

The following rating form provides examples of activities that may be used to highlight work in the areas of faculty responsibilities. Because each department/school in the COHP is unique, there may be other activities that are not listed. These may also be described in the tenure or promotion portfolio. Each section (Teaching and Advising, Scholarly and Creative, and Service) is divided into minimum standards, professional standards, and exceptional standards. Note that items once defined as citizenship can now be found under each category as appropriate. For questions about this document, please see your department chair.

Instructions for use:

After your portfolio has been created, the COHP Promotion and Tenure committee will use this rating form to determine areas of faculty practice that have been achieved, as well as areas of practice where growth may occur.

The center (B) column provides the defined standards for faculty Promotion and Tenure. You may use this column as a reference.

The column on the left (A) is to be used as a binary code (0/1) simply indicating if there are items present that represent a given standard or not.

The column on the right (C) provides space for the committee to tally the number of artifacts/items present for a given category.

Importantly, everyone's roles and responsibilities differ depending on their department and field of practice, therefore, the numerical information gathered is merely one element of the P&T process and not a finite determinant.

Minimum standards must be met according to COHP policy for all departments and schools under its jurisdiction. Guidelines that must be followed are as follows:

Pre-tenure: If only 2/4 (teaching) or 1/3 (scholarship and service) standards identified in the "Minimum Standards" category have been met, the faculty candidate will be placed on an improvement plan to be overseen by their department chair.

Tenure: 3/4 (teaching) and 2/3 (scholarship and service) "Minimum Standards," as well as at least 2

"Professional Standards" must be met. One category (i.e., teaching or scholarship) should reach exceptional standards as defined by the department chair of the applying faculty member in accordance with their individual roles and responsibilities.

Promotion to Associate Professor: Faculty candidates may apply for associate professor in tandem to applying for tenure; however, the review process for each is separate. To achieve promotion to associate professor, the candidate must hold a terminal or provide a letter of exception from the CAO (MUBOG, AA-26, 2020); must have completed at least five academic years at the rank of assistant professor; and achieve exemplary performance in either Teaching or scholarship with professional rankings in the remaining two areas.

Promotion to Full Professor: Promotion to full professor is a separate submission where advancement is determined based on performance from the time of associate appointment to full professor application. To achieve promotion to full professor, a faculty candidate must meet exceptional standards in two performance categories and maintain professional standards in the third. Additionally, "the candidate must have had at least five complete academic years of experience in the rank of associate professor (MUBOG, AA-26, 2020)."

Candidate provided evidence of indicated	Standards Defined	Number of artifacts per category	Notes
	Minimum Standards: Faculty must meet the criteria below for the performance area of teaching and advising:		
	1. Student evaluation data for classes shows a rating of satisfactory by achieving “agree” on more than half of the		
	2. Written student comments on student evaluations are a mixture of positive and negative comments (different document		
	3. Role as an advisor has been initiated, though support is still required by more experienced members of the department.		
	4. Other. Faculty may include additional activities not described above. A description must be provided along with an explanation of how the activity enhances the faculty’s		
	Professional Standards: In addition to minimum standards, faculty must meet some of the performance criteria below as determined by their department chair to demonstrate		
	1. Demonstrates a consistent use of varied teaching and evaluation methodology. This variety should be evident in submitted course material (e.g., examples of assignments) and addressed in the teaching section of the portfolio. Please do not		
	2. Student evaluation data for classes shows a rating of proficient by achieving “agree” on more than half of the items.		
	3. Written student comments on student evaluations are		
	4. Evidence of an active role in advising is submitted. Annual lists of the number and types of advisees, such as graduate/undergraduate, advising thesis-dissertations, and		
	5. Documentation of guest lectures for classes outside of		
	6. Annual peer evaluations from direct observation shows support of professional skills in teaching (at least two observed		
	7. Participation in CTL learning opportunities.		
	8. Other. Faculty may include additional activities not described above. A description must be provided along with an explanation of how the activity enhances the faculty’s		

	Exceptional Standards: In addition to professional standards, faculty must meet some of the performance criteria below as determined by their department chair to		
	1. Annual peer evaluation from direct observation shows support of excellence in teaching (at least two observed class		
	2. Unsolicited letters from former students that support		
	3. Documentation of frequent guest lectures (1 or more per semester) for classes outside of teaching responsibilities.		
	4. Nomination/award for teaching, teaching honors courses, or methodological or techniques presentation to peer groups.		
	5. Presenter for CTL learning opportunities and/or participation		
	6. Other. Faculty may include additional activities not described above. A description must be provided along with an explanation of how the activity enhances the faculty's		
	Additional Considerations		
	1. Contributing to comprehensive exams for graduate degrees.		
	2. Contributions to curriculum development.		
	3. New course development.		
	4. Teaching Writing Intensive or Service-learning Courses.		
	5. Other. Faculty may include additional activities not described above. A description must be provided along with an explanation of how the activity enhances the faculty's		
	Examples of Citizenship demonstrated in the area of Teaching and Advising: Demonstration of citizenship is		
	1. Positive leadership of governance bodies		
	2. Contributions to disciplinary/professional growth and		
	3. Furthering civil discourse/intercultural understanding		
	4. Constructive mentoring of both students and faculty		
	5. Contributions toward achieving a progressive future for the		
	6. Interdisciplinary activities across campus		
	7. Other. Additional activities or involvement not included above may be included with a description of how they		

	TOTAL CATEGORIES ACHIEVED		
	TOTAL NUMBER OF ACTIVITIES		

Candidate provided evidence of indicated	Standards Defined	Number of artifacts per category and level as	Notes
	Minimum Standards: Faculty must meet the criteria below for the performance area of teaching and advising:		
	1. Poster presentation at a professional conference. Must have at least one for every other AY from date of hire. Please indicate if the project is at the international, national, or regional/state level.		
	2. Advisor for student lead research activities.		
	3. Other. Faculty may include additional activities not described above. A description must be provided along with an explanation of how the activity enhances the faculty's performance in this		
	Professional Standards: In addition to minimum standards, faculty must meet some of the performance criteria below as determined by their department chair to demonstrate		
	1. Clinical Assessment and Consultation.		
	2. Authoring articles for professional newsletters and		
	3. Director of a regional or state level recognized project for a		
	4. Principle Investigator OR project director of a grant. Please indicate if the project is at the international, national/federal, or regional/state level. At least one active project per year is		
	5. Author of a grant submission with indication of the outcome (i.e., under review, approved, denied etc.). Please indicate the intended amount of the grant and from what entity the grant		
	6. Poster presentation at a professional conference. Must have at least an average of one for every AY from date of hire. Please indicate if the project is at the international, national, or		
	7. Oral presentation at a professional conference. Please indicate if the project is at the international, national, or regional/state level. An average of at least one active project per year is		
	8. Authoring a journal article within the discipline. The article must be referred by an editor or editorial board. Please indicate your place in authorship as primary, second, etc. At least one		

	9. Other. Faculty may include additional activities not described above. A description must be provided along with an explanation of how the activity enhances the faculty's performance in this		
	Exceptional Standards: In addition to professional standards, faculty must meet some of the performance criteria below as determined by their department chair to		
	1. Authoring a book having a recognizable or credible publisher related to the discipline. Please indicate your place in authorship		
	2. Serve as editor of national journal. Please indicate if you served on an editorial board or if you served as the editor of a		
	3. Director of a national or international level recognized project for a professional association.		
	4. Principle Investigator OR project director of a grant. Please indicate if the project is at the international, national/federal, or regional/state level. More than one active project per year is		
	5. Author of two or more grant submissions with indication of the outcome (i.e., under review, approved, denied etc.). Please indicate the intended amount of the grant and from what entity		
	6. Oral presentation at a professional conference. Please indicate if the project is at the international, national, or regional/state level. More than one active project per year is expected. Please		
	7. Authoring a journal article within the discipline. The article must be referred by an editor or editorial board. More than one active project per year is expected. Please indicate your place in		
	8. Other. Faculty may include additional activities not described above. A description must be provided along with an explanation of how the activity enhances the faculty's performance in this		
	Additional Considerations		
	1. Serving on thesis or dissertation committee for graduate programs. Please indicate if you served as the Chair or as a		
	2. Reviewer of journal article(s) or book chapter(s).		
	3. Book editor. Please indicate if your role involved editing the entire book or a section/chapter of the book.		

	4. Other. Faculty may include additional activities not described above. A description must be provided along with an explanation of how the activity enhances the faculty's performance in this		
	Examples of Citizenship demonstrated in the area of Scholarship: Demonstration of citizenship is required to		
	1. Positive leadership of governance bodies		
	2. Contributions to disciplinary/professional growth and		
	3. Furthering civil discourse/intercultural understanding		
	4. Constructive mentoring of both students and faculty colleagues		
	5. Contributions toward achieving a progressive future for the		
	6. Interdisciplinary activities across campus		
	7. Other. Additional activities or involvement not included above may be included with a description of how they demonstrate		
	TOTAL CATEGORIES ACHIEVED		
	TOTAL NUMBER OF ACTIVITIES		

Candidate provided evidence of indicated activity (0 / 1 scale)	Standards Defined	Number of artifacts per category	Notes
	Minimum Standards: Faculty must meet the criteria below for the performance area of teaching and advising:		
	1. Service to the department by committee involvement. Please list departmental committees you are involved in and indicate your position as committee member, secretary, or chair. Include a synopsis of the committee's activities and the amount of time commitment you provided.		
	2. Service to the college by committee involvement. Please list college level committees you are involved in and indicate your position as committee member, secretary, or chair. Include a synopsis of the		
	3. Other. Faculty may include additional activities not described above. A description must be provided along with an explanation of how the activity enhances the faculty's performance in this area. This must be approved by		
	Professional Standards: In addition to minimum standards, faculty must meet some of the performance criteria below as determined by their department chair to demonstrate achievement of professional		
	1. Service to the university by committee involvement. Please list university level committees you are involved and indicate your position as committee member, secretary, or chair. Include a synopsis of the		
	2. Serving on additional ad hoc committees as needed. Please provide documentation or examples of work completed by these groups.		
	3. Community presentations.		
	4. Other. Faculty may include additional activities not described above. A description must be provided along with an explanation of how the activity enhances the faculty's performance in this area. This must be approved by		
	Exceptional Standards: In addition to professional standards, faculty must meet some of the performance criteria below as determined by their department chair to demonstrate achievement of exceptional		
	1. Significant contribution to a community project. Describe the project		

	2. Serving as an executive board member of a professional or charitable organization. Include a synopsis of the activities conducted and the amount		
	3. Providing professional representation for state coalitions. Include a synopsis of the activities conducted and the amount of commitment you		
	4. Other. Faculty may include additional activities not described above. A description must be provided along with an explanation of how the activity enhances the faculty's performance in this area. This must be approved by		
	Additional Considerations		
	1. Report writing (e.g. accreditation, self-study, 5-year program)		
	2. Graduate/Undergraduate Program Director/Coordinator		
	3. Graduate/Undergraduate Clinical Coordinator		
	4. Internship Coordinator		
	5. Department or Division Chair		
	6. Other. Faculty may include additional activities not described above. A description must be provided along with an explanation of how the activity enhances the faculty's performance in this area. This must be approved by		
	Examples of Citizenship demonstrated in the area of Service: Demonstration of citizenship is required to achieve exceptional ratings		
	1. Positive leadership of governance bodies		
	2. Contributions to disciplinary/professional growth and innovation		
	3. Furthering civil discourse/intercultural understanding		
	4. Constructive mentoring of both students and faculty colleagues		
	5. Contributions toward achieving a progressive future for the institution		
	6. Interdisciplinary activities across campus		
	7. Other. Additional activities or involvement not included above may be included with a description of how they demonstrate commitment to		
	TOTAL CATEGORIES ACHIEVED	TOTAL	
	NUMBER OF ACTIVITIES		