



DEPARTMENT of
GEOSCIENCES
College of Arts & Sciences
EAST TENNESSEE STATE UNIVERSITY

Faculty Tenure & Promotion

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Preface

The following guidelines clarify the application of ETSU tenure and promotion policies in the Department of Geosciences. The activities 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 faculty member's Workload Agreement will provide guidance for teaching, research, and service productivity. Our promotion and tenure guidelines recognize that above all, faculty should demonstrate that they can, and will, continue to be productive as listed in the Workload Agreement. We have elected to define minimum expectations that qualify an applicant for tenure and promotion. Teaching, research, and service expectations may be adjusted through discussion between the faculty member and department chair (and Dean, if faculty duties extend outside the department) based on departmental needs and the degree to which a faculty member meets expectations as outlined in their Workload Agreement. These adjustments in Workload Agreement will be taken into consideration when evaluating a faculty member for tenure and promotion.

Mentoring

All Geosciences tenured faculty (except the department chair) will serve on the Geosciences Tenure and Promotion committee, which will meet once per year during the spring semester. The department chair will appoint the chair of this committee. This committee will review faculty progress towards tenure and/or promotion based on Faculty Activity Reports (FAR), assigned point values for specific activities, and Workload Agreements. The committee will provide specific and action-oriented feedback to each faculty member, copied to the department chair, by the end of the spring semester of each academic year. The feedback will include an appraisal of their achievements in teaching, research, and service according to their Workload Agreement and specific steps that should be taken if any deficiencies are identified. The chair of the Geosciences Tenure and Promotion committee will also serve as mentor to all other faculty seeking tenure and/or promotion. An additional faculty mentor should be appointed to mentor any faculty of higher rank than the chair of the Geosciences Tenure and Promotion committee. Faculty mentor(s) shall meet with assigned faculty at least once per semester to evaluate the teaching and research point values and service activities, and act as an advisor and liaison with the Geosciences Tenure and Promotion committee. Faculty may request meetings with their mentor as needed, but it is the responsibility of the mentor to initiate at least one meeting per semester. Faculty are also encouraged to seek advice from any other faculty member or the department chair as needed.

Expectations

Teaching

The standard teaching load in Geosciences is a minimum of 12 credits per academic year. All faculty members should arrange a peer evaluation of teaching at least once per year. Faculty must hold graduate faculty status if they are teaching graduate courses and/or advising graduate students. Faculty should review SAIs each semester and document efforts to improve if problems are identified. Examples of teaching-related activities beyond the standard teaching load are listed below. All possible teaching activities cannot be included in the table below. The faculty must present a justification for the specific category point values that will be reviewed and approved or revised by the department Tenure and Promotion Committee during annual spring mentoring and the chair during FAR evaluation.

Table 1: Examples of teaching activities

Category Point value	Teaching activity
1-2 points per student per year*	<ul style="list-style-type: none">• Mentoring undergraduate and/or graduate students as advisor or co-advisor• Serving on a thesis committee during the last year leading to defense• <i>Note: undergraduate academic advising is counted under service</i>
up to 1 point per course credit*	<ul style="list-style-type: none">• Teaching above the standard teaching load• Developing or redeveloping a course• Teaching a course for the first time• <i>Note: Thesis, Readings and Research, and teaching for extra compensation is excluded</i>
1	<ul style="list-style-type: none">• Professional development in teaching or teaching-related skills such as earning certifications or participating in workshops, seminars, or webinars (~15 hours = 1 point)• Development and publication or dissemination of teaching materials and/or methodologies• Submitting a teaching-related grant such as Instructional Development Grant, TAF Grant, or Presidential Grant-in-Aid

*Point values must be justified and commensurate with effort

Supporting documents can be letters or statements from 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.

Research

Evidence of continuous, sustainable research and/or grant productivity with engagement in undergraduate and/or graduate research is required. All research outputs should list the faculty member's ETSU Department of Geosciences affiliation. Geosciences is by its nature interdisciplinary and faculty are likely to work on teams of specialists from other disciplines and publish in a wide variety of outlets. Research outputs are quantified based on the point system below, and points earned for grant activities (including grants, cooperative agreements, and contracts) may be variable according to the level of work involved. All possible outputs cannot be included in the list below. The faculty must present a justification for the specific category point values that will be reviewed and approved or

revised by the department Tenure and Promotion Committee during annual spring mentoring and the chair during FAR evaluation.

Table 2: Examples of research activity

Category Point Value	Research Activity
3	<ul style="list-style-type: none"> Scholarly publication (peer reviewed journal article, book chapter, or equivalent report) as first, second, or third author**
up to 3 points*	<ul style="list-style-type: none"> Submission of external grant proposal (as PI, Co-I, or Co-PI) PI, Co-I or Co-PI on active external grant Designation as key personnel on external grant proposal Designation as key personnel on active external grant PI, Co-I or Co-PI on active internal research grant Submission of internal grant proposal
2	<ul style="list-style-type: none"> Scholarly publication (peer reviewed journal article, book chapter, or equivalent report) as fourth or later author rank** Conference proceedings paper or equivalent report**
1	<ul style="list-style-type: none"> Professional development in research or research-related skills such as earning certifications or participating in workshops, seminars, or webinars (~15 hours = 1 point) Submission of a scholarly work for publication** Conference presentation (includes co-authorship and faculty mentorship)

*Point values must be justified and commensurate with effort

**Submission and publication points should not ultimately be counted for the same manuscript

Supporting evidence can include records of supported and/or invited presentations, awards or recognition for research achievements, and other means that attest to the candidate’s research effectiveness. Activities such as editorship of journals or volumes and stewardship of databases are recognized under service but can also be mentioned to support the candidate’s research reputation.

Service

The standard service expectation is 10%, unless otherwise defined in the Workload Agreement. This can be fulfilled by activities such as those in Table 3. All possible activities cannot be listed, but efforts should be made to have a balance of service to the institution, the community, and the profession.

Table 3. Examples of service activities

Category	Service Activity
Service to the institution	<ul style="list-style-type: none"> Participation and leadership roles on departmental, college, or university committees Advising and recruiting students Service to student organizations Serving on the Faculty Senate, Graduate Council, or other university-level committees
Service to the profession	<ul style="list-style-type: none"> Leadership roles in professional organizations Editorship of journals and newsletters of professional societies

	<ul style="list-style-type: none"> • Development/organization of and/or teaching at appropriate conferences or workshops • Reviews of scholarly works and grant proposals • Guest lecturing at ETSU or other professional institutions (e.g., universities, museums, etc.)
Service and outreach to the community	<ul style="list-style-type: none"> • Lectures given to various public groups • Service on boards and commissions that utilize and enhance disciplinary and professional expertise • Consulting in the public and private sectors, excluding billed contract work • Efforts with K-12 enrichment

Tenure and Promotion of Assistant Professors

Recommendations for tenure and promotion must be made in accordance with this document. The tenure and promotion process shall follow ETSU guidelines which state that faculty members must provide documented evidence of (a) high-quality professional productivity which may lead to national recognition in the academic discipline or (b) high-quality professional productivity that is consonant with the goals of the university and of the department. ETSU policy states that each reviewing official or committee has the responsibility to remand an application to any preceding level if the basis for a recommendation is incomplete or otherwise unacceptable.

Candidates for tenure and promotion to Assistant Professor should demonstrate the following specific requirements for teaching, research, and service in their dossier.

1. Teaching: Assuming a standard teaching load, faculty should earn, on average, a minimum of six (6) points per year from teaching-related activities such as those listed in Table 1. This may be adjusted according to the Workload Agreement. The department expects to see the faculty involved in more than one category in Table 1.
2. Research: Faculty should have documented evidence of scholarly productivity in research endeavors. Assuming a standard teaching load, faculty should produce, on average, six (6) research points per year from activities such as those listed in Table 2. This must include, on average, at least one 3-point activity per academic year. This may be adjusted according to the Workload Agreement.
3. Service: Faculty should have documented evidence of service activities of a significant nature such as those listed in Table 3. This may be adjusted according to the Workload Agreement.

Clarification of point-values for teaching and research activities, and the significance of service activities should be discussed at annual review meetings.

Third Year Review

The Tenure and Promotion committee will conduct an internal review of the candidate during the third year of the probationary period, to provide further guidance to the candidate with respect to progress toward tenure and promotion. For this step, the candidate submits a document patterned on a normal tenure and promotion dossier by April 1 of their third year. After the document is reviewed by the Tenure and Promotion committee, a written report is sent to the candidate and to the chair. This report is to be followed by a meeting of the Tenure and Promotion committee and the candidate (Q&A) within two weeks of its completion.

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 collaboration with the applicant during the review period. The chair will solicit external reviews from 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 application deadline so that the dossier will include the external reviewer letter(s) if provided by the deadline.

Recommendation for Tenure

If the faculty member meets the expectations of research, teaching, and service as outlined in their workload agreement and the specific criteria listed 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:

- 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
AND
- There is clear evidence that the individual has responded appropriately to suggestions made in annual evaluations and the third-year review, and there is a high probability that the candidate will meet the criteria in the foreseeable future.

Recommendation for Promotion

If the faculty member meets the expectations of research, teaching, and service as defined in their workload agreement and the specific criteria listed 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, reviewing officials and committees 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.

Negative Recommendation

In cases where tenure and/or promotion is not recommended, the reviewing officials and/or committees must include, along with their recommendation, a clear explanation that identifies specific criteria (as outlined above) that were not met as the basis for the denial.

Promotion of Associate Professor to Full Professor

Recommendations for promotion must be made in accordance with this document. The promotion process shall follow ETSU guidelines which state that faculty members promoted to or hired at the rank of professor should provide documented evidence of (a) sustained high quality professional productivity and national recognition in the academic discipline or (b) sustained high quality professional productivity in the academic discipline that is consonant with the goals of the university and of the department. ETSU

policy states that each reviewing official or committee has the responsibility to remand an application to any preceding level if the basis for a recommendation is incomplete or otherwise unacceptable.

Candidates for promotion to Full Professor should demonstrate the following specific requirements for teaching, research, and service in their dossier.

1. Teaching: Faculty should demonstrate excellence in teaching and superior contribution to student development. Assuming the standard teaching load, faculty can demonstrate this by earning, on average, a minimum of eight (8) points per year from more than one category in teaching-related activities such as those listed in Table 1. This may be adjusted according to the Workload Agreement.
2. Research: Faculty should have documented evidence of superior scholarly productivity in research endeavors. Assuming a standard teaching load, faculty should produce, on average, eight (8) research points per year from activities such as those listed in Table 2. This must include, on average, at least one 3-point activity per academic year. This may be adjusted according to the Workload Agreement.
3. Service: Faculty should have documented evidence of superior service of an outstanding nature, that is regionally or national known, or candidate should be a leading figure in service efforts at the institution. This may be demonstrated through activities such as those listed in Table 3. This may be adjusted according to the Workload Agreement.

Clarification of point-values for teaching and research activities, and the significance of service activities should be discussed at annual review meetings.

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 collaboration with the applicant during the review period. The chair will solicit external reviews from 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 application deadline so that the dossier will include the external reviewer letter(s) if provided by the deadline.

Recommendation for Promotion

If the faculty member meets the expectations of research, teaching, and service as defined in their workload agreement and the specific criteria listed above, then they should be considered to have met the criteria for promotion to Full Professor.

If the faculty member does not meet the criteria in one or more areas, reviewing officials and committees 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.

Negative Recommendation

In cases where promotion is not recommended, the reviewing officials and/or committees must include, along with their recommendation, a clear explanation that identifies specific criteria (as outlined above) that were not met as the basis for the denial.