

DEPARTMENT OF BIOLOGICAL SCIENCES
CRITERIA FOR PROMOTION AND TENURE
REVISED IN AUGUST 2020
EFFECTIVE 2022 - 2023

Mission and Roles of the Biological Sciences Departmental Promotion, Retention and Tenure Committee

The mission of the Department of Biological Sciences Promotion, Retention and Tenure Committee (DPRTC) is to represent the department to uphold the high quality of the department by evaluating individual faculty members in a fair, thorough and objective manner using established departmental criteria. The roles of the DPRTC are to evaluate pre-tenure faculty members for retention, provide guidance to pre-tenure faculty members for improvement, evaluate tenure and promotion applicants, and when necessary, proceed with post-tenure review. The deliberations of the DPRTC that concern appointment, reappointment, retention, tenure, periodic review/evaluation, and promotion, shall be strictly confidential. The results of such deliberations shall be made known only to the applicant and the next appropriate levels within the university PRT process. All committee members are ethically bound to maintain confidentiality, and failure to do so is grounds for a charge of unprofessional conduct.

Processes for Tenure and Promotion Review

The Department of Biological Sciences considers the granting of tenure a major decision. Awarding of tenure is not automatic, and it should be understood that a judgment to grant tenure comes with the implicit expectation that the high-quality performance exhibited to gain tenure will continue. It should also be understood that the deliberation processes for tenure are separate from those for promotion and a recommendation for tenure may, but not necessarily, be accompanied by one for promotion. Achievement is expected in teaching, research and service, but the applicant should realize the DPRTC does not expect a candidate to be outstanding in every area. The DPRTC will also consider the assignment of research relative to teaching load in the evaluation of the application for promotion and tenure at all ranks. For example, a faculty member having a lower teaching load will be expected to provide evidence of increased research productivity accordingly. The burden of proof is on the applicant to provide documentation relevant for consideration for promotion, retention and tenure. It must be understood that the criteria below are minimums and are not a guarantee of tenure and/or promotion.

Annual Reviews: The DPRTC will review annually the progress toward tenure of pre-tenured faculty members and will prepare written recommendations regarding retention that will be forwarded to the Department Chair. The Department Chair will review the retention recommendations, and a separate letter from the Department Chair with recommendations will be completed. The two recommendation letters will be sent to the College Promotion, Retention and Tenure Committee (CPRTC) or to the Dean as determined by year of employment (see timeline below). For all annual, tenure, and promotion reviews, the 'Application Format for Requesting Promotion and/or Tenure' document must be submitted (see Appendix I for assistance in formatting).

Tenure Track faculty members will be reviewed according to university policies as follows:

First year - Review by Chair of DPRTC and Departmental Chair with

written appraisal by the Departmental Chair.

Second year - Review by DPRTC and Departmental Chair with a written appraisal from each unit.

Third year* - Mandatory comprehensive review by DPRTC, the Department Chair, CPRTC and the Dean with a written appraisal from each unit.

Fourth year - Review by DPRTC and the Department Chair with a written appraisal from each unit.

Fifth year - Review by DPRTC and the Department Chair with a written appraisal from each unit.

* Pre-tenure faculty members will be evaluated for tenure and promotion based on the department, college, and university criteria in place during the mandatory third year comprehensive review on a pre-tenure appointment.

The DPRTC will vote on applicants for tenure and/or promotion, and provide the vote outcome in addition to providing comments for the three aspects of research, teaching, and service in a letter that the applicant will review and sign. This document will then be submitted to the Department Chair and move upstream with the application as part of the evaluation process. Comments within that document will both highlight commendable accomplishments and possible deficiencies in the application.

Criteria for Tenure

Terminal Degree:

Consideration for tenure will only be given to an individual in a tenure track position who holds the rank of assistant professor or above and who has the earned doctorate appropriate to the department.

Time in Rank:

Persons initially given pre-tenure appointments must be reviewed for tenure no later than the middle of their sixth year of service. The Arkansas State University (A-State) schedule for evaluating faculty members for tenure is determined by the PRT Calendar annually, and applications are to be submitted for review no later than 5 ½ years of service. In referring to a “year,” it is the policy of the University that a full semester of service under pre-tenure status contract which begins on or before the first day of the spring semester in an academic year counts as a full year. Tenure may be applied for and granted at an earlier date, although in most cases, the 5 ½ year period in a pre-tenure status is needed to conduct an adequate review, and requests for early tenure may not be recommended. Therefore, the DPRTC recommends that faculty members apply for tenure no earlier than their third year at A-State. Faculty members

applying for early tenure must far exceed the minimum criteria for tenure. If a faculty member fails to earn tenure in this accelerated review cycle, the faculty member may apply for tenure again only after two years or no later than the sixth year of the pre-tenure cycle. Faculty members considering applying for early tenure should contact the chairs of the DPRTC and of the department before making an application.

For faculty members being reviewed in their sixth year, those approved for tenure will receive a tenure contract for the seventh year. Faculty members not approved for tenure will receive a terminal contract for the seventh year.

Negotiation of Tenure and Rank with Initial Appointment:

When warranted by an individual's record and experience, a prospective faculty member may negotiate the terms of initial employment with regard to tenure status and academic rank. Such an agreement must be based on the thorough review and positive recommendations of the DPRTC. Documentation of the negotiated terms authorizing application for early tenure and/or promotion must be in writing and signed by the Dean of the College, the Vice Chancellor and Provost, and the Chancellor of the University. No obligation to grant tenure is implied by such an agreement.

Teaching:

Quality teaching is an important criterion to be used for the granting of tenure. Assessment of teaching effectiveness will consider student evaluations, appropriate grade distributions, and teaching style and creativity in the classroom (see Appendix I for required supporting documentation). The DPRTC also recommends inclusion of any peer or Departmental Chair reviews of teaching.

Research:

The candidate should present evidence of recent and regular scholarly activity of high quality. Such activity should be demonstrated through the publication of refereed journal articles and presentation of research papers to learned forums. A minimum of three full-length publications (abstracts, short communications, notes, brief reports, technical reports or book reviews are not considered full-length publications) in peer-reviewed, national-, or international-level journals, based on research conducted during the pre-tenure period at A-State are expected. At the discretion of the DPRTC, substitutions for each full-length article could include: 1) three or more "Short Communication" or "Note" publications in national or international journals, or 2) three or more peer-reviewed papers in state or regional journals. In addition, a minimum of two paper presentations (oral or poster formats) based on research conducted at A-State given at regional, national and international scientific conferences or forums are expected. "In Press" publications count towards tenure and should be included in section VII.a.3 of the formal application (documentation from the journal editorial staff must be provided to demonstrate "In Press"). Submitted articles are not considered as meeting minimum criteria for promotion, but may be listed in the appendix of the application. Funding success is critical for research activities that

support the mission of the university in providing a better education for students, and in some cases also contributes to the financial health of the university at multiple levels. The DPRTC will consider success as well as the effort in this endeavor, and therefore, faculty members should show their grantsmanship activities, including external funding they have applied for and have received. Participation in workshops and symposia as well as other related activities will be considered as additional evidence of continued scholarly activity.

The DPRTC recognizes that intellectual property and entrepreneurship are important contributions to scholarship and community service. In this regard, patent applications for which the faculty member is a primary inventor or co-inventor will be considered as equivalent to a meeting presentation in terms of scholarly merit. If those applications are then developed into an issued patent, they will be considered as equivalent to a publication in a refereed journal in terms of overall productivity. The DPRTC will consider either refereed journal articles alone or both forms of scholarly activities (refereed journals articles and issued patents) as evidence for meeting tenure criteria. If proprietary information is included in any documentation, it must be so marked so that confidentiality can be assured.

Service:

An applicant for tenure who holds the rank of assistant or associate professor at the time of application will submit evidence in support of effective service to the DPRTC and Department Chair. The service component of the tenure review process includes several kinds of activities: departmental, college and university committee work, professional and community involvement, such as leadership positions in scientific societies or community organizations, service on student research committees, serving as a journal reviewer or editor, support of alumni activities, and student recruitment, advisement and career counseling. Pre-tenured faculty members are expected to serve on departmental and college committees. Faculty members should also be involved in professional service activities and hold membership in professional organizations. Other service opportunities include campus fund raising, educational outreach, the sponsorship of student organizations, participation in contractual activities and professional consulting. This could also include the organization, direction and presentation of training sessions for professional groups through workshops and/or scholarly programs.

Criteria for Promotion Consideration

The earned doctorate is the terminal degree for promotion consideration in the Department of Biological Sciences. The requirement for possession of the terminal degree for promotion may be waived in the exceptional instances when a faculty member has had employment and performance experiences that constitute a generally accepted substitute for the terminal degree. In these few instances, the documented substitution of appropriate experiences must be approved by the DPRTC, Dean and the Vice Chancellor and Provost.

The criteria below are minimums and are not a guarantee of promotion. Faculty members

seeking promotion will be evaluated on the basis of their cumulative within-rank record of professional activity. Promotion to Professor requires greater scholarly contribution at a national or international level of recognition as rated by outside peer reviewers than does promotion to Associate Professor. Effective teaching and service to the profession, university, and community also remain important criteria, but scholarship is viewed as more important to this promotion step. It is possible for an Associate professor to receive promotion to Professor if some elements of scholarship are lacking, but then exceptional service and teaching are required.

Promotion to Assistant Professor:

The rank of Instructor is awarded as a temporary appointment. Faculty members at the Instructor rank who complete requirements for the terminal degree should provide the Department Chair with evidence of completion. In this case, it is not necessary to apply for promotion. Upon favorable recommendation by the Departmental Chair, the Dean, and approval by the Vice Chancellor and Provost to the rank of Assistant Professor will be granted, effective immediately.

Promotion to Associate Professor:

To be promoted from Assistant to Associate Professor the candidate must have demonstrated effective teaching and research, and have provided relevant service to the University. The earned doctorate is the terminal degree appropriate to faculty of the Department of Biological Sciences. Although promotion and tenure are not necessarily coupled, the criteria for each are similar.

The candidate will exhibit:

1. a demonstrated ability as an effective teacher as evidenced by long-term, regular and recent evaluations by students, supervisors, or a combination thereof. In addition to scholarly work, there is an expectation of quality teaching. Documentation to be examined by the DPRTC may include student evaluations, grade distributions, peer and chair evaluations, formal proposals for any new courses, new courses taught, letters from peers and other evidence available to the DPRTC (see Appendix I for required supporting documentation).
2. excellence in professional, scholarly or creative work appropriate to the biological sciences as evidenced by a minimum of three full-length publications (abstracts, short communications, notes, brief reports, technical reports, or book reviews are not considered full-length publications) in peer-reviewed national or international journals and successful grantsmanship. At the discretion of the DPRTC, substitutions for each full-length article could include: 1) three or more "Short Communication" or "Note" publications in a national or international journal, or 2) three or more peer-reviewed papers in state or regional journals. Also, the candidate will receive greater recognition if publications are a result of work accomplished while at Arkansas State University. In addition, the faculty member's contributions to collaborative scholarly products will be considered as part of this evaluation. Documentation to be submitted to the committee shall include copies of works published and copies of cover pages

and abstracts of grants awarded and/or submitted. Additional documentation will include an annotated list of graduate and honors theses in progress and those directed to completion and other evidence as available. A manuscript “In Press” will count as a publication if the applicant submits with her/his application a copy of a communication from the editor of the journal, or publisher that the manuscript has been accepted in final form, and requires no further revisions. “In Press” publications that meet the above criteria should be included in Section VII.a.3. of the formal application. Submitted articles do not meet the criteria for promotion discussed above, but are considered as part of the overall application and may be listed in the appendix of the application.

The DPRTC recognizes that intellectual property and entrepreneurship are important contributions to scholarship and community service. In this regard, patent applications for which the faculty member is a primary inventor or co-inventor will be considered as equivalent to a meeting presentation in terms of scholarly merit. If those applications are then developed into an issued patent, they will be considered as equivalent to a publication in a refereed journal in terms of overall productivity. The DPRTC will consider either refereed journal articles alone or both forms of scholarly activities (refereed journals articles and issued patents) as evidence for meeting tenure criteria. If proprietary information is included in any documentation, it must be so marked so that confidentiality can be assured.

3. a record of service activities as evidenced by long-term, regular and recent contributions to student advisement and recruitment; to departmental and college committees; to sponsorship of student organizations; to contract activities; to journal and/or grant review; to educational outreach or professional consulting; and/or other professional non-teaching, non-scholarly activities that serve the department and the university in their communities (e.g., campus fund raising, membership, participation and/or office holding in local, national and international professional organizations of research and disciplines of the biological sciences). Documentation for cited service activities should include a description of the nature of specific activities as well as the names of the appropriate person/s to contact for verification and/or evaluation of the activities.
4. a minimum of four years as an Assistant Professor except in an outstanding case that is clearly apparent to peers within the department.

Promotion to Full Professor:

To be promoted from Associate to Full Professor, the candidate must have demonstrated quality and inspirational teaching, and must have established a recognized, national-level or international-level research program, promoting the university. Promotion to Professor also requires greater leadership within the profession and at the university level than does promotion to Associate Professor. The earned doctorate is the terminal degree appropriate for faculty members of the Department of Biological Sciences.

The candidate will exhibit:

1. a demonstrated ability as an effective teacher as evidenced by long-term, regular and recent evaluations by students, peers, supervisors, or a combination thereof. The DPRTC expects a significant investment in our students by our faculty members. Documentation to be examined by the DPRTC may include student evaluations, grade distributions, peer and chair evaluations, formal proposals for any new courses, new courses taught, letters from peers and other evidence available to the DPRTC (see Appendix I for required supporting documentation). Here are some teaching attributes that are evaluated at time of promotion to full professor:
 - Teach effectively and creatively, exciting the next generation of scholars
 - Contribute to graduate education
 - Teach to a wide range of audiences (i.e. workshops, community presentations) showing reliability and versatility as a departmental member
 - Serve as an effective mentor to students
 - Be a curricular leader, i.e., course design, participate in discussion for course/program improvements, assessment at the department level, become a leader in pedagogy and curricular improvement at the university level

2. excellence in professional, scholarly or creative work appropriate to the biological sciences that demonstrates the candidate has made significant contributions to his/her discipline and is indicative of continued high-level research productivity well after promotion to associate professor. The candidate is expected to have at least four full-length publications (abstracts, short communications, notes, brief reports, technical reports, or book reviews are not considered full-length publications) in peer-reviewed, national or international journals since his/her last promotion. These publications should be the result of significant involvement by the candidate during both the research and writing phases of the manuscripts. The emphasis is on regular and continuous excellence in research and in promoting the department and university through scholarly activities and accomplishments; thus simply meeting the minimum number of publications alone will not guarantee promotion to full professor. At the discretion of the DPRTC, substitutions for each full-length article could include: 1) three or more “Short Communication” or “Note” publications in a national or international journal, or 2) three or more peer-reviewed papers in state or regional journals. Each article submitted should be accompanied by a discussion of the contributions of each of the authors to the research and manuscript preparation (see Appendix I). Published works should be documented with reprints. A manuscript “In Press” will count as a publication if the applicant submits with her/his application a copy of a communication from the editor of the journal, or publisher that the manuscript been accepted in final form, and requires no further revisions. “In Press” publications that meet the above criteria should be included in Section VII.a.3 of the

formal application. Submitted articles generally are not considered in evaluations for promotion, but may be listed in the appendix of the application.

The DPRTC recognizes the extraordinary effort required to successfully compete for external funding; thus such successes are considered major accomplishments. Nonetheless, the candidate is expected to submit evidence of successful grantsmanship. Funded grants and proposals in review should be listed in Section VII.d of the formal application. Each grant proposal listed should be accompanied by a discussion of the contributions of each of the investigators to the research proposal. Candidates should include copies of the cover sheets and the abstracts of all awarded and select unfunded grants and contracts in the appendices of the formal application (see Appendix I).

Additional documentation should include an annotated list of graduate and honors theses/dissertations in progress, those directed to completion, annotated lists of undergraduate student researchers mentored, descriptions of collaborations with researchers at A-State and other institutions (as appropriate), and any other evidence supporting research excellence. Contact information, affiliation, and rank of five individuals outside A-State are to be provided to the DPRTC Chair by October 31st. Because these individuals cannot have a conflict of interest with the applicant, information about the nature of the relationship between the applicant and the references is needed. The committee will contact several references to provide a written evaluation of the research strengths of the applicant and/or service of the applicant to professional organizations. By October 31st, the applicant for Full Professor will also supply supportive documentation for the external review, which includes, but is not limited to, electronic copies of a cover letter, an expanded CV, and publications.

The DPRTC recognizes that intellectual property and entrepreneurship are important contributions to scholarship and community service. In this regard, patent applications for which the faculty member is a primary inventor or co-inventor will be considered as equivalent to a meeting presentation in terms of scholarly merit. If those applications are then developed into an issued patent, they will be considered as equivalent to a publication in a refereed journal in terms of overall productivity. The DPRTC will consider either refereed journal articles alone or both forms of scholarly activities (refereed journals articles and issued patents) as evidence for meeting tenure criteria. If proprietary information is included in any documentation, it must be so marked so that confidentiality can be assured.

3. A university cannot function effectively without the service of its faculty members. A record of service activities as evidenced by long-term, regular and recent contributions to student advisement; to departmental, collegiate and university committees; to educational outreach; to sponsorship of student organizations; to contract activities and to professional consulting. Other professional non-teaching, non-scholarly activities that serve the department and university in their respective

communities (e.g., campus fundraising; membership, participation and office holding in local, national and international professional organizations of research and disciplines of the biological sciences) should be listed. Service on review panels, editorial boards and advisory boards should be listed. Documentation for cited service activities should include a description of the nature of specific activities as well as the names of the appropriate person/s to contact for verification and/or evaluation of the activities.

As effective researchers and teachers, full professors should be helping to lead the university and their discipline.

Here are some examples of service attributes that are evaluated at time of promotion to full professor:

- Provide service to the discipline. A full professor should be well-known in the discipline at the state, national and/or international level, and play a leadership role within the discipline (i.e. editorial, conference organizer, chairperson, hold administrative role in an organization)
 - Provide service to the university. A full professor should be involved in committees at the university level
 - Provide an administrative role at the university level (i.e. supporting students, colleagues and the institution)
4. a minimum of five years as an Associate Professor except in an outstanding case that is clearly apparent to peers within the department and consistent with the judgement of the outside reviewers.

Departmental PRT Committee Composition:

The department will maintain a standing committee on promotion, retention, and tenure with a minimum of six tenured faculty members representing broad areas within the department. Faculty of the department will elect the committee with committee members serving staggered three-year terms. At least three members of the committee will be full professors if three members of the departmental faculty of this rank are available to serve. The Chair of the committee will be elected at the beginning of the academic year from among members of the departmental committee and will be a voting member. The Chair will represent the department on the College PRT Committee. Also, the Chair of the department may sit in on the DPRTC meetings and may provide insight as needed and will not have a vote.

APPENDIX I

INSTRUCTIONS FOR BIOLOGICAL SCIENCES FACULTY MEMBERS ON HOW TO SUBMIT AN APPLICATION FOR PRE-TENURE REVIEW/PROMOTION/TENURE

Any faculty member who is intending to apply for promotion and/or tenure is encouraged to talk to the DPRTC Chair and the Chair of the Department to receive input on the PRT process.

Deadline for submission of all required documents (hard copies) to the DPRTC Chair is midnight on the date the university requires submission to the Department (date changes each year). Submissions after the due date will not be accepted.

1. The following is a checklist of documents needed for promotion and/or tenure.

- 1 hard original + 5 hard copies + 1 electronic copy of a Letter of Intent
- 1 hard original + 5 hard copies + 1 electronic copy of the *Application for Requesting Promotion and/or Tenure*
- 1 hard original + 5 hard copies + 1 electronic copy of the *Summary of Recommendations* sheet, which is available at the Academic Affairs and Research website. Attach one to the front of each copy of the application.
- 1 hard copy + 1 electronic copy of all publications and “In Press” (if “In Press”, include a letter of notification of acceptance from editor)
- If faculty members have an issued patent, 1 hard + 1 electronic copy of the official abstract page. If the patent has been filed and not yet approved, provide 1 copy of the application receipt.
- 1 hard copy + 1 electronic copy of all previous PRT review letters received from the Department Chair and Department PRT Committee.

2. The following is a checklist of documents to provide to the DPRTC Chair for annual pre-tenure faculty member reviews

- 1 electronic copy of a Cover letter
- 1 electronic copy of the *Application for Requesting Promotion and/or Tenure* document to the DPRTC Chair. Even though a faculty member may not be applying for tenure and promotion, this application document should be used each year.
- 1 electronic copy of all publications and “In Press” (if “In Press”, include a letter of notification of acceptance from editor)

- If faculty members have an issued patent, 1 electronic copy of the official abstract page. If the patent has been filed and not yet approved, provide 1 electronic copy of the application receipt.
- 1 electronic copy of all previous PRT review letters received from the Department Chair and Department PRT Committee.

3. Important Guidelines for Preparing the *Application for Requesting Promotion and/or Tenure* document.

The most current PRT documents are available through the Academic Affairs and Research Office website. The University *Instructions for PRT, PRT Guidelines, Summary of Recommendations, Third Year Review* and general information can be downloaded from: <http://www.astate.edu/a/academic-affairs-and-research/faculty-info/prt/index.dot>

The DPRTC recommends that the PRT document be well-written, well-edited and thorough, depicting a faculty member’s contributions. It should be presented in a manner that can be comprehended by a generalized audience. The DPRTC would like for all applicants to follow more specific guidelines in preparing the *Application for Requesting Promotion and/or Tenure*. Please use the number headings in the document as follows:

III. Date of first contract at Arkansas State University (page 1 of application)

- a. Years of uninterrupted service at Arkansas State University as of Date.

The completion of either semester (Fall or Spring) in an academic year counts as a year of service.

VI. Outstanding performance in professional teaching as evidenced by long-term, regular, and recent evaluations by students, peers, or supervisors, or a combination thereof: (page 2 of application)

- a. Teaching Responsibility/Load for last three (3) years

- 1. Percent teaching time as identified by the Chair for the last three years

i.e.,

Fall 2019	75% Teaching; 25% Research
Spring 2020	50% Teaching; 25% Research; 25% Administrative

i.e., present each of the fall and spring semesters for the last three years

Also include: New courses developed, directed and independent studies, thesis and dissertation sections, innovative teaching strategies and assessment strategies here.

2. Summary of undergraduate and graduate courses taught including course number, number of students per course, and credit hours produced (show in table or chart). Include Special Problems and Independent Study courses.

Please use the following table format:

Course number and title	Semester Taught	Number of students	Credit hours produced (No. credit hours x No. students)	If team taught, percent effort
BIO 1013 Biology of the Cell	Fall 2012	44	132	NA
BIO 1013 Biology of the Cell	Spring 2012	47	141	25%
	Total	91	273	

*Have courses listed in chronological order, starting with the most recent

* For cross-listed courses and 4000/5000 classes, they should be combined on the same row.

b. Teaching Performance

1. Student evaluations

Faculty members going up for promotion and tenure need to encourage students to provide evaluations for their courses. Response rate must be relevant. Comments from all respondents to open-ended questions must be provided. After each table, provide a brief self-reflection paragraph describing modifications you applied or plan to implement to improve your course. Include evaluations for the last three (3) years for all courses taught (Fall, Spring and Summer). **Use the following table format:**

Course	Semester	Class Size	Number of Respondents to	Grade Distribution
--------	----------	------------	--------------------------	--------------------

			Evaluation	
BIO 1013 Biology of the Cell	Fall 2012			
Questions			Your Average Score	Departmental Average Score*

*To request departmental average scores, contact the Department Chair.

**If Fall semester data is not available, begin with the proceeding Spring semester and include the six (6) previous semesters.

c. Academic Advising:

When listing the titles of thesis, dissertations and honors thesis projects, include

- the title of the project, the name of the student, and the student’s progress (i.e., semester start date),
- your role (i.e. committee member or major advisor),
- a brief statement of your mentoring approach

VII. Scholarly activity

1. Refereed Publications
2. Non-referred Publication (include abstracts)
3. “In Press” and “Accepted for Publication” works

Follow the guidelines below:

- Number papers in reverse chronological order, i.e., starting with the most recent
- Present in citation format with page numbers or number of pages
- Include article category (i.e. short communication or feature article)
- Include impact factor
- Include level of journal (state, regional, national or international)
- **Bold** your name in the citation
- *Italicize* the names of the students
- Briefly describe your contribution and role for each publication

- For faculty members with prior experiences at another institution, describe the work performed at Arkansas State University (i.e., research performed, analysis, written at Arkansas State University)
- If “In Press”, include notification letter of acceptance from the journal in the attached Appendix
- Include 1 copy of all publications in the Appendix

b. Creative activities of significant professional stature:

Include patents here, with the following information:

- Title and date of patent application or issued patent
- Name of all inventors (in the same order as they appear in the application or issued patent)
- Is this a Provisional Application, Non-provisional Patent Application or Issued Patent?
- If this is a Non-provisional patent application, is this a U.S. or international patent application (indicate which country)?
- Which institution has filed the patent application?
- Brief description of your contribution and role to the patent. Are you the primary inventor or co-inventor? If students supervised by you are on the patent application, please list their names
- Copy of the front page of the patent application or issued patent. If the application has not been published yet, provide a copy of the application receipt in the Appendix.

Other creative activities

c. Scholarly presentations to learned forums:

Follow the guidelines below:

- Number in reverse chronological order, i.e., starting with the most recent.
- Include level of the organization (state, regional, national or international)
- Indicate if this was an invited presentation
- **Bold** your name in the citation
- *Italicize* the names of the students

- Include your contribution to each presentation if multiple authors

d. Funding and Grants for Research Activities:

Follow the guidelines below:

- Number in reverse chronological order, i.e., starting with the most recent.
- Provide source of funding
- **Bold** your name if multiple Co-PIs
- If multiple institutions, include names of all institutions
- If multiple PI and Co-PIs, describe your involvement
- Include start and end dates
- Include total amount of funding
- Include the amount of funding you received
- If students funded with this grant, include their names and include if they were graduate or undergraduate students
- Indicate number of presentations resulting from each grant
- Indicate number of publications resulting from each grant

VIII. a. Services to University

1. Leadership and Services for Department/College
2. Leadership and Services to Arkansas State University/Other Universities

Include the following:

- Specific dates
- Hours of commitment (i.e., How often and for how long does this committee meet?)

3. Leadership and Services to Student Organizations

Include the following:

- Specific dates of club involvement
- Hours and manner of commitment (How often does this organization meet?)
- Number of students in the organization

b. Services to Regional/State/Community

c. National Services

d. International Services

Include here:

- If you participate on an Editorial Board
- If you have organized a professional meeting

The following two pages represent the university-level instructions for applicants.

INSTRUCTIONS TO PROMOTION AND/OR TENURE APPLICANTS

1. The *Application Format for Requesting Promotion and/or Tenure* is a guide for application organization. Please follow this outline for organization. The *Application Format for Requesting Promotion and/or Tenure* is not intended for direct use.
 2. Copies of articles and other professional productivity should not be included in the application.
 3. Applications should contain only material produced since the last promotion. Material produced prior to employment at A-State must be listed separately. Materials produced before the last promotion may be included in the appendix.
 4. The University Promotion, Retention, and Tenure Committee (UPRTC) strongly recommends that any person who is requesting promotion/tenure should not serve on the college or university PRT committees, and where possible, should not serve on the department PRT committee.
 5. The *Summary of Recommendations* sheet should be attached to the front of each copy of the application.
 6. Applicants should submit an original application and nine copies, totaling ten applications.
 7. Faculty members who apply for both tenure and promotion need to complete and submit only one application and forward ten (10) copies of the application for review (the original plus nine copies).
 8. Applicants should not cite in section VII of the *Promotion/Tenure Application* the following. These should be cited in section IX., d. under Optional Activities.
 - a. Articles not accepted for publication
 - b. Articles submitted for publication
 - c. Grants not funded
 - d. Work in progress
 9. Applicants may include works "In Press" as publications produced. To have a book or an article counted as "In Press," the applicant **must submit** with the application a signed letter from the journal editor or book publisher stating that the candidate's work:
 - a. has been accepted in its final form;
 - b. requires no further revisions; and
 - c. will appear in print by (date).
- Cite "In Press" works that meet the above criteria under items VII. a. 3. and IX as outlined in the *Application Format*. Applicants may include works "Accepted for Publication" in this section. Publications that are not "In Press" but have been accepted with or without minor modifications can be included with appropriate documentation similar to that provided for "In Press" articles.
10. Applicants may include letters, from outside professional evaluators and copies of reviews of applicants' published works or those in press and/or professional activity in an appendix.
 11. Applicants should indicate any service and/or research that was compensated from some source external to the university.
 12. An additional level of review will be applied to applications for applicants that teach "teacher ed"

courses in academic units other than the College of Education. This level of review is detailed in the Professional Education Governance document on pages 9-11 and that document can be found at the following web address: http://education.astate.edu/education/Professional_Education_Unit.htm.