

**Department of Physical Therapy**  
**ETSU**  
**Policy & Procedures-Promotion & Tenure**

PURPOSE: To describe the process for tenure-track faculty to apply for promotion and tenure.

POLICY: See the ETSU Faculty Handbook, section 2, for tenure and promotion policies.

PROCEDURE: The Physical Therapy Department has a scoring system used to determine tenure and promotion. All faculty are responsible for maintaining records of their scores for tenure and promotion as noted below.

**Determining Scores for Promotion and Tenure**

There are three areas of activity: teaching, scholarly activity, and service. Each activity will be weighted based on the distribution each specialty area is assigned on the faculty member's workload from the faculty member's annual faculty activity plans, reports, and evaluations. All faculty are expected to demonstrate excellence in teaching, with demonstrated excellence in either service, or excellence in research (scholarly activity).

**Tenure:** By the end of their fifth year of service the faculty member should have completed the following:

***Excellence in Teaching:*** Demonstrated by earning a minimum number of 25 points.

***Excellence in Scholarly Activity:*** Demonstrated by earning a minimum number of 30 points.

***Excellence in Service:*** Demonstrated by earning a minimum number of 25 points.

**Physical Therapy Scholarly Activities, Fall 2001, Revised 5/15/05**

<b>Category I (5 Points)</b>	<b>Category II (3 points)</b>	<b>Category III (1 Point)</b>
Publishes in a peer-reviewed journal (discipline or teaching related)	Publishes in a non-juried journal (discipline or teaching related).	Attends a professional conference or workshop (discipline or teaching related)
Gives an invited presentation/lecture at a regional, national or international meeting.	Presents a paper or lecture at a regional, national or international meeting.	Presents paper or lecture at a local meeting
Receives an extramural grant award. (Points may be dependent on the amount of funding awarded)	Submits a grant to extramural funding source.	Reviews chapter(s) related to teaching responsibilities or specialty area for a textbook.
Authors or edits a book published by a national publishing house.	Serves as a manuscript reviewer for a peer review journal.	Reviews software related to clinical or research expertise.
Serves as an editor or guest editor of a peer review journal	Presents a poster at national or state professional meeting	
	Receives an intramural grant award (RDC/IDC).	Submits an intramural grant (RDC/IDC).
Primary investigator and administrator for a federally funded grant such as NIH/NIMH, DOE, etc., or equivalent private grant.	Co-investigator for a federally funded grant such as NIH/NIMH, DOE, etc., or equivalent private grant	
	Serves as a doctoral dissertation committee member.	Serves as a master's thesis committee member.
Supervises students with study results being presented at a national professional meeting or published in a peer review journal	Supervises students with study results being presented at stated/regional professional meeting	
Other category: Additional items/points approved by Chair & Department of Physical Therapy Committee prior to review	Other category: Additional items/points approved by Chair & Department of Physical Therapy Committee prior to review	Other category: Additional items/points approved by Chair & Department of Physical Therapy Committee prior to review

**Physical Therapy Teaching Activities, Fall 2001, Revised 5/15/05**

<b>Category I (5 Points)</b>	<b>Category II (3 points)</b>	<b>Category III (1 Point)</b>
Presents at faculty development workshop at state, national or international level.	Presents at a local faculty development workshop	Attends a faculty development workshop (local, state, national or international levels)
Receives notable teaching award (College, university, state or national)	Receives Departmental teaching award	
Develops an on-line course that is at least offered as an experimental course	Teaches a newly assigned course.	Demonstrates evidence of having incorporated technology into the classroom (computer, assignment, PowerPoint, etc.,)
Earns peer review rating of excellent	Earns peer review rating of good	Earns peer review rating of average
Earns yearly average between very good and excellent on SAI content, instructor, and course rating scores	Earns yearly average between good and very good on SAI content, instructor, and course rating scores.	Earns yearly average equal to good on SAI content, instructor, and course rating scores.
Develops a new course that is incorporated into department, college or university permanent offerings	Revises course content based on formal/informal feedback from clinical instructors, peers, and/or students.	Incorporates The Guide to PT Practice into lecture and lab content and experiences.
Develops workbook, lab manual, or significant ancillary material for classroom	Organized lab instruction into small sections to provide individual and/or intense instruction for students	Shows evidence of revising and/or keeping course content current.
Passes or receives re-certification of American Board of Physical Therapy Specialties certification related to teaching responsibilities	Receives additional clinical certifications relating to teaching responsibilities as approved by Chair.	Organizes/Hosts out of Class, non-credit workshop or seminar for PT students.
Organizes/Hosts a conference/workshop concerning physical therapy or clinical education		
Develops course related clinical experiences for students relevant to course content.	Presents guest lecture at another college or university outside ETSU.	Presents guest lecture for other classes, departments or colleges at ETSU.
Other category: Additional items/points approved by Chair & Department of Physical Therapy Committee prior to review	Other category: Additional items/points approved by Chair & Department of Physical Therapy Committee prior to review	Other category: Additional items/points approved by Chair & Department of Physical Therapy Committee prior to review

**Physical Therapy Service Activities, Fall 2001, Revised 7/22/15\***

Category 1 (5 Points)	Category II (3 points)	Category III (1 Point)
Serves as faculty senate officer	Serves as Faculty Senate	Serves on departmental college and university committees with Documented outcome.
Manages department college or university web pages		Serves as advisor for students
		Participates in a recruiting trip to another college or university
Serves as a consultant at the national or state level to educational, governmental or health organizations	Writes or reviews questions for the national licensure examination	
Serves as officer or committee member at the national level or as president at state level or a professional or health organization	Serves as officer at state or local level for national/state professional or health organization	Participates and is a member of national/state professional or health organization with documented activities
Serves on Council of Accreditation for Physical Therapy Education (CAPTE) on site review	Serves on departmental committee preparing for CAPTE review	
Chairs Departmental CAPTE review committee	Involved in clinical practice related to teaching or research interests at least 7.5 hours per week	Participates in a local off-campus service club or activity related to teaching, professional or clinical interests
Other category: Additional items/points approved by Chair & Dept. P&T Committee prior to review	Other category: Additional items/points approved by Chair & Dept. P&T Committee prior to review	Other category: Additional items/points approved by Chair & Dept. P&T Committee prior to review