

**Department of Human Development
College of Agricultural, Human, and Natural Resource Sciences
Washington State University**

**PROCEDURES AND CRITERIA FOR USE IN
TENURE AND PROMOTION RECOMMENDATIONS**

May 2012

Preamble

***The Faculty Manual* is the official guide to policy and procedure and its provisions should be considered a part of the conditions of employment.** Included in the *Faculty Manual* are general criteria and procedures for faculty review for tenure and promotion in rank at Washington State University. The *Manual* specifies that the general criteria "**are to be articulated and supplemented by tenure criteria developed at the department, school, and/or college level to emphasize goals and objectives**" (page 69). The *CAHNRS Tenure and Promotion Policies, Procedures, and Criteria* articulates college criteria and outlines the task of the college Promotion and Tenure Advisory Committee.

The purpose of this document is to provide policy statements for the Department of Human Development and to further specify procedures related to recommendations for tenure and promotion in rank. Article I of the *Department of Human Development Bylaws and Standing Rules*, adopted January, 1995 contains a statement of mission and program goals for WSU Extension, graduate and undergraduate instruction, and research. This document reaffirms the department program goals and recognizes and supports the need to develop and implement activities that are available to all citizens, including the disadvantaged and persons of diverse backgrounds, and to conduct such activities free from any social or nonscientific bias or practices. The evaluation of performance of faculty members shall be based on the mission and program goals contained therein, and support of the principles of affirmative action.

Section I: Criteria for Evaluation

The purpose of this section is to outline **general** criteria for faculty evaluation within each appointment area. These criteria shall be examined and accomplishments reviewed with the department mission and goal statements in mind. Detailed listings of items considered as measures of effectiveness, quality, productivity, and professional skills are contained in the *CAHNRS Tenure and Promotion Policies, Procedures, and Criteria* and are not repeated here in their entirety. The Provost's *Tenure and Promotion Guidelines* reinforce these criteria.

A. Academic Programs

Faculty members with instructional (teaching) appointments are expected to achieve and maintain a high level of quality (effectiveness) in the classroom and related instructional activities.

The criteria for promotion/tenure in academic programs consist of *effectiveness (quality)* in:

1. **The classroom at both the undergraduate and graduate levels;**
2. **Undergraduate and graduate student advising;**
3. **Contributions to the teaching program at the department, college, and university levels;**
4. **Professional achievements and scholarly activity related to teaching;**
5. **Public and private service contributions; and**
6. **Affirmative action. (CAHNRS Tenure and Promotion Policies, Procedures ...)**

The proposed university Teaching Portfolio, provides common criteria necessary to document teaching accomplishments. Documentation of effectiveness will incorporate both student and peer evaluations, including classroom visits by faculty.

B. Research

Faculty are expected to demonstrate and continuously maintain a highly productive research program throughout their career. Productive research activities will contribute to an expected state and national reputation, and possibly to an international reputation. (CAHNRS Tenure and Promotion Policies, Procedures ...)

It is recognized that a productive research program is evidenced primarily through quantity and quality of publications. It is also recognized that the quality of research contributions cannot be determined solely by form of publication outlet. However, ability to produce refereed publications remains an especially important indicator of research quality.

Specific criteria to be recognized in consideration for promotion and tenure are:

1. **Accomplishments and productivity**, e.g., as evidenced by publications, nonpublished creative activities, and scholarly activities.
2. **Support activities related to research**, e.g., professional, university, and public and private service.
3. **Support of Affirmative Action**, e.g., research program activities free from discriminatory language and practice, and evidence of specific efforts to make educational and developmental programs available to protected classes.

Greater detail can be found in the *CAHNRS Tenure and Promotion Policies, Procedures, and Criteria*.

C. Extension

Faculty members with extension appointments are expected to create, individually or collaboratively, quality educational programs that effectively address major problems and issues appropriate to target audiences. Educational and developmental programs will be designed on the basis of appropriate assessments, current knowledge, and research supported trends. Programs will be developed so as to be applicable to all areas of the state, people at all educational levels, and culturally relevant.

Criteria to be recognized in consideration for promotion and tenure are specific to the following items which are detailed in *CAHNRS Tenure and Promotion Policies, Procedures, and Criteria*:

1. **Program (knowledge base, planning, delivery, and evaluation).**
2. **Leadership (effectiveness, development, and recognition).**
3. **Communication (oral and written).**
4. **Organization and effective use of resources.**
5. **Professional development and involvement.**
6. **Affirmative Action.**

Section II: Promotion to Professor

As described in the *CAHNRS Tenure and Promotion Policies, Procedures, and Criteria* document:

“A sustained, high-quality record of accomplishment showing substantial progress and attainment of professional goals is an essential first step for promotion to the rank of professor or equivalent rank. Promotion to this rank shall be recommended only when the candidate has achieved national or international recognition and a reputation as an established leader in his/her field of endeavor. The latter must be documented by a well-established scholarly program, a substantial body of peer evaluated work, evidence of professional stature, and continued excellence in teaching, research, and/or extension.”

In the Department of Human Development for the review of cases being considered for promotion to professor, evidence of national or international recognition includes accomplishments such as (but not limited to) the following:

- increased or steady publication rate in peer reviewed journals since attaining the rank of associate professor
- publications such as books, book chapters, and edited volumes
- invited publications in special issues of journals and other publications
- invited presentations, addresses, and symposia
- chairing or participating in symposia at national or international conferences
- increased engagement in interdisciplinary collaborations across departments, colleges, and universities

- increased grant activity—especially highly competitive national grants such as NIH or NSF, and leadership roles on grant project teams
- sustained productive partnerships with community, state, and national partners
- increased mentoring of graduate students including publications with graduate students as co-authors
- supervision of post-doctoral students
- higher visibility university service and leadership roles in university service
- invited participation on grant review panels, expert panels, etc.
- leadership roles in professional organizations
- research, teaching, and extension awards at the college, university, national, or international level