

RTP Guidelines

Department of Natural Sciences

Fall 2022

We work together as part of a community to teach, research, and serve. We encourage our faculty to be creative and innovative. Learning goes beyond subject matter -- learning is innovation in teaching and partnering with our students. We expect our faculty to meet or exceed expectations in all three areas of teaching, scholarly activities, and service. Faculty are expected to at least meet expectations in all areas and should strive to exceed in at least one. We see the Boyer Model as a framework and foundation for our scholarly activities. There is also an expectation that the faculty member will participate within the department, or college, in a professional and collegial manner.

The quantity and quality of the scholarly activities expected increases with increasing rank. It is the job of the mentoring committee to provide constructive critiques in order to help the faculty mentee understand these expectations. Faculty members who are unwilling to provide honest, consistent, and critical assessments of their colleague's work would be doing a disservice to their colleague and the department. There is inherent flexibility in the definition of scholarly activity. However, there is an expectation that all faculty will be strong contributors to the mission and goals of the department and university well beyond just teaching their assigned course loads.

Once a year non-tenured faculty members meet with the department chair and Dean for an annual review. These faculty are highly encouraged to share the contents of those reviews with their mentoring committee. This will facilitate a better mentoring experience.

The Faculty Handbook, Appendix C1, provides examples of scholarly 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 which 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 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.

Additional 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 Natural Sciences committee assignments. (State duties and positions held.)
5. Organizing departmental events.
6. Maintaining the Department of Natural Sciences web site.
7. Holding a leadership position in a local, regional, and national professional organization.
8. Maintaining a student organization web site.
9. Recruiting students and representing the department at recruitment events.
10. Internship supervision.
11. Advisor for student seminars and presentations.
12. Supervising student organizations or holding a position in a national student organization.
13. Community involvement. (Explain value to the community or the university, and relation to the department member's professional expertise.)
14. Service to local, regional, and national professional organizations.
15. Serving as a mentor for faculty working toward tenure and promotion.
16. Mentoring students as a faculty advisor.
17. Writing recommendation letters for students.

Instructor Rank

- A. Initial Appointment Criteria: An earned master's degree awarded by a regionally accredited or internationally recognized institution.
- B. Retention: Satisfactory performance in all teaching duties.
- C. Promotion: Meet initial appointment criteria for the rank of Assistant Professor.

Assistant Professor Rank

- A. Initial Appointment Criteria: An earned doctorate awarded by a regionally accredited or internationally recognized institution.
- B. Retention: Satisfactory performance in all teaching duties; participation in scholarly activity as defined in the Faculty Handbook Appendix C; and, making adequate progress toward tenure and promotion.
- C. Promotion: Serve sufficient time at the rank of 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). Meets or exceeds expectations in all areas as determined by the mentor/mentoring committee and/or the department chair.

Associate Professor Rank

- A. Initial Appointment Criteria: The equivalent experience and accomplishment as one who was promoted from the rank of Assistant Professor.
- B. Retention: If the person has tenure, then satisfactory post-tenure review. If the person, does not have tenure, then adequate progress toward achieving the award of tenure.
- C. Promotion: Serve sufficient time 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). The faculty member should demonstrate being an integral member/leader in the department. Meets or exceeds expectations in all areas as determined by the mentor/mentoring committee, department chair, and/or three-year tenure review committee.

Professor Rank

- 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. Showing a continued engagement in quality scholarly activity.
- C. Promotion: Not applicable.

Achieving Tenure

- A. Must be at the rank of Assistant Professor, or higher.
- B. Demonstrate and document quality teaching; a consistent record of quality 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). Meets or exceeds expectations in all areas as determined by the mentor/mentoring committee and/or the department chair.



NORTHEASTERN
STATE UNIVERSITY

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

Name of Department:

Natural Sciences

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:

11/8/2022

Department Approval Signatures

Mark Baulus

Department Senior Faculty Member

11/9/2022

Date

Bob Buckholz

Department Chair

11/9/2022

Date

Approval Signatures

Kimberly R

College Dean

11/9/2022

Date

Debbie Laney

Provost / Vice President of Academic Affairs

11.30.22

Date

STK

Northeastern State University, President

12/1/22

Date