NON-TENURED FACULTY GUIDELINE/EXPECTATIONS FOR TENURE AND PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR

Department of Educational Leadership, Sam Houston State University

It is the belief of the tenured faculty in the Department of Educational Leadership that our mission is best accomplished in a culture of communication, collaboration, and teamwork. In order to realize our vision for quality programs and a dynamic, productive, student- and service-oriented department, faculty must be visible and available to each other and to students. It is expected that tenure track faculty will exhibit ownership and commitment to the department's mission, goals and projects. Each faculty member is expected to attend (and contribute as appropriate) university, College of Education, departmental and program meetings and be available to students, faculty, and administration on a regular basis.

Each tenure track faculty member is encouraged to utilize every resource and opportunity available to further his/her professional development. Special emphasis should be placed on teaching, scholarly activity, and service. Positive student-teacher interactions are crucial to the programs in the Department of Educational Leadership, and each faculty member is expected to demonstrate that s/he has effectively taught the prescribed curriculum related to certification and licensure and has made efforts to improve the content and quality of his/her curriculum and classroom performance during the probationary period.

Each member of the faculty is responsible for accumulating and providing for review all pertinent documentation required by the Department of Educational Leadership, the College of Education, and Sam Houston State University. Each faculty member is further encouraged to accumulate any additional documentation that can be used as an indication of the faculty member's professional activities and contributions to the Department of Educational Leadership. Documentation should include but is not limited to the following:

A. Teaching

At the time of the promotion/tenure election, it is expected the non-tenured faculty member will have a record of sustained effective teaching and mentoring of students. Examples of activities/materials which show evidence of teaching, include, but are not limited to:

- Evidence of improvement in teaching over time.
- New courses developed.
- New material integrated into existing courses to update their content.
- Assuming coordination of various coursework within the dept.
- Use of technology and/or pedagogy to the educational process.
- Written documentation demonstrating evidence of impact of faculty member's contributions to students' academic development.
- Academic advisement and supervision of students.
- Evidence of professional development with respect to teaching.

Evaluation of teaching is detailed in [Academic Policy statement 820317](): The Faculty Evaluation System of Tenured and Tenure-Track Faculty – FES1 and FES2 respectively.

B. Research and Scholarly Activity

Department of Educational Leadership faculty members are expected to show evidence of an exemplary level of scholarly activity. Non-tenured faculty members are expected to have 12 of the following activities over the 6-year period. ***Six are expected to come from the first and/or second bullet point below*:**

Activities in this category are limited to:

- Peer-reviewed journal articles, books, or book chapters in the field. For any articles published that require a form of payment, the faculty member must provide evidence the journal is reputable, scholarly, and legitimate.
- Major External Grants written, submitted, and/or obtained as a principal or co-principal author. If counted in this category, the grant(s) may not be counted in the area of Professional Service.
- Research presentation at a professional meeting.
- Publication in a recognized popular or trade journal, newsletter, or invited presentations
- Editor/co-editor of a professionally recognized journal.
- Other forms of scholarship (Justification required).

Evaluation of research/scholarship is detailed in [Academic Policy statement 820317](): The Faculty Evaluation System of Tenured and Tenure-Track Faculty – FES3 respectively.

C. Professional Service

The Department of Educational Leadership faculty members are encouraged to work closely with their department, programs, the College of Education, and Sam Houston State University colleagues as well as schools, higher education institutions, and professional organizations.

Evidence of service activity may include but is not limited to:

- Program, department, college, and/or university committee assignments.
- Significant special service at the departmental level (e.g., program coordinator).
- Faculty assist with the recruitment and retention of students in the program.
- Technology developed or maintained for program, department, college, or
- university use. This may refer to the use of social media or a web presence.
- Other accomplishments in support of the program, department, school, higher education institutions, or other organizations.
- Membership, committee, and/or leadership positions in local, state, and/or national professional organizations.
- External funding and/or resources. If counted in this category, grant(s) may not be counted in the area of Research and Scholarly Activity.
- Editorial review boards of professionally recognized journals.

- Proposal review for professional conferences and/or organizations.
- Proposal review for grant-awarding agencies.
- Serving as a committee member on doctoral student dissertations.
- Contributes to the functioning of the department by doing their part to ensure the success of department programs.

Evaluation of service is detailed in Academic Policy statement 820317: The Faculty Evaluation System of Tenured and Tenure-Track Faculty – FES4 respectively.

Committee Members Present:
Dr. John Slate (Chair)
Dr. Matt Fuller
Dr. Peggy Holzweiss
Dr. Cynthia Martinez-Garcia
Dr. Nara Martirosyan
Dr. Ric Montelongo
Dr. Patrick Saxon
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