

Promotion and Tenure Guidelines
Department of Speech and Hearing Sciences
University of Southern Mississippi

The faculty of the Department of Speech and Hearing Sciences at The University of Southern Mississippi is comprised of individuals whose appointments are predicated in anticipation of significant contributions to teaching, research and service. These departmental guidelines and standards are designed to provide consistent and measurable means to evaluate each faculty member's qualifications for promotion and tenure. The guidelines are in accordance with and in deference to those issued by the Board of the Institutions of Higher Learning of the State of Mississippi, the Faculty Handbook of The University of Southern Mississippi and the College of Health. Tenure and/or promotion are not guaranteed as a function of university employment or length of employment and represent a special relationship between the faculty member and the institution. The department seeks to encourage, through its tenure and promotion policies, the academic freedom and professional stability necessary to meet the missions of the department, the college and the university.

Guidelines and Standards for Tenure

Faculty members in the Department of Speech and Hearing Sciences must remain current in their area(s) of expertise and must demonstrate high standards of quality and instruction. Evaluation of teaching should include quality of instruction, interactions with students, and/or student learning and achievement.

Evidence of teaching excellence must include student evaluations and instructional materials and may include peer evaluations. Evidence of teaching excellence may include, but is not limited to, the following

- Quantitative and qualitative standardized student evaluations of teaching
- Signed written statements from former or current students
- Student nominations for teaching awards
- Teaching awards
- Peer evaluations of teaching
- New courses/curriculum added to departmental offerings
- Substantive course/curriculum revisions
- Creative instructional methods, strategies or materials
- Syllabi, bibliographies, textbooks, or evaluative procedures
- External letters of evaluation
- Direction of student research
- Evaluation of supervision of students in clinical activities and practicum

Research/Scholarship

As part of its mission, the Department of Speech and Hearing Sciences encourages research, including scholarly creative activities, that advances knowledge in its disciplines for the benefit of society. Consistent with this goal, faculty members are expected to engage in a program of research and scholarship. In order to be recommended for tenure and to qualify for promotion, a faculty member must be engaged in scholarly activities of sufficient quality and quantity to demonstrate a real contribution and a true commitment to the growth of knowledge in the discipline. These scholarly activities should occur throughout the probationary period for those seeking tenure and on a regular and consistent basis for those seeking promotion.

In most cases, faculty in the Department of Speech and Hearing Sciences engage in scholarship that leads to publication in traditional publications of the discipline and/or in presentations before professionals within the discipline. The department places the highest premium on peer-reviewed publications. Dual and multiple-authored publications are recognized as the norm in the fields represented by the faculty of the Department of Speech and Hearing Sciences. While it is anticipated that multiply-authored publications will appear in a candidate's dossier, it is expected that the candidate will appear as first author on a number of the publications in order to show that the candidate has the ability to conceive a research project and follow it to completion.

Peer-reviewed or invited presentations represent important components of scholarly activities. Although scholarly presentations may be considered as part of a faculty member's contributions, the individual may not rely solely on presentations as evidence of scholarship for the purposes of tenure and promotion. It is expected that a substantial portion of the faculty member's research and scholarship will be published and presented at the national and international level to scholars in the field of communication sciences and disorders and education of the deaf and hearing impaired. For the purposes of tenure and promotion, greater weight will be given to presentations and publications at the national and international level and lesser weight to presentations and publications at the regional level.

A faculty member is expected to provide documentation of engagement in significant research and scholarship. The faculty member should be prepared to document the significance of each contribution by providing information about the publication's editorial statement, peer review policy, and acceptance/rejection rate.

Documentation of scholarly contributions may include:

- Scholarly books
- Peer-reviewed journal articles
- Peer-reviewed and invited chapters in scholarly textbooks
- Peer-reviewed chapters in scholarly conference proceedings
- Book reviews in discipline-related journals
- Membership on editorial boards
- Service as a journal reviewer
- Peer-reviewed and invited presentations of scholarly papers at professional conventions, meetings or conferences

- Refereeing or reviewing competitive convention papers and programs
- Preparation and submission of applications for external funding
- Securing internal and/or external research grants
- Publication in professional and consumer publications that demonstrate high standards of scholarship and do not involve remuneration

The general expectation is that a faculty member seeking tenure will produce at least 5 to 8 publications during the probationary period, with a consistent level of productivity throughout the probationary period. Assistant Professors who were previously tenured and are seeking promotion to the rank of Associate Professor should have a record of regular publication of 5-8 publications over the five-year period prior to their request for promotion. Associate professors seeking promotion to the rank of professor should have a record of regular publication in professional journals with 8-10 publications over a 5 year period.

Service

Faculty members in the Department of Speech and Hearing Sciences must demonstrate a commitment to quality service to the department, college and the university. The department also recognizes the merit of service to local, state, regional, national and international organizations. It also recognizes that service activities may be limited during the probationary period in order for the faculty member to meet teaching and research obligations.

Service activities may include, but are not limited to:

To the department, college or university:

- Committees
- Task forces
- Councils
- Faculty Senate
- Recruitment
- Special presentations
- Academic Advisement
- Advising student groups
- Coordination of on-campus and off-campus practicum
- Curriculum development
- Quality assurance and effectiveness assessment/improvement

To the profession:

- Serving as an officer in an association
- Program planning
- Committee work
- Serving as a program chair
- Consultantships
- Grant review or service to external granting agencies

To other constituencies:

- Conducting workshops
- Delivering lecture
- Providing expert clinical, discipline-related or legal opinions

Collegiality

Collegiality is defined as a quality expressed through collaboration and constructive cooperation. Collegiality includes a set of values that are regarded as essential for the success of the university, a diverse composition of students, faculty, staff and constituents; mutual respect for similarities and differences of opinions and points of view; and mutual trust established and reinforced through shared governance procedures in decision-making. Collegiality is manifest by demonstrating an interest in and consideration for the needs of others; seeking to understand the nature and character of others and communicating effectively with them; listening to and recognizing the merit of others' opinions even when in disagreement and willingness to consider engaging in problem-solving and goal achievement; and demonstrating an openness to professional growth.

Collegiality should not be assessed independently of teaching, research, and service, but rather taken into consideration in the evaluation of a faculty member's overall performance

Special Functions

The department recognizes that faculty members perform additional specialized tasks that cannot be categorized into the traditional categories of teaching, research and service. These specialized tasks are often essential to meeting the mission of the department and should be recognized as part of the tenure and promotion process. Documentation of special functions should include a description of the responsibilities, activities and accomplishments associated with the activity.

It is recognized that faculty members differ in their contributions to teaching, research and service and that responsibilities assigned to the faculty member may affect the faculty member's accomplishments in each of these areas. The guidelines contained in this document may be modified or adjusted to reflect unusual or atypical course loads, clinical assignments, job responsibilities or other factors affecting the faculty member's productivity.

These guidelines may be modified as deemed necessary by a majority vote of the faculty of the Department of Speech and Hearing Sciences.