

## **Tenure and Promotion: Policies and Guidelines**

### **Overview**

The faculty of the College of Nursing at The University of Southern Mississippi is comprised of individuals whose appointments are predicated on anticipation of significant contributions to teaching, research/scholarship, and service. These College of Nursing Guidelines are designed to provide a consistent and measurable means to evaluate tenure-track faculty member's qualifications for promotion and tenure. These 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 and the Faculty Handbooks of The University of Southern Mississippi and College of Nursing. Tenure and/or promotion are not guaranteed as a function of University employment or length of employment but represent a special relationship between the faculty member and the institution. The College of Nursing seeks to encourage, through its tenure and promotion policies, the academic freedom and professional stability necessary to meet the missions of the College of Nursing and The University of Southern Mississippi.

### **Collegiality in Tenure and Promotion Decisions**

Collegiality is an expectation of all College of Nursing faculty members, regardless of rank or tenure status. The College of Nursing maintains that collegial behavior is a hallmark of tenure status. Tenure candidates are expected to demonstrate collegial behavior satisfactorily during the period of tenure probation and beyond the award of tenure. 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; effectiveness in interpersonal relationships, including professional ethics, cooperativeness, resourcefulness, and responsibility; 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 in tenure and promotion decisions.

### **Criteria for Tenure and Promotion**

#### **Timing of application for Tenure and/or Promotion**

The CON expects that an Assistant Professor will apply for tenure and promotion simultaneously at the end of the tenure probationary period, which will include any time awarded for service at previous institutions. The Assistant Professor candidate will be evaluated using criteria for the Associate Professor rank.

An Associate Professor or a Professor will apply for tenure at the end of the tenure probationary period, which will include time awarded for service at previous institutions. The associate professor candidate may seek promotion to the higher rank simultaneously, or may make a separate promotion application at a later date.

## 1. Teaching

Faculty members in the College of Nursing must remain current in their area(s) of expertise, and tenure and/or promotion candidates must consistently demonstrate high standards and quality in teaching. Evaluation of teaching should include quality of instruction and materials, interactions with students, and student learning and achievement.

Evidence of teaching excellence *must* include the following items:

- Student evaluations of teaching (maintenance of a quantitative mean of 3.0 to 5.0 on a 5-point scale on overall rating of instructor).
- Creative instructional methods, e.g. self-developed creative activities in the classroom; strategies; or materials.
- Peer evaluations of teaching by a tenure-track or tenured faculty member (maintenance of a quantitative mean of 85% or higher per year).
- Qualitative student evaluations of teaching
- Evidence of academic faculty advisement.
- Teaching portfolio  
Elements constituting a teaching portfolio may include, but are not limited to teaching materials including syllabi, tests, quizzes, homework assignments, handouts, graded papers or other examples of student work; reflective statements describing teaching during the review period and future teaching goals; reports based on peer observation of teaching (whether recorded or live); teaching awards; awards won by supervised students; teaching grants; unsolicited written statements from students, trainees, or clients; grade distributions; commentary on course levels/degree of difficulty of courses taught.

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

- Teaching awards
- Revises course or develops new course; if co-developer include percent effort. Evidence of course material revision and/or development should be included.
- Substantive course and/or curriculum revisions
- Workbooks and/or other instructional materials developed or published
- Direction of student research and projects at the undergraduate and/or graduate levels
- Evaluation of students in clinical and practicum activities
- Evidence of maintenance of current knowledge and expertise in area of clinical practice
- Teaching grants

## **2. Research and Scholarship**

As part of its mission, the College of Nursing expects faculty members to maintain integrity in research and scholarly activities that advance scientific knowledge and/or translation of clinical research in nursing. Research and scholarly activities should occur on a regular and consistent basis throughout the tenure probationary/promotion evaluation period for faculty seeking tenure and/or promotion. Most of the candidates' scholarly products must reflect their program of research and/or scholarship.

### **Program of Research and Scholarship**

Consistent with this mission, in order to be recommended for tenure and to qualify for promotion, faculty members must *identify and engage in* a program of research with evidence of scholarship and dissemination, both that demonstrates consistent contributions and commitment to advancing and improving nursing education, clinical practice, or nursing science through scholarly inquiry. The program of research should be focused on a singular area and may include additional diverse topics consistent with the advancement of nursing education, practice or science.

### **Grants and External Funding**

It is expected that faculty members consistently submit internal and/or external grants to support their scholarship efforts. These funding opportunities should be focused in the areas of research, program development, and teaching.

### **Publications**

The tenure and/or promotion candidate must meet the current or desired professorial expectations. For instance,

- At the associate professor rank, an award of tenure and/or promotion requires that the candidate will have at least 4 to 6 peer-reviewed publications.
- At the professor rank, 6 to 9 peer-reviewed publications during the previous five years are required.
- A consistent track record and level of scholarship productivity is required throughout the tenure probationary and/or promotion evaluation period at the University. The phrase *consistent track record* means peer-reviewed publications and scholarly works must be produced on an annual, regular basis.
- One of the publications counted toward tenure and/or promotion may be accepted for publication, but not yet published, as evidenced by a letter of acceptance from the publishing company or journal editor. The other publications must be in print.

- Of the required publications for Associate Professor (4 to 6 publications) and Professor (6 to 9 publications), the expectation for an award of tenure and/or promotion is that the candidate will have at least two (2) peer-reviewed *journal publications* as first author, co-author, or second or third author in a multi-authored article during the tenure probationary and/or promotion evaluation period.
- If prior service time is credited to the tenure and/or promotion candidate, a consistent track record of scholarship productivity meeting the above criteria for rank is expected during that period. The faculty, considered for tenure and/or promotion, who moved from a university to a current tenure track position at The University of Southern Mississippi must have published one or more peer-reviewed publications while currently employed at The University of Southern Mississippi.

In many cases, faculty in the College of Nursing engage in scholarship that leads to publications in traditional journals, textbooks, and/or book chapters of the discipline. The College of Nursing places the highest premium on peer-reviewed journal articles (for an explanation of “premium” see rank-ordered weight of publications in the next section).

All publications in the curriculum vitae (CV) and dossier must be separately identified into categories. Some publication categories in rank-ordered weight include, but are not limited to, the following examples:

- Peer-reviewed national and international journals (highest level of significance and weight).
- Authored, peer-reviewed textbooks or books (note: does not include workbooks – workbooks are in the teaching category)
- Edited books or textbooks (note: does not include workbooks – workbooks are in the teaching category)
- Invited commentaries about other articles or editorials published in peer-reviewed national and international journals
- Book chapters in edited or non-edited books
- 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)
- Non-peer-reviewed journals
- Regional or state journals
- Publications in prominent newspapers at the national and international levels.
- Guest editor for peer-reviewed national or international journals

*Important Additional Note:* For all peer-reviewed journals, include impact factor and acceptance rate. In co- or multi-authored publications, whether peer reviewed or non-peer-reviewed articles, book chapters, or newspapers, list the contribution percentage

of each author in the order by way of percentage of contribution.

### **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 least one of the Associate Professor candidate's presentations must be at the national or international levels and disseminated to scholars in the field of nursing and other health sciences.
- For the Professor candidate, national and international presentations are expected to be more frequent.
- For the purposes of tenure and promotion, greater significance and weight will be given to peer-reviewed or *invited* presentations (podium papers) at the national and international levels and lesser significance and weight will be given to peer-reviewed or invited presentations (oral papers) at the regional and state levels.
- *Multiple presentations of the same information will only count as one presentation unless the paper was presented on two of the four levels, e.g. state, regional, national, and international levels.*
- Peer-reviewed posters at the regional, national, and international levels also carry significance and weight for the faculty member who is applying for tenure and promotion to Associate Professor but not for promotion to Professor. Additionally, the individual may not rely solely on posters as evidence of scholarship for the purposes of tenure and promotion, and posters may not replace the weight and requirements of oral presentations (papers) at the national and international level.
- In a co- or multi-authored presentation, whether podium or poster, list the contribution percentage of each presenter in the order by way of percentage of contribution.

### **3. Service**

Faculty members seeking tenure and/or promotion in the College of Nursing must demonstrate leadership on committees by serving as an officer or chair and by exhibiting commitment to quality service to the College and the University. The College of Nursing faculty members recognize the merit of service and leadership in local, state, regional, national, and international professional and community organizations.

Service activities may include, but are not limited to, the following activities and are dependent on the rank sought by the candidate—

*To the College and/or University:*

- Committee membership and leadership at the College and University levels
- Task forces
- Councils
- Faculty Senate
- Recruitment
- Faculty search committees
- Search committees for administrative ranks, such as deans and directors, or staff personnel
- Special presentations
- 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
- Mentoring other faculty members

*To the profession:*

- Serving as an officer in a professional association at the state, regional, or national/international levels
- 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
- Serving as a consultant in nursing and other health care organizations
- Grant review or service to external granting agencies
- Mentoring colleagues
- A national or international journal reviewer

*To groups other than nursing and health care but related to the health field:*

- Conducting workshops
- Delivering lectures
- Serving as a consultant

*Other Service Activities:*

- Membership on editorial boards for national or international journals
- Refereeing or reviewing competitive convention papers and programs

**External Review for Promotion to Full Professor**

The College of Nursing candidate applying for promotion to full Professor must receive a satisfactory **external review** of their Teaching, Research/Scholarship, and Service accomplishments from three (3) tenured nursing faculty members who hold the rank of Professor from a nursing school and college similar in size, Carnegie ranking, and nursing program offerings as USM. Emeritus faculty or professors previously employed by USM are excluded from serving as an external reviewer. The promotion candidate will submit 4 or more potential reviewers' names and contact information to the Dean at the time of initial material submission. The Dean will

make the evaluation request to three (3) of those reviewers, and use the other reviewers as alternates. The Dean will supply the reviewers with the USM College of Nursing promotion criteria, candidate's summary of accomplishments, and CV. The Dean will collect and place the external review summaries in the candidates' notebook for examination by the promotion committees at the Department, College, and University levels.

Revision: College of Nursing Advisory Committee, April 2016; Task Force, January 2017  
Approved by faculty vote February 16, 2017.