NON-TENURE TRACK PROMOTIONAL GUIDELINES

Terminal Degree Track

**Division of Marine Science**

**School of Ocean Science and Technology**

**The University of Southern Mississippi**

I. Division Mission Statement

The mission of the Division of Marine Science is to cultivate intellectual development and creativity through graduate and undergraduate education; to advance the fields of marine and hydrographic science through excellence in research; promote our position within the University, local, national and international communities through service and economic development activities; and, to communicate our programs to the public through outreach.

1. Division Criteria for Promotion

The Division of Marine Science is a Ph.D.-granting department at a research intensive university. In addition, the division serves many other constituencies (e.g. the U.S. Naval Oceanographic Office and the Naval Oceanography and Meteorology Command) through its programs in Hydrographic Science at both the graduate and undergraduate levels. The non-tenure track faculty, who teach in these programs, are rewarded for instructional excellence through a promotional track. This document outlines the standards of the Division of Marine Science for promotion of non-tenure track faculty holding a terminal degree from Assistant Teaching Professor to Associate Teaching Professor and from Associate Teaching Professor to Teaching Professor, as set forth in the 2016-2017 Faculty Handbook. According to the College of Science and Technology (CoST) Bylaws, Appendix I, III.C. 2.c.: ***“It is the duty of the candidate, with the assistance of the departmental chair, to present evidence of the candidate’s competence.”***

Teaching is the effective presentation of current knowledge both in and outside of the classroom. In the classroom, effective teaching includes setting and maintaining reasonable academic goals and standards and objectively evaluating the students' success at meeting these goals and standards. Outside the classroom, effective teaching includes successful guidance and direction leading to the completion of student research and projects, publication of teaching materials that influence the academic community beyond USM and DMS and other professional activities including the development of courses and participation in curriculum development.

A. Expectations for Promotion to Associate Teaching Professor

Candidates for promotion to Associate Teaching Professor must demonstrate a continuous record of excellent and innovative teaching coupled with contributions in service and notable scholarly activities.

1. Teaching Expectations

A faculty member qualifying for promotion to Associate Teaching Professor must be an effective and innovative classroom teacher.

Any of the following criteria will be considered:

1. Effective classroom teaching:
2. Demonstration of versatility by number of courses and different course preps taught.
3. Development of new courses and/or new course delivery platforms.
4. Contributions to laboratory instruction.
5. Evidence of effective teaching in student evaluations, taking particular note of questions related to good teaching.
6. Meeting of good teaching practices checklist items.
7. National ACS standardized exam and/or common final exam scores compared to division mean for course.
8. Innovative classroom teaching:

i. Improvement of curriculum by ensuring current courses include up-to-date course material and appropriate methods of teaching.

ii. Demonstrated record of novel ideas in the classroom

Other contributions toward teaching can be considered that are not listed above (see the College of Science and Technology Promotion and Tenure Guidelines).

2. Service Expectations

A faculty member qualifying for promotion to Associate Teaching Professor must provide professional service within the university. In addition, service to professional organizations and in the community is desirable.

Any of the following criteria will be considered:

1. Service on division committees and through direct assignment as coordinator, liaison etc., with evidence of significant contributions and of leadership.
2. Student recruitment and retention efforts.
3. Effective undergraduate student advisement (if applicable) and assistance in the professional development of students (e.g. through letters of recommendation).
4. Service to relevant professional organizations within his/her area of expertise.
5. Service on college and/or university committees.
6. Participation in and/or initiation of outreach programs that increase the visibility of the division in the public eye (e.g. high schools, local news, etc.).
7. Initiation of and participation in division programs that contribute to the common good.

Additional evidence of service productivity can be considered that is not listed above (see the College of Science Promotion and Tenure Guidelines).

3. Scholarly Activity Expectations

A faculty member qualifying for promotion to Associate Teaching Professor is expected to engage in notable scholarly activities.

Any of the following criteria will be considered:

1. Presentation(s) at local, regional, national, and international meetings.
2. Publication(s) in refereed journals consistent in number, quality, and scope with others in this area of research/scholarship.
3. Professional development (e.g. workshops, webinars, reading groups, and/or conferences).
4. Pursuit of external funds through grant writing.
5. Books or chapters in books.
6. Patents - granted and applications.
7. Non-refereed publications.
8. Honors and awards.
9. Contributions to teaching infrastructure.
10. Invited seminars.

B. Expectations for Promotion to Teaching Professor

Candidates for promotion to Teaching Professor have met the criteria for Associate Teaching Professor and demonstrate a continuing record of excellent and innovative teaching coupled with notable service and scholarly activities.

1. Teaching Expectations

A faculty member qualifying for promotion to Teaching Professor must be an effective and innovative classroom teacher. As an effective classroom teacher, the faculty member must exert a leadership role in curriculum development and have a teaching record that reflects a sustained effort towards improvement in teaching.

Any of the following criteria under effective and innovative teaching will be considered:

1. Effective classroom teaching and leadership in curriculum development:
2. Demonstration of versatility by number of courses and different course preps taught.
3. Improvement of curriculum by development of new courses and/or course delivery platforms.
4. Active involvement in faculty curricular committees.
5. Contributions to laboratory instruction.
6. Mentoring of new faculty teaching.
7. Student evaluations compared to division mean for similar courses, taking particular note of questions related to good teaching.
8. Meeting of good teaching practices checklist items.
9. National ACS standardized exam and/or common final exam scores compared to division mean for course.

b. Innovative classroom teaching:

1. Improvement of curriculum by ensuring current courses include up-to-date course material and appropriate methods of teaching.
2. Demonstrated record of novel ideas in the classroom
3. Development of course materials to improve instruction, (course demonstrations, textbook(s), laboratory manual(s), multimedia teaching materials).

Other contributions toward teaching can be considered that are not listed above (see the College of Science and Technology Promotion and Tenure Guidelines).

* + 1. Service Expectations

The faculty member qualifying for promotion to Teaching Professor is expected to provide professional service within the university, to professional organizations and the community. An increased level of service activities compared to those required for promotion to Associate Teaching Professor is expected.

Any of the following criteria will be considered:

1. Extended service and increased leadership within the division by chairing division committees and serving as coordinator, liaison, etc.
2. Sustained student recruitment and retention efforts.
3. Continued effective undergraduate student advisement, and assistance in their professional development as well as their placement in appropriate positions.
4. Service on college and/or university committees.
5. Extended service to the candidate’s discipline in leadership roles, such as chairing or organization of meetings/meeting sessions, review of proposals, service on review panels, peer review of manuscripts, editorial work for journals, and service as rotator at funding agencies.
6. Participation in and/or initiation of outreach programs that increase the visibility of the division in the public eye (e.g. high schools, local news, etc.).
7. Initiation of and participation in division programs that contribute to the common good.
8. Service as official mentor to junior colleagues.

Additional evidence of service productivity can be considered that is not listed above (see the College of Science Promotion and Tenure Guidelines).

* + 1. Scholarly Activity Expectations

A faculty member qualifying for promotion to Teaching Professor must demonstrate notable scholarly activities in his/her field.

Any of the following criteria will be considered:

1. Presentation(s) at local, regional, national, and international meetings.
2. Publication(s) in refereed journals.
3. Professional development (e.g. workshops, webinars, reading groups, and/or conferences).
4. Pursuit of external funds through grant writing.
5. Books or chapters in books.
6. Patents - granted and applications.
7. Non-refereed publications.
8. Honors and awards.
9. Contributions to teaching infrastructure.
10. Invited seminars.

III. Division Procedures for Evaluation of Faculty for Promotion

A faculty member in the Division of Marine Science who is applying for promotion must follow the guidelines and policies of the Institutes of High Learning (IHL) Board (http://www.ihl.state.ms.us/admin/downloads/policiesandbylaws.pdf), The University of Southern Mississippi (http://www.usm.edu/provost/Faculty\_Handbook.pdf), the College of Science and Technology (http://www.usm.edu/cost/cost\_bylaws\_070104.doc), and the Division of Marine Science. The policies of the division are written to be consistent with all other higher authorities as of 2017. In any conflict with policies of the higher authorities, the division defers to the higher authority. The timeline for consideration of a candidate’s eligibility for promotion must follow the guidelines stated in the most current version of the CoST Bylaws (Appendix I, III.C.1.). The candidate may provide the division chair with a list of potential external evaluators of at least equal professional rank who can speak to the significance of the candidate’s research/scholarly activities and to the candidate’s appropriateness for promotion to the next academic rank. The process faculty must follow at the division level if they wish to be considered for promotion is outlined in the following paragraphs.

1. Faculty who apply for promotion shall prepare their dossier in accordance with the format set by the Provost, taking into account any additional division and/or college guidelines that must be met.
2. The faculty dossier for promotion to Associate Teaching Professor shall be submitted to the division at least one month before the division’s deadline for submitting its decision to the CoST Dean.
3. The faculty dossier for promotion to Teaching Professor shall be submitted to the division at least three months before the division’s deadline for submitting its decision to the CoST Dean. This allows sufficient time for the division to send the dossier out for external evaluation by faculty at other institutions of similar stature to that of the University of Southern Mississippi.
4. For promotion, a personnel committee of faculty members within the division who have the same professorial rank or higher as that requested by the applicant meet to evaluate the applicant.
5. The personnel committee elects a chair for the committee, evaluates the applicant’s dossier, and then prepares a letter listing the committee’s perceived strengths and weaknesses of the applicant.
6. The applicant receives the committee’s preliminary evaluation and is given one week in which to respond in writing. The applicant is not under obligation to respond but must notify the committee in writing if he/she will not submit a response.
7. The personnel committee then meets again to consider any response the applicant submitted and votes on the applicant’s request for promotion. In consultation with the committee members the committee chair prepares a letter that expresses the findings of the committee and the result of the vote.
8. The letter is signed by all committee members and included in the applicant’s dossier.
9. The division chair prepares a separate evaluation letter that is also placed in the candidate’s dossier. The division chair then forwards the complete dossier to the Dean, provides copies of both evaluation letters to the candidate, and for the division file.

Developed: DMS Academic Curriculum Committee and DMS Policies & Procedures Committee

Academic Curriculum: Redalje (Chair), Nechaev, Shiller, Pilarczyk

Policies / Procedures: Wiesenburg (Chair), Redalje, Nechaev, Howden

Approved by voice vote of DMS faculty: 19 May 2017