

Department of Health Studies

Promotion and Tenure Guidelines

Effective as of September 1, 2008

Department of Health Studies
College of Health Sciences
Texas Woman's University

Faculty Promotion and Tenure

(Effective for all faculty seeking promotion and/or tenure after September 1, 2008)

Definitions and Methods of Documentation

The Department of Health Studies is one of eight components within the College of Health Sciences. Our mission is to develop professionals to promote, protect, and maintain health among individuals and within communities and organizations. All curricula within the department promote the professional development of students in the areas of responsibility set forth for Health Educators.

Three areas are traditionally important in evaluating faculty for promotion and tenure decisions, and all three areas relate significantly to the TWU mission: teaching (including formal classroom activities, advising, and informal student mentoring), scholarship (including all types of scholarly research and/or other creative activities), and service (including professional, university and public service). Individual faculty will necessarily vary in the extent to which their responsibilities emphasize teaching, scholarship or service. The standards used to assess faculty performance must reflect these varied assignments. Nevertheless, to meet the minimum standard for promotion and tenure, evidence of high-quality achievement in teaching, scholarship, and service must be submitted.

General Requirements for Full-Time Health Studies Faculty

Membership on this faculty will include the requirement of entry-level preparation as a health educator at either the bachelor or master level. The terminal degree must be conferred in Health Studies, Health Education, or a related field.

Promotion and Tenure

The promotion and tenure policies of the Department of Health Studies are in accordance with the minimum guidelines set forth by the University's Faculty Promotion and Tenure (beginning September 1, 2008) policy. During the probationary period, there must be evidence of continuing high-quality professional performance consistent with the rank at which the faculty member was hired. Thus, once the probationary period agreed upon at hire has been met, the requirements as set forth for promotion will be considered the same requirements for tenure in the three areas of teaching, scholarship and service as defined in this document.

Appointment to Assistant Professor

Initial appointment or promotion to rank of Assistant Professor in the Department of Health Studies requires the faculty member to have an earned terminal degree in Health Studies, Health Education, or a related field. Certification as a certified health education specialist (CHES) is recommended. Prior college teaching experience, research and evaluation design, Internet-based distance education, and electronic instructional technology is preferred.

Appointment or Promotion to Associate Professor

A terminal degree in health education or related field is required. Initial appointment or promotion to the rank of Associate Professor will be based on a candidate's record of significant contributions in: (1) teaching, advising or other instructional activities; (2) scholarship and research; and (3) university, professional, and public service.

Teaching

For promotion from Assistant Professor to Associate Professor, it is required that the candidate: (1) demonstrate excellence in all aspects of teaching; (2) participate effectively in course development and evaluation; and (3) maintain membership on the Graduate Faculty.

Evidence of excellence in teaching may include, but is not limited to:

1. Consistently demonstrate excellence in the key attributes of student-teacher evaluations, as well as consistent positive student comments (objective written evaluations).
2. Participate effectively in course development and evaluation including self evaluation, and development of new innovative teaching strategies in new and existing courses, and/or attend trainings related to the scholarship of teaching.
3. Course teaching materials are consistently rated as excellent by the department peer review committee.
4. Obtain and maintain membership on Graduate Faculty and successfully serve on graduate student research committees, and chair doctoral advisory committees.
5. Self-evaluation of advising and plan for enhancement with specific strategies cited.
6. Honors or special recognition for teaching.
7. Grants related to instruction.
8. Service learning and internships directed.

Scholarship

For promotion from Assistant Professor to Associate Professor, it is required that the candidate: (1) demonstrate excellence in research and/or creative activities; (2) share the results of scholarly work in peer-reviewed forums; and (3) seek internal funding as appropriate to the field of Health Studies.

Evidence of research/creative activity may include, but is not limited to:

1. Manuscripts accepted for publication/published in state, regional and/or national refereed journals and/or professional books or chapters. Those publications “in press” must be supported by a letter from the editor.
2. Scholarly platform and/or poster presentations at state, regional, or national professional association meetings.
3. Internal or external grant submission.

Service

For promotion from Assistant Professor to Associate Professor, it is required that the candidate: (1) contribute in a positive way to the mission of the Department of Health Studies, the College of Health Sciences, and TWU; (2) demonstrate leadership within the department and college; (3) participate in recruitment and retention of students; and (4) demonstrate active involvement in professional and/or community organizations.

Evidence of excellence in service may include, but is not limited to:

1. Actively serving on departmental committees, College of Health Science and/or University committees, including task forces, councils and deliberative bodies such as the Faculty Senate. Active service is demonstrated by attending meetings and involvement in the work of the committee.
2. Participating in component, campus or college student recruitment activities.
3. Maintaining active involvement in professional organizations.
4. Active involvement in at least one of the following:
 - a. Serving as reviewer or editor for a minimum of one scholarly publication (includes articles, books, and grants).
 - b. Serving as a program coordinator in the component for at least two years.
 - c. Serving in a leadership position within a Health Studies related association.
 - d. Serving as mentor or advisor to Eta Sigma Gamma or other health-related student organization.
 - e. Having primary writing responsibility for component report of substantial scope and depth. These may include, but is not limited to annual reports such as the Institutional Effectiveness Report, departmental program reports and/or departmental accreditation reports.
 - f. Participating in planning/development/implementation or evaluation of a professional conference/workshop.
 - g. Participating in health-related presentations and/or consulting opportunities with the local, state, regional, national, or international community.
5. Honors, awards, special recognitions for service.
6. Serving on advisory boards of community health organizations.

Collegiality

The candidate demonstrates the ability to share ideas, work cooperatively, and participate in shared decision making with faculty/staff/peers by discussing and sharing ideas, and supporting each other in a collegial manner in departmental/university meetings and committees. This

includes, but is not limited to, providing other faculty with professional support to carry out their work and to develop professionally.

Appointment or Promotion to Professor

Teaching

For promotion from Associate Professor to Professor, it is required that the candidate: (1) demonstrate excellence in all aspects of teaching; (2) demonstrate leadership in the development of academic programs; (3) maintain full membership on the Graduate Faculty; and (4) serve as a resource to other faculty.

Evidence of excellence in teaching may include, but is not limited to:

1. Consistently demonstrate excellence in the key attributes of student-teacher evaluations, as well as consistent positive student comments (objective written evaluations).
2. Consistent positive peer evaluations of teaching from several courses.
3. Successfully direct student research: maintain full Graduate Faculty Status and serve as chair of graduate student research committees from prospectus development to completion of qualifying examination.
4. New course development and/or application of innovative teaching strategies within new and/or existing courses, or attend trainings related to the scholarship of teaching.
5. Self-evaluation of advising and plan for enhancement with specific strategies cited.
6. Serve as a mentor or resource for other faculty and students.
7. Honors or special recognition for teaching.
8. Grants related to instruction.
9. Service learning and internships directed.

Scholarship

For promotion from Associate Professor to Professor, it is required that the candidate: (1) document excellence in research and/or creative activities; (2) serve as a research/creative mentor to colleagues/graduate students; (3) seek and/or secure internal or external funding; and (4) disseminate the results of scholarly work in peer-reviewed forums.

Evidence of research/creative activity may include, but is not limited to:

1. Maintaining a record of scholarly publications, including manuscripts accepted for publication/published in state, regional and/or national refereed journals and/or professional books or chapters. Those publications “in press” must be supported by a letter from the editor.
2. Maintaining a record of scholarly platform and/or poster presentations at state, regional, or national professional association meetings.
3. Maintaining a record of grant submissions and awards (internal and external), and when funded document the funding source(s), inclusive year(s), and amount(s) awarded.
4. Serve as a mentor or resource to other faculty and students.

Service

For promotion from Associate Professor to Professor, it is required that the candidate: (1) contribute in a positive way to the mission of the department of Health Studies, the College of Health Sciences, and the University; (2) demonstrate leadership within the university; (3) demonstrate leadership within professional and/or community organizations; and (4) serve as a mentor to students/student organizations.

Evidence of excellence in service may include, but is not limited to:

1. Serving in a leadership role as: (a) chair of College of Health Sciences or University committees, including task forces, councils and deliberative bodies such as the Faculty Senate; or (b) program coordinator in the Department of Health Studies for at least three years. This is demonstrated by leadership roles and significant involvement in the work of the respective committee.
2. Participating in component, campus or college student recruitment activities.
3. Maintaining active involvement in professional organizations.
4. Active involvement in at least one of the following:
 - a. Serving as reviewer or editor for scholarly publications (includes articles, books, and grants).
 - b. Serving in a leadership position within a Health Studies related association.
 - c. Serving as mentor or advisor to Eta Sigma Gamma or other health-related student organization.
 - d. Having primary writing responsibility for component report of substantial scope and depth. These may include, but is not limited to annual reports such as the Institutional Effectiveness Report, departmental program reports and/or departmental accreditation reports.
 - e. Participating in planning/development/implementation or evaluation of a professional conference/workshop.
 - f. Health-related service and/or consulting opportunities with the local, state, regional, national, or international community.
 - g. Serving as an abstract reviewer for conference-related scholarly presentation/posters.
 - h. Serving as a mentor or resource to other faculty and students.

Collegiality

The candidate demonstrates the ability to share ideas, work cooperatively, and participate in shared decision making with faculty/staff/peers by discussing and sharing ideas, and supporting each other in a collegial manner in departmental/university meetings and committees. This includes, but is not limited to, providing other faculty with professional support to carry out their work and to develop professionally.

Appointment or Promotion – Lecturer Positions

The following definitions of the lecturer's rank represent the *minimum* standards for promotion and are meant to provide equity and comparability across the University. Achievements of the candidate must be documented. Faculty members applying for promotion also must satisfy the applicable university requirements.

Appointment to Lecturer I

Initial appointment to the rank of Lecturer I requires the completion of a master's degree in health studies, health education, or related field and relevant field experience in the area of content expertise.

Appointment or Promotion to Lecturer II

Initial appointment or promotion to the rank of Lecturer II shall be based upon a candidate's record of contributions commensurate with assignments in areas of: (a) teaching, advising, or other instructional activities; (b) scholarship, research, and/or other creative activities; and (c) university, professional, and/or public service. The completion of a master's degree and a minimum of four years of teaching experience at the rank of Lecturer I in the area of content expertise are ordinarily required. Normally, at least two of the four years of teaching at the rank of Lecturer I should have been completed at Texas Woman's University.

Teaching

Evidence of excellence in teaching may include, but is not limited to:

1. Participating effectively in course development and evaluation.
2. Serving as a faculty advisor for students, as assigned.
3. Demonstrating excellence in all aspects of teaching as measured by peer and student evaluations.
4. Developing comprehensive syllabi for assigned classes.

Scholarship

Evidence of excellence in scholarship may include, but is not limited to:

1. Sharing content expertise with colleagues
2. Receiving recognition as an expert in a content area through scholarly professional presentations at local or state level and/or through scholarly or professional publications.

Service

Evidence of excellence in service may include, but is not limited to:

1. Contributing in a positive way to the mission of the component, college, and university.
2. Participating in component, campus, and/or college task forces or committees.
3. Participating in component, campus or college student recruitment activities.
4. Maintaining active involvement in professional organizations.

Collegiality

The candidate demonstrates the ability to share ideas, work cooperatively, and participate in shared decision making with faculty/staff/peers by discussing and sharing ideas, and supporting each other in a collegial manner in departmental/university meetings and committees. This includes, but is not limited to, providing other faculty with professional support to carry out their work and to develop professionally.

Appointment or Promotion to Senior Lecturer

Initial appointment or promotion to the rank of Senior Lecturer shall be based upon a candidate's record of contributions commensurate with assignments in areas of: (a) teaching, advising, or other instructional activities; (b) scholarship, research and/or other creative activities; and (c) university, professional, and/or public service. The completion of a master's degree and a minimum of four years of teaching experience at the rank of Lecturer II in the area of content expertise are ordinarily required. Normally, at least two of the four years of teaching at the rank of Lecturer II should have been completed at Texas Woman's University.

Teaching

Evidence of excellence in teaching may include, but is not limited to:

1. Participating effectively in course development and evaluation.
2. Serving as faculty advisor and demonstrating competence in all aspects of advising.
3. Demonstrating excellence in all aspects of teaching as measured by peer and student evaluations.
4. Developing comprehensive syllabi for assigned classes.
5. Demonstrating the use of various teaching methodologies.
6. Demonstrating competence in the use of evaluative tools in measuring student learning.
7. Attaining membership on the Graduate Faculty.
8. Mentoring students in content area(s) of expertise.

Scholarship

Evidence of excellence in scholarship may include, but is not limited to:

1. Serving as a resource to colleagues in content area of expertise.
2. Receiving peer recognition as an expert in content area through scholarly and/or professional presentations at regional and/or national level.

Service

Evidence of excellence in service may include, but is not limited to:

1. Contributing in a positive way to the mission of the component, college, and university.
2. Serving in a leadership role on department, component or college committees and/or task forces.

3. Demonstrating active involvement in component, campus, college or university student recruitment activities.
4. Demonstrating active involvement in professional organizations.

Collegiality

The candidate demonstrates the ability to share ideas, work cooperatively, and participate in shared decision making with faculty/staff/peers by discussing and sharing ideas, and supporting each other in a collegial manner in departmental/university meetings and committees. This includes, but is not limited to, providing other faculty with professional support to carry out their work and to develop professionally.