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### A. Annual Review

The Department PRT Committee will conduct an annual review with members in the department who hold pre-tenure contracts. The University Format for Requesting Promotion and/or Tenure will serve as the basis for the review. To begin this process, faculty members will go to the Promotion, Retention & Tenure link on the A-State website and retrieve the PRT Application form: [https://www.astate.edu/a/academic-affairs-and-research/faculty-info/prt/files/APPLICATION\\_FOR\\_PRT\\_2021-2022.doc](https://www.astate.edu/a/academic-affairs-and-research/faculty-info/prt/files/APPLICATION_FOR_PRT_2021-2022.doc). Productivity will be documented each year in the areas of teaching (teaching evaluation scores reported in Appendix A), research (i.e., scholarship) and service on the application form. This document will be used each year in a cumulative manner. And while the PRT Application does not require teaching scores, these should be added to your document as an Appendix A for departmental and college review. The completed document will be submitted to the Departmental PRT Chair by the end of each January. The information provided by the candidate will reflect productivity for the previous year. Once the Departmental PRT Committee has reviewed the completed document, the PRT Chair will meet with the candidate to offer feedback regarding the status of the review and suggestions for maintaining acceptable productivity toward tenure. The feedback will then be extended to the ELCSE Departmental Chair. Tenured faculty members, who will be seeking promotion, may request a review with the Department PRT Committee.

### B. Third-Year Pre-Tenure Review

A comprehensive Pre-Tenure Review will be completed in the third year of employment at ASU for all pre-tenured faculty regardless of rank. This review will require that all third-year pre-tenured faculty submit documentation of performance in the areas of teaching, scholarly activities, and service using the tenure application format. The Departmental PRT Committee, the Department Chair, and the Dean will formally review this documentation and provide appropriate feedback to each third-year, pre-tenured faculty member regarding their progress toward tenure.

### **C. Criteria for Promotion to Associate Professor and Tenure at the Associate Professor Level**

**For the 3rd year review, 6<sup>th</sup> year review (toward promotion and tenure) and 12<sup>th</sup> year review (toward full professor), a student evaluation score (i.e., mean of the median) must be provided for each course taught in Appendix A of the PRT University Application. See <https://www.astate.edu/a/academic.../prt/prt-application.../index.dot>**

#### **C.1. Time Schedule**

All tenure and promotion considerations for the Department of Educational Leadership, Curriculum, and Special Education are based upon the Arkansas State University criteria contained in the Faculty Handbook. Persons initially given pre-tenure appointments as professors, associate professors, and assistant professors must make a formal application for tenure no later than the sixth year of service at Arkansas State University, and tenure must be granted with the completion of the seventh year of service. An individual employed in January may count the first contract as their first full year at Arkansas State University. Any faculty may apply early for tenure, but must wait for the sixth year review if tenure is denied. If the mandatory review results in failure to gain tenure by completion of the sixth year of service, the seventh appointment will be a terminal appointment. Non-compensated leave time of a full semester will not count as time toward tenure. Except in unusual cases, the full six-year period in a pre-tenure status is needed to conduct an adequate review, and requests for early tenure will not be approved. When warranted by an individual's record and experience, the initial appointment may include a separate agreement that the person may apply for early review of tenure. Such an agreement must be in writing and signed by the dean of the College of Education and by the Executive Vice Chancellor and Provost. No obligation to grant tenure is implied by such an agreement.

To be promoted to associate professor, an applicant must have a minimum of four years service as an assistant professor, three of which must be on the Arkansas State University campus.

#### **C.2. Teaching**

1. The faculty member seeking promotion to associate professor and/or tenure at that

level shall have established a record as an effective teacher by meeting or surpassing the criteria on teaching. On student evaluations for courses taught, the applicant should have at least an **average median score of 4.10 on the 5-point scale** as computed by departmental formula on the overall course and instructor evaluation items. For tenure applications, the candidate should submit student evaluations for each term for all courses taught. If applying for promotion only, the candidate should submit student evaluations for all department scheduled evaluations for the last three years. At the discretion of the applicant for promotion, additional student evaluations from the academic year or summer sessions may be submitted. Further evidence to support teaching effectiveness may be submitted, such as peer evaluations, self-evaluation and other forms of appropriate documentation.

2. The applicant will be evaluated on planning, organizing and developing courses as shown by complete course syllabi, examples of assignments and assessments, and other appropriate documentation. The development of new undergraduate or graduate courses may also be used in support of teaching effectiveness.
3. The applicant will be evaluated (by chair) on any completed student dissertation or field study which the applicant has directed.
4. An award or honor relative to instructional effectiveness may also be used in support of the teaching evaluation.

### C.3. Research

1. The faculty member seeking promotion to associate professor and/or tenure at that level shall have established a record of scholarly activities. It is generally expected an individual will publish articles (appropriate to the discipline) in regional or national journals, with the accumulated majority being refereed (or in journals which are recognized as being national in stature although not refereed, such as Kappan). **A minimum of three publications is expected.** These publications must have been achieved since the last promotion or the six-year period following the last promotion whichever is the shorter duration.
2. It is generally expected an individual will present papers in regional and national scholarly forums, with the accumulated majority being refereed. **A minimum of three presentations** must be given since the last promotion or the six-year period following the last promotion whichever is the shorter duration.
3. Other scholarly accomplishments may be considered in lieu of articles and

presentations, including the acceptance and funding of grant proposals, and publication of books and book chapters.

4. An award or honor relative to scholarly activity may also be used in support of research effectiveness.

#### C.4. Service

1. The faculty member seeking promotion to associate professor and/or tenure at that level shall have established a documented record of participation in the area of service. This includes **professional service involvement at the state, regional and/or national level as well as substantial service to Arkansas State University at the department, college, and/or university levels.**
2. Examples of appropriate service activities include, but are not limited to:
  - a. Service on departmental, college, and university committees.
  - b. Student academic and career advisement.
  - c. Service on a dissertation or thesis committee.
  - d. Service to professional and scholarly associations. (Participation in regional and national organizations denotes membership and may include attending formal meetings or workshops sponsored by a professional organization, giving a presentation, acting as a convener at a professional conference, serving as an appointed or elected officer or committee member, serving as a reviewer for paper presentations, and serving as a reviewer for a professional journal.)
  - e. Directing or presenting workshops and in-service training sessions to professional groups.
  - f. School visitations with a planned agenda (e.g., consultation).
  - g. Development of grant proposals.
  - h. Service as a refereed journal reviewer or editor.
  - i. Public service that develops from an individual's professional competence.  
(To count public service as a professional activity, it must relate to the faculty member's profession.)
  - j. Service articles, such as those generally published in newsletters and non-refereed state journals.
3. Although department, college and university committee assignments are often the result of decisions beyond the control of a faculty member, the applicant is expected to have demonstrated a willingness to serve actively on campus committees.

4. The applicant shall have **participated in at least three departmental, college or university committees while serving in at least one leadership position (e.g., chair, vice-chair, secretary).**
5. Applicants shall have individual membership in three appropriate regional or national professional organizations with evidence of annual participation in at least one of them. Individual membership in an appropriate state professional organization may count as one of the three.
6. The applicant shall have at least three other service activities such as student advisement, student organization sponsorship, state organization participation, consulting roles or public relations involvement.
7. An award or honor relative to service activity may also be used in support of service effectiveness.

\*Criteria Use for Promotion and Tenure Evaluation of Pre-tenure Faculty

Pre-tenure faculty will be evaluated for tenure and promotion based on the department, college and university criteria in place during their third year of employment on a pre-tenure appointment.

\*Negotiation of Tenure and Rank with Initial Appointment

A prospective faculty member (with the exception of presidential or chancellor candidates whose terms of appointment are defined by the Board of Trustees) may negotiate the terms of initial employment with regard to tenure status and academic rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the president of the university and be based on the thorough review and positive recommendations of the departmental PRT committee within the academic unit in which tenure and rank will be held. Documentation of negotiated terms authorizing application for early tenure and/or promotion must be included with the PRT application.

**D. Criteria for Promotion to Full Professor  
and Tenure at the Full Professor Level**

**D.1. Time Schedule**

All tenure and promotion considerations for the Department of Educational Leadership, Curriculum, and Special Education are based upon Arkansas State University criteria contained in the Faculty Handbook. Persons initially given pre-tenure appointments as professors, associate professors, and assistant professors must make a formal application for tenure no later than the sixth year of service at Arkansas State

University, and tenure must be granted with the completion of the seventh year of service. An individual employed in January may count the first contract as their first full year at Arkansas State University. Any faculty may apply early for tenure, but must wait for the sixth year review if tenure is denied. If the mandatory review results in failure to gain tenure by completion of the sixth year of service, the seventh appointment will be a terminal appointment. Non-compensated leave time of a full semester will not count as time toward tenure. Any faculty may apply early for tenure, but must wait for the sixth year review if tenure is denied. Except in unusual cases, the full six-year period in a pre-tenure status is needed to conduct an adequate review, and requests for early tenure will not be approved. When warranted by an individual's record and experience, the initial appointment may include a separate agreement that the person may apply for early review for tenure. Such an agreement must be in writing and signed by the dean of the College of Education and by the Executive Vice Chancellor and Provost. No obligation to grant tenure is implied by such an agreement.

To be promoted to full professor, the applicant must have a minimum of five years service as an associate professor, three of which must be on the Arkansas State University campus.

## **D.2. Teaching**

1. The faculty member seeking promotion to full professor and/or tenure at that level shall have established a record as an effective teacher by meeting or surpassing the criteria on teaching. On student evaluations for courses taught, the applicant should have at least an average median score of 4.25 on the 5-point scale as computed by departmental formula on the overall course and instructor evaluation items.

For tenure applications, the candidate should submit student evaluations for each term for all courses taught. For promotion applications, the candidate should submit student evaluations for all department scheduled evaluations for the last three years. At the discretion of the applicant for promotion, additional student evaluations from the academic year or summer sessions may be submitted. Further evidence to support teaching effectiveness may be submitted, such as peer evaluations, self-evaluation and other forms of appropriate documentation.

2. The applicant will be evaluated on planning, organizing and developing courses as shown by clear and complete syllabi, examples of assignments and assessments, and other appropriate documentation. The development of new undergraduate or graduate courses may also be used in support of teaching effectiveness.

3. The applicant will be evaluated (by chair) on any completed student dissertation or field study which the applicant has directed.
4. An award or honor relative to instructional effectiveness may also be used in support of the teaching evaluation.

### **D.3. Research**

1. The faculty member seeking promotion to full professor and/or tenure at that level shall have established a record of scholarly activities. It is generally expected an individual will publish articles (appropriate to the discipline) in regional or national journals, with the accumulated majority being refereed (or in journals which are recognized as being national in stature although not refereed, such as Kappan). A minimum of six publications is expected. These publications must have been achieved since the last promotion or the six-year period following the last promotion whichever is the shorter duration.
2. It is generally expected an individual will present papers in regional or national scholarly forums, with the accumulated majority being refereed. A minimum of six presentations must be given since the last promotion or the six-year period following the last promotion whichever is the shorter duration.
3. Other scholarly accomplishments may be considered in lieu of articles and presentations, including the acceptance and funding of grant proposals, and publication of books and book chapters.
4. An award or honor relative to scholarly activity may also be used in support of research effectiveness.

### **D.4. Service**

1. The faculty member seeking promotion to full professor and/or tenure at that level shall have established a documented record of participation in the area of service. This includes professional service involvement at the state, regional and/or national level as well as substantial service to Arkansas State University at the department, college and/or university levels.
2. Examples of appropriate service activities include, but are not limited to:
  - a. Service on departmental, college and university committees.
  - b. Student academic and career advisement.
  - c. Service on dissertation or thesis committee.
  - d. Service to professional and scholarly associations. (Participation in



- regional or national organizations denotes membership and may include attending formal meetings or workshops sponsored by a professional organization, giving a presentation, acting as a convener at a professional conference, serving as an appointed or elected officer or committee member, serving as a reviewer for paper presentations, and serving as a reviewer for a professional journal.)
- e. Directing or presenting workshops and in-service training sessions to professional groups.
  - f. School visitations with a planned agenda (e.g., consultation)
  - g. Development of grant proposals.
  - h. Service as a refereed journal reviewer or editor.
  - i. Public service that develops from an individual's professional competence. (To count public service as a professional activity, it must relate to the faculty member's profession.)
  - j. Service articles, such as those generally published in newsletters and non-refereed state journals.
3. Although department, college and university committee assignments are often the result of decisions beyond the control of a faculty member, the applicant is expected to have demonstrated a willingness to serve actively on campus committees.
  4. The applicant shall have participated in at least six departmental, college or university committees while serving in at least one leadership position (e.g., chair, vice-chair, secretary).
  5. Applicants shall have individual membership in three appropriate regional or national professional organizations with evidence of annual participation in at least one of them. Individual membership in an appropriate state professional organization may count as one of the three.
  6. The applicant shall have at least six other service activities such as student advisement, student organization sponsorship, state organization participation, consulting roles or public relations involvement.
  7. An award or honor relative to service activity may also be used in support of service effectiveness.

## **E. Documentation and Applicant Responsibility**

### **E.1. Documentation to be Submitted by Applicant**

Criteria for Promotion and Tenure  
Dept. Ed. Leadership, Curriculum, & Special Ed.

1. Completed university promotion/tenure application form received by the deadline.
2. Listing of all courses taught by semester.
3. Summaries of student evaluations.
4. Copies of materials pertaining to teaching performance, including clear and complete course syllabi, examples of assignments and assessments, and other appropriate documentation.
5. Copies of all journal articles, books, monographs, etc., listed in the application as published. Journals and books should be tabbed to easily locate the contribution of the applicant. The reference citation should be affixed to the front of the journal or book.
6. Copies of manuscripts listed “in press” with a letter from a journal editor stating the work (a) has been accepted in its final form, (b) requires no further revisions, and (c) will appear in print by (date).
7. Copies of papers presented to scholarly forums with a copy of the program for the meeting.
8. Copies of reports made to professional agencies or groups, including state and federal agencies.
9. Copies of workshop programs indicating the applicant as a presenter or director. In the absence of an “official” program, the applicant should write a brief description of the role in the activity.
10. Copies of funded proposals.

**E.2. Documentation to be Submitted by Department Chair**

1. Identification of courses which have been taught by the faculty member applying for promotion and/or tenure.
2. Copies of teaching evaluation summaries for each class evaluated.
3. Pertinent information concerning participation of the applicant in department activities.

### **E.3. Applicant's Responsibility**

1. Appropriate degrees, publications, presentations and organizations refers to recognized educational fields. If an applicant is unsure of a particular activity, a brief description or justification should be attached to the tenure and/or promotion documents.
2. It is the faculty member's responsibility to ensure improprieties such as plagiarism and inclusion of wrong or misleading information are not contained in the application for promotion and/or tenure.

### **E.4. Granting of Promotion and/or Tenure**

The attainment of specific minimums does not necessarily constitute automatic promotion or granting of tenure. Promotion and/or tenure applications submitted to the Department PRT Committee are forwarded to the Department Chair, the College PRT Committee, the College Dean, the University PRT Committee, the Executive Vice Chancellor and Provost and the University Chancellor. The Chancellor then submits recommendations to the Board of Trustees, who grants promotion and tenure.

Faculty members making application for both tenure and promotion to full professor who are not promoted may be evaluated for tenure under the policy for tenure at the associate professor level.

At the department level, the Department PRT Committee and the Chair will notify the applicant of the status of her/his request. At that time, the applicant may choose to proceed or to withdraw from further consideration.

### **F. Annual Revisions to PRT Document**

Any revision to the department PRT document will be approved by a majority vote of the full faculty of the department.

Criteria for Promotion and Tenure  
 Dept. Ed. Leadership, Curriculum, & Special Ed.

PRETENURE CHART – PRT REVIEW OF CANDIDATES  
 2021-22

Candidate	Year 1 *Meet, *Present PRT Doc *Provide Sample Doc *1 <sup>st</sup> Year Review	Year 2 *2 <sup>nd</sup> Year Review *PRT Letter to Chair	Year 3 *Formal Review	Year 4 *4th Year Review *PRT Letter to Chair	Year 5 *5th Year Review *PRT Letter to Chair	Year 6 Formal Tenure Review
Timberly Baker					X	
Alicia Shaw						X
Rob Williams						X