

**GUIDELINES FOR RETENTION  
TENURE and PROMOTION**

**Department of Psychology and Counseling  
College of Education  
Northeastern State University  
December 2017**

**Department of Psychology and Counseling  
Retention, Tenure, and Promotion Rubric**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Upon hire, \_\_\_ number of years were granted toward tenure. It is expected that faculty demonstrate proficiency in teaching, scholarship, and service while at NSU. You must document progress from prior years toward promotion and tenure from previous institutions.

**Circle the Review Category:**                  Retention                  Tenure                  Promotion

**Check the Following:** Electronic Submission (equivalent of a two inch binder) \_\_\_\_\_ ; Portfolio Sections dedicated to Teaching, Scholarship, Professional and/or University Service\_ \_\_\_\_\_ ; Performance of Non-teaching Semi-Administration or Administrative Duties \_\_\_\_\_; Current CV \_\_\_\_\_; 3-5 page Reflective Narrative \_\_\_\_\_; Evidence \_\_\_\_\_; Letters of Application and Recommendation \_\_\_\_\_; Annual Reviews \_\_\_\_\_

<b>Teaching</b> (See Appendix C for documentary evidence of effective classroom teaching)	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Notes</b>
<b>Effective Classroom Teaching</b> <i>Teaching includes all work that is intended to advance learning within an engaging, civil environment.</i>				

Candidates must show evidence of meeting expectations during the review period in at least one of the Boyer’s four areas of Scholarly Activities (Teaching and Learning, Discovery, Application, and Integration).

<b>Scholarly Activities</b> (See Appendix C for documentary evidence of scholarly activities.)	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Notes</b>
<b>Scholarship of Teaching and Learning</b> <i>Involves facilitating student learning, critical thought, and inquiry, as well as transmitting, integrating, interpreting, and extending knowledge. In addition, teaching should reveal and develop diverse perspectives, help to facilitate creativity and life-long learning, and work to integrate various principles central to the mission, vision and values of Northeastern State University.</i>				
<b>Scholarship of Discovery</b> <i>Involves academic work that confronts the unknown, seeks new understandings, and/or offers a new perspective on knowledge, through both individual and collaborative work both within and across disciplines. Scholarship of Discovery refers to research, either through replications and extensions of existing research or through original research.</i>				

<p><b>Scholarship of Professional Application</b>  <i>There are many different forms of Professional Application. However, Professional Application activities share all of the following characteristics: 1) they contribute to the public welfare or the common good; 2) they call upon faculty members' academic and/or professional expertise; 3) they directly address or respond to real-world needs; and 4) they support NSU's vision, mission, and values.</i></p>				
<p><b>Scholarship of Integration</b>  <i>Involves the connections made across the disciplines to solve problems, raise questions for research and examination, and involve others from various backgrounds to create and initiate new ways of thinking. The key words often used to reflect the possibilities of scholarship inherent within this area include interdisciplinary, integrative, and interpretive.</i></p>				

<b>Contributions to the Institution and Profession</b> <b>(Promotion; submit documentation for the last five years. See Appendix C for documentary evidence of contributions.)</b>	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Notes</b>
Service to the University/Institution; Service to the Discipline/Profession; and/or Service to the Community utilizing one's professional discipline.				

<b>Performance of non-teaching Semi-Administrative or Administrative Duties (if applicable):</b> Position Held During Review Period (Please check All That Apply):  <input type="checkbox"/> Dean <input type="checkbox"/> Assistant Dean <input type="checkbox"/> Department Chair <input type="checkbox"/> Program Chair <input type="checkbox"/> Course Coordinator <input type="checkbox"/> Internship Coordinator <input type="checkbox"/> Research Supervisor <input type="checkbox"/> Accreditation/Program Review Chair <input type="checkbox"/> Other	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Notes</b>
<i>Development of departmental policies and procedures; Chair standing committees; Departmental administrative duties (course coordinator, program chair); Supervise student internships; Supervise student scholarship/research (IRB); Accreditation Reports; Program Reviews; Other unique situations that are not covered by the above criteria.</i>				

<b>Professional Fitness</b>	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Notes</b>
<p>Faculty will demonstrate competency in the following domains:</p> <ol style="list-style-type: none"> <li>1. Displays multicultural competence</li> <li>2. Open to new ideas</li> <li>3. Aware of own impact on others</li> <li>4. Responsive, adaptable, and cooperative</li> <li>5. Receptive to and uses feedback</li> <li>6. Responds to conflict appropriately</li> <li>7. Accepts personal responsibility</li> <li>8. Expresses feelings effectively and appropriately</li> <li>9. Dependable in meeting obligations,</li> <li>10. Promotes self-care practices</li> </ol>				

**STRENGTHS:**

**AREAS THAT NEED DEVELOPMENT:**

**RECOMMENDATION REGARDING RTP:**

## GOALS ESTABLISHED FOR NEXT PERFORMANCE REVIEW

In conjunction with your administrative supervisor, determine and briefly state your goals for the next performance review period in the areas of teaching, scholarly activities, and contributions to the institution and profession. If necessary, include attachment.

A. Brief Statement of Goals for Effective Classroom Teaching: 2017-2018 Academic Year:

Teaching: \_\_\_\_\_ %

B. Faculty are not required to demonstrate scholarship in all four Boyer Categories of Scholarly Activities. A faculty member may use only one category.

- **Scholarship of Teaching and Learning:**

Initial Goal	Achievement/Faculty Comment	Chair Comment

- **Scholarship of Discovery**

Initial Goal	Achievement/Faculty Comment	Chair Comment

- **Scholarship of Professional Application:**

Initial Goal	Achievement/Faculty Comment	Chair Comment



- **Scholarship of Integration:**

Initial Goal	Achievement/Faculty Comment	Chair Comment

**Scholarship:** \_\_\_\_\_ %

Faculty are encouraged to demonstrate their contributions to the Institution/Profession and Administrative or semi-Administrative Positions (if applicable) as presented in the Boyer Model.

C. Brief Statement of Goals for Contributions to the Institution/Profession; 2017-2018 Academic Year:

**Contributions to the Institution/Profession:** \_\_\_\_\_ %

D. Brief Statement of Goals for Administrative or Semi-Administrative Positions (if applicable); 2017-2018 Academic Year:

**Administrative or Semi-Administrative Positions (as applicable): \_\_\_\_\_%**

**Professional Fitness Concerns (to be completed by Chair. Not faculty member)**

<p><b>Faculty will demonstrate competency in the following domains:</b></p> <ol style="list-style-type: none"><li>1. Displays multicultural competence</li><li>2. Open to new ideas</li><li>3. Aware of own impact on others</li><li>4. Responsive, adaptable, and cooperative</li><li>5. Receptive to and uses feedback</li><li>6. Responds to conflict appropriately</li><li>7. Accepts personal responsibility</li><li>8. Expresses feelings effectively and appropriately</li><li>9. Dependable in meeting obligations,</li><li>10. Promotes self-care practices</li></ol>	<p><b>Chair Comments:</b></p>
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STRENGTHS:

GOALS THAT NEED REVISION and/or PROFESSIONAL DEVELOPMENT PLAN:

Date: \_\_\_\_\_ Faculty Member \_\_\_\_\_

Date: \_\_\_\_\_ Department Chair \_\_\_\_\_



**NORTHEASTERN  
STATE UNIVERSITY**

**Review of Departmental  
Promotion, Tenure and Post-Tenure Guidelines**

**Name of Department:**

Psychology & Counseling

**College or Unit:**

College of Education

**Semester / Year of Current Review:**

Spring 2020

**Semester / Year of Next Review:**

Spring 2022

**Department Faculty Vote Date:**

4/24/2020

**Department Approval Signatures**

*\* Yung-Fei Kao*

Department Senior Faculty Member Yung-Fei Kao

7-13-2020

Date

*John Mark Kirk*

Department Chair Johnny Mark Kirk

7-13-20

Date

**Approval Signatures**

*Vanessa Anton*

College Dean Vanessa Anton

7/20/2020

Date

*Deborah Louch*

Provost / Vice President of Academic Affairs

7-27-2020

Date

*STK*

Northeastern State University, President

9/10/2020

Date