Criteria Summary Sheet

(The purpose of this summary sheet is to assist faculty as they prepare their application portfolio for advancement in rank and / or tenure. This summary sheet does not substitute for the guidelines; faculty are responsible for reading, understanding, and meeting the COE Rank & Tenure Guidelines in their entirety)

Promotion to Associate Professor

General Criteria:

_____ Year hired at UNK
must have 5 years experience in Assistant Professor rank, 3 of which are at UNK
(exceptions must be stated in letter of appointment)--includes year of promotion review process

_____ Year appointed to Assistant Professor

_____ Year received University Graduate Faculty Status

_____ Terminal degree (or appropriate equivalent)

Teaching Criteria:

Student Evaluation Average

_____ Must average 4.10 or above during time period under review

_____ If not, Peer Review Committee letter must state whether other teaching related materials support advancement

Check your choice for 3 unduplicated items that indicate excellence in teaching:

☐ Positive Peer Review based on Classroom Visitation
☐ Teaching Awards
☐ 3 letters of support from former students
☐ Innovative/engaging curricular materials
☐ Creative class presentation formats
☐ Evidence of effective mentorship (related to teaching)
☐ Workshops/presentations on teaching improvement/innovative pedagogy
☐ Advising evaluations (if used by the department)
☐ Internal or external funded grant to enhance teaching
☐ Course development
☐ Other teaching activities endorsed by department peer review committee:
   specify: _____

Scholarship Criteria:

Vita should reflect active ongoing involvement in scholarship since onset of tenure track appointment (includes time at other institutions if credit is given in appointment letter)

Publications:
Check which applies:

☐ 3 or more national/international refereed journal articles in own or related discipline, first author on at least one

OR
Presentations:
Indicate the number of scholarly presentations made in each category (at least 4 required, any level)
- National/International
- Regional
- State
- Local

Indicate your choices for the 3 additional items that indicate excellence in scholarship (may be duplicated—indicate how many in each category you are choosing in the blank provided):
- Additional presentations at professional conferences (any level)
- Additional publication of refereed or non-refereed journal article (any level)
- Publication of book review, film review, or abstract
- Receipt of internal or external research grant
- Award for scholarship
- Textbook chapter
- Book in own or related discipline (not self-published)
- Reviewer/referee/editor/guest editor for scholarly journal; editorial board member
- Research grant proposals submitted, intellectual properties developed, awards, other recognition
  Specify: _____
- Other scholarly activity endorsed by department peer review committee
  Specify: _____

Service Criteria:
Must show ongoing active involvement in service from onset of UNK appointment
- Participation in department meetings (stated in peer review letter)
- Membership on a department, college of university committee
  Specify: _____
- Membership in professional organizations
  Specify: _____

Indicate your choices for 3 additional items that indicate excellence in service (may be duplicated—indicate how many in each category you are choosing in the blank provided):
- Consulting
- Institutional Review Board Membership
- Conference program/paper referee
- Textbook reviewer
- Membership on additional department, college or university committee
  Specify: _____
- Membership on state professional committees
  Specify: _____
- Membership on regional professional committees
  Specify: _____
- Leadership in state professional organization
  Specify: _____
- Leadership in regional professional organization
  Specify: _____
- Receipt of service-related grant
  Specify: _____
- Community service
Specify: _____
______Reviewer/referee/editor/guest editor for scholarly journal; editorial board member
______Other service activities endorsed by department peer review committee:
     Specify: _____