

## **GUIDELINES FOR GRANTING PROMOTION AND TENURE IN HEALTH & HUMAN PERFORMANCE**

### **Preface:**

The following document attempts to clarify the "Criteria for Granting Promotion and Tenure" as presented in the UTC Faculty Handbook and called for in section 3.6.3 of the Post Tenure Review document, with special application to promotion and tenure in the Department of Health & Human Promotion (HHP). To the extent possible, it attempts to be objective, or at least, to present more specific criteria and expectations held by the HHP for many years. This document can serve as a guideline for new faculty in HHP to help plan their goals and objectives and to provide direction for their careers at UTC.

HHP is a department within the College of Health, Education and Professional Studies (CHEPS). The HHP Department is committed to the development and maintenance of active, creative health-promoting life-styles and enhancement of skilled and aesthetic performance for both professional and consumer.

Our mission is to remain central to the purpose of The University of Tennessee at Chattanooga through a commitment to cultural diversity and the full development of human potential. Specifically the HHP Department encompasses four disciplines pertaining to the enhancement of the "Quality of Life": exercise science, health promotion, nutrition, and leisure studies. As consumers' knowledges, aesthetic appreciations, and socialization skills are enhanced through the various disciplines, a broad-based liberal education is best served.

### **Committee Composition:**

The **Tenure Committee** will consist of all tenured faculty in the HHP Department and be chaired by the senior faculty member in the department. A **simple majority** will determine the committee's recommendation to the HHP department head or CHEPS dean.

The **Promotion Committee** will consist of all faculty in the HHP Department with the promotion rank being considered and above. For example, when a faculty member is being considered for promotion to Associate Professor all faculty with rank of Associate Professor and above would make up the committee. A **simple majority** will determine the committee's recommendation to the HHP department head or CHEPS dean.

### **Relative Emphasis of Teaching, Research, and Service**

CHEPS and HHP Tenure and Promotion Committees will made decisions about promotion and tenure with the following relative emphasis:

Teaching = 55%

Research = 25%

Service = 20%

Negotiable = 5% of the teaching, research, and service will be negotiable based on the needs of CHEPS and the HHP Department to meet goals and objectives and strengths of candidate. For example, a faculty member could have 60% teaching, 20% research, and 20% service; or 55% teaching, 25% research, and 20% service; or 55% teaching, 30% research, and 15% service in consultation with the HHP Department Head.

**Teaching and advising** (see reappointment evaluation process):

Established reputation as a good teacher as measured not only by traditional student evaluations, but also by the quality of classroom materials and examinations, the up-dating and developing of courses, revision of concentration offerings to reflect necessary job skills, feedback from former students, use of technology to assist and enhance instruction, and classroom visitations by peer evaluators.

Established reputation as a good academic advisor as measured by the number of advisees per term growth and quality of students in concentration, materials available for students, enthusiasm for advising duties, advising student groups.

Established reputation as an effective **mentor** of research students as measured not only by the number of students participating but also by the quality of guidance, i.e. providing direction and focus in laboratory work, being available for questions and supervision during student research, generating student interest and enthusiasm for scientific research, providing the opportunity for student presentations at **local**, state, or regional meetings, supervision of honors research projects, serving on honors research committees.

**Research** (see reappointment evaluation process):

Clear evidence of *external recognition* of research and scholarship. Research may be **traditional** as outlined in UTC's promotion and tenure document or may be **field-based** scholarly research along the guidelines listed below.

1. The activity should result in both increased knowledge on the faculty member's part and professionals and/or students whom they are serving.
2. The activity should be based upon recognized theoretical models or an intellectually defensible theme.
3. The methodology and purpose of the activity should be clearly described. What is to be accomplished? How is this activity connected to the problems of practitioners? A reasonable degree of specificity must be provided.

4. The activities should be sufficiently documented so as to allow valid, (depending upon particular activity) quantitative and/or qualitative evaluations and critiques. An expected procedure would include prior approval of the project as research, or as a part of the EDO process.
5. Publications or other means of dissemination (colloquia, presentations to professional organizations) should be expected as on the "products" of field-based research **and would be treated the same as prepublication activities of traditional research.**
6. It is an expectation that a faculty member engaging in field-based scholarly research will continue in-depth activities relating to a particular theoretical model or theme over a substantial period of time.

**Service:**

Clear evidence of dedication and commitment to the University as measured by participation and productivity in the normal operation of the DHHP, service on university committees, participation in UTC ceremonies, and candidate interviews.

Professional services as measured, for example, by participation in professional organization activities, lectures/demonstrations at local schools, various industrial consultations.

**Intangibles:**

There is necessarily a substantial subjective component in the awarding of promotion and/or tenure. In this regard, the candidate should show a dedication to the DHHP at UTC. The candidate must be a good citizen of the department and the university, must interact well with students and faculty colleagues, and must serve as a good role model for students and a good representative of UTC.

Above all, the reputation of UTC Health & Human Performance as a leading department on campus and for the excellent program concentrations recognized regionally and nationally, must be maintained and developed into the future. A successful candidate for promotion and/or tenure must compete favorably with productive faculty in other departments and must be able to contribute to our leadership role.

**DEPARTMENTAL GUIDELINES FOR FACULTY PEER EVALUATION  
IN THE PROCESS OF CONTINUANCE (REAPPOINTMENT)**

The following guidelines will be used by the department to evaluate how well candidates meet the teaching, research, or scholarly and service criteria for continuance (reappointment) set forth in the UTC Faculty Handbook. The goals and objectives set forth in the candidates EDO will serve as a guide to the progress being made for meeting the criteria for reappointment. These guidelines represent a work in progress.

## **I. Evaluation of Teaching of Untenure**

Retention evaluations are to be conducted annually by the Tenure and Promotion Committee.

1. Examination of all syllabi and exams, plus any other relevant course material, which the candidate for retention wishes to present. These materials might include, e.g., study questions for exams and instructions for writing assignments.
2. Examination of candidate's statement regarding philosophy of teaching which is submitted annually to the department head. If a statement is substantially unchanged from one year to the next, the candidate might choose to submit in addition a more specific statement about course goals and procedures not mentioned in the syllabi given to students.
3. Candidate's response to university required student evaluations of courses.
4. Any other material which the candidate might think appropriate for the committee's use in evaluating teaching.
5. Visitations of classes by member/s of the Retention, Tenure, and Promotion Committees and the HHP Department Head. At least two visitations will take place the semester the candidate's folder is completed for reappointment.

## **II. Evaluation of Research**

Evidence of scholarly competence in the discipline" (UTC Handbook, 3.6.4) is understood by the HHP department to consist of demonstrated interest in research and scholarly activity as outlined in the Promotion and Tenure policy outlined above. First year reappointment may have insufficient time to demonstrate evidence in this are; however, there should be evidence from graduate work or previous college/university appointment.

## **III. Service**

See the service guidelines for Tenure and Promotion above. First year reappointment may have time constraints as listed in Research above.

## **IV. External Review of Candidacy**

1. At least five (5) names of external reviewers will be generated for consideration by the HHP Department Head.
  - a. The candidate, along with the Promotion and Tenure committee, will work together to generate the names of potential reviewers.
  - b. Reviewers will be from UTC peer institutes and other universities with similar missions
  - c. Reviewers will be from departments and programs similar to the HHP candidate and hold a rank at or above what the HHP candidate is seeking.
2. The HHP Department Head will select one person from the list that is willing to serve as an external reviewer.

3. When the external reviewer has agreed to serve, they will be mailed copies of the candidate's supporting materials along with the HHP Guidelines for Promotion and/or Tenure.
4. The external reviewer will be asked to respond to a small number of open-ended questions directed towards the HHP faculty candidacy for promotion/tenure with direct regards for the guidelines and process at UTC.
5. The final report submitted by the external reviewer will become one part of the complete promotion/tenure application of the candidate available for review by the T&P committee.

### **Adjunct Evaluation Procedures**

#### **Evaluation Criterion:**

1. Evaluation and Educational Objectives (EDO) will be completed by all adjunct faculty prior to the start of each academic year. This will be reviewed by the department head either face-to-face, by phone, or electronically. Teaching objectives will be written specific to the courses taught.
2. Student evaluations will be routinely collected
3. Periodic observation by senior faculty will be conducted

#### **Timelines:**

1. EDO's will be assessed at the conclusion of each academic year in accordance with the faculty handbook. This review will be conducted either face-to-face, by phone, or electronically
2. Student evaluations will be reviewed at the time of the EDO assessment
3. Observation data will be provided by senior faculty
4. The three sources of information will be combined into an overall assessment of adjunct faculty

5. Review will be conducted each academic year or following each semester of adjunct activity in the case of single semester adjuncts.