Guidelines for Tenure and Promotion

Department of Public Health

Spring 2017

Overview

Faculty members of the Department of Public Health at The University of Southern Mississippi are from varied backgrounds and provide significant contributions to teaching, research/scholarship, and service in the field of public, school, and community health. These Department Guidelines are designed to provide criteria to be used to evaluate each faculty member's qualifications for tenure and promotion while considering these differences in background. They are in accordance with those issued by the Board of the Institutions of Higher Learning of the State of Mississippi and the Faculty Handbooks of The University of Southern Mississippi and the College of Health. The purpose of these guidelines is to reward effort for personal and professional accomplishments in meeting the missions of the Department, the College, and the University as related to tenure and promotion.

I. TENURE TRACK

Criteria for Tenure and Promotion

TEACHING

The University of Southern Mississippi has a long history as a teaching university. Faculty members in the Department of Public Health must demonstrate high standards of quality in teaching and remain current in their area(s) of expertise. Evaluation of teaching should include quality of instruction, interactions with students, and student learning and achievement. All faculty members at the Assistant, Associate, and Professor level are expected to teach 3 courses each semester of the academic year. Course reductions may occur due to participation in a funded grant (time buy-out) or other assignments as determined by the departmental, college, or university administration.

Evidence of teaching excellence must include the following items:

- Student SOAR evaluations (maintenance of a quantitative mean of 3.5 or higher on a 5.0 scale per year)
- Positive qualitative SOAR student evaluations of teaching, if documented
- Creative instructional methods, e.g. self-developed creative activities in the classroom; strategies; or materials

Other evidence of teaching excellence may include, but is not limited to, the following activities:

- Peer evaluations of teaching by a tenured faculty member
- Teaching awards
• New courses and/or curriculum added to departmental offerings
• Substantive course and/or curriculum revisions
• Online courses developed and taught
• Workbooks and/or other instructional materials developed or published
• Evaluation of supervision of students in practicum activities
• Teaching grants
• Student accomplishments

RESEARCH AND SCHOLARSHIP

As part of its mission, the Department of Public Health encourages faculty members to maintain integrity in research and scholarly activities that advance knowledge in its disciplines. Research and scholarly activities should occur a regular and consistent basis.

Research

Consistent with this mission, in order to be recommended for tenure and to qualify for promotion, faculty members must engage in research to demonstrate a meaningful contribution and a true commitment to the growth of knowledge in their area(s) of expertise. Research may include quantitative, qualitative, and/or philosophical expertise. Because public health issues require collaborative effort, it is generally acceptable for faculty to be involved in research with persons from other units and disciplines.

Grants and External Funding

At the time of a third year review, faculty members should have submitted, individually or as part of a collaborative team, at least two internal and/or external grant proposals. Likewise, individuals wishing to move from Assistant Professor to Associate Professor and Associate Professor to Professor should have an additional two internal and/or external grant proposals submitted during the time before pursuing the next rank.

Publications

In many cases, faculty in the Department of Public Health engage in scholarship that leads to publications in traditional journals, textbooks, and/or book chapters of their specific discipline. The Department places the highest premium on peer-reviewed journal articles.

The tenure candidate may have peer-reviewed publications as sole author, co-author, or multi-author. Higher consideration is made for first and second authorship; however, multi-authored publications are also evidence of significant collaborative research projects. The general expectation is that a faculty member seeking tenure and promotion will produce an average of one peer-reviewed publication per year during
the time before pursuing the next rank.

All publications in the curriculum vitae (CV) and dossier should be separately identified into categories that clarify their level of significance and weight. Some publication examples include, but are not limited to, the following:

- Peer-reviewed national and international journals (highest level of significance and weight)
- Regional or state journals
- Textbooks or books
- Edited books or textbooks
- Invited commentaries about other articles or editorials published in peer-reviewed national and international journals
- Book chapters in books
- Monographs
- Book reviews in peer-reviewed national and international journals (example — a manuscript written to review the latest book on heart conditions and treatments in which the book was written by someone else but you wrote the manuscript to be published in the peer-reviewed journal as a review of the book's contents and significance)

Assistant Professors seeking promotion to the rank of Associate Professor should have an average of at least one peer-reviewed publication per year from the time employment begins at USM. Associate professors seeking promotion to Professor should have an additional one peer-reviewed publication per year (average) after obtaining the Associate Professor rank and prior to pursuing the Professor rank.

**Presentations**

Peer-reviewed or invited presentations represent important components of scholarly activities. Although scholarly presentations are considered part of a faculty member's contribution, 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 orally presented at the state, national, and international levels. For the purposes of tenure and promotion, equal significance and weight will be given to peer-reviewed or invited presentations (oral papers) at the state, regional, national and international levels.

Peer-reviewed posters at the state, regional, national, and international levels also carry significance and weight for the faculty member who is up for tenure and promotion to Associate Professor and to Professor.

**Additional Scholarship**

Documentation of additional scholarly contributions may include:

- Works referenced in other publications
- Membership on editorial boards for national or international journals and publishers
• Direction of student research and projects at the undergraduate and/or graduate levels including serving on thesis, project, and dissertation committees
• Guest editor for peer-reviewed national or international journals
• Service as a national or international journal reviewer
• Refereeing or reviewing competitive grants, convention papers and programs

SERVICE

Faculty members in the Department of Public Health must demonstrate a commitment to quality service to the Department, College, and the University. The Department faculty recognizes the merit of service to the local, state, regional, national, and international organizations.

Service activities may include, but are not limited to, the following activities—

To the Department, College, or University.
• An individual seeking tenure, Associate Professor rank or Professor rank, is expected to consistently serve on at least 2-3 departmental committees during the time prior to pursuing tenure and/or the next higher rank. In addition, there should be at least a one-term service on one College Committee.
• University level committee work is not expected for tenure, but is given weight for promotion to full professor
• Task forces
• Councils
• Faculty Senate
• Recruitment
• Faculty search committees
• Search committees for administrative ranks, such as deans and directors, or staff personnel
• Special presentations
• Academic advisement
• Advising student groups
• Coordination of on-campus and off-campus practicum responsibilities
• Curriculum development
• Quality assurance and effectiveness assessment/improvement
• Participation on funded grants with a specific percentage effort

To the profession:
• Serving as an officer in a professional association
• Planning professional programs, workshops, and/or conferences
• Committee work at the local, state, regional, national, or international levels
• Serving as Chair on a committee and/or professional group
• Consulting
• Grant review or service to external granting agencies
To other constituencies:

- Community organizations
- Conducting workshops
- Delivering lectures

II. TEACHING (NON-TENURE) TRACK

Instructor, Lecturer, Senior Lecturer, and Teaching Professor Positions

Full-time University Instructors, Lecturers, Senior Lecturers, and Teaching Professors (of all ranks) are considered to be members of the Corps of Instruction by virtue of their mission of instruction. The University provides two tracks for faculty whose primary responsibilities are instruction. These levels are: 1) Instructor ➔ Lecturer ➔ Senior Lecturer; and 2) Assistant Teaching Professor ➔ Associate Teaching Professor ➔ Teaching Professor.

All six of these teaching ranks are non-tenure. Individuals who are initially appointed to such positions at the University and who lack the terminal degree in the discipline in which they teach are to be appointed at the rank of Instructor. Individuals who are initially appointed to such positions at the University and who hold the terminal degree in the discipline in which they teach, or in a closely related discipline, are appointed at the rank of Assistant Teaching Professor. Individuals at the University who currently hold the title of Instructor but possess the terminal degree in the discipline in which they teach (or in a closely related discipline) may be moved to the rank of Assistant Teaching Professor. Instructors at the University who earn the terminal degree in the discipline in which they teach (or in a closely related discipline) may also be moved to the rank of Assistant Teaching Professor.

Individuals seeking these positions (regardless of prior service or teaching experience) must prepare a dossier for evaluation by the candidate’s Departmental Promotion Committee, department chair, College Advisory Committee, and college dean. For individuals seeking these positions the Departmental Promotion Committee will consist of the department’s tenured Associate and Full Professors. Following input from the college dean these recommendations will be forwarded to the Provost for a final decision. The general time schedule for promotions from Instructor to Lecturer to Senior Lecturer and from Assistant Teaching Professor to Associate Teaching Professor to Teaching Professor follow the University’s schedule for promotion for personnel in tenure-track ranks (see Section 9.4.3 of the Faculty Handbook).

Individuals who are initially appointed as Instructors are eligible to apply for promotion to Lecturer during their fifth year of service (or later years) as Instructors, with an approved promotion effective at the beginning of the following academic year. Promotion from Lecturer to Senior Lecturer follows the same time frame. In cases involving promotions from Assistant Teaching Professor to Associate Teaching Professor and from Associate Teaching Professor to Teaching Professor, individuals may seek promotion during the fifth year of service (or later years) in the lower rank, with an approved promotion effective at the beginning of the following academic year. In computing time in rank at the University for purposes of promotion, professional experience, and/or time in rank at another institution of higher learning may be considered if specified in the faculty member’s contract at the time of employment.
All candidates (regardless of prior service or teaching experience) for the Instructor ➔ Lecturer ➔ Senior Lecturer track or the Teaching Professor pathway will prepare a dossier describing their accomplishments and rationales for seeking the position or a promotion. Recommendations regarding these positions or promotions will be made by the candidate’s Departmental Promotion Committee, department chair, College Advisory Committee, and college dean. For promotions from Instructor to Lecturer and from Assistant Teaching Professor to Associate Teaching Professor, the Departmental Promotion Committee will consist of the department’s tenured Associate and Full Professors. For promotions from Lecturer to Senior Lecturer and from Associate Teaching Professor to Teaching Professor the Departmental Promotion Committee will consist of the department’s tenured (Full) Professors. Following input from the college dean these recommendations will be forwarded to the Provost for a final decision.

Departments and colleges develop criteria for determining whether Instructors and Lecturers, and Assistant and Associate Teaching Professors merit promotion. These criteria will be reviewed annually each January by departments and colleges. Listed below are general guidelines for these promotions:

**Instructor to Lecturer** – Candidates need to demonstrate a continuous record of teaching excellence. Service and scholarly activities may also be considered.

**Lecturer to Senior Lecturer** – Candidates need to demonstrate a continuing record of excellent and innovative teaching coupled with notable service and/or scholarly activities.

**Assistant to Associate Teaching Professor** – Candidates need to demonstrate excellent and innovative teaching coupled with contributions in either service (departmental/collegiate/university or discipline) or notable scholarly activities.

**Associate Teaching Professor to Teaching Professor** – This promotion is merited by individuals who have met the criteria for Associate Teaching Professor and, following that promotion, demonstrate notable scholarly activities.

Since clinical/research/teaching professors of any rank are all in non-tenure-track positions these individuals may not be members of Departmental Personnel Committees or Departmental Tenure or Promotion Committees. Instructors, Lecturers, and Senior Lecturers are also ineligible to serve on these three committees.

**General Comments Regarding Promotion of Research/Clinical/Instructor/Lecturer/Teaching Personnel**

Promotion is never granted routinely for satisfactory accomplishments. Rank also reflects comparable stature with others in similar disciplines in other university settings. Promotion is based on performance and demonstrated competence, and not on length of service. However, a reasonable time must elapse (generally five years in the lower rank) for the individual to demonstrate competence and have it confirmed by annual evaluations. Professional achievement elsewhere will be considered for promotions.
The process or steps in a promotion decision are similar to those for tenure track or tenured Faculty.

The individual seeking promotion will be officially notified as to the decision made at each level throughout his/her promotion evaluation, and written recommendations of these decisions will be provided to the candidate and placed on file in all appropriate offices (see Faculty Handbook). These recommendations will also become the basis for future discussions with the department/unit head regarding the individual’s further professional development or growth. The candidate for promotion has the right to discontinue the review process for promotion at any point.