines are in the creative, visual, or performing arts). In evaluating the totality of a candidate’s record, consideration is given to all appropriate types of original scholarship, creative effort, and professional activity relevant to the candidate’s discipline. The weight placed on each scholarly and professional activity necessarily varies according to the contribution it makes to the discipline and to the professional stature of the candidate. The following are examples of the types of scholarly and professional contributions which are considered:

(a) articles published in refereed journals in the candidate’s discipline;

(b) books and book-length research monographs;

(c) invited or juried or reviewed exhibitions, presentations, or performances;

(d) chapters in books and edited collections of readings;

(e) research reports submitted in connection with research grants or contracts;

(f) participation in research contract or grant activities;

(g) papers published in the proceedings of meetings of professional associations;

(h) articles in non-refereed periodicals;

(i) papers presented at professional meetings;

(j) appointment as a referee, as a member of an editorial board, or as an editor of a scholarly academic or professional journal;
(k) any other types of scholarly publications and creative efforts which contribute to the candidate’s fields of specialization;

(l) important professional activities which contribute materially to the individual’s professional stature and to the University’s mission.

In appraising the quantity and quality of a candidate’s scholarly and creative contributions to his/her discipline, emphasis is placed upon (1) whether the amount of productive research, publication, and creative activity the candidate presents is commensurate with what should be expected of someone applying for the rank of Associate Professor, (2) evidence as to the substantive and consistent nature of the candidate’s scholarly or creative efforts, (3) the quality of the refereed journals in which manuscripts have been published (or the quality of the invited or juried or reviewed exhibitions, presentations, or performances), (4) the calibre of the publications in which the candidate’s works (other than refereed journal articles) have appeared, (5) any evidence of the impact which the candidate’s works have had on the discipline or of the extent to which the candidate’s publications have been recognized or cited by others, (6) the emerging professional stature of the candidate, (7) the quality of any invitations to consult or lecture, and (8) the quality of any participation by the candidate in research contract or grant activities.

3. Each successful candidate must show evidence of a continuing record of outreach/academic citizenship appropriate to the candidate’s area and expertise. See Appendix Q.

The absence of a continuing record of outreach/academic citizenship on the candidate’s part detracts from what otherwise may be a strong set of qualifications for promotion.

In cases where administrative and/or service activities are an assigned part of the candidate’s professional duties, the criteria and performance standards cited above are supplemented and modified as follows:

(a) The quantity of teaching and creative scholarship expected of the candidate shall be modified appropriately to recognize both the person’s academic appointment and the time assigned to the administrative and/or service components of the position. However, the criteria regarding the calibre of teaching effectiveness and the quality of research, publications, creative activity, and scholarly achievements remain the same, as does the expectation of responsible academic citizenship.

(b) The candidate’s assigned administrative and/or service-related activities must be judged by superiors as meritorious and to have brought credit to the University.

While meritorious performance in an administrative and/or service capacity substantially enhances a candidate’s case for promotion, such performance generally cannot be the primary basis upon which a faculty member receives promotion from Assistant Professor to Associate Professor. Promotion to the rank of Associate Professor is awarded principally on the basis of academic merit, as evidenced by a candidate’s academic credentials, teaching effectiveness, instructional contributions, and record of research, publication, creative activity, and scholarly achievement.

C. Promotion From Associate Professor To Professor

To merit promotion to the rank of Professor, candidates must possess a strong record of performance at the rank of Associate Professor. Decisions to promote an Associate Professor to the rank of Professor are based upon (1) the calibre of the faculty member’s teaching effectiveness and overall contribution to the quality of the instructional programs in which he/she has assigned duties and (2) the calibre of the faculty member’s record of research, publication, creative activity, and scholarly efforts in his/her discipline and fields of