

Article VI—Promotion Guidelines

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Section 1. Overview

- A. Official Promotion Guidelines are maintained in Article VI of Appendix B of the Faculty Handbook. Application deadlines shall be in accordance with the provisions of Article VI. Section 5 of the Bylaws.
- B. The purpose of academic promotion at Minot State University is to acknowledge and reward members of the faculty for their professional competence and service to this institution. Consistent with State Board of Higher Education Policy 605.1, “Evaluation criteria shall relate to a faculty member's duties and goals and be appropriately weighted in accordance with the terms of the faculty member's contract.”
- C. Those who are promoted are highly respected by their colleagues for their contributions to higher education and to the University. When any academic promotion is made, the faculty recipient must show continued progress as a teacher and scholar.
- D. Academic rank at Minot State University includes four categories: instructor, assistant professor, associate professor, and professor. The criteria for promotion include education, years of teaching at Minot State University, teaching competence, scholarly activity, and contributions to the University and community. The current contract year may not be used in determining eligibility for promotion consideration.
- E. While education and teaching experience are important factors in promotion, they serve primarily as minimum qualifications. Eligibility for promotion by reason of education and experience does not automatically lead to the granting of promotion. Promotion to all ranks is based more on qualitative judgments than on quantitative data.
- F. Any exception to the promotion criteria must be supported by documentation, which in part must include a letter of support from the Vice President of Academic Affairs as described in Section 5, Paragraph H of these promotion guidelines.

Section 2. Rationale for Promotion Criteria

- A. Education: The University seeks to employ faculty members with terminal degrees; some faculty members are appointed without a terminal degree. The applicant is expected to document the required degree in her/his related field for the rank sought or provide documentation of exceptional consideration.
- B. Teaching Experience: Applicable teaching experience consists of college teaching during the regular academic year in a ranked full-time college position. The following shall not apply to the experience requirements: graduate assistantships, full-time research positions, part-time adjunct faculty positions, teaching in summer sessions, teaching extension courses, substitute teaching, and teaching in any program not associated with schools.
- C. Teaching Competence: Teaching expectations for faculty members include ongoing excellence, reflection, and innovation.
- D. Scholarship: Faculty members at Minot State University have a continuing responsibility to do scholarly work in their specialty.
- E. Service: Faculty members have a continuing responsibility to contribute productively to the University and the community.

Section 3. Education and Years of Experience

The following criteria are required for a faculty member to become a candidate for promotion. Fulfilling these minimal criteria does not guarantee promotion: qualitative judgments shall subsequently be made by the Promotion Committee as it examines the promotion materials and evaluates each candidate's contributions in the areas of teaching, scholarship, and service.

A. Candidate for Assistant Professor:

Master's degree in the discipline (discipline as determined by the program) plus three years of college teaching in a ranked full-time college position, at least one of which must have been at Minot State University.

OR

Master's degree in the discipline (discipline as determined by the program) plus completion of one year of a doctoral program or completion of one year of a program to obtain the highest degree in the applicant's discipline (discipline as determined by the program) and two years of college teaching in a ranked full-time college position at Minot State University.

OR

Completion of a doctoral program or completion of the highest degree ordinarily attainable in the applicant's discipline (discipline as determined by the program) and one year of college teaching in a ranked full-time college position at Minot State University.

B. Candidate for Associate Professor:

Doctorate or highest degree ordinarily attainable in the applicant's discipline (discipline as determined by the program) and at least five years of college teaching in a ranked full-time tenure track or tenured college position, at least three of which must have been as assistant professor at Minot State University.

C. Candidate for Professor:

Doctorate or highest degree ordinarily attainable in the applicant's discipline (discipline as determined by the program) and at least ten years of college teaching in a ranked full-time tenure track or tenured college position, at least three of which must have been as associate professor at Minot State University.

Section 4. Promotion Committee Guidelines

The Promotion Committee shall use the following guidelines in making its promotion recommendations to the President. In order to be recommended for promotion, the applicant must, in addition to meeting the minimal criteria for consideration, provide evidence of quality teaching, scholarship, and service to the University and the community. In all cases, this shall apply to activities while employed at Minot State University.

The promotion guidelines of Minot State University are intended to reward and encourage the performance and contributions of individual faculty toward the university mission. The guidelines outline high expectations of achievement while recognizing the uniqueness of individual faculty members, their departments and their disciplines.

Minot State University faculty members are evaluated in three categories: teaching, scholarship, and service. Performance will be reviewed over the period since appointment to the applicant's current rank.

A. Criteria for Evaluation of Teaching: All Ranks

The Promotion Committee will examine the submitted materials looking for evidence of ongoing excellence, reflection, and innovation.

Documentation of Teaching:

- I. Narrative: The teaching section of the narrative self report should include a description of teaching philosophy and ongoing improvement in teaching practice; professional development; and reflection on peer, chair and student course evaluations. The applicant will describe strategies for incorporating feedback for the improvement of teaching and learning.
- II. Peer Evaluations: Candidates applying for promotion may request a review by the Committee for the Peer Review of Teaching to include in the application packet. Among other activities, the faculty member may ask the Committee for the Peer Review of Teaching to review current syllabi, to attend classes, and/or to interview students.
- III. Chair Evaluations: Formal annual evaluations signed by both the applicant and the department/division chairperson will be included for each completed year at Minot State University since the appointment to the current rank.
- IV. Student Course Evaluations: The applicant will provide official summary sheets and comments of course evaluations as required at Minot State University since the appointment to the current rank.

B. Criteria for Evaluation of Scholarship

Scholarship across the university is evidenced by widely varying activities. These activities contribute to the body of knowledge within the respective disciplines. The Promotion Committee will examine the submitted materials looking for evidence of ongoing excellence, innovation, and appropriate activities commensurate with the rank sought.

Scholarly activities are characterized by intellectual curiosity, artistic expression, creativity, and reflective analysis. Scholarship is validated by peer review and disseminated as reflected in the standards of the respective discipline.

Documentation of Scholarship

- I. Narrative: The scholarship section of the narrative self report should include a description of the applicant's scholarship and scholarly achievements in the areas of publications, talks, artistic work, performances, exhibits, grants, and consulting, as well as a description of future scholarship endeavors. In the narrative, the candidate should explain how his or her scholarship reflects the expectations of his or her respective discipline. Supporting documentation is placed in the specially designated sections of the application as defined in Section 6 of these Promotion Guidelines.
- II. Chair Evaluations: Formal annual evaluations signed by both the applicant and the department/division chairperson must be included for each completed year at Minot State University since the appointment to the current rank.
- III. Evidence of scholarship should be placed in the appropriate sections of the application file as defined in Section 6 of these Promotion Guidelines.

Scholarship Performance Standards

Applicants will demonstrate externally validated scholarship in one or more of the following areas:

- I. **Dissemination of scholarship/applied scholarship validated by external peer review:**
 - A. Publishes articles in appropriate professional journals or presses.
 - B. Produces, exhibits, or performs creative or interpretive work (e.g. concerts, recitals, performances, exhibits, recordings, or film).
 - C. Presents scholarly papers at conventions or meetings of professional organizations.
 - D. Authors books or chapters in books.
 - E. Publishes computer programs.
 - F. Produces or develops materials adopted for use by professional/business/governmental

organizations or agencies.

II. Grants and contracts:

- A. Submits grant proposals and/or secures funding for support of research, scholarly activity, or creative/interpretive work.
- B. Completes goals and objectives of grant(s) in a timely manner.

III. Application of academic expertise in the discipline:

- A. Consulting
- B. Edits scholarly materials within the field of specialization.
- C. Serves as a formal panelist, commentator, or discussant for conventions or meetings of professional organizations.
- D. Shares knowledge developed by the individual within one's discipline through recognized institutions and/or organizations.
- E. Adjudicates within one's discipline.

IV. Other recognized scholarly-contributions within one's discipline not elsewhere defined in the section.

Examples of Rank-Specific Scholarship

Candidates for each rank should achieve recognition in several of the respective areas.

A. Assistant Professor:

- 1. Presents scholarship as described above in Section B at the local and state level.
- 2. Submits scholarly work for peer-review.

B. Associate Professor:

- 1. Presents scholarship as described above in Section B at the regional level.
- 2. Publishes peer reviewed scholarly work.
- 3. Secures funding
- 4. Applies academic expertise in the discipline at the regional level.

C. Professor

- 1. Presents scholarship as described above in Section B at the national or international level.
- 2. Publishes peer reviewed scholarly work.
- 3. Secures external funding.
- 4. Applies academic expertise in the discipline at the national or international level.

Section C. Criteria for Evaluation of Service: All Ranks

The Promotion Committee will examine submitted materials looking for evidence of ongoing service to the university and community in keeping with the goals of the respective department, college, and institution.

Documentation of Service

The candidate's narrative should discuss and document formalized university, professional, and community service indicating, dates of service, kind of service, and level of service. Under university service, the applicant should differentiate among department, college, and institutional service. Under professional and community service, the applicant should differentiate among local, state, national, and international service. Specific types of documentation may include, but are not limited to, Senate committee lists, letters of support, board lists, certificates of service achievement, and acknowledgement letters from an organization. Infrequent, informal activities, often resulting in handwritten thank you notes would not be appropriate for submission.

Examples of service to the University:

- A. Active on university, college, and/or departmental committees
- B. Assumes formal leadership role in the governance structure of the university (e.g. an officer of the Senate, the chair of a major committee)
- C. Serves as coordinator of an academic program and/or mentors faculty by disseminating materials, program philosophies, or policies and procedures.
- D. Serves as an advisor to a student organization.

- E. Actively pursues student recruitment to the discipline and Minot State University by participation in university or college recruitment activities.

Examples of service to the profession and community:

- A. Provides diagnostic or adjudication services to students or to the general public.
- B. Offers presentations, which are NOT research papers, requiring the use of one's professional expertise before academic, civic, or other groups.
- C. Serves as a member, officer, member of the board of directors, or as a consultant to an organization that serves the community.
- D. Serves as an officer or chair of a committee of a local, regional, or national professional organization.
- E. Volunteers substantial time and energy to a community service organization
- F. Develops and maintains special collections and facilities.
- G. Develops and maintains professional relationships with the extended community.
- H. Engages in public activity which brings positive recognition to the individual and to the university.
- I. Engages in other relevant activity.

Section 5. Procedures for Promotion

- A. Only the following faculty shall be eligible to be considered for promotion:
 - 1. faculty on probationary or tenure contracts;
 - 2. full-time ranked faculty on a special contract filling a regularly funded and approved position
- B. The applicant shall submit an application for promotion consideration, including a promotion packet of supporting materials, to his/her chairperson by November 1.
- C. The chairperson shall attach a letter of recommendation with rationale and submit the promotion packet to the dean by November 12. A copy of the chair's letter shall also be submitted to the applicant by November 12.
- D. The dean shall attach a letter of recommendation with rationale and submit the packet to the Vice President for Academic Affairs by December 1. A copy of the dean's letter shall also be submitted to the applicant by December 1.
- E. The applicant's promotion materials and personnel file shall be made available to the Promotion committee for its deliberations by December 15.
- F. By February 15, the Promotion Committee shall submit the list of candidates and committee Recommendations to the University President, and shall send notice to each candidate. Candidates qualified under Paragraph H shall be forwarded at this time to Faculty Senate.
- G. Approved promotions shall take effect at the beginning of next academic year.
- H. In rare instance, under the conditions of highly exceptional performance, a faculty member may be promoted to the next rank without fulfilling the education and/or experience requirements for that rank. The candidate shall apply for promotion according to the procedure outlined in Article VI, Section 5.A-G. of the Bylaws. However, the application must also be accompanied by a formal letter of support from the Vice President for Academic Affairs. This letter of support must clearly outline the exceptional achievements of the candidate. The recommendation for promotion must be approved first by the Promotion Committee and then also by the Faculty Senate.

The Faculty Senate will use the following procedure in its deliberations:

1. Promotion applications for exceptional candidates will be made available for Faculty Senate's consultation in advance of the Faculty Senate meeting.
2. The Faculty Senate secretary will prepare ballots to be used for a secret ballot for each candidate. The purpose and wording of the ballot is to "recommend," to "not recommend" or to "abstain."
3. While the Faculty Senate may elect to ask each candidate to make a brief presentation, all candidate will leave the Senate meeting room during the discussion and voting.
4. In the event that a candidate being considered is also a member of the Faculty Senate that person shall not participate in the discussion nor vote by proxy, and shall leave the senate meeting room during discussion and voting.
5. The Faculty Senate will notify, in writing, each candidate whether he or she has or has not been recommended to the President for promotion.
6. The Faculty Senate will notify, in writing, the President of its recommendations.

Section 6. Application File/Package Requirements

Each promotion candidate shall submit an application file which must contain the following sections clearly separated by marked tabbed dividers and placed in the following order:

1. A table of contents.
2. A completed official promotion application form.
3. A letter of support from the applicant's department/division chairperson.
4. A letter of support from the applicant's dean.
5. Letters of support from both on-campus and off-campus colleagues which address the applicant's achievements in the areas of teaching, scholarship and service.
6. A copy of the letter of appointment which documents the appointment to the current rank.
7. A current curriculum vitae (CV) with the date of the last revision on the front page. The CV must address the applicant's education listing all institutions attended and degrees obtained. The CV must also address the applicant's professional experience listing separately academic positions (including part-time and adjunct faculty positions) and all other positions starting with the most recent ones (including dates).
8. A narrative, which addresses the applicant's performance/achievements in the areas of teaching, scholarship and service *since the appointment to the current rank* as specified in the respective sections of these guidelines.
9. A list of publications *since the appointment to the current rank*, listing separately peer review publications and all other publications. The list may include submitted and accepted publications. The evidence for this section must include copies of the published, submitted or accepted manuscripts and the copies of the letters of acceptance from the publishers or submission receipts.
10. If applicable, a list of patent applications/patents submitted or published *since the appointment to the current rank*. The evidence for this section must include copies of the submitted or published patent applications and patents and copies of the submission receipts.
11. A list of professional presentations *since the appointment to the current rank*, listing separately original research presentations and all other presentations starting with the most recent ones. The level of the presentation, such as international, national, state and regional,

or local, should be clearly indicated. The evidence for this section must include copies of the published abstracts and/or copies of the conference program pages.

12. A list of submitted grant applications and funded grants *since the appointment to the current rank* clearly indicating the amount of funding and the funding period. Include appropriate documentation such as copies of the submitted grant applications, the copies of the submission receipts, and copies of the award letters.
13. A list of honors and awards received *since the appointment to the current rank*. If applicable, the list should contain a separate section for honors and awards received by the members of the applicant's research group, including undergraduate and graduate students, recognized for their research/scholarly work completed under the applicant's supervision. The evidence for this section must include the copies of the award certificates and/or copies of the award letters.
14. A list of membership in professional organizations indicating offices held and other leadership positions for the period *since the appointment to the current rank*. The evidence for this section must include copies of the membership lists, or copies of the membership dues receipts, or copies of the membership cards, or similar evidence of membership.
15. Annual chair evaluations, signed by both the applicant and the department/division chairperson, for each completed year at Minot State University *since the appointment to the current rank*.
16. Annual self-evaluations for each completed year at Minot State University *since the appointment to the current rank*.
17. Optionally, and at the discretion of the candidate, an evaluation report by the Committee for the Peer Review of Teaching.
18. Official summary sheets of student evaluations of the applicant's teaching *from the initial term of the appointment to the current rank* through the term immediately preceding the promotion application.
19. Documentation of service as specified in the respective sections of these guidelines.

Items 1-19 should be contained in a single binder no larger than 3 inches. All supported materials should be contained in a supplemental binder.

Section 7. Official Application for Promotion

This form must be printed, completed, and placed in the front of the application packet.

Minot State University Application for Promotion

Date: _____

Name of Candidate: _____

Department / Division: _____

Application for promotion to the rank of: _____

Time in Rank:

1. Original appointment to faculty: Rank _____ Month _____ Year _____

2. a. Has your rank changed since your original appointment?

(Circle) Yes No

b. If yes, state your current rank and effective date of change:

Current Rank _____ Month _____ Year _____

3. Do you meet the time in rank requirements listed for the rank applied for? (See Faculty Handbook, Promotion Bylaws.)

(Circle) Yes No

4. Do you have the number of years experience listed for the rank for which you are applying? (See Faculty Handbook, Promotion Bylaws.)

(Circle) Yes No

5. Years in rank: (full time) at Minot State University (exclude the current year) as:

a. Faculty Dates: Month _____ Year _____ to Month _____ Year _____

b. Total Years _____

6. Years for which you were given credit with your initial appointment, as documented in your initial letter of appointment:

a. Faculty Dates: Month _____ Year _____ to Month _____ Year _____

b. Total Years _____

Education:

Degree Obtained	College/University	Years from-to	Year Degree
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