FLORIDA A&M UNIVERSITY
COLLEGE OF EDUCATION

PROMOTION CRITERIA

The criteria for faculty promotion shall include the minimum qualifications for appointment to the various ranks or positions. In addition, promotion shall be justified by the faculty member’s proven increased skills in performance of duties, increased knowledge in the field of specialty, potential for growth, scholarly contribution, service to the community, recency of experience, and increased recognition of the faculty member as an authority in his/her field. Promotion decisions are not merely a totaling of faculty member’s past annual performance evaluations. (FAMU Rules, Section 6 C3-10.109)

Other important consideration relating to promotion are included in the 19810=-1984 UFF/BOF Agreement (Article 14), The Constitution and By-laws of the Florida A&M University (April 18, 1979), Section 6, pp 26-27 and 1988-1991 UFF/ BOR Agreement Article 14).

INSTRUCTOR

1. The candidate shall have at least the master’s degree in an appropriate specialization in the field of one’s teaching assignment and be otherwise qualified to perform his or her duties.
2. The candidate engages in teaching, research and/or service and other related duties, but is not eligible for tenure.

ASSISTANT PROFESSOR

1. The minimum degree requirement will be the terminal degree (Ed.D. or Ph.D) from a regionally accredited institution of higher learning and thirty (30) semester hours above the master’s degree in one’s discipline and in a discipline appropriate to the teaching, teaching related scholarship (research), and service and functions of the College of Education. As required by NCATE/ SACS.
2. Documented evidence of at least (3) years of acceptable evaluated teaching effectiveness and related professional experience at the elementary, secondary or post-secondary level in area of discipline or specialization.
3. At least two (2) publications in refereed journals at the local, regional or national level in one’s discipline or cognate area of which at least one (1) has to be at the national level. Evidence of publications may include letters of acceptance for publications from editorial boards.
4. Documented evidence of effective participation on two department/ division/ University committees.
5. Documented evidence of directing, technical directing or acting; or recitals, conducting, composing and arranging, or inclusion in one-man and group exhibitions.
6. Documented evidence of effective student academic advisement based on student sign in sheets and email logs.

7. Document evidence of three (3) years of effective teaching at the post secondary level based on supervisor’s evaluations and students’ evaluation.

8. Documented evidence of involvement in two years of service to the civic, academic or professional community.

9. The minimum time in rank of instructors will be (3) years at the time application.

**ASSOCIATE PROFESSOR**

1. The minimum degree requirements will be the terminal degree (Ed.D or Ph.D) *(in the appropriate discipline)* from a regionally accredited institution of higher learning.

2. The minimum number of publications will be three (3), which must be in indexed referred professional journals, *either regional or national in one’s discipline or cognate area over the period of the original appointment or since the last promotion* of which at least two (2) must list the candidate as the primary author.

   **OR**

3. Documented evidence of consistent activity and recognition as a designer and director of works for performance; or a recitalist, conductor, composer, arranger, or an artist included in one-man and group-juried exhibitions over the period of the last appointment or since the last promotion.

   This included, not in addition to, chapters in books, monographs for national use, and books. Chapters will be treated as journal publication.

4. *Two* documented efforts to secure external funding through the University Office of Sponsored Research.

5. Documented evidence of three years of consistent participation in and recognition by professional associations: e.g., presenting papers, serving on boards, committees, organization, agencies and holding offices.

6. Documented evidence of effective teaching *(over the period of the original appointment or since the last promotional)* based on supervisor’s evaluation and students’ evaluation.

7. Documented evidence of effective and constant public service on department/division/University committees over the period of the original appointment or since the last promotion.

8. Documented evidence of service on University committees over the period of original appointment or since the last promotion.

9. Documented evidence of service of effective student academic advisement based on students sign-in sheets and email logs.

10. Serve five years in the rank of Assistant Professor before further promotion consideration (the faculty may appeal to the Dean for an exception to this criterion).
FULL PROFESSOR

1. The terminal degree (Ed.D or Ph.D) from a regionally accredited institution of higher learning and in the appropriate discipline.
2. At least seven (7) years of successful college teaching experience based on students and peer evaluations.
3. Documented evidence of effective teaching over the period of the original appointment or since the last promotion.
4. Documented evidence of four years of effective and consistent public service over the period of original appointment or since the last promotion.
5. Documented evidence of two efforts to obtain externally funded projects through the University Office of Sponsored Research.
6. Documented evidence of four years of consistent participation in and recognition by professional associations: e.g. presenting papers, serving on board and committees, and holding offices.
7. Five (5) publication articles, of which at least four (4) must be in refereed journals, either regional or national; or authorship or co-authorship of book(s) or monograph(s) in one’s discipline or cognate area with four (4) as primary author.
8. Documented evidence of service on three department/ division. University committees over the period of the original appointment or since the last promotion.
9. Documented evidence of effective students’ academic advisement based on students’ sign-in sheet and email logs.

NOTE: Persons of exceptional; eminence in their discipline or fields may be recommended for promotion on their individual merits. Recommendations may begin with peers in the academic discipline or at the administrative level.
TENURE CRITERIA

Each applicant must satisfy applicable criteria outlined in the current BOR/UFF Collective Bargaining Agreement, Florida Administrative Code, the Florida A&M University Constitution and State University System, Board of Regents “Implementation of Board of Regents September 13, 1994 Tenure Recommendations”.

In the college of Education, faculty members in a tenure earning position- Assistant Professor, Associate professor and Professor- are eligible for tenure.

Criteria are as the following:

1. Degree Requirement

   A. The degree requirement will be a terminal degree from an accredited institution in a discipline appropriate for the academic unit.

2. Years of Experience at FAMU or Accepted From Other Accredited Colleges/Universities

   A. A minimum of five (5) years in a tenure- earning position at Florida A&M University with satisfactory performance in teaching, research and public service.

   OR

   B. A minimum of five years of teaching experience at college or university level.
   In cases where prior years of service are recommended upon entry by the Dean of the College of Education and approved by the Provost and the President, tenure may be received earlier.

   C. In case where tenure is awarded upon entry, the faculty and the Dean must give approval.

3. Teaching Effectiveness

   A. Teaching effectiveness will be determined by the following:
   1. A concise narrative describing the candidate’s philosophy about teaching and learning.
   2. Evidence of innovative teaching.
   3. Reflective statements about evaluative feedback from students and colleague.
4. Emphasis will be placed on the following components of the candidate’s portfolio:

1) Student evaluations.

2) Course syllabi
3) Course objectives
4) Competencies sought
5) Methods of evaluation including quizzes, written assessments, classroom participation, examinations and final comprehensive examination.
6) Classroom visitation and evaluation by departmental chairs and/or appropriate administrators.

B. Evidence that the faculty member’s courses are of appropriate academic rigor and demand, as assessed by syllabi, evaluation and other course material.
C. Evidence of teaching effectiveness will include evaluations by peers, students, and administrators.

5. **Scholarly Publication**-

Each publication should be described in the form of a complete standard bibliographical citation. A copy of the first page, or letter of acceptance if not yet in print, of each publication should be included.

A. Publishes or show acceptance or at least three publications including books, monographs, and articles in local, state, regional and national journals, which meet the peer review process. Abstract/proceedings are not included.
B. Additional publication credits may include individual citations in text’s quotes or credits, which are given for scholarly endeavors.
C. Abstracts and proceeding should be listed separately with appropriate citations.
D. Present at least four (4) at state, regional or national professional meetings.

6. **Sponsored Research**

Funded and unfunded proposals should be listed separately and be so indicated.

Evidence of well defined sponsored research projects and/or grants awards.

7. **Creative Activities, Projects Performances, Exhibitions and Others Where Applicable.**
Must have at least three (3) creditable activities in this area, which may include concerts, recital and exhibitions and at least one (1) publication. **Indicate artifacts, compositions, designs, performances, and production. Indicate date and place of work.**

8. **Academic Advisement**

Present evidence of effective advisement through records showing students’ background; college curricula; readiness for success on appropriate test and other requirements; logs of contacts and attempted contacts; and academic records of the students’ progress toward graduation.

9. **University Service**

Evidence of University may include but not limited to by department chair and dean. Examples of valid university service include, but not limited to departmental, college and university committees, councils and senates.

10. **Professional Activity**

Evidence of professional activity is department chair and dean. Examples of valid professional activity include, but not limited to service in appropriate professional organizations, membership on committees, participation in professional meetings, symposia, conferences, workshops and Recency of Experience.

**Public Service**

Evidence of public service by department chair and dean. Examples of valid public service activities include, but not limited to, service on local, state and national government board, agencies, and commission, and service to public schools.

11. **Worked Options With Respect to Teaching, Scholarship and Service**

While recognizing the tenure candidate’s strength, interests, and goals, tenure consideration will be based on performance criteria, which reflect the emphasis, placed on each area of assigned activity. The tenure candidate, with the approval of his/her departmental head and dean, has the opportunity to decide on the percent of time he/she will give to each area of assigned activity.