

Appendix C – Description of Activities Department of Health Professions Fall 2022

The Department of Health Professions works to provide specialized education designed to prepare students whose career goals encompass the fields represented by the professional health programs.

We work together to teach, research, and serve. We encourage our faculty to be creative and innovative. NSU follows the Boyer Model as a framework and foundation for scholarship. Learning goes beyond subject matter -- learning is innovation in teaching, collaborating with our students. We are part of a community.

1. All scholarships may be divided among the four Boyer model components: Teaching, Discovery, Integration, and Application.
 - a. Only one area of scholarship is required, but faculty may choose to pursue scholarly activities in more than one area, depending on the nature of their scholarly activities.
 - b. All faculty, regardless of classification (Tenure track/Non tenure track) must follow the same criteria for acceptable scholarship.
 - c. Programs within the Department of Health Professions will vary in the proportion of scholarship types utilized for evaluation. Due to the different programs, each faculty member's scholarship will be unique to that person.
2. In order to count as a scholarship, regardless of type, projects must meet both the following objectives: have peer review of some type and dissemination to the professional public outside the university. This means that:
 - a. Something original was planned and accomplished;
 - b. Evaluation was received;
 - c. Disseminated with the appropriate publics, outside of the university; and
 - d. An element of continuous quality improvement exists.
3. Teaching, advising, and service are a necessary and expected baseline part of a faculty member's job and, unless they fulfill the tenets of the Boyer Model, do not necessarily count as Scholarship.

The Faculty Handbook, Appendix C, provides examples of activities in the areas of Teaching, Scholarship, and Professional/University Service that can be considered for inclusion in a professional file. The list is not meant to be exhaustive.

Presented here are additional examples that may rise to the level of acceptable scholarly activities:

1. New courses designed, taught, and evaluated.
2. Development of new exercises or materials.
3. Research activity with, or supervising, undergraduate or graduate students.
4. Presentations at conventions, conferences, other colleges, or departmental meetings.
5. Submission of refereed manuscripts or grants.
6. Creation or organization of symposia, workshops, or short courses.
7. Preparing students to participate in regional, national or international contests.
8. Electronic publications including self-publishing of eBooks, white papers, or technical reports.
9. Receiving professional training and certification (CEUs).

10. Outreach activities that disseminate specialized knowledge in Health Professions.
11. Participation in preparation and/or follow-up activities for program (or institutional) accreditation or re-accreditation.

Examples of what does not meet the Department of Health Profession's criteria for acceptable scholarly activity include:

1. OK Research Day
 - a. Does not meet the criteria because everyone who submits a poster/presentation is accepted. Therefore, the submission is not evaluated and is not considered peer-reviewed.
2. NSU Community and Collaboration Day
 - a. Does not meet the criteria because the results of the scholarly activity are not disseminated to the professional public outside the university.

Examples of Professional/University Service:

1. Involvement in university organizations.
2. Service on college or interdepartmental committees.
3. Involvement with the University Foundation.
4. Department of Health Professions committee assignments. (State duties and positions held.)
5. Organizing departmental events.
6. Maintaining the Department of Health Professions and / or Program specific web site.
7. Holding a leadership position in a local, regional, and / or national professional organization.
8. Maintaining a student organization web site.
9. Recruiting students.
10. Supervision of fieldwork activities or service learning activities.
11. Internship supervision.
12. Advisor for student seminars and presentations.
13. Supervising student organizations, or holding a position in a national student organization.
14. Community involvement. (Explain value to the community or the university, and relation to the department member's professional expertise.)
15. Service to local, regional and national professional organizations.
16. Serving as a mentor for faculty working toward tenure and promotion.
17. Mentoring students as a faculty advisor.

Assistant Professor, tenure track or Clinical Assistant Professor, non tenure track

- A. Initial Appointment Criteria: An terminal degree awarded by a regionally accredited or internationally recognized institution.
- B. Retention: Demonstration of satisfactory performance in all duties while making adequate progress toward tenure and/or promotion as stated in the Faculty Handbook 3.3.1.a for non-tenured faculty and 3.3.2.a for tenured faculty.
- C. Promotion: Earned doctorate level faculty are eligible to apply for promotion during the fall of their fifth year at the rank of Assistant Professor or Clinical Assistant Professor. Demonstrate quality teaching; a consistent record of scholarly achievement; a commitment to serving the department, college, university, and profession; and quality performance of non-teaching semi-administrative or administrative duties (if applicable).

Associate Professor, tenure track or Clinical Associate Professor, non tenure track

- A. Initial Appointment Criteria: The equivalent experience and accomplishment as one who was promoted from the rank of Assistant Professor or Clinical Assistant Professor.
- B. Retention: If the person has tenure, then satisfactory post-tenure review. Faculty who do not have tenure or are in a non-tenure track position, are evaluated on the same criteria and are expected to demonstrate excellent teaching; a consistent record of scholarly achievement; a consistent pattern of serving the department, college, university, and profession; and quality performance of non-teaching semi-administrative or administrative duties (if applicable).
- C. Promotion: Tenured or tenure track faculty are eligible to apply for promotion during the fall of their fifth year at the rank of Associate Professor. Demonstrate excellent teaching; a consistently strong record of scholarly achievement; a consistent pattern of quality service to the department, college, university, and profession; and superior performance of non-teaching semi-administrative or administrative duties (if applicable). **(Faculty at the Clinical Associate Professor, non-tenure track Rank are not eligible to be promoted to Professor.)**

Professor

- A. Initial Appointment Criteria: The equivalent experience and accomplishment as one who was promoted from the rank of Associate Professor. No person shall be assigned the rank of professor without prior or concurrent awarding of tenure.
- B. Retention: Satisfactory post-tenure review every three years.
- C. Promotion: Not applicable.

Academic Tenure

From the faculty handbook:

“Tenure is granted to non-tenured, tenure-track faculty whose work has satisfied university and department standards of quality and significance in Effective Classroom Teaching, Scholarly or Creative Achievements, and Contributions to the Institution and Profession following the Boyer Model, as laid out in Appendix C. Tenure represents the University’s long-term commitment to the faculty member, and is only granted when there is evidence that the individual will continue to make increasingly distinguished contributions to the university and its instructional program, her/his discipline, and the community.” (p. 23)

Tenure is normally considered during the fifth year of a tenure track appointment. Demonstrate quality teaching; a consistent record of scholarly achievement; a commitment to serving the department, college, university, and profession; and quality performance of non-teaching semi-administrative or administrative duties (if applicable).



NORTHEASTERN
STATE UNIVERSITY

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

Name of Department:

Health Professions

College or Unit:

Gregg Wadley College of Science

Semester / Year of Current Review:

Fall 2022

Semester / Year of Next Review:

Fall 2024

Department Faculty Vote Date:

November 7, 2022

Department Approval Signatures



Department Senior Faculty Member

November 8, 2022

Date



Department Chair

November 8, 2022

Date

Approval Signatures



College Dean

11/9/2022

Date



Provost / Vice President of Academic Affairs

11-30-22

Date



Northeastern State University, President

12/1/22

Date