

Department of Health Services Management and Policy
Promotion & Tenure Policy

This Promotion and Tenure Policy consists of a series of steps involving Chair and faculty members determining annual areas of priority, setting goals and objectives accordingly. The following describes the process:

1. Based on individual, department, college, and university goals the faculty member and Chair prioritize the areas of emphasis, teaching, research and service, for the faculty member at the beginning of the academic year. This ranking will determine the faculty member's level of effort for each area.
2. Once the areas of emphasis are ranked the faculty member will then establish goals and objectives for each area. The faculty member may use one of the suggested activities to enhance the various areas and/or other activities that may be negotiated with the Chair. These activities are then stated in the faculty member's Faculty Activity Plan for the Chair's approval.
3. The faculty member will then report their progress in their Faculty Activity Report. The Chair will rate their efforts as:

Unsatisfactory - failed to make significant progress toward goal

Progression – made significant progress toward goal

Achievement – achieved goal

The evaluations are to be viewed both separately and collectively. Separately the reports indicate the annual achievements of the faculty member in meeting their priority-based tasks. Collectively the evaluations reflect a faculty member's potential and achievements in teaching, research, and service.

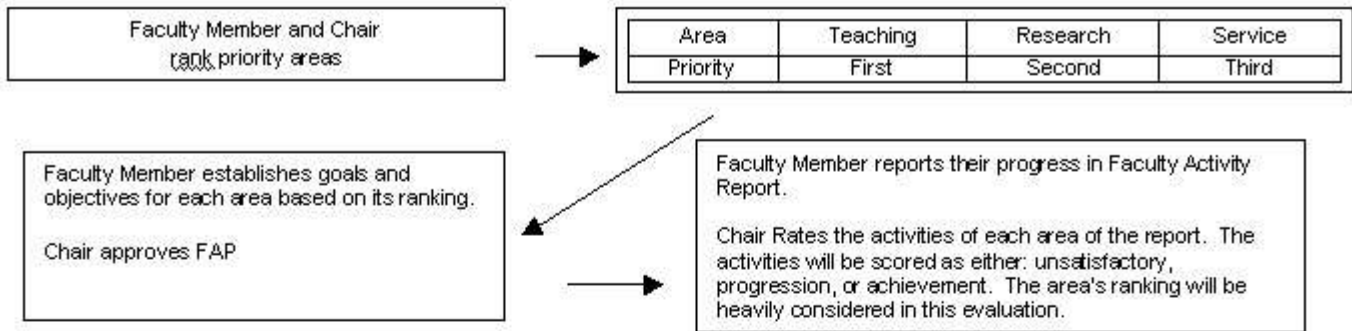
TENURE

An amalgamation of progression and achievement ratings are expected for tenure, with considerable weighting placed on areas ranked first in priority.

PROMOTION

A rating of achievement in the majority of areas ranked first priority is expected for promotion.

Department of Public Health Flow Chart of Promotion & Tenure Process



Example of Tenure Evaluation

	Priority	Teaching First	Research Second	Service Third
Year 1		Goal 1 Progression Goal 2 Achievement	Goal 1 Progression Goal 2 Progression	Goal 1 Progression Goal 2 Unsatisfactory Goal 3 Achievement
Year 2	Priority	Second	First	Third
		Goal 1 Progression Goal 2 Achievement Goal 3 Progression	Goal 1 Achievement Goal 2 Progression Goal 3 Achievement	Goal 1 Progression Goal 2 Progression Goal 3 Progression
Year 3	Priority	First	Third	Second
		Goal 1 Achievement Goal 2 Achievement	Goal 1 Progression Goal 2 Progression Goal 3 Achievement	Goal 1 Progression Goal 2 Achievement
Year 4	Priority	Second	Third	First
		Goal 1 Achievement Goal 2 Progression	Goal 1 Progression Goal 2 Progression	Goal 1 Achievement Goal 2 Achievement
Year 5	Priority	First	Second	Third
		Goal 1 Achievement Goal 2 Achievement Goal 3 Progression Goal 4 Achievement	Goal 1 Achievement Goal 2 Progression	Goal 1 Progression Goal 2 Achievement

Example of Promotion Evaluation

	Priority	Teaching First	Research Second	Service Third
Year 6		Goal 1 Achievement Goal 2 Achievement	Goal 1 Progression Goal 2 Achievement	Goal 1 Progression Goal 2 Achievement Goal 3 Achievement

**Regarding Sections 2.3.8.2 and 2.3.8.3 – Teaching
*Suggested Activities***

Courses Developed and Taught

1. Intensive Courses – Teach course which is deemed intensive by the University
2. Demonstrated Content Updates – Course materials will be kept in versions demonstrating the progressions of updates
 - Example: Community Health, PUBH 4030
Version 1 Fall 2001
Version 2 Spring 2002

Technology Use

1. Web enhanced courses – at least 50% of course materials presented via the Internet.
2. Online courses – Development of online course as defined by the University.

Assessment by External Reviewers

1. Teaching reviewed by external reviewers. This is **required** during the first, third and fifth year with demonstrated improvements.

Advising Students

1. Number of undergraduate students advised
2. Number of graduate students advised

**Regarding Sections 2.3.8.4 – Service
Suggested Activities**

University Service

1. Number of Leadership roles / e.g., Committee Chair
 - a. Department
 - b. College
 - c. University
2. Actions produced by committees
 - Activity / Service/ Product/ Policy produced by committees or groups
3. Newsletters, programs
 - Produce newsletters / programs / etc. for Department / college / University
4. Student Organizations
 - Faculty advisor for student organization
 - Lead student trips to professional conferences or other educational activity

Professional Service

1. Leadership Roles
 - a. Hold office in professional organization
2. Actions produced by committees
 - Example: Conference Development
3. National / International Involvement
 - Example: Participates in faculty international exchange
 - Participates in professional organizations

Community Service

1. Collaborative Activities
2. Actions produced by committees

**Regarding Section 2.3.8.5 Research
*Suggested Activities***

1. Publications
 - Books authored or co-authored (in part or accepted) distinguished original editions and revisions.
 - Books edited and co-edited (in print or accepted) distinguished original editions and revisions.
 - Chapters in books (in print or accepted)
 - Monographs (in print or accepted)
 - Journal article (in print or accepted)
 - Bulletins or reports (in print or accepted)
 - Abstracts (in print or accepted)
 - Book reviews (in print or accepted)
 - Works submitted but not yet accepted
 - Any other (e.g., popular articles)
2. Creative contributions other than formal publications
3. Grants received (dates, amount, principal investigator or co-investigator)
4. Recognitions and outstanding achievements (prizes and fellowships)
5. Areas in which research is done
6. Supervision of student research (including number of thesis and dissertations supervised)
7. Editorship or editorial board of journals or other learned publications
8. Convention papers