

Department of Kinesiology and Health

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SECTION I. INTRODUCTION

The faculty of the Department of Kinesiology and Health in the College of Education and Human Services (CEHS) at Wright State University (WSU), seeks to promote and sustain successful performance in teaching, scholarship, and service, and to participate fully in the governance of the Department, College, and University. The bylaws herein specify procedures for the participation of Bargaining Unit Faculty in Departmental governance. These bylaws:

- Establish procedures by which HPR Bargaining Unit Faculty give advice and make recommendations regarding matters affecting the Department.
- Establish criteria and procedures for annual evaluation of HPR Bargaining Unit Faculty.
- Establish criteria and procedures for promotion and tenure of HPR Bargaining Unit Faculty.
- Establish procedures for Departmental meetings and committees.

SECTION II. FACULTY GOVERNANCE

A. DEPARTMENT MEMBERSHIP

1. **Full-time Faculty.** The Department of HPR may include full-time faculty at the following ranks:

Instructor, Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, Professor, and University Professor.

2. **Part-time Faculty.** The Department of HPR will include part-time faculty as adjunct faculty.

Adjunct faculty are invited to attend all official Department functions and open meetings.

3. **Emeritus/a Faculty.** Retired faculty from HPR may apply for emeritus/a status. Emeritus/a faculty may attend all official Department functions and open meetings.

B. FACULTY GOVERNANCE STRUCTURE

- A. **Bylaws Amendments.** A majority vote of Bargaining Unit Faculty in the Department, along with approval of the Dean and Faculty Governance Committee, are needed to amend these bylaws.
- B. **Department Meetings.**

- a. **Regular Department Faculty Meetings.** The Department faculty will meet monthly during Fall, Winter, and Spring Quarters. An annual schedule for the academic year of anticipated Departmental faculty meetings will be provided in writing to all faculty by the Department Chair no later than the first week of classes in the Fall Quarter. Meetings will usually be held either the first or third Wednesday of each month. An effort will be made to avoid conflict between regularly scheduled meetings and classes.
 - b. **Non-regularly Scheduled Department Faculty Meetings.** Departmental faculty meetings may be called by the Chair of the Department, the Chair of a Departmental committee, or two Bargaining Unit Faculty Members. All reasonable efforts will be made to schedule these meetings at times that do not conflict with teaching schedules or other scheduled meetings. The individual(s) who called the meeting will announce the purpose of the meeting at least 24 hours before the meeting.
 - c. **Voting at Department Meetings.** Voting will be open response unless a voting faculty member requests a secret ballot.
 - i. **Voting Membership.** Except for items reserved in the CBA for BUFMs only, the voting membership of the Department is comprised of all full-time faculty in the Department, to include faculty with joint appointments with the majority of the appointment being in HPR. Part-time faculty and emeritus/a faculty are not voting members of the Department.
 - d. **Agendas for Regular Department Faculty Meetings.**
 - i. **Agendas.** Agendas will be provided by the Department Chair at least 24 hours prior to the meeting. Issues that affect the Department will be presented by chair or designee at regularly scheduled Departmental faculty meetings when classes are in session during the academic year. Faculty members must be informed through the agenda that a vote is anticipated on particular items.
 - ii. **Order of Business.** The usual order of business shall be (1) Call to Order; (2) Approval of Minutes; (3) Committee Reports; (4) Old Business; (5) New Business; (6) Announcements and Special Reports; (7) Faculty Issues; (8) Student Issues; (9) Adjournment.
 - e. **Records of Departmental Faculty Meetings.** Minutes of all regular Departmental faculty meetings and all non-regularly scheduled Department faculty meetings called by the Chair will be taken by a Department Administrative Assistant or other designee. These minutes will be recorded and distributed to all full-time Department faculty members. Any changes in these minutes will be proposed at the next Department faculty meeting, where the Department faculty will approve the minutes as written or corrected. Approved minutes will be sent to the Dean of the College and the Department faculty.
- C. Department Committees.** All Department committees are standing committees with membership as described below. Standing committees and the Department Chair may form ad hoc subcommittees. All committee meetings will follow Roberts Rules of Order.
1. **Promotion and Tenure Committee**
 - a. Membership:
 - The Promotion and Tenure committee will consist of all tenured Bargaining Unit Faculty in the Department. Excluded from this

committee are the Department Chair and tenured Bargaining Unit Faculty Members who are under consideration for promotion.

- The committee must be comprised of at least three members. If there are not at least three tenured faculty at the rank of at least Associate Professor, the HPR tenured Bargaining Unit Faculty will invite faculty at the tenured Associate/Professor rank from other Departments of CEHS to be a member of the HPR Promotion and Tenure committee.
- A committee chair for the upcoming academic year will be elected by the seated members of the Promotion and Tenure committee by the completion of the academic year.

b. Duties:

- Provide each untenured Bargaining Unit Faculty Member with an annual statement summarizing the individual's progress toward obtaining tenure.
- Provide recommendations regarding all Bargaining Unit Faculty seeking promotion and/or tenure.
- Provide each tenured Bargaining Unit Associate Professor with a statement summarizing the individual member's progress toward promotion to the next rank upon request.
- Assist in the professional development and mentoring of new Bargaining Unit Faculty Members. The Promotion and Tenure Committee will assign a tenured Bargaining Unit Faculty Member to serve as a mentor to each new Bargaining Unit Faculty Member. New Bargaining Unit Faculty Members may request an additional mentor or a separate mentor for functions such as teaching, scholarship, and service. This mentorship will last as long as the Chair, mentor, and mentee agree it is necessary.
- Perform or facilitate annual peer evaluations of teaching of all untenured Bargaining Unit Faculty Members.
- Provide statements, when requested, regarding Bargaining Unit Faculty requests for Professional Development Leave.

2. Curriculum Committee.

a. Membership:

- The voting members of the Curriculum committee will be all Bargaining Unit Faculty and Program Coordinators in the Department.

Program Coordinator is defined as the faculty member responsible for insuring the coordination of a program, such as holding program meetings, overseeing the annual review of data process for the program, implementation of the program of study and key assessments, and completing institutional, state, and national reports for the program.

- A committee chair for the upcoming academic year will be elected among the committee members at the last curriculum committee meeting of the academic year.

b. Duties:

- Review and approve proposals for all new Department courses and programs.
- Review and approve modifications to all existing Department courses and programs.
- Review and make recommendations regarding specific curricular and program issues affecting the Department.
- Serve as a forum for the discussion of program assessment and review.
- Recommend faculty job descriptions.

SECTION III. PROCEDURES FOR BARGAINING UNIT FACULTY ADVICE AND RECOMMENDATIONS

A. FACULTY APPOINTMENT

Faculty Appointment. A minimum of two Bargaining Unit Faculty in the Department, named by the Department Chair, will serve on search committees for new faculty positions within the Department. Whenever possible, at least one will be in the same academic area as the posted position. Recommendations for appointment of new faculty will be forwarded to the Dean.

B. TEACHING ASSIGNMENTS AND CLASS SCHEDULES, INCLUDING SUMMER

- 1. Academic Year Teaching Assignments.** When possible, The Chair will provide full-time faculty with tentative teaching assignments four weeks prior to the quarter the courses will be taught so that the faculty can provide alternate suggestions to the Chair, if they wish. The Chair makes the final assignment.
- 2. Summer Teaching.** Bargaining Unit Faculty on academic year appointments shall be given an opportunity to teach in the Summer quarter when the Department schedules classes that they are qualified to teach. If sufficient classes are not scheduled to accommodate all Bargaining Unit Faculty Members who wish to teach in the summer, summer teaching assignments will be given in descending order, based upon a rotation, beginning with the highest-ranking faculty member with the longest time in rank.

C. FACULTY INVOLVEMENT IN THE REVIEW OF CHAIRS

All Bargaining Unit Faculty in the Department will have the opportunity to comment on and make recommendations to the Dean on the review of, or the appointment of, a Department Chair.

D. ISSUES AFFECTING THE DEPARTMENT

Issues affecting the Department will be presented to the faculty by Department Chair or designee at regularly scheduled Department meetings for discussion and recommendations from the faculty.

SECTION IV. ANNUAL EVALUATION CRITERIA AND PROCEDURES FOR HPR FACULTY

The Department Chair will annually evaluate the teaching, service, and scholarship of all Bargaining Unit Faculty members following the procedures outlined in the CBA.

Weights (%) for teaching, service, and scholarship are determined for each Bargaining Unit Faculty Member using an outcome-based optimizing algorithm: given the scores for each category, the algorithm will determine the respective weights from the range of weights listed below such that the net resultant score is maximized. The ranges of weights for teaching, scholarship, and service shall be:

Teaching: 40-60%

Scholarship: 20-40%

Service: 20-40%

This system will apply to all Bargaining Unit Faculty Members in the Department unless the Department Chair assigns a different weighting to allow for unique work assignments that differ from those of other Bargaining Unit Faculty Members, discipline, or correction of a pattern of substandard performance extending more than one year. A Bargaining Unit Faculty Member can make recommendations about weights for a unique work assignment.

The Department Chair will evaluate each area of the Bargaining Unit Faculty Member's professional activity and assign an integer to that area. Each Bargaining Unit Faculty Member will review the integers assigned for his or her annual evaluation by the Department Chair and the reasons given for the assignment. The Bargaining Unit Faculty Member will sign a copy of the evaluation, indicate if he or she agrees or disagrees with the evaluation, and return it to the Department Chair. If the Bargaining Unit Faculty Member disagrees with the evaluation, he or she may prepare a written rebuttal and submit it to the Chair. This rebuttal must be attached to the evaluation and forwarded as provided for in the CBA.

A. SUBMISSION OF MATERIALS FOR ANNUAL EVALUATION

Faculty will submit a written report to the Department Chair summarizing their accomplishments in teaching, scholarship and service for the prior calendar year (January 1 to December 31) by January 31.

B. PEER EVALUATION OF TEACHING

An annual peer evaluation of teaching is required for non-tenured Bargaining Unit Faculty Members. Tenured Bargaining Unit Faculty Members may also request a peer evaluation. Bargaining Unit Faculty Members being evaluated will submit evidence of their teaching effectiveness to the Promotion and Tenure Committee. In collaboration with the Bargaining Unit Faculty Member and Promotion and Tenure Committee, a tenured Bargaining Unit Faculty Member will be selected to perform the peer evaluation. The peer evaluation will include a review of course syllabi, assessments and other available materials, and observation of teaching by a peer evaluator(s). The peer evaluator will submit a written peer evaluation of teaching report to the faculty member, Department Chair, and retain a copy.

C. EVALUATION OF TEACHING

1. Criteria for the Evaluation of Teaching:

a. Unsatisfactory. Faculty members who do not fulfill at least the requirements for Adequate will receive a score of 0.

b. Adequate. To receive a score of 1 (Adequate) in teaching, a faculty member must:

- i. Give evidence of basic course preparation.
- ii. Meet classes regularly including the final exam time.
- iii. Maintain a sufficient number of office hours each week (normally at least six hours).
- iv. Fulfill advising responsibilities.
- v. Receive teaching evaluations from students and peers (if available) that indicate no significant problems in the classroom.
- vi. Provide regular and timely feedback to students.
- vii. Conduct student evaluations of instruction as required by CBA.
- viii. If teaching a course with a key program assessment, the key assessment is completed and scored for each candidate. The scoring guide is given to the Program Advisor.

c. Meritorious. To receive a score of 2 (Meritorious) in teaching, a faculty member must meet the requirements for “Adequate” and in addition complete all of the following:

- i. Syllabi reflect current Ohio, NCATE, and Learned Society Guidelines, as well as the CEHS Conceptual Framework.
- ii. Level of student work is assessed in a manner which distinguishes between levels of performance.
- iii. Participate in relevant professional development opportunities.
- iv. Receive teaching evaluations from students and peers that indicate a positive learning experience in the classroom.
- v. **Outstanding.** To receive a score of 3 (Outstanding) in teaching, a faculty member must meet the requirements for “Meritorious” and in addition complete one of the following:
 - vi. Introduce new teaching methods to a course.
 - vii. Develop new courses and/or submit course modifications.
 - viii. Supervise a student in an independent study, graduate culminating projects, thesis, or equivalent.
 - ix. Participate in service learning.
 - x. Consult and/or collaborate with other faculty and/or at community sites to better achieve course objectives and other learning goals.
 - xi. Develop or substantially revise a new web-enhanced or distance learning course.
 - xii. Receive funding to enhance teaching.
 - xiii. Develop and maintain responsibility (e.g. revise/edit/collaborate with program advisor) for key program assessment(s).
 - xiv. Receive recognition from peers and/or students in the form of a college teaching award, or equivalent.
 - xv. Demonstrate other equivalent teaching contributions to the Department’s mission.

d. Extraordinary. To receive a score of 4 (Extraordinary) in teaching, a faculty member must meet the requirements for “Meritorious” and in addition complete two of the following:

- i. Introduce new teaching methods to a course.
- ii. Develop new courses and/or submit course modifications.
- iii. Supervise student(s) in independent study (ies), graduate culminating project(s), thesis (es), or equivalent.
- iv. Participate in service learning.
- v. Consult and/or collaborate with other faculty and/or at community sites to better achieve course objectives and other learning goals.

- vi. Develop or substantially revise a new web enhanced or distance learning course.
- vii. Receive funding to enhance teaching.
- viii. Develop and maintain responsibility (e.g. revise/edit/collaborate with program advisor) for key program assessment(s).
- ix. Receive recognition from peers and/or students in the form of a college teaching award, or equivalent.
- x. Demonstrate other equivalent teaching contributions to the Department's mission.

2. Evidence for the Evaluation of Teaching:

At a minimum, evidence used for the evaluation of teaching shall include information from student and peer evaluations. In addition, Bargaining Unit Faculty must provide written evidence for each claim within the criteria of the evaluation of teaching. For example, for a claim of "course modification" the faculty member should make available the University Course Modification form.

D. EVALUATION OF SCHOLARSHIP

1. Criteria for the Evaluation of Scholarship:

- a. Unsatisfactory.** Faculty members who do not fulfill at least the requirements for Adequate will receive a score of 0.
- b. Adequate.** To receive a score of 1 (Adequate) in scholarship, a faculty member must maintain currency in the scholarship of the professor's own field by providing evidence of two or more of the following:
 - i. Attend a state, multi-state, or national professional conference.
 - ii. Maintain membership in a state, regional, or national professional organization.
 - iii. Provide a written response to a professional publication (e.g. editorial, commentary, review).
 - iv. Submit a proposal for presentation.
 - v. Submit an article for peer review.
 - vi. Submit an internal or external grant proposal for funding.
 - vii. Or equivalent.
- c. Meritorious.** To receive a score of 2 (Meritorious) in scholarship, a faculty member must meet the requirements of "Adequate" and in addition, meet one or more of the following:
 - i. Present scholarship at a state, multi-state, national, or international professional conference.
 - ii. Publish a non-peer reviewed article or book chapter.
 - iii. Publish a review of a textbook.
 - iv. Submit a proposal for an external grant
 - v. Submit a manuscript to an external refereed publication.
 - vi. Submit a book chapter or monograph to an external refereed publication.
 - vii. Receive internal grant funding for at least \$3,000 total costs.
 - viii. Provide other comparable examples of scholarly activity (e.g. have published more than one external refereed scholarly article in the previous year).
 - ix. Or equivalent.
- d. Outstanding.** To receive a score of 3 (Outstanding) in scholarship, a faculty member must meet the requirements of "Adequate" and in addition, meet two or more of the following:

- i. Present scholarship at a state, multi-state, national, or international referred professional conference.
- ii. Publish a non-peer reviewed article or chapter.
- iii. Publish a review of a textbook.
- iv. Submit a proposal for an external grant.
- v. Submit a manuscript to an external refereed publication.
- vi. Submit a book chapter or monograph to an external refereed publication.
- vii. Publish (or in press) a scholarly article in an external refereed publication.
- viii. Publish (or in press) a scholarly external refereed book chapter.
- ix. Receive internal grant funding for at least \$10,000 total costs.
- x. Receive external grant funding.
- xi. Provide other comparable examples of scholarly activity (e.g. have published more than one external refereed scholarly article in the previous year).
- xii. Or equivalent.

e. Extraordinary. To receive a score of 4 (Extraordinary) in scholarship, a faculty member must meet the criteria for “Outstanding” and one or more of the following:

- i. Lead a symposium at a state, multi-state, or national professional conference.
- ii. Published (or in press) a scholarly article in an external refereed publication.
- iii. Publish (or in press) a peer-reviewed book chapter.
- iv. Publish (or in press) a peer-reviewed textbook.
- v. Receive internal grant funding for at least \$10,000 total costs
- vi. Receive external grant funding for at least \$25,000 total costs.
- vii. Provide other comparable examples of scholarly activity (e.g. have published more than one external refereed scholarly article in the previous year).
- viii. Or equivalent.

f. Multiple Quality Activities in a Category. A situation may arise in which a faculty member has multiple quality activities in one category, but does not meet the specific criteria of the next higher level. In this case, the Chair may deem it appropriate to award the faculty member the next level because these activities are equivalent to specific criteria. For instance, a faculty member might receive a \$5,000 internal grant and submit one manuscript to peer-reviewed journals. The Chair may deem it appropriate to award the faculty member “Outstanding” rather than “Meritorious”.

g. Principal or Co-Principal Investigator. A faculty member must be the Principal Investigator or the Co-Principal Investigator of any grant being credited to the faculty member. In instances where grant requirements prohibit the faculty member from being listed as the Principal Investigator or the Co-Principal Investigator, but the faculty member must provide documentation of his/her role as the Principal Investigator or Co-Principal Investigator within the preparation of the grant, the grant will be credited to the faculty member.

2. Evidence for the Evaluation of Scholarship.

Bargaining Unit Faculty must make available written evidence for each claim within the criteria of the evaluation of scholarship. This evidence must include:

- a. **Publications.** Once listed as “in press”, all pieces of scholarship may only be credited once in the annual review process, and may not be counted in subsequent year(s).
 - i. **Submitted for publication.** For all pieces of scholarship listed as “submitted for publication”, the Bargaining Unit Faculty Member must submit the article, review, book chapter, or textbook, as well as the submission confirmation letter received from the publisher or editor.
 - ii. **In press.** “In Press” is defined as documents that have been accepted for publication and are in queue for printing. For all pieces of scholarship listed as “in press”, the Bargaining Unit Faculty Member must submit the article, review, book chapter, or textbook, as well as the letter received from the publisher or editor stating that the item has been accepted for publication in its final form and is ready for publication.
 - iii. **Published work.** For all published pieces of scholarship, the Bargaining Unit Faculty Member must submit the published form of the article, review, book chapter, or textbook, as well as evidence that the publication was peer reviewed.
- b. **External and Internal Grants.**
 - i. **Submitted grant.** For all submitted grants, the Bargaining Unit Faculty Member must submit the grant signature page, proposal abstract, as well as the letter acknowledging submission from the funding agency.
 - ii. **Awarded grant.** For all awarded grants, the Bargaining Unit Faculty Member must submit the grant signature page, proposal abstract, as well as the letter of award from the funding agency.
- c. **Presentations.** For all presentations, the Bargaining Unit Faculty Member must submit a copy of the program or conference booklet.

E. EVALUATION OF SERVICE

1. Criteria for the Evaluation of Service:

- a. **Unsatisfactory.** Faculty members who do not fulfill at least the requirements for Adequate will receive a score of 0.
- b. **Adequate.** To receive a score of 1 (Adequate) in service, a faculty member must be reliably involved in the work of the Department and College as demonstrated by doing all of the following:
 - i. Attend a majority of Department and College meetings
 - ii. Respond to requests from colleagues for reports in a timely fashion.
 - iii. Serve and participate in the work of one standing Department committee.
 - iv. Serve on one standing College committee and act as a liaison between the Department and College.
 - v. Advise students, as assigned.
- c. **Meritorious.** To receive a score of 2 (Meritorious) in service, a faculty member must meet the requirements of “Adequate” and in addition, undertake new assignments and initiatives within the Department, College, University, community, and/or professional organizations by doing one of the following:
 - i. Mentor new faculty members.
 - ii. Serve on an additional committee (within the Department, College, University, professional organization, or community).
 - iii. Participate in activities that contribute to the mission of the Department and/or profession within the community (i.e. student recruitment and retention, alumni events, workshops).
 - iv. Or equivalent.

- d. Outstanding.** To receive a score of 3 (Outstanding) in service, a faculty member must meet the requirements of “Meritorious” and in addition, complete two of the following:
- i. Chair a Department committee.
 - ii. Chair a standing College committee.
 - iii. Contribute significantly to the accomplishments of a Department, College, or University committee, or outside agency.
 - iv. Serve as a Program Advisor.
 - v. Serve as a student organization faculty advisor.
 - vi. Develop and lead workshops, seminars, or clinical programs that require a significant amount of time.
 - vii. Hold a position of leadership in a state or multi-state professional organization.
 - viii. Hold a position of leadership in a national professional organization.
 - ix. Provide service to a professional publication/journal, such as reviewing manuscripts, grant proposals, textbooks, or equivalent.
 - x. Provide service as a reviewer for a Specialized Program Area, or other accrediting body.
 - xi. Or equivalent.
- e. Extraordinary.** To receive a score of 4 (Extraordinary) in service, a faculty member must meet the requirements of “Meritorious” and in addition, complete three of the following:
- i. Chair a Department committee.
 - ii. Chair a standing College committee.
 - iii. Contribute significantly to the accomplishments of a Department, College, or University committee, or outside agency.
 - iv. Serve as a program advisor.
 - v. Serve as a student organization faculty advisor.
 - vi. Develop and lead workshops, seminars, or clinical programs that require a significant amount of time.
 - vii. Hold an office in a state or multi-state professional organization.
 - viii. Hold an office in a national professional organization.
 - ix. Provide service to a professional publication/journal, such as reviewing manuscripts, grant proposals, textbooks, or equivalent.
 - x. Provide service as a reviewer for a Specialized Program Area, or other accrediting body.

In rare instances, there are service accomplishments that are considered to be extraordinary, such as:

- i. Serve as President, or equivalent, of a state, multi-state, or national professional organization.
- ii. Author a program/college accreditation report that leads to the accreditation of the program.
- iii. Or equivalent.

In these cases, as long as the Bargaining Unit Faculty Member meets the requirements of adequate, the successful completion of these would be assessed as Extraordinary.

2. Evidence for the Evaluation of Service:

Bargaining Unit Faculty must make available written evidence for each claim within the criteria of the evaluation of Service. For example, for a claim of “develop and lead workshops, seminars, or clinical programs that require a significant amount of time”, the faculty member should maintain the agenda, workshop materials, and meeting minutes (where applicable).

SECTION V. PROMOTION AND TENURE

The information in this section describes the Departmental process for recommending promotion and tenure, the documentation to be included in the candidate’s promotion and tenure document, and the criteria used to evaluate the candidate.

A. GENERAL CRITERIA FOR PROMOTION AND/OR TENURE

Candidates for promotion and/or tenure are expected to demonstrate on-going and consistent performance in teaching, scholarship, and service. Below are minimum requirements that apply for all reviews.

1. In support of teaching, the faculty member must submit the following:
 - a. Annual teaching presented by year with specific classes taught and number of students for every year since the candidate’s most recent promotion.
 - b. A statistical summary and frequency distribution of annual student evaluations of teaching for the above load (untenured faculty only).
 - c. Peer teaching evaluations (if available).
2. In support of scholarship, the faculty member must submit the following:
 - a. For all published works, a copy of the publication.
 - b. For all works listed as in press, but not yet published: a copy of the official letter from the publisher/editor, along with a printed copy of the accepted manuscript or galley proofs of the printed publication.
 - c. For all unpublished papers: a printed copy of the manuscript and a letter from the editor indicating its status.
 - d. For all conference papers: a printed copy of the program or conference booklet.
 - e. For all grants funded or pending: a copy of the grant proposal and award letter to the Principal Investigator or Co-Principal Investigator. In addition, the faculty member must provide documentation of his/her role as the Principal Investigator or Co-Principal Investigator within the preparation of the grant.
3. In support of service, the faculty member must submit the following:
 - a. List of committees served on.
 - b. List of specific contributions to each committee.

B. PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR WITH TENURE

There is no minimum time in rank requirement for promotion and tenure. The candidate must submit general criteria and meet the following criteria:

1. **Teaching:** Candidates must have compiled a record of effective teaching and advising at WSU and submit evidence to demonstrate that the faculty member is consistently effective in the classroom. Teaching will be considered effective when

there is consistent evidence of considerable time and attention being devoted to the elements of teaching, such as: course development, pedagogical technique and student tutoring, and when peer and student teaching evaluations indicate consistently significant learning experiences. In evaluating teaching, primary weight will be given to the immediately preceding three years.

2. **Scholarship:** Candidates must show that they have pursued a successful program of ongoing scholarship at WSU. In addition, success in scholarship sufficient for promotion to Associate Professor with tenure will include a minimum of five (5) external refereed scholarly journal articles, two of which may have equivalent substitutions. An equivalent substitution may be an externally peer-reviewed edited volume, an externally peer-reviewed book chapter, a funded external grant totaling at least \$50,000, or a collection of no more than four funded external grants totaling \$50,000. An externally peer-reviewed textbook and/or scholarly book may also serve as an equivalent substitution for two (2) external refereed scholarly journal articles. In addition, the candidate must have completed at least 3 of the 5 articles (including equivalent substitutions as described above) while a Bargaining Unit Faculty Member at WSU. Evidence for significant scholarship can come from a variety of sources, including, but not limited to, comments from external reviewers.
3. **Service:** The candidate must demonstrate a continuous pattern of effective service. Service will be considered effective when there is consistent and productive involvement in the work of the Department and the broader community (College, University, or profession).

C. PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR

Promotion to Professor requires achievements in teaching, scholarship, and service significantly beyond that required for promotion to Associate. The candidate must demonstrate superior achievement in the categories of teaching, scholarship, and service.

- a. **Teaching:** Superior teaching for purposes of promotion to Professor means the candidate is considered by students and peers to be an effective teacher. In addition to compiling a record of effective teaching (see section V.D.I), candidates must demonstrate a strong evidence of commitment to teaching (e.g. mentoring, sharing, development of innovative curriculum, and collaboration).
- b. **Scholarship:** Candidates must show that they have pursued a successful program of ongoing scholarship at WSU. Success in scholarship sufficient for promotion to Professor will include a minimum of fifteen (15) external refereed scholarly journal articles, three of which may have equivalent substitutions. An equivalent substitution may be an externally peer-reviewed edited volume or an externally peer-reviewed book chapter, or a funded external grant totaling at least \$50,000 total costs, or two funded external grants totaling \$50,000. An externally peer-reviewed textbook and/or scholarly book may also serve as an equivalent substitution for two (2) external refereed scholarly journal articles. In addition, at least 8 of the 15 articles (including equivalent substitutions as described above) may not have been submitted for a successful promotion and tenure application in the past. Evidence for significant scholarship can come from a variety of sources, including, but not limited to, comments from external reviewers.
- c. **Service:** Service will be considered superior when the candidate can demonstrate a continuous and productive pattern of highly effective service in the work of the Department and the broader community (College, University, or profession).

- d. in addition to ongoing excellence in teaching, scholarship, and service, the candidate should demonstrate a national reputation for excellence in one's profession. This reputation may come via accomplishments in service, teaching, or scholarship. To demonstrate a national reputation for excellence, the candidate should submit evidence from a variety of sources.

D. EVIDENCE FOR THE EVALUATION OF PROMOTION AND/OR TENURE

A high level of teaching, scholarship, and service must be demonstrated using multiple measures. For each claim, evidence must be provided to substantiate it.