Shawnee State University

PROCEDURE TITLE:	PROMOTION AND TENURE GUIDELINES, CRITERIA AND SOURCES OF EVIDENCE
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APPROVED BY:	PRESIDENT

1.0   EXCELLENCE IN TEACHING

    1.1   Guidelines for Evaluating Excellence in Teaching

        1.1.1   Candidates must provide documentation for all five criteria for excellence in teaching.

    1.2   Criteria for Excellence in Teaching:

        1.2.1   Criterion 1: Currency in Field. Teaching reflects currency of subject matter.

        1.2.2   Criterion 2: Effective Communication: Information is communicated to students in an effective manner.

        1.2.3   Criterion 3: Fair Evaluation: Evaluation of students is conducted in a fair and unbiased fashion.

        1.2.4   Criterion 4: Appropriate Course Offerings: The candidate teaches courses needed by the department consistent with the candidate's advertised position and established scheduling procedures.

        1.2.5   Criterion 5: Academic Rigor: The candidate teaches at a level of academic rigor appropriate to the level of the course.

    1.3   The following items are required to demonstrate excellence in teaching.

        1.3.1   Dean's, chairpersons, and/or departmental colleague's observations of teaching, colloquia or other public presentations.

        1.3.2   Syllabi of courses taught in the most recent academic year.

        1.3.3   Student opinions about course content and presentation style as determined by teaching evaluations and/or letters of student support.

1.3.4   Candidate generated narrative of teaching philosophy, plans, techniques, effectiveness, etc.

1.3.5   Student opinions about fairness of evaluation as determined by teaching evaluations. Letters of student support may also be included.

1.3.6   Sample assessment tools (e.g., exams, quizzes, assignments, etc.).

1.4   The following sources of evidence may be used in support of the Criteria for excellence in teaching. For each source of evidence included, the candidate must indicate to which criterion it applies. All sources of evidence are optional and candidates should not include more than 10 sources of evidence. Each source of evidence may not be more than one (1) page.

   1.4.1   For documents that are more than one (1) page long, only include the first page in this application, but have the remainder available if the committee requests.

      1.4.1.1   Peer review of course content, assessment devices, curricular materials, pedagogical techniques, etc.

      1.4.1.2   Scholarly writings or presentations (not otherwise utilized in promotion materials) on teaching and education, the role of the University, etc.

      1.4.1.3   Participation in university, community, and/or professional activities concerning teaching and education.

      1.4.1.4   Development of improved instructional materials.

      1.4.1.5   Consulting, or part-time work (no more than 20 hours per week on average) within one's discipline.

      1.4.1.6   Completion of continuing professional education courses.

      1.4.1.7   Completion, or satisfactory progress towards completion, of a doctoral degree or a second master's degree.

      1.4.1.8   Attainment of or optional certification within one's discipline (e.g., Certified Management Accountant) or related to teaching (e.g., Sloan Certification or Quality Matters).

      1.4.1.9   Examples of communicating subject matter by different means or methods such as lecture, discussion, lab exercise, demonstration, and practical experience.

1.4.1.10   Mentoring of students in research/scholarly projects and creative works.

1.4.1.11   Recognition for program/teaching activities by reputable internal or external bodies (e.g., SSU Distinguished Teaching Award, accrediting organizations, etc.).

1.4.1.12   Mentoring students in non-course related activities or projects designed to promote student professional growth.

1.4.1.13   Unique contributions to the educational aims of the department in relation to program needs (not otherwise utilized in service or scholarship section).

1.4.1.14   Interacting with or serving as liaison with other institutions of higher education or K–12 institutions (not otherwise utilized in promotion materials) in the advancement of their field of study or collaboration between institutions.

1.4.1.15   Mentoring students in senior or graduate projects.

1.4.1.16   Mentoring students in small research projects designed solely to teach students laboratory skills and processes.

1.4.1.17   University or outside recognition for teaching activities (e.g., college teaching award, distinguished teaching award, etc.).

1.4.1.18   Recognition for program/teaching activities (not otherwise utilized in promotion materials) by internal or external bodies (e.g., accrediting organizations, Princeton Review, etc.).

1.4.1.19   Structuring courses to be compliant with specialized accreditation requirements (e.g., IACBE).

1.4.1.20   Course development, course redesign, teaching projects, course reports and/or notebooks/course books.

1.4.1.21   Course changes or improvements that reflect mean score of course standardized test or that meet or exceed national benchmarks.

1.4.1.22   Teaching exemplars that demonstrate course objectives are appropriate for the course level.

1.4.1.23   Other sources of evidence supporting the criteria.

2.0   SCHOLARSHIP

2.1   Guidelines for Evaluating Scholarship

2.1.1   Recognizing that Shawnee State University is primarily a teaching institution, no faculty member shall be required to publish in order to achieve promotion or tenure, although publication may be used as a source of evidence to meet appropriate criteria.

2.1.2   Candidates applying for promotion and/or tenure under substantial contributions in scholarship must provide documentation for criteria 1 and 2. Candidates applying for promotion and/or tenure under outstanding contributions in scholarship must provide documentation for all four criteria.

2.2   Criteria for Scholarship

2.2.1   Criterion 1: Productivity. Scholarship has produced scholarly artifacts during the review period.

2.2.2   Criterion 2: Currency. Scholarly activities have been conducted at Shawnee State University during the period being evaluated.

2.2.3   Criterion 3: Sustained Activity: Scholarly activity has been on-going throughout the evaluation period. Such activities may be multiple discrete, short-term projects or one on-going project.

2.2.4   Criterion 4: Significance: Scholarly activities are either independently directed or are part of a collaboration where an appropriate level of contribution is made, and are of significant scholarly value as defined by peers within the candidate's discipline.

2.3   Mentoring Committee, Departmental Promotion Screening Committee (DPSC), and the College Promotion Committee should keep in mind that demonstration of scholarship requires the candidate to direct the scholarly activity or make a significant contribution. It does not require that all research or scholarly activity be independently performed by the candidate. Research or other scholarly activity involving students is permitted.

2.4   Sources of evidence for each criterion are divided into two lists. The candidate must include at least one (1) source of evidence from list A or at least three (3), but no more than five (5) sources of evidence from list B. Each source of evidence may not be more than one (1) page.

2.4.1   For documents that are more than one (1) page long, only include the first page in this application, but have the remainder available if the committee requests.

2.5   List A - any one of the following may be used as evidence for this criterion:

2.5.1   Author of books, book chapters, articles, or treatises in peer-reviewed scholarly professional publications or accepted for publication.

2.5.2   Producing creative works or collaborations or invited public readings.

2.5.3   Author of textbooks or textbook chapter or having the same accepted for publication.

2.6   List B (if no sources of evidence from list A are present, candidate must have at least three sources of evidence and no more than five (5) sources from this list):

2.6.1   Conducting research or scholarly activities, which may involve students, in projects designed to contribute knowledge to the discipline, and results in publications or presentations in non-peer reviewed journals or journals devoted to undergraduate/graduate research, or at conferences, including those within the university such as Celebration of Scholarship. If student(s) are directed by faculty members, it is not necessary for the advisor's name to be included on the paper/poster/talk-abstract for this to be considered a source of evidence.

2.6.2   Submitting proposals for grants, contracts or similar financial support for research or scholarly activities, which may involve students, from government, foundations, or other sources including internal university grants programs other than those included as service.

2.6.3   Giving scholarly presentations or mentoring students who give scholarly presentations, including talks, panels, and posters, to academic or professional organizations or to the university community.

2.6.4   Holding offices, positions, or serving as a referee in professional academic organizations or on scholarly editorial boards.

2.6.5   Statements from faculty, Department Chairpersons, or members of a research team attesting to the candidate's scholarly contributions and activities.

2.6.6   Awards, honors and other recognition of contributions resulting from the

candidate's research or scholarship.

2.6.7   Achieving or maintaining professional certification/ licensure in an advanced degree or degree in an additional field beyond what is required by the University to maintain employment.

2.6.8   Integration of evidence-based practice, including continuing education.

2.6.9   Documented clinical research.

2.6.10 Coordinating clinical faculty/preceptor inter-rater reliability.

2.6.11 Scholarly work related to P-12 curriculum project which is not used in Service.

2.6.12 Development of a workbook, lab manual for classroom and/or lab instruction that is used to support classroom instruction if not included in Teaching.

2.6.13 Author of or major contributor of scholarly research necessary for program accreditation if not included in Service.

2.6.14 Statements from Principal Investigators attesting to the candidate's contributions and activities within a research team.

2.6.15 Evidence of confidential commercial scholarly activity, particularly in engineering, which has been verified as scholarly by the department.

2.6.16 Serving as an exam item writer for licensing or certification exams.

2.6.17 Mentoring an individual or group in the process of evidence-based change in a clinical practice.

2.6.18 Facilitating a journal club for a clinical agency.

2.6.19 Author of book review (published or accepted for publication).

2.6.20 Serving as a regionally, nationally, or internationally recognized expert in a field related to the candidate's faculty appointment by contributing to print, broadcast, or digital media outlets.

2.6.21 Publishing books or articles written for general audiences in a field related to the candidate's faculty appointment.

2.6.22 Artifacts not listed above that represent pursuit of creative or scholarly

endeavors.

2.6.23 Consulting, or part-time work (no more than 20 hours per week on average) within one's discipline.

2.6.24 Attendance at workshops, presentations, or other such events (e.g., Sloan distance learning courses not leading to certification; presentations by SSU's Teaching & Learning Center.).

2.6.25 Attending scholarly meetings, seminars, workshops, conferences, or other gatherings.

2.6.26 Statements from faculty, Department Chairpersons, or members of a research team attesting to the candidate's scholarly contributions and activities.

2.6.27 Other relevant documentation of candidate's significant scholarly activity.

3.0 SERVICE

3.1 Guidelines for Evaluating Service

3.1.1 Candidates applying for promotion and/or tenure under substantial contributions in service must meet criteria 1 and 2. Candidates applying for promotion and/or tenure under outstanding contributions in service must meet all four criteria.

3.2 Criteria for Service

3.2.1 Criterion 1: Multiple Levels of Service: There is evidence of work at multiple levels of service (e.g., departmental, college-wide, university-wide, community, professional organizations, SEA, OEA, Ohio Department of Higher Education, and others).

3.2.2 Criterion 2: Active Service: There is evidence that the candidate actively participated in the activities of committees or in other service projects.

3.2.3 Criterion 3: Increased Level of Responsibility: Service is sustained and ongoing throughout the review period with evidence of increasing responsibility (or sustained high-level responsibility) throughout the entire review period.

3.2.4 Criterion 4: Personal Responsibility, Leadership, and Attention: There is evidence that a significant portion of service is at the level requiring

elevated personal responsibility and attention. This does not necessarily involve chairing a committee, but a significant workload is expected.

3.3   Sources of evidence are divided into two lists. Candidates must include all sources of evidence on list A and at least three (3) but no more than five (5) sources of evidence on list B. Each source of evidence may not be more than one (1) page. For documents that are more than one (1) page long, only include the first page in this application, but have the remainder available if the committee requests.

3.4   List A (all are required)

    3.4.1   Statements from committee chairpersons regarding the candidate's participation and accomplishments. If candidate for promotion is the committee chairperson, another member of the committee may provide this statement.

    3.4.2   Candidate generated narrative of service activities including committees, task forces, special assignments, accreditation activities, advising of student organizations, informal service, service as a University representative to other organizations, community service, service as a chairperson of a committee, etc.

    3.4.3   Candidate generated narrative of personal accomplishments within service assignments (may be included in the same narrative as section 3.4.2).

3.5   List B (at least three sources of evidence from this list are required but no more than five (5) may be included). The candidate must include a narrative explaining how each item meets this criterion.

    3.5.1   Minutes or products from committees, task forces, etc.

    3.5.2   Statements from faculty, Department Chairpersons, or administrators attesting to the candidate's informal service activities (e.g., mentoring junior faculty, reading/editing colleagues' grants or papers, etc.).

    3.5.3   Verifiable curricular development products (beyond work that is part of one's regular teaching assignments, e.g.: revision of a major or program, development of a minor, collaboration with other institutions on curricula, etc.).

    3.5.4   Formally submitted grant proposals or obtaining grants or similar financial support (not included in Scholarship) that assists in fulfilling the mission of the department, college, or university.

3.5.5   Student feedback about advising effectiveness and style as demonstrated by letters of student support.

3.5.6   Verifiable products resulting from candidate's service appointment(s).

3.5.7   Development or maintenance of studios, labs or instructional spaces in contexts where they enhance the student learning environment (may be in or outside of faculty's area of study).

3.5.8   Management of department, college or university web page; or program's computerized data base (e.g.: blackboard, clinical data base).

3.5.9   Organizing a student community service project that requires significant commitment.

3.5.10 Representing SSU with local communities such as: recruiting events, rural health fair, junior day, career day, local-off campus service club activity.

3.5.11 Serves on or is an officer for a professional organization or committee at the national, state, regional or local level.

3.5.12 Interviews students for recruitment or admissions purposes.

3.5.13 Organizes/hosts a conference at the national, state, or local level.

3.5.14 Advises students at orientation, career day, or other events.

3.5.15 Receives a notable service award, at the college, university, state or national level.

3.5.16 Organizes a community service project (e.g., Crop Walk, Walk for Cystic Fibrosis, United Way).

3.5.17 Serves as a Program Director, Coordinator, or Chair.

3.5.18 Involvement in developing, implementing, or updating the Transfer Assurance Guides or other Ohio Department of Higher Education activities.

3.5.19 Author of or major contributor to program self-study.

3.5.20 Assumption of a significant professional leadership position(s) (e.g., editor of a journal, elected position within a professional organization, conference chair or organizer, national accreditation reviewer, program review for professional organizations, etc.).

3.5.21 Ambassadorial outreach (e.g., supporting fund raising efforts for the American Red Cross; mentoring high school students in state competitions, etc.) to the geographic or professional community in which SSU is directly or indirectly represented.

3.5.22 Preparation, authorship of reports and documents, and actively participating in program specific or university-wide regional accreditation initiatives and/or visits. This includes attending accreditation symposia, cataloging artifacts, compiling and interpreting data, and liaising with the program review team and/or accreditation commission.

3.5.23 Program Coordinator which includes responsibilities to courses/course sequences such as orientation of adjuncts to course expectations, labs, electronic documentation, etc.

3.5.24 Assumption of a significant leadership position(s) within the department, college, university, or union (e.g., major coordinator, Department Chairperson, Program Director, chairperson of a committee, officer of a governance organization, director of a program or center, SEA officer, negotiating team, advisory board member, etc.).

3.5.25 Statements from faculty, Department Chairpersons, or administrators attesting to the candidate's high-level service activities.

3.5.26 Candidate reports of personal accomplishments within high-level service assignments.

3.5.27 Verifiable products resulting from the candidate's high-level service appointment(s).

3.5.28 Other relevant documentation of service activity.

4.0   COMMERCIALIZATION

4.1   Commercialization is any activity in one's academic field that generates revenue on a sustained basis and contributes to the overall enhancement of any of the following: business, professional practice, community or economic development, or University environment and operations. Outside employment alone does not qualify as commercialization.

4.2   Guidelines for Evaluating Commercialization:

4.2.1   Commercialization criteria are divided into two lists.

4.2.2   Candidates applying for promotion and/or tenure under substantial contributions in commercialization must include all sources of evidence from list A and at least two sources of evidence but no more than five (5) from List B.

4.2.3   Candidates applying for promotion and/or tenure under outstanding contributions in commercialization must include all sources of evidence from List A and at least 3 sources of evidence but no more than five (5) from List B.

4.2.4   All sources of evidence included in the candidate's application must have been completed during the period of review. The candidate must include a narrative explaining how each item meets this criterion.

4.2.5   Each source of evidence may not be more than one (1) page. For documents that are more than one (1) page long, only include the first page in this application, but have the remainder available if the committee requests.

4.3   Criteria for Commercialization:

4.3.1   There is evidence of work at developing potential and actual levels of commercialization. The following sources of evidence can be used to demonstrate multiple levels of commercialization:

4.4   List A (all are required)

4.4.1   Statements from employers, customers, or others involved in the commercialization activity regarding the candidate's participation and accomplishments.

4.4.2   Candidate generated narrative of personal accomplishments within commercialization activities.

4.5   List B: At least two sources of evidence from this list are required to show substantial commercialization. At least 3 sources of evidence from this list are required to show outstanding commercialization. All sources of evidence included in the candidate's application must have been completed during the period of review. The candidate must include a narrative explaining how each item meets this criterion.

4.5.1   Business Plan, including funding strategy, for proposed commercial enterprise to be started in the region.

4.5.2   Program development outside the University which encourages commercialization.

    4.5.3   Obtaining grants or similar financial support (not included in Scholarship) that assists in development of a commercial venture (includes research incentive Third Frontier Grants in Ohio).

    4.5.4   Assumption of a significant professional leadership position in a commercial enterprise during the period of review.

    4.5.5   Verifiable products or services resulting from candidate's commercialization responsibilities.

    4.5.6   Organizing a student community commercialization project or club outside of normal teaching responsibilities that requires significant commitment.

    4.5.7   Organizes/hosts a commercialization conference at the international, national, state, or local level.

    4.5.8   Receives a notable commercialization award.

    4.5.9   Evidence of confidential commercial scholarly activity, particularly in engineering, which has been verified as commercially impactful by the department.

    4.5.10 Other relevant documentation of candidate's commercialization activities.

History
Effective: 12/13/2025