

# *Promotion and Tenure Document*

**Effective 4/6/17**

## **1.0 VISION STATEMENT**

It is the vision of the School of Kinesiology to have faculty members who demonstrate sustained excellence and balance in the areas of teaching, research, and service through, and beyond, that of ranks and tenure.

## **1.1 MISSION STATEMENT**

Our collective mission is to provide an environment that enables faculty members to achieve the School's vision through the guiding principles of support and mentorship.

## **1.2 INTRODUCTION AND PURPOSE**

The purpose of this document is to explicitly outline the promotion, tenure, and retention standards in the School of Kinesiology at The University of Southern Mississippi. These standards serve two basic

1. This document outlines the general rank and/or tenure effective spring 2017. This document should be modified over time to reflect currency, the Departmental Promotion Handbook) will engage tenure-track faculty every 5 years; (2) suggest modifications to the promoted and tenured and tenure-track faculty. The Director of the School who will forward this document for final approval.

2. The

#### **1.4 PROMOTION AND AWARD OF TENURE PROCESS**

In order to avoid confusion or unintended inconsistencies with regard to promotion and tenure processes between the Faculty Handbook, College of Health, and the School of Kinesiology Promotion and Tenure Documents, this document will not attempt to restate established processes. As such, all School faculty members are strongly advised to refer to Chapter 9 of the University of







- Provides evidence to support meaningful contribution to

entrance exams for professional practice, etc.).

- Demonstrate strong annual evaluations of course materials to show that the students are meeting the course goals.
- Provide evidence of continued faculty learning and evolution within the teaching discipline. A genuinely excellent teacher will actively seek new knowledge, skills, and teaching methods and will incorporate these into his or her teaching.

**Promotion to Professor.** A successful candidate will not only meet the above minimum requirements by providing balanced evidence of teaching excellence, but also must show a consistent record of clear and convincing evidence of high levels of teaching attainment sustained over a period of years.

## **1.7 RESEARCH/CREATIVE ACTIVITY EVALUATION CRITERIA**

**1.7.1 Introduction.** Consistent with the School's vision and mission, the School of Kinesiology values faculty who continually pursue excellence in research/creative activity illustrated by a balanced scholarly agenda and productivity. As a result, new faculty members are encouraged to develop research portfolios with multiple indicators of research/creative activity performance. Although it is the responsibility of the individual faculty member to demonstrate research excellence, the vision and mission of the School indicate the following guiding principles:

- All School faculties, regardless of rank or tenure, should be supported, to the extent possible, in their endeavor to become well-developed scholars. A faculty member's articulation of his/her scholarly agenda coupled with a clear statement of the unit level expectations will serve as a foundation for achieving research excellence.
- School faculties and administration should make every reasonable effort to afford ample research mentorship to those seeking promotion in rank. Evaluations will be based on ability of the individual to provide balanced evidence of research excellence as well as the overall pattern of the research evidence rather than evaluating any evidence received from a single source or annual review.

**1.7.2 Sources of Evidence.** Evidence of excellence in research/creative activity must include examples of published works, professional presentations, and externally funded grant proposal submissions. Evidence of research excellence may include, but is not limited to, the following:

*Italics indicate that faculty members already submit this information as part of the required information in their annual performance evaluation dossier (see Appendix A).*

- *Refereed journal articles (indicate international, national, regional, etc.) (#2)*
- *Books (indicate edited, single author, chapter only, etc.) (#2)*
- *Refereed abstracts (indicate international, national, regional, etc.) (#2)*
- *Refereed or invited presentations (indicate international, national, etc.) (#3)*
- *Externally funded grant submissions (approved at all levels) (#4) (Appendix)*
- *Externally funded grant awards (#5) (Appendix)*
- *Internally funded grant submissions (approved at all levels) (#6) (Appendix)*
- *Internally funded grant awards (#7) (Appendix)*
- *List of all creative activities or applied scholarship (#8) (Appendix)*
- Receipt of awards or honors for research and scholarly/creative activity
- Unrefereed journal articles (indicate international, national, regional, etc.)
- Other publications (technical reports, proceedings, non-print media, etc.)
- Published book or software reviews
- Patents (provisional, pending, etc.)

**1.7.3 Criteria for Promotion of Non-Tenure-Track Ranks** Two primary criteria exist for successful achievement of promotion in rank across both tracks of non-tenure-track instructional ranks: demonstration of and continual growth of expertise and competence as an instructor and demonstration of and continual growth



- May provide (optional to the employee) evidence to support significant scholarly activity.

**Promotion to Associate Teaching Professor.** While scholarly activity is not required of this position,

in their endeavor to become servant-leaders. In general, new faculty members should expect to be engaged in limited internal service activities for at least 3 years prior to their initial promotion and/or tenure decision.

- School faculties and administration should make every reasonable effort to afford ample mentorship regarding service to those seeking promotion in rank.
- Evaluations will be based on ability of the individual to provide balanced evidence of excellence in service as well as the overall pattern of the service evidence rather than evaluating any evidence related to a single service-related activity.

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e) Other community service that reflects well on Department/College/University

**1.8.3 Criteria for Promotion of Non-Tenured-Track Ranks.** Criteria for service varies across each employment track. Though all tracks share the same sources for evidence, the Lecture

Demonstrate service contributions to the Department/School that increases in scope and responsibility throughout the probationary period.  
– Demonstrate service contributions to the Local/Community.

**Promotion to Professor.** A successful candidate will not only meet the above minimum requirements by providing balanced evidence of service



**9.6.8 Standard of Evaluation for Tenure.** The award of academic tenure is a privilege. Tenure is awarded after a thorough review that culminates in the University acknowledging the faculty member's professional excellence and the likelihood that excellence will contribute substantially over a considerable period of time to the mission and anticipated needs of the University. Professional excellence is reflected in ( )

# APPENDIX A

## PART I SUMMARIES OF KINESIOLOGY ANNUAL PERFORMANCE EVALUATION DOCUMENT

**Faculty Evaluation – 2016**

**CONTENTS**



## **INTRODUCTION**

The personnel committee option elected for 2016 was 3 faculty members. Members of the 2016 committee are: Dr. Rick Green, Professor, Dr. Bill Holcomb, Professor, and Dr. Melissa Thompson, Associate Professor. Our intent is to use this evaluation as a forum for you to monitor your progress on your teaching, scholarship, and service, and to identify the support and resources you need to continue your work and contribution to the goal of achieving a distinguished School of Kinesiology.

In completing the evaluation process, please document your productivity according to the included template in the simplest way possible. Your willingness to provide the information requested in a concise and readable manner will

## **INSTRUCTIONS**

## **TEACHING: SUMMARY OF ACCOMPLISHMENTS**

1. Briefly describe your significant accomplishments in the area of teaching during 2016.
2. List all courses taught (by semester) during 2016. Include number of students enrolled,

## **RESEARCH AND SCHOLARSHIP : SUMMARY OF ACCOMPLISHMENTS**

Please present all information using APA style

1. Briefly describe your significant accomplishments in the area of research and scholarship during 2016.
2. Provide a list of all work that was published in 2016. Give a brief statement indicating the type of work (e.g., abstract, research manuscript, textbook chapter, guidebook, etc.), and type of publication (refereed national journal, in-house promotional guideline, website).
3. Provide a list of all professional convention presentations made in 2016. Give a brief

## **SERVICE: SUMMARY OF ACCOMPLISHMENTS**

1. Briefly describe your significant accomplishments in the area of service during 2016.
2. Provide a brief descriptive list all of your *international* service to your profession in 2016. Provide a brief description of your role (elected chair, appointed, member, visitor, etc.).
3. Provide a brief descriptive list all of your *national* service to your profession in 2016. Provide a brief description of your role (elected chair, appointed, member, visitor, etc.).
4. Provide a brief descriptive list all of your *regional* service to your profession in 2016. Provide a brief description of your role (elected chair, appointed, member, visitor, etc.).
5. Provide a brief descriptive list all of your *state* service to your profession in 2016. Provide a brief description of your role (elected chair, appointed, member, visitor, etc.).
6. Provide a brief descriptive list all of your *local/community* professional service in 2016. Provide a brief description of your role (elected chair, appointed, member, visitor, etc.).
7. Provide a brief descriptive list of all of your professional service to the *university* in 2016.
8. Provide a brief descriptive list of all of your professional service to the *College of Health* in 2016.
9. Provide a brief descriptive list of all of your professional service to the *School of Kinesiology* in 2016.

## **REASSIGNED TIME**

1. If you had re-assigned time in 2016 (release from teaching to provide specific tasks but do not include school or college administrative release), please describe the purpose for the re-assigned time by semester (Include percentage of reassigned time).
2. Please describe your re-assigned time related accomplishments (per semester for each re-assignment).
3. Please describe other duties related to your re-assigned time.

### **GOALS:**

1. Present your goals for 2016 as they were written for the last evaluation. Describe the progress you have made toward achieving those goals.
2. Goals should be specific and measurable and include steps to achieve those goals. Goals should be addressed for each area of teaching, scholarship, and service.
3. Please provide a detailed list of your professional goals and objectives for 2017. Remember, to include work already in progress.
4. List any ideas you have that will help you accomplish your goals in 2017. Include needs, resources, support, etc.

**TEMPLATE:**

School of Kinesiology

NAME

RANK

Faculty Evaluation January – December 2016



**Name & Title:**

**Faculty Employment at Southern Miss:**

**Load Distribution:**

	<b>Teaching</b>	<b>Scholarship</b>	<b>Other</b>

**Description of Work and Barriers**

Provide a brief

## **TEACHING**

7.

**Fall 2016**

Grade	KIN XXX	KIN XXX	KIN XXX
A			
B			
C			
D			
F			
I			
WP			
P (Pass/Fail only)			
F (Pass/Fail only)			
NA			
<b>Total Enrolled</b>			

8.

## **RESEARCH and SCHOLARSHIP**

For tenure track faculty only

1. **Significant Accomplishments**
  
2. **Published Works**
  
3. **Professional Presentations**
  
4. **Externally Funded Grant Submissions**
  
5. **Externally Funded Grants Awarded**
  
  
6. **Internally Funded Grant Submissions**
  
  
  
7. **Internally Funded Grants Awarded**
  
8. **Creative Activities**
  
  
9. **Other Externally Funded Activities**

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## **SERVICE**

1. **Significant Accomplishments**
2. **Professional Service (International)**
3. **Professional Service (National)**
4. **Professional Service (Regional)**
5. **Professional Service (State)**
6. **Professional Service (Local/Community)**
7. **Professional Service (University)**
8. **Professional Service (College of Health)**
10. **Professional Service (School of KIN)**
11. **Other Externally Funded Activities**

**REASSIGNED TIME**

**1. Purpose for Re-Assigned Time by Semester (Include percentage of release time).**

Spring -

Fall -

**2. Accomplishments (per semester for each re-assignment).**

Spring –

Fall -

**3. Other Routine Task (per semester for each-re-assignment).**

## GOALS

### Goals for Calendar Year 2016 (Include a brief statement on progress)

Teaching

Scholarship

Service

### Goals for Calendar Year 2017

Teaching

Scholarship

Service

### Resources and Support Needed to Accomplish 2017 Goals