

# DEPARTMENT OF BIOLOGICAL SCIENCES POLICIES & PROCEDURES

*Adopted: May 2018*

*Last revised: April 2019*

## PROMOTION AND TENURE

Faculty in the Department of Biological Sciences seeking tenure, promotion to associate professor, or promotion to professor, must use the application form and follow the application procedures outlined in university Policy 4.6.4P and the *EKU Faculty Handbook*. The Department will follow the criteria and procedures pertaining to tenure and promotion outlined by the university (see Appendix 1 for a time-line).

The *EKU Faculty Handbook* stipulates that department policies for tenure and promotion shall state the specific criteria for each of teaching, scholarly/creative activities, and service to be used in the evaluation of faculty for promotion and tenure and how they shall be applied. The *Faculty Handbook* also indicates that, in reviewing all three areas, collegiality<sup>1</sup> shall be considered. The Department of Biological Sciences will use the “Tenure-Track Faculty Annual Report” (Appendix 2A & 2B) as the mechanism for collecting data related to an individual faculty member’s teaching, scholarly/creative activities, and service.

### Promotion to Associate Professor

Using the scoring system outlined in the Tenure-Track Faculty Annual Report, the candidate for promotion to associate professor within the Department of Biological Sciences

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<sup>1</sup> **Collegiality:** The ability of an individual to interact with colleagues with civility and professional respect; to engage in shared academic and administrative tasks necessary to meet Department, College, and University goals and to work productively with faculty, students, and staff. Collegiality should not be confused with sociability or likability but rather is the professional criterion relating to teaching, scholarly/creative activities, and service (source: ECU Policy 4.6.4P, 2013).

must, in two out of his/her last three years, achieve a minimum average score of 35% in teaching, 15% in Scholarly/Creative activities and 15% in Service, with an overall minimum average of 70%; **and** publish at least one manuscript in a national or international peer-reviewed journal<sup>2</sup> **or** at least two manuscripts in regional peer-reviewed publications. An article which has been accepted for publication, without further revisions, shall be considered to be a published paper. In multiple-authored manuscripts, the sequence in which the candidate's name appears has no bearing on the article's acceptability. Note: If promotion to Associate Professor has occurred during the tenure probationary period, accomplishments used in support of the promotion application may also be applied to the tenure application.

### **Tenure**

Using the scoring system outlined in the Tenure-Track Faculty Annual Report, the candidate for tenure within the Department of Biological Sciences must hold the rank of Assistant Professor or above **and** in five out of his/her last six years, achieve a minimum average score of 35% in teaching, 15% in Scholarly/Creative activities and 15% in Service, with an overall minimum average of 70%; **and** publish at least two manuscripts in a national or international peer-reviewed journal<sup>2</sup> **or** at least four manuscripts in regional peer-reviewed publications **or** one manuscript in a national or international peer-reviewed journal AND two manuscripts in regional peer-reviewed publications. An article which has been accepted for publication, without further revisions, shall be considered to be a published paper. In multiple-

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<sup>2</sup>Peer reviewed journals are defined as journals in which articles have been reviewed by experts in the field before the article is published in the journal. The P&T Committee is tasked with determining if a journal is designated as a national or international peer-reviewed journal versus a regional peer-reviewed publication. Faculty may seek confirmation regarding the designation of a journal in advance of submitting an article, and the official determination by the committee will be included as part of the faculty member's annual review.

authored manuscripts, the sequence in which the candidate's name appears has no bearing on the articles acceptability. Once a faculty member has obtained tenure, he/she is no longer required to submit a Tenure-Track Faculty Annual Report; the faculty member will be evaluated using the annual review of tenured faculty process (see Annual Review of Tenured Faculty policy). However, if a faculty member intends to seek promotion beyond the rank held when he/she received tenure, he/she will need to continue to submit a Tenure-Track Faculty Annual Report in order to compile the data required for promotion.

### **Promotion to Professor**

Using the scoring system outlined in the Tenure-Track Faculty Annual Report, the candidate for promotion to full professor within the Department of Biological Sciences must hold the rank of Associate Professor **and** in four out of the last five years, achieve a minimum average score of 40% in teaching, 18% in Scholarly/Creative activities and 18% in Service, with an overall average of 85% **and** publish, since receiving tenure or achieving promotion to associate professor, whichever has occurred most recently, at least two manuscripts in a national or international peer-reviewed journal<sup>2</sup> **or** at least four manuscripts in regional peer-reviewed publications **or** one manuscript in a national or international peer-reviewed journal AND two manuscripts in regional peer-reviewed publications.. An article which has been accepted for publication, without further revisions, shall be considered to be a published paper. In multiple-authored manuscripts, the sequence in which the candidate's name appears has no bearing on the articles acceptability.

### Appendix 1

Timeline for the promotion and tenure process for faculty in the Department of Biological Sciences<sup>a,b</sup> seeking tenure, promotion to associate professor, or promotion to professor.

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Dean informs department chairs of candidates eligible for tenure	April 15 <sup>c</sup>
Department Chair informs candidates eligible for tenure	May 1 <sup>c</sup>
Candidates notify Chair and Dean, in writing, of intent to apply for tenure and/or promotion	September 1 <sup>c</sup>
Election of department promotion and tenure committee	September 10 <sup>c</sup>
Department Chair informs the promotion and tenure committee of candidates for promotion and/or tenure	September 12
Candidate submits application to department ( <i>hard copy and identical electronic version; supporting material: hard copy only</i> )	September 20
Committee provides Department Chair with its evaluation and recommendation	October 31
Department Chair and chair of department P&T committee reviews recommendations with candidate, provides candidate with report(s) and secures candidate's signed receipt	November 9
Department Chair notifies candidate of results of reconsideration by department committee and/or department chair	November 28
Department chair presents recommendations to the dean ( <i>hard copies and electronic versions</i> )	December 1 <sup>c</sup>

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<sup>a</sup>The stated actions can be completed before the given deadlines.

<sup>b</sup>If a given date occurs on a weekend or holiday, the deadline for the requested action shall be the first day on which the University administrative offices are open after the weekend or holiday.

<sup>c</sup>This deadline is mandated by university or college policy.

## Appendix 2A

### Form to use for reporting activities carried out during the 2018-2019 Academic Year

#### DEPARTMENT OF BIOLOGICAL SCIENCES TENURE-TRACK FACULTY ANNUAL REPORT

Academic Year \_\_\_\_\_

#### I. Teaching Effectiveness (Total Points = 50)

$[(A+B+C)/40] \times 50 = \text{Total Teaching Effectiveness Points}$

##### A. Student Evaluations (10 pts. max.)

Provide a list of classes you taught for the review period covered by this report AND the average score you received in each class for the eXplorance Blue assessment instrument question, “*Faculty instruction supported the learning goals of this course*”. Since the current maximum score on the eXplorance Blue question is “5.0”, the mean value earned by the faculty member in each course evaluated will be adjusted to a 10-point scale. The final score assigned will be the average of the adjusted scores from all courses evaluated.

##### B. Peer Evaluations (15 pts. max.)

Please submit any documentation that might aid the advisory committee in its peer review of your teaching. The members of the committee will evaluate the items submitted. Due to the subjective nature of this evaluation, the final rankings will be the average or consensus of members of the Department Promotion and Tenure Committee. You may include any or all of the following documentation: Syllabi and copies of exams, statement on approaches to teaching, the Course/Instructor Feedback Forms (Appendix B) from students’ evaluations, and individual comments in the following categories:

1. Command of subject matter
2. Accomplishment of course objectives
3. Written opinions of alumni or faculty
4. Attitude toward students

##### C. Professional Growth and Development in area of Teaching/Student Mentoring (15 pts. max.)

1. Curriculum Development (up to 10 pts each).
  - a. Develop a new specialty area (Please list).
  - b. Preparation to teach a new course in your discipline (provide syllabus and evidence of preparation).
2. New techniques and materials (up to 5 pts. each)

- a. Organized or participated in instructional improvement seminars. (Please list and include pertinent documentation).
  - b. Development and use of audiovisual aids for classroom or online learning (Please list and provide documentation).
  - c. Experimented with new teaching technologies (provide examples).
  - d. Varied teaching techniques such as discussion techniques rather than lecturing.
3. Evidence of a planned program of independent reading and study (explain; 2 pts. max.).
4. Faculty Development (provide documentation for each)
- a. Participation in conferences, workshops, etc., related to teaching assignments (2 pts. each)
  - b. Courses taken to improve teaching area (2 pts. each)
  - c. Miscellaneous faculty development (5 pts. max)
5. Supervisory/Guidance
- a. Graduate student supervision
    - 1. Director of completed M.S. thesis as submitted to the Graduate School. (List Names). (5 pts ea.)
    - 2. Director of completed MS non-thesis (3 pts. each)
    - 3. Director of M.S. students actively working towards completion of thesis degree. (List Names). (2 pts. ea.)
    - 4. Director of MS students actively working towards completion on non-thesis degree. (2 pts. ea.)
    - 5. Member of graduate committee while student is actively working towards completion of degree. (List Names). (1 pt. each)
  - a. Supervision of Special Problems (List students and provide copies of final student reports). (2 pt. each)

Research and/or Scholarly Achievement (Total Points = 25)

Maximum set at 45;  $[(A+B+C+D)/45] \times 25 = \text{Total Research/Scholarly Points}$

A. Publications (give titles, journals, publishers)

1. Articles published in refereed national journals (10 pts. ea).
2. Articles published in non-refereed national journals (6 pts. ea).
3. Articles in state refereed journals (8 pts. ea).
4. Authorship and publication of a book (15 pts. ea).
5. Revision of a book (7 pts. ea).
6. Section or chapter(s) of a published book (10 pts. ea).
7. Laboratory manual (5 pts. ea).
8. Revision of a laboratory manual (4 pts. ea).
9. Locally published lab manual (3 pts. ea).
10. Articles published in popular press (science related) (Up to 6 pts.).

B. Editorial Activities (list books, journals, agencies and titles).

1. Editor of book (10 pts. ea).
2. Editor of national professional journal (15 pts. ea).
3. Editor of state professional journal (13 pts. ea).
4. Reviewer of journal articles (3 pts. ea).
5. Reviewed manuscripts for major publisher (2 pts. ea).
6. Reviewed grants for a federal or state agency (5 pts. ea).
7. Miscellaneous Editorial Activities

C. Research Proposals (list agency and proposal title)

1. Funded proposals submitted to outside agency (15 pts. ea)
2. Non-funded proposals submitted to outside agency (8 pts. ea).

3. Funded EKU proposals (8 pts. ea).
4. Administration of extramural grants (list title and dates). (5 pts.)

D. Papers and speeches presented (list titles and organizations)

1. Presented at national or international meetings by invitation (provide documentation of invitation; 10 pts. ea).
2. Presented at national or international meetings (7 pts. ea).
3. Presented at regional or state meetings by Invitation (6 pts. ea).
4. Presented at regional or state meetings (4 pts. ea).
5. Presented at another institution (4 pts. ea).
6. Presented at local meetings (e.g., seminars, talks at club meetings, etc.) (2 pts. ea).

III. Service (Total Percent = 25)

Maximum points is set at 50;  $[(A+B+C+D+E)/50] \times 25 = \text{Total Service Points}$

A. Committee Activities - Committee assignments will be listed according to the calendar year. For each committee listed, please indicate the period of spring and/or fall terms, and how you contributed to the effectiveness of the committee. (Extra points for summer term committee meetings).

1. University related committee assignments
  - a. Chair of University committee (up to 6 pts. ea.)
  - b. Member of University committee (up to 2 pts. ea.)
2. College related committee assignments
  - a. Chair of College committee (up to 6 pts. ea.)
  - b. Member of College committee (up to 2 pts. ea.)
3. Departmental related committee assignments
  - a. Chair of Departmental committee (up to 6 pts. ea.)

- b. Member of Departmental committee (up to 2 pts. ea.)
- 4. Other committee assignments (up to 2 pts. ea.)
- 5. Chair of departmental Promotion and Tenure Committee (up to 10 pts)
- 6. Member of departmental Promotion and Tenure Committee (up to 6 pts)
- 7. Member of Faculty Senate (4 pts.)                      Yes                      No
- 8. Miscellaneous committee service

B. Outside Professional Service (list activities)

- 1. Chair of national, regional or state committee (5 pts. ea.)
- 2. Officer at regional or national level (up to 10 pts. ea)
- 3. Officer at the state level (up to 5 pts. ea.)
- 4. Chair or secretary of a scientific section (up to 3 pts. ea.).
- 5. Member of national committee (up to 3 pts. ea.).
- 6. Member of regional or state committee (up to 3 pts. ea.).
- 7. Attendance of professional meetings (up to 2 pts. ea.)
- 8. Miscellaneous Professional Service

C. Departmental Service (list activities)

- 1. Activities to promote recruitment of students (up to 10 pts)
- 2. Organization of and assisting with conferences, symposia, workshops, etc., within the department or university. (up to 10 pts)
- 3. Sponsorship of student organizations (list organizations). (up to 8 pts)
- 4. Set-up of displays, experiments, and other activities when high school students visit our campus Math-Science Day, SMAP, ECU Spotlight). (List Activities). (up to 5 pts)
- 5. Maintenance of scientific equipment (up to 5 pts)

D. Community Service

1. Extended Campus Teaching (List Course Title, Site and semester). (up to 5 pts)
2. On-Campus teaching overload (List course, title and semester). (up to 3 pts. ea)
3. Consulting (List organization/person, type, length of time, dates). (up to 10 pts)
4. Professionally related leadership role in appropriate community organization. (List organization, type of activity, dates). (up to 10 pts)
5. Development of significant relations with professional groups that relate to our department (gift solicitation, sponsorship, etc.; what, when and where and how much). (up to 5 pts)
6. Externally presented conferences, workshops, seminars (List title, organization, where and dates). (up to 5 pts)

E. Other Service Duties (Value up to 10 pts. for each item).

1. Coordinator of Department Graduate Program. (A summary of activities - may be listed on additional pages).
2. Departmental Academic Advisor (Submit a summary of accomplishments)
3. Coordination of Cooperative Education (Submit a summary of accomplishments)
4. Assisting in the Placement of Students (Submit a summary of accomplishments)
5. Curator of fauna or flora collection (Summarize Activities)
6. Supervision of Graduate Teaching and Service Assistants
7. Miscellaneous Departmental or University duties

## Appendix 2B.

### Form to use for reporting activities carried out during the 2019-2020 Academic Year and thereafter.

Department of Biological Sciences Tenure-Track Faculty Annual Report form.

#### DEPARTMENT OF BIOLOGICAL SCIENCES TENURE-TRACK FACULTY ANNUAL REPORT

Faculty members name: \_\_\_\_\_

Academic Year \_\_\_\_\_

#### I. Teaching Effectiveness (Total Points = 50)

$[(A+B+C)/40] \times 50 = \text{Total Teaching Effectiveness Points}$

##### A. Student Evaluations (10 pts. max.)

Provide a list of classes you taught for the review period covered by this report AND the average score you received in each class for the eXplorance Blue assessment instrument question, “*Faculty instruction supported the learning goals of this course*”. Since the current maximum score on the eXplorance Blue question is “5.0”, the mean value earned by the faculty member in each course evaluated will be adjusted to a 10-point scale. The final score assigned will be the average of the adjusted scores from all courses evaluated.

B. Peer Evaluations (15 pts. max.) Provide the over-all average score based on the peer assessment of teaching feedback you received.

##### C. Professional Growth and Development in area of Teaching/Student Mentoring (15 pts. max.)

1. Curriculum Development (up to 10 pts each).
  - a. Develop a new specialty area (Please list).
  - b. Preparation to teach a new course in your discipline (provide syllabus and evidence of preparation).
2. New techniques and materials (up to 5 pts. each)
  - a. Organized or participated in instructional improvement seminars. (Please list and include pertinent documentation).
  - b. Development and use of audiovisual aids for classroom or online learning (Please list and provide documentation).
  - c. Experimented with new teaching technologies (provide examples).
  - d. Varied teaching techniques such as discussion techniques rather than lecturing.
3. Evidence of a planned program of independent reading and study (explain; 2 pts. max.).
4. Faculty Development (provide documentation for each)
  - a. Participation in conferences, workshops, etc., related to teaching assignments (2 pts. each)
  - b. Courses taken to improve teaching area (2 pts. each)
  - c. Miscellaneous faculty development (5 pts. max)
5. Supervisory/Guidance

- a. Graduate student supervision
  1. Director of completed M.S. thesis as submitted to the Graduate School. (List Names). (5 pts ea.)
  2. Director of completed MS non-thesis (3 pts. each)
  3. Director of M.S. students actively working towards completion of thesis degree. (List Names). (2 pts. ea.)
  4. Director of MS students actively working towards completion on non-thesis degree. (2 pts. ea.)
  5. Member of graduate committee while student is actively working towards completion of degree. (List Names). (1 pt. each)
- b. Supervision of BIO 598 Special Problems (List students and provide copies of final student reports). (2 pt. each)

**II. Research and/or Scholarly Achievement** (Total Points = 25)

Maximum set at 45;  $[(A+B+C+D)/45] \times 25 = \text{Total Research/Scholarly Points}$

- A. Publications (give titles, journals, publishers)
  1. Articles published in refereed national journals (10 pts. ea).
  2. Articles published in non-refereed national journals (6 pts. ea).
  3. Articles in state refereed journals (8 pts. ea).
  4. Authorship and publication of a book (15 pts. ea).
  5. Revision of a book (7 pts. ea).
  6. Section or chapter(s) of a published book (10 pts. ea).
  7. Laboratory manual (5 pts. ea).
  8. Revision of a laboratory manual (4 pts. ea).
  9. Locally published lab manual (3 pts. ea).
  10. Articles published in popular press (science related) (Up to 6 pts.).
- B. Research Proposals (list agency and proposal title)
  1. Funded proposals submitted to outside agency (15 pts. ea)
  2. Non-funded proposals submitted to outside agency (8 pts. ea).
  3. Funded EKU proposals (8 pts. ea).
  4. Administration of extramural grants (list title and dates). (5 pts.)
- C. Papers and speeches presented (list titles and organizations)
  1. Presented at national or international meetings by invitation (provide documentation of invitation; 10 pts. ea).
  2. Presented at national or international meetings (7 pts. ea).
  3. Presented at regional or state meetings by Invitation (6 pts. ea).
  4. Presented at regional or state meetings (4 pts. ea).
  5. Presented at another institution (4 pts. ea).
  6. Presented at local meetings (e.g., seminars, talks at club meetings, etc.) (2 pts. ea).

**III. Service** (Total Percent = 25)

Maximum points is set at 50;  $[(A+B+C+D+E)/50] \times 25 = \text{Total Service Points}$

- A. Committee Activities - Committee assignments will be listed according to the calendar year. For each committee listed, please indicate the period of spring and/or fall terms, and how you contributed to the effectiveness of the committee. (Extra points for summer term committee meetings).

1. University related committee assignments
    - a. Chair of University committee (up to 6 pts. ea.)
    - b. Member of University committee (up to 2 pts. ea.)
  2. College related committee assignments
    - a. Chair of College committee (up to 6 pts. ea.)
    - b. Member of College committee (up to 2 pts. ea.)
  3. Departmental related committee assignments
    - a. Chair of Departmental committee (up to 6 pts. ea.)
    - b. Member of Departmental committee (up to 2 pts. ea.)
  4. Other committee assignments (up to 2 pts. ea.)
  5. Chair of departmental Promotion and Tenure Committee (up to 10 pts)
  6. Member of departmental Promotion and Tenure Committee (up to 6 pts)
  7. Member of Faculty Senate (4 pts.)                      Yes                      No
  8. Miscellaneous committee service
- B. Outside Professional Service (list activities)
1. Chair of national, regional or state committee (5 pts. ea.)
  2. Officer at regional or national level (up to 10 pts. ea)
  3. Officer at the state level (up to 5 pts. ea.)
  4. Chair or secretary of a scientific section (up to 3 pts. ea.).
  5. Member of national committee (up to 3 pts. ea.).
  6. Member of regional or state committee (up to 3 pts. ea.).
  7. Attendance of professional meetings (up to 2 pts. ea.)
  8. Miscellaneous Professional Service
- C. Departmental Service (list activities)
1. Activities to promote recruitment of students (up to 10 pts)
  2. Organization of and assisting with conferences, symposia, workshops, etc., within the department or university. (up to 10 pts)
  3. Sponsorship of student organizations (list organizations). (up to 8 pts)
  4. Set-up of displays, experiments, and other activities when high school students visit our campus Math-Science Day, SMAP, ECU Spotlight). (List Activities). (up to 5 pts)
  5. Maintenance of scientific equipment (up to 5 pts)
- D. Community Service
1. Extended Campus Teaching (List Course Title, Site and semester). (up to 5 pts)
  2. On-Campus teaching overload (List course, title and semester). (up to 3 pts. ea)
  3. Consulting (List organization/person, type, length of time, dates). (up to 10 pts)
  4. Professionally related leadership role in appropriate community organization. (List organization, type of activity, dates). (up to 10 pts)
  5. Development of significant relations with professional groups that relate to our department (gift solicitation, sponsorship, etc.; what, when and where and how much). (up to 5 pts)
  6. Externally presented conferences, workshops, seminars (List title, organization, where and dates). (up to 5 pts)
- E. Editorial Activities (list books, journals, agencies and titles).
1. Editor of book (10 pts. ea).
  2. Editor of national professional journal (15 pts. ea).
  3. Editor of state professional journal (13 pts. ea).

4. Reviewer of journal articles (3 pts. ea).
  5. Reviewed manuscripts for major publisher (2 pts. ea).
  6. Reviewed grants for a federal or state agency (5 pts. ea).
  7. Miscellaneous Editorial Activities
- F. Other Service Duties (Value up to 10 pts. for each item).
1. Coordinator of Department Graduate Program. (A summary of activities - may be listed on additional pages).
  2. Departmental Academic Advisor (Submit a summary of accomplishments)
  3. Coordination of Cooperative Education (Submit a summary of accomplishments)
  4. Assisting in the Placement of Students (Submit a summary of accomplishments)
  5. Curator of fauna or flora collection (Summarize Activities)
  6. Supervision of Graduate Teaching and Service Assistants
  7. Miscellaneous Departmental or University duties