

Department of Biological Sciences
Faculty Tracks, Ranks, and Promotion & Tenure
Revised and Approved 04-26-2017

Preface

The following guidelines clarify the application of ETSU tenure and promotion policies in the Department of Biological Sciences. The “tracks” described below recognize that teaching, research, and service are all valued and faculty can make contributions to the department in different but equally important ways. The track a faculty member wishes to follow will be self-selected and may be changed through discussion with the department chair. Our promotion and tenure guidelines recognize that above all, faculty should demonstrate that they can, and will, continue to be productive at the rates outlined by their chosen track. For the purpose of these guidelines, we use the contact hour (versus credit hour) for calculating teaching load since it better reflects faculty effort in teaching courses that often have both lecture and laboratory sections. The standard teaching loads indicated for each track may be increased or decreased through discussion between the faculty member and Chair based on the degree to which a faculty member is meeting the research and service expectations of their chosen track in addition to other factors such as intensive status of courses, and availability of GA support for laboratory classes.

Track 1 = Research Emphasis:

- a. The standard teaching load will be 12 contact hours per academic year. Teaching load is primarily in majors and graduate-level courses. Faculty in this track are expected to hold graduate faculty status and be actively involved in teaching and directing M.S. and/or doctoral students.
- b. Evidence of continuous, sustainable research and grant productivity with engagement in undergraduate and graduate research is a requirement for this track. Minimum expectations are averages of one publication¹ per year in refereed, indexed journals and an active major external research grant or one external grant proposal as primary investigator submitted every year during the period of review or until successfully funded.
- c. Evidence of service activity at the departmental, university, community, or professional level.

Track 2 = Teaching Emphasis:

- a. The standard teaching load will be 18 contact hours per academic year. Teaching primarily includes majors and non-majors courses; some graduate-level classes may be included based on overall workload.
- b. Consistent research/creative/grant/contract productivity with regular engagement in undergraduate and/or graduate research. Average of one publication¹ per 3-year period in refereed, indexed journals and one external grant proposal as primary or co-investigator submitted during a 3-year period.
- c. Evidence of service activity at the departmental, university, community, or professional level.

¹Only publications bearing ETSU Department of Biological Sciences as the faculty’s professional address

will be accepted.

Tenure & Promotion of Assistant Professors

- The tenure and promotion process shall follow the College of Arts and Sciences guidelines and include the development of a dossier as described in departmental bylaws.
- External Review: For tenure and promotion, the faculty member shall provide the names and contact information for at least three outside professional reviewers capable of commenting on the applicant's dossier, but who have had no professional relationship or collaboration with the applicant. The chair will solicit an external review from one of these individuals. It is the responsibility of the applicant to complete the dossier and provide it to the chair for distribution to an external reviewer at least 30 days before the formal departmental review so that the dossier will include the external reviewer letter.
- Recommendation for Tenure: If the faculty member meets the expectations of research, teaching, and service in their chosen track as outlined above, then they should be considered to have met the criteria for tenure.

If the faculty member does not meet the expectations in one or more areas, tenure may still be granted based on the following considerations:

1. The individual's relative contributions in the three areas of teaching, research and scholarly activity, and service, indicate an overall positive contribution to the department and field of research.
 2. There is clear evidence that the individual has responded appropriately to suggestions made in annual evaluations and the third year review and there is potential to meet the criteria in the foreseeable future.
- Recommendation for Promotion: If the faculty member meets the expectations of research, teaching, and service in their chosen track as outlined above, then they should be considered to have met the criteria for promotion. Advancement to the rank of Associate Professor carries no presumption of further promotion.

If the faculty member does not meet the criteria in one or more areas, then the committee will evaluate the individual's relative contributions in the three areas and consider the overall contribution to the department and field of research when making the determination for promotion. In cases where tenure is granted but promotion is denied, the committee should include a clear explanation for the basis for the denial along with its recommendation.

Promotion of Associate Professor to Full Professor

- The tenure and promotion process shall follow the College of Arts and Sciences guidelines and include the development of a dossier as described later in departmental bylaws.

At a minimum, candidates for Full Professor must demonstrate the following in their promotion dossier:

- Excellence and Innovation in Teaching (Greater emphasis for individuals following faculty Track 2): Candidate must have a sustained record of distinguished and effective teaching. All candidates are required to submit an analysis of their student evaluations, peer evaluations, and evidence of their participation in extracurricular student services, e.g., informal instruction. Supporting documents can be letters from former students, receipt of awards or recognition for teaching excellence, receipt of extramural funding for improving curriculum, teaching or addressing the educational deficiencies of primary and secondary school students in the region and any other means that will attest to the candidate's teaching effectiveness.
- Post-tenure record of high-quality professional productivity in at least four of the following areas (Greater emphasis for individuals following Track 1):
 - National and/or international recognition in the academic discipline as indicated by publication of research results in peer-reviewed journals.
 - Significant record of supported, invited presentations.
 - Authorship and/or editorship of review articles, books, or monographs.
 - A consistent record of successful external research funding.
 - A consistent record of successful supervision of undergraduate and graduate students.
- Excellence in Service: Candidate must have a record of institutional, professional, or community service such as:
 - Significant contribution and leadership roles on departmental, college and university committees.
 - Service on scientific review boards or panels, editorial and advisory boards and committees.
 - Leadership roles in professional societies including organizing scientific conferences and/or special conference sessions.
 - Receipt of professional honors and awards or any other accomplishments demonstrating that the candidate is a leader in his or her scientific discipline.
 - Leadership and major contributions to community service that involves the biological sciences.
- External Review: In cases for promotion to Full Professor, the faculty member shall provide the names and contact information for at least three outside professional reviewers capable of commenting on the applicant's dossier but who have had no professional relationship or collaboration with the applicant. The chair will solicit an external review from one of these individuals. It is the responsibility of the applicant to complete the dossier and provide it to the chair for distribution to an external reviewer at least 30 days before the formal departmental review so that the dossier will include the external review letter.
- Recommendation for Promotion: If the faculty member meets the expectations of teaching, professional productivity and service as outlined above, then they should be considered to have met the criteria for promotion to full professor. If the faculty member does not meet the

expectations in one or more of the areas described above, then the committee will evaluate the individual's relative contributions in the three areas and consider the overall contribution to the department and field of research when making the determination for promotion. In cases where promotion to full professor is denied, the committee should include a clear explanation for the basis for the denial along with its recommendation.