



# Sam Houston State University

COLLEGE OF BUSINESS ADMINISTRATION

DEPARTMENT OF FINANCE AND BANKING

## Promotion Standards Non-Tenure Track Faculty

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Approved by:

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**College of Business Administration  
Department of Finance and Banking  
Promotion Standards for Non-Tenure Track Faculty**

*Academic Policy Statement (APS) 890301 (December 2024) "Hiring, Evaluation, Promotion, and Merit for Non-Tenure Track Faculty"* is the university policy that guides the promotion process at Sam Houston State University (SHSU) for non-tenure track faculty. The SHSU Department of Finance and Banking uses *APS 890301* to guide the Department in processes, timelines, definitions, and requirements for Promotion. These items apply universally across the university and the Department of Finance and Banking adheres to those requirements.

*Section 5 of APS 890301* allows the Department of Finance and Banking to develop department-specific standards of performance for the promotion of non-tenure-track faculty within the department subject to the approval of the department chair, college dean, and university provost.

Unique to the College of Business Administration (COBA)

COBA is accredited by the Association to Advance Collegiate Schools of Business (AACSB, International). One of the categories reviewed by AACSB is the faculty qualifications of the college's faculty. COBA determines the requirements for the various status levels of faculty qualifications.

In general, non-tenure track faculty should meet the "Scholarly Academic", "Practice Academic", "Scholarly Practitioner, or "Instructional Practitioner" category. In no instance should a non-tenure track faculty member be listed as "Additional Faculty."

**Promotion Standards – Time in Service**

Eligibility for promotion within the Lecturer and Professor of Practice ranks is based on minimum years of service in the current rank:

- Promotion to Senior Lecturer or Senior Lecturer of Practice requires at least five (5) years of service in the rank of Lecturer or Lecturer of Practice.
- Promotion to Associate Professor of Practice requires at least six (6) years of service in the rank of Assistant Professor of Practice.
- Promotion to Professor of Practice requires at least five (5) years of service in the rank of Associate Professor of Practice.

## Promotion Standards – Teaching

### For Promotion from Lecturer to Senior Lecturer, from Lecturer of Practice to Senior Lecturer of Practice, or from Assistant Professor of Practice to Associate Professor of Practice

Candidates for promotion to Senior Lecturer, Senior Lecturer of Practice, or Associate Professor of Practice will provide evidence of a sustained pattern of effective teaching and meaningful contributions to academic programs. Evidence of a sustained pattern may include:

- Sustained pattern of exceeding minimum expectations annual FES 1 (Chair’s Evaluation of Teaching Effectiveness) and FES 2 (Student Evaluations) scores.
  - Annual reviews by the Department Chair demonstrate positive feedback or identify improvements by the faculty member in teaching (if needed) with a positive recommendation by the Department Chair in the faculty member’s year of review.
  - Annual average scores on the student evaluation instrument (currently the discipline-adjusted summary score provided using the IDEA evaluation system) of 3.5.
- Contributions to the university, college, and the Finance and/or Banking program, including but not limited to, course and curriculum development, innovations in teaching methodology, electronic instruction development, or participation in interdisciplinary academic programs.
- Participation in professional development activities.
- Substantial compliance with all mission-critical, teaching-related policies and standards of the department, college, and university.

### For Promotion from Associate Professor of Practice to Professor of Practice

Candidates for promotion to Professor of Practice from Associate Professor of Practice will provide evidence of a sustained pattern of effective teaching and contribution to the academic program. Evidence of a sustained pattern may include:

- Sustained Pattern of exceeding minimum expectations annual FES 1 (Chair’s Evaluation of Teaching Effectiveness) and FES 2 (Student Evaluations) scores.
  - Annual reviews by the Department Chair document satisfactory progress towards meeting the standards for promotion to Professor of Practice.
  - Annual average scores on the student evaluation instrument (currently the discipline-adjusted summary score provided using the IDEA evaluation system) of 3.5.
- Leadership in contributions to the university college, and the Finance and/or Banking program, including but not limited to, course and curriculum development, innovations in teaching methodology, electronic instruction development, or participation in interdisciplinary academic programs.
- Participation in professional development activities.
- Leadership in compliance with all mission-critical, teaching-related policies and standards of the department, college, and university.

## **Promotion Standards – Service**

### **For Promotion from Lecturer to Senior Lecturer, from Lecturer of Practice to Senior Lecturer of Practice, or from Assistant Professor of Practice to Associate Professor of Practice**

Candidates for promotion to senior lecturer, senior lecturer of practice, or associate professor of practice will provide evidence of a sustained pattern of:

- Regular attendance at mandatory events and attending and contributing to non-mandatory events, of the department, college, and university; AND
- Serving on and contributing to various active committees of the department, college, university and/or academic, professional or community organization; AND
- Participating in other discipline appropriate service activities as outlined in the FES 4 (Service) standards.

### **For Promotion to Professor of Practice from Associate Professor of Practice**

Candidates for promotion to Professor of Practice from Associate Professor of Practice will continue to provide evidence of a sustained pattern of the activities outlined for initial promotion to Associate Professor of Practice. In addition, the candidate will provide evidence of a sustained pattern of service leadership, such as:

- Creating and/or hosting an event involving the department, college, or university.
- Chairing various active committees of the department, college, university, or academic, professional, or community organization.
- Serving in leadership roles in discipline-related academic, business, professional, or community organization.
- Serving as a conference chair/program chair or host.
- Serving as a journal editor, associate editor, or editorial board member of a discipline appropriate publication.
- Sponsoring and/or advising a discipline appropriate student organization(s).

In addition to these examples, receiving a service award from the department, college, university and/or academic, professional, or community organization can serve as demonstrated effectiveness showing accomplishment of service.