

**Western Kentucky University
School of Kinesiology, Recreation & Sport
Tenure and Promotion Document**

Introduction

The continuing quality and success of the School of Kinesiology, Recreation & Sport (KRS) depend on the recruitment and retention of a highly qualified and motivated faculty. Once tenure-track/tenured faculty members have been recruited, it is vital the school supports and monitors their progress toward tenure and/or promotion. The school's Director, Program Coordinators (when applicable), and tenured faculty members should be actively involved in monitoring progress and providing ongoing feedback.

The School of KRS is dedicated to teaching, research, and service. This necessitates incorporating appropriate strategies to properly balance teaching, research, and service. Establishing clear tenure and promotion expectations is one strategy to help faculty select professional activities most likely to lead to successful application for tenure and/or promotion. This document provides greater clarity of faculty performance expectations for tenure and/or promotion within this school.

University & College Evaluation, Continuance, Tenure, and Promotion Policies

The School of KRS faculty is subject to the policies of WKU and the College of Health and Human Services. These policies are documented, and regularly updated, in the *WKU Faculty Handbook* and the *College of Health and Human Services Faculty Handbook*; both are available online. The School of KRS Tenure and Promotion document does not include process details on the following items to avoid unnecessary duplication and the possibility of presenting out-of-date information.

These two handbooks contain critical information related to the tenure and promotion process such as:

- a) criteria for individual ranks (academic qualifications, experience, and achievement);
- b) criteria for promotion recommendations;
- c) procedures for promotion recommendations;
- d) promotion recommendation deadlines;
- e) tenure appointment policy;
- f) non-reappointment or negative tenure recommendations.

Additionally, they outline procedures for:

- a) annual evaluations;
- b) continuance;
- c) mid-tenure review.

KRS faculty are strongly advised to carefully study these two documents in addition to the KRS Tenure and Promotion document to help ensure compliance with these policies.

School of KRS Tenure and Promotion Criteria

The school faculty expectations included in this document for the areas of teaching, research, and service include two primary types of criteria presented in a series of three tables. Both criteria types are part of the overall assessment of the School of KRS faculty. Quantitative and qualitative criteria are

included per the *WKU Faculty Handbook*.

The first type (Criteria Type 1) is more prescriptive and contains specific activities and/or target levels of performance each faculty ideally should achieve in order to receive positive recommendations from the tenure committee and/or rank and promotion committee and the school director. These are core activities the school values for each faculty.

The second type of criteria (Criteria Type 2) provides faculty additional opportunities to further demonstrate their level of performance in teaching, research, and service.

TEACHING

Effectiveness in teaching requires the integration of knowledge, systematic organization of materials, clear and logical organization of subject matter, sensitivity to students' needs, accessibility, and enthusiasm.

Teaching effectiveness may include a review of evaluation feedback from students, School Director, peers in the school, and reviewers outside of the school. Additionally, faculty are expected to demonstrate their effectiveness in the areas of professional responsibilities and professional and teaching development.

The criteria for teaching is contained in three sections:

1. Teaching (Feedback) [Criteria Type 1]
2. Teaching (Professional Responsibilities) [Criteria Type 1 & 2]
3. Teaching (Professional & Teaching Development) [Criteria Type 1 & 2]

Progress toward Tenure – Teaching Evaluation

1. The School Director will observe the classroom teaching of tenure-track faculty two years prior to application for tenure (normally in the third year) in order to further evaluate teaching effectiveness.
2. A designated faculty member (tenured or tenure-track) will share the responsibility of evaluating teaching effectiveness two years prior to application for tenure (normally in the third year).

RESEARCH/CREATIVE ACTIVITY

The scholarships of discovery and integration, respectively, represent the broad categories of basic and applied research. The scholarship of discovery comes closest to the traditional idea of "research," which generally focuses on original research. The scholarship of integration generally focuses on application of current and new techniques in the field. This often involves collaborative and multidisciplinary efforts giving meaning to original research findings. Peer review is highly valued in both types of scholarship.

The criteria for Research/Creative Activity is contained in four sections:

1. Research/Creative Activity (Publications) [Criteria Type 1]
2. Research/Creative Activity (Presentations) [Criteria Type 1]
3. Research/Creative Activity (Grants) [Criteria Type 1]
4. Research/Creative Activity (Other Contributions) [Criteria Type 2]

PUBLIC AND UNIVERSITY SERVICE

The scholarship of application includes service, but entails more than just serving on school, college, and university committees. The scholarship of application also involves the faculty member applying his/her expertise to needs at the national, regional, state, and local levels, as well as contributing to the state and/or local community.

The criteria for Public and University Service is contained in three sections:

1. Service (University) [Criteria Type 1]
2. Service (Public/Profession) [Criteria Type 1]
3. Service (Additional Contributions) [Criteria Type 2]

School of KRS tenure-track faculty will submit their materials, per WKU guidelines, each year to the KRS T&P committee. These materials will be used for their yearly evaluations, yearly continuance, mid-tenure review, and tenure/promotion review. While the School of KRS has worked meticulously over the years to construct guidelines that consider appropriately the different disciplines in KRS, and that will be helpful to all tenure-track faculty as they work towards tenure and promotion, it should be emphasized that while the T&P committee and Director will give strong consideration to documented productivity in each category, simply meeting the “points target” in each section is not an assurance of promotion or tenure. The committee reserves the right to evaluate a faculty member’s professionalism, collegiality, consistency of effort/productivity over time, likelihood of sustained effort /productivity beyond tenure/promotion, and the faculty member’s professional value to the School of KRS.

Additional points for Research/Creative Activities

2 - a. Top tier refereed international/national publication

1 - b. Scholarly work with Student as 1st or 2nd Author

1 - c. Bonus for mentoring non-tenured faculty

1 - d. Research-based publication (reporting on quantitative or qualitative research findings)

Research/Creative Activity (Publications)

Minimum of five publications ; includes two lead authorships (at least one lead authorship at the International/National refereed level) Section Target 15 pts	Lead Author	2nd or 3rd Author	4th Author or later	Additional Points, if any	Additional Point Codes (a,b,c,d)	Total Points for Entry
Refereed (peer-reviewed)						
International/National Journal article	7 Pts	4 Pts	2 Pts			
Regional/State Journal article	3 Pts	2 Pts	1 Pt			
Research Abstracts (international/national journal)	2 Pts	1 Pt	0.5 Pt			
Research Abstracts (multi-page abstract in proceedings)	2 Pts	1 Pt	0.5 Pt			
					Subtotal	0
Books/Monographs/Reports						
Textbook	10 Pts	5 Pts	3 Pts			
"Edited" Textbook	8 Pts	4 Pts	2 Pts			
Chapter in Text Book	5 Pts	2 Pts	1 Pt			
Books/Monographs (Scholarly or Research-based)	9 Pts	5 Pts	3 Pts			
Books/Monographs (Field-related)	7 Pts	4 Pts	2 Pts			
Reports to federal, state or local agencies	2 Pts	1 Pt	0.5 Pt			
Editorials/Editor Notes	2 Pts	1 Pt	0.5 Pt			
					Subtotal	0

Minimum of five publications ; includes two lead authorships (at least one lead authorship at the International/National refereed level) Section Target 15 pts	Lead Author	2nd or 3rd Author	4th Author or later	Additional Points, if any	Additional Point Codes (a,b,c,d)	Total Points for Entry
Non-Refereed (non-peer-reviewed)						
International/National Journal	3 Pts	1 Pt	0.5 Pt			
Professional/Trade Publication	3 Pts	1 Pt	0.5 Pt			
Regional/State Journal	2 Pts	1 Pt	0.5 Pt			
Conference Proceedings (full papers - not abstract)	2 Pts	1 Pt	0.5 Pt			
					Subtotal	0
					Section Total	0

Research/Creative Activity (Presentations)						
Minimum of five presentations ; includes three lead presentations (at least two at the International / National level) Section Target 15 pts	Lead Presenter	2nd or 3rd Author	4th Author or later	Additional Points, if Any	Additional Point Codes (a,b,c,d)	Total Points for Entry
International/National	7 Pts	3 Pts	2 Pts			
Regional	5 Pts	2 Pts	1 Pt			
State	3 Pts	1 Pt	0.5 Pt			
Professional/Trade	3 Pts	1 Pt	0.5 Pt			
Local/WKU/Other universities	2 Pts	1 Pt	0.5 Pt			
					Section Total	0

Research/Creative Activity (Grants/Funding)						
Minimum of two grant applications (at least one lead author). Section Target 5 pts	Lead Author (Funded)	Lead Author (Applied)	Other Author (applied or	Additional Points, if Any	Additional Point Codes (a,b,c,d)	Total Points for Entry

External Research	10 Pts	5 Pts	2.5 Pts			
Internal Research	6 Pts	3 Pts	1.5 Pts			
External Other	8 Pts	4 Pts	2 Pts			
Internal Other	4 Pts	2 Pts	1 Pt			
					Section Total	0

Research/Creative Activity (Other Contributions)		
The following list (not exhaustive) indicates additional contributions by which faculty may further demonstrate their level of performance in the area of Research/Creative Activity. Candidates are encouraged to rate (and provide rationale) for each of their activities selected in this section with a score of 1 to 5 points. These ratings and rationale will be considered by the tenure and/or promotion committee.		
	Notes/Rationale/Etc.	Score
Research awards (university, college, professional org)		
Bonus for mentoring non-tenured faculty		
Participation in studies, programs, creative activity supported by extramural funds.		
Inventorship or co-inventorship leading to U.S. and/or other patents.		
Participation in the development of innovative curricular materials, such as curriculum guides, computer-assisted instruction, online resources, software, lab equipment, audiovisual materials, manuals, workbooks, tools or models which break new ground and successfully advance concepts, ideas and approaches that transcend ordinary instructional material.		
Invitations to conduct research at other universities or research-oriented agencies; to prepare questions for professional examinations.		
Continuation of current research or other creativity not yet resulting in publication, performance, or display.		

Creation/maintenance/management of scholarly journals, websites, etc.		
Initiation of intellectual projects via the WKU Research Foundation		
Professional reviews		
Published translations, reviews, or critiques.		
Creative performances, visual art, and creative writing (see WKU faculty handbook and CHHS Policies and Procedures).		
AORE Conference Proceedings Archive Project		
Section Total		0

Teaching (Feedback)

Student feedback from course appraisals (SITE)	
Promotion portfolio contains the following related to course evaluations: summary of university conducted evaluations + a copy of each evaluation; and a summary of self administered evaluations during winter and summer courses + the data from those evaluations.	
Department head evaluation of teaching	
Peer evaluation of teaching	
External (out of dept - FACET, colleagues) evaluation of teaching	

Teaching (Professional Responsibilities)

Section Target 18 pts

The following list (not exhaustive) indicates additional contributions by which faculty may further demonstrate their level of performance in the area of Teaching. Candidates are encouraged to rate (and provide rationale) for each of their activities selected in this section with a score of 1 to 5 points. These ratings and rationale will be considered by the tenure and/or promotion committee. *All faculty need to report these core responsibilities items.

*Meeting classes	
*Holding office hours	
*Treating students in a fair, impartial and respectful manner.	
*Providing academic advising to students.	
*Supervising students in practical experiences.	
*Documentation of direct assistance in helping students find appropriate employment.	
Thesis/Dissertation committee	
Independent study supervision	
Documentation of direct assistance in helping students apply/receive recognition through awards and highly significant achievements	
Documentation of direct assistance in helping students apply for graduate school.	

Teaching (Professional & Teaching Development)

Section Target 36 pts

The following list (not exhaustive) indicates additional contributions by which faculty may further demonstrate their level of performance in the area of Teaching. Candidates are encouraged to rate (and provide rationale) for each of their activities selected in this section with a score of 1 to 5 points. These ratings and rationale will be considered by the tenure and/or promotion committee. *All faculty need to report these core responsibilities items.

Professional Development

*Comments/letters from students and alumni.

*Self reflection of teaching (video, journaling, written summaries, etc)

*An evaluation of the knowledge of recent discoveries and literature in the field; the use of the latest scientific/technological innovations:

*Participation in professional activities, such as training programs, technical seminars and self-study programs.

*Professional conference attendance

(included 2pts per international/national conference and 1 pt for others)

Professional development workshop attendance

Teaching awards (university, college, national professional org)

Teacher Development

*Participation in teaching development workshops/trainings

Participation in teaching development conferences

Participation in advising related training and workshops

Curriculum/Program Development

*Developing, scheduling, and teaching general undergraduate and graduate courses

*Development of textbooks, workbooks, manuals, tapes, slides, online materials, other print and non-print learning resources developed primarily for classroom use.

*Systematic organization of appropriate materials for presentation and communication to students of course objectives, plan of study, and means of student

*Methods of instruction such as lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, consultation, field trips, computer-assisted instruction, reading lists, audiovisual materials, simulations, and

*Assessment procedures such as tests, grading practices, and clinical performance.	
Development or revisions of academic programs (major, minor, certificate,	
Development or revisions of courses	
Development of web-based courses	
Development of study abroad and other international academic programs.	
Development of study away programs	
Funding applied/received related to curriculum/program	
Funding applied/received related to student development/initiatives	
Use of web-based courses	
Student service projects and experiential learning opportunities	
Section Total	0

Service (University)			
Target for Associate: Average involvement in 1 committee/year at the college / university level and 1 committee/year at the department / program level.			
Target for Full: Average involvement in 2 committees/year at the college / university level and 1 committee/year at the department / program level.			
	# of committee	Involvement level	
University committees			
College committees			
Departmental committees			
Program committees			

Service (Public/Professional)				
Associate: Involvement (measured by year/service activity) in 1 international/national committee/board/officer -or- a combination of 3 regional/state/local committee/board/officer activities. Section Target 5 pts				
Full: Involvement (measured by year/service activity) in at least 1 international / national committee / board / officer + 4 additional committee / board / officer activities at any level. Section Target 10 pts				
	International / National	Regional / State	Local	Total
Officer	10 pts	7 pts	5 pts	
				0
Board Member	7 pts	5 pts	3 pts	
				0
	5 pts	3 pts	2 pts	
Professional committee member	3 pts	2 pts	1 pt	
Referees (peer-reviewer for articles, chapters, etc) pts per review	3 pts	2 pts	n/a	
				0
			Section Total	0

Service (Additional Contributions)	
The following list (not exhaustive) indicates additional contributions by which faculty may further demonstrate their level of performance in the area of Service. Candidates are encouraged to rate (and provide rationale) for each of their activities selected in this section with a score of 1 to 5 points. These ratings and rationale will be considered by the tenure and/or promotion committee. 3 as I just started this summer.	
University Service	
WKU service awards	
Departmental/college/university administrative duties such as program director/coordinator, field director.	

Special assignments from the chairperson/dean	
Contributions to program accreditation activities	
Writing self-study documents	
Participation in faculty meetings and seminars.	
Mentoring/advising new faculty	
Mentoring/advising student groups.	
Creation/Maintenance of advisory groups	
University initiatives	
Participation in student recruitment activities	
Development of recruitment materials (print, websites, social media, etc.)	
Participation in fund raising, public relations, and marketing of programs.	
Preparation of grant proposals for instruction, research, and administrative support activities.	
Program review for the university	
Organizing colloquia and seminars for department or college.	
Public/Professional	
Professional service award	
Expert or member of policy advisory committees	
Organizers/directors of seminars, workshops and/or other conferences.	
To local, state and/or national governmental and advisory boards, agencies, commissions	
To business and industry or private citizens as technical expert or member of policy advisory committees	
Work with schools through contact with teachers, administrators, students; through participation in science fairs, college day programs, lectures, performance, in-service programs; through advising on curricular matters, and pedagogy.	
Provision of professional services to individuals, groups, and the community.	
Participation in regional, national, or international community activities directly related to the faculty member's profession, such as presentations, news media interviews, and professional advice to nonprofit agencies.	

Section Total

0