

SCHOOL OF FORESTRY
CRITERIA FOR PROMOTION AND TENURE
Approved 22 September 1993

The Northern Arizona University *Conditions of Faculty Service, (Faculty Handbook)* stipulate that all candidates for promotion and/or tenure must be evaluated by the college/school Dean and the college/school Promotion and Tenure Review Committee. The School of Forestry Criteria for Promotion and Tenure Document provides the guidelines by which the candidate will be evaluated. The School of Forestry Criteria complements the departmental promotion and tenure criteria within each unit as well as the University standards. The candidate's "expectation documentation" is an essential aspect of the evaluation process.

Evaluation Criteria

General: To be considered for promotion or accepted for tenure, the candidate must demonstrate an acceptable level of performance in the areas of teaching, research, and service. In addition, for promotion to Associate Professor or Professor, the candidate must demonstrate excellence in either teaching or research, or an acceptable balance of excellence in both of these areas. (Under rare circumstances, extraordinary service may be used as a basis for promotion. In such cases, the faculty member must meet the minimum criteria specified for promotion in teaching and research).

Teaching: To make judgments in teaching, the committee shall examine evaluations of teaching by the chair, peers, and students; quality and extent of advisement; types of courses and hours of teaching; teaching related publications; and other evidence presented to demonstrate the quality of teaching, such as curriculum development, teaching innovations, and participation in professional development activities related to teaching.

Research: To make judgments about the quality of faculty research, the committee shall examine scholarly activities and publications related to the discipline and interests of the faculty member. Scholarly activity refers to efforts completed or in progress in the subject areas germane to the faculty member's discipline. Indicators of scholarly activity include professional publications, papers (or research projects) in progress, articles submitted to professional journals, grants and contract work, papers presented at professional meetings, and other work related to the research process. Publication refers to completed written documents such as refereed journal publications, chapter contributions to books, books, published monographs, reports, and the like.

Service: To make judgments concerning service, the committee shall examine the faculty member's contributions within the department, college, university, community, and professional associations. Indicators of university service include participation on boards, panels, committees, task forces, and the like. It includes leadership at various levels within the university. Public or community service involves technical assistance to the

public using the expertise of the faculty member to examine or solve public issues e.g. workshops, public forums, unremunerated consultations. Professional service includes editing journals, serving on professional committees, and holding office within an organization of the discipline. Extraordinary service refers to activities which substantially enhance the department, college, or university's functioning or image beyond levels normally expected of faculty.

GUIDELINES FOR PROMOTION TO SPECIFIED RANKS

ASSISTANT PROFESSOR: To be promoted from Instructor to Assistant Professor, the faculty member must possess the terminal degree in the discipline area and:

Teaching Effectiveness: Demonstrate effectiveness in teaching, including classroom instruction, advisement, and related teaching activities.

Minimum Requirements: As a minimum, consistently positive evaluations are required in these areas to be promoted to Assistant Professor.

Scholarly Activity: Demonstrate a modest level of scholarly activity related to the advancement of knowledge in the discipline of the faculty member, or in subject areas germane to the faculty member's discipline.

Minimum Requirements: As a minimum, the faculty member should participate in scholarly activities, such as the development of research projects, grant preparation, manuscript preparation, or show evidence of writing in progress, such as outlines and drafts of forthcoming products.

Service Contributions: As a minimum, the candidate should demonstrate participation in the service area at the department and college levels.

ASSOCIATE PROFESSOR: To be promoted from Assistant Professor to Associate Professor, the faculty member must possess the terminal degree in the discipline area and:

Teaching Effectiveness: Demonstrate effectiveness in teaching, including classroom instruction, advisement, and related teaching activities.

Minimum Requirements: As a minimum, a continuous pattern of positive evaluations as an Assistant Professor are required in the teaching area to be promoted to Associate Professor. The faculty member must be defined in positive terms as a teacher using Chair, student, and peer review evidence. The candidate must have promoted teaching goals of the department, and demonstrated concern for the improvement of course content through the continuous re-evaluation of textbooks, lecture notes, course requirements, etc.

Teaching Excellence: Excellence is defined as a pattern of outstanding evaluations in teaching as an Assistant Professor. The preponderance of this evidence must show the faculty member to be one of the best teachers in the department and college.

Scholarly Activity: Demonstrate significant scholarly and research activity in the discipline of the faculty member.

Minimum Requirements: The faculty member should have completed professional work such as books, monographs, refereed journal publications, or research reports. The minimum should reflect the equivalent of three refereed journal articles since appointment to the rank of Assistant Professor.

Excellence in Research: Excellence in research is defined as the equivalent of five refereed journal articles since appointment to the rank of Assistant Professor. These accomplishments should be of high quality and reflect favorably upon the department, college or university.

Service Contributions: As a minimum, the faculty member should demonstrate active participation in departmental affairs, which includes contributions in program development and administration, as well as departmental representation on key college and university committees.

PROFESSOR: To be promoted from Associate Professor to Professor, the faculty member must possess the terminal degree in the discipline area and:

Teaching Effectiveness: Demonstrate effectiveness in teaching, including classroom instruction, advisement, and related teaching activities.

Minimum Requirements: As a minimum, a continuous pattern of positive evaluations since promotion to Associate Professor are required in the teaching area to be promoted to Professor. The faculty member must be defined in very positive terms as a teacher using Chair, student and peer review evidence. The candidate must have promoted the teaching goals of that department, including leadership in curriculum development and course innovation.

Teaching Excellence: Excellence is defined as a pattern of outstanding evaluations in teaching while an Associate Professor. The preponderance of this evidence must show the faculty member to be one of the best teachers in the college.

Scholarly Activities: The candidate must demonstrate scholarly activity related to research in the discipline of the faculty member.

Minimum Requirements: The faculty member should have completed professional work such as books, monographs, refereed journal publications, or

research reports. Faculty should have the equivalent of three refereed journal articles since promotion to Associate Professor and have demonstrated continued scholarly growth in areas related to their discipline.

Excellence in Research: Excellence in research is defined as making significant scholarly contributions to the discipline. Significant contributions include a reputation for scholarly achievements, a sustained scholarly record such as books, monographs, refereed journal publications, research reports, and leadership in the faculty member's academic discipline. Faculty should have the equivalent of five refereed journal articles since promotion to Associate Professor.

Service Contributions: Demonstrate participation in the service area, including active participation in departmental affairs and departmental leadership. Departmental leadership means that the faculty member plays a key role in department, college, and university development activities.