

Department of Kinesiology
Sam Houston State University

Criteria and Standards of Performance for Tenure and Promotion

In support of APS 900417: Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty

Revised October 20, 2022

Voted and Approved by Tenure and Tenure Track Faculty November 23, 2022

Department of Kinesiology Guidelines for Tenure and Promotion

Criteria and Standards of Performance for Tenure and Promotion: Assistant to Associate Professor

The standards for tenure and promotion in the Department of Kinesiology in the College of Health Sciences (COHS) at Sam Houston State University (SHSU) reflect a commitment to academic excellence. The standards set forth in this document are consistent with, and subservient to, the COHS policy, the SHSU Academic Policy 900417, and the Texas State University System Rules and Regulations.

General Provisions:

Candidates must possess a Doctorate in Kinesiology or a related field and must have served at least five years as an Assistant Professor, unless otherwise negotiated upon employment, including the year when the promotion/tenure decision will be considered at the University level. Candidates must demonstrate a sense of consistency and growth in their teaching and scholarly activities, clear and convincing evidence of emerging stature as regional or national authorities, a spirit of collegiality and cooperation within the department, and must provide evidence that they have developed a research program that is sustainable for the next 10 - 15 years.

The Department Promotion and Tenure Advisory Committee (DPTAC) is an advisory body composed of all tenured faculty members in the Department of Kinesiology. The DPTAC is charged with conducting annual reviews of probationary faculty and providing written feedback to the departmental chair and probationary faculty member under review. The chair then meets with probationary faculty for discussions regarding progress toward tenure. In addition to the annual reviews, the DPTAC conducts an extensive review during the spring semester of the faculty member's third academic year. This review includes a preview vote regarding the probationer's progress toward tenure. Progress is illustrated in each of the three categories below.

In concordance with university policy, faculty applicants for tenure and promotion are evaluated based on accomplishments in each of the three categories of performance, but greater weight shall be given to teaching and scholarly activities than to service. Faculty are expected to work positively and collaboratively within the department, college, and university, promote the welfare of the programs, effectively and responsibly represent faculty on committees, and effectively interact with other departmental faculty. Successful performance in any or all categories does not guarantee or entitle the applicant to tenure and/or promotion (Academic Policy Statement 900417).

Minimal Requirements to be met for Consideration of the Award of Tenure and Promotion to Associate Professor in the following 3 categories:

1. Teaching

- Must consistently score an average of 3.5 out of 5 using the current university teaching evaluation system (IDEA System) and/or show improvement during probationary period.
 - Probationary faculty who scores below a 3.5 average or demonstrates ineffective teaching over three consecutive semesters are encouraged to request additional evaluations of their teaching and develop a plan to improve their teaching skills with their DPTAC and/or department chair.
 - Ineffective teaching, especially in cases where no effort at improvement is evident, is sufficient grounds for a motion of non-reappointment during the department's yearly evaluation of probationary faculty.
- Peer evaluations of teaching shall be conducted at least twice during the probationary period, and scores shall reflect "satisfactory" or higher from peer reviewers.
 - These evaluations should occur once prior to the 3rd year review and once before submitting the tenure and promotion packet for evaluation.
- Develop and incorporate new materials and technology where appropriate.
- Demonstration of incorporating student feedback into improvements in future semesters.
- Participation in teaching related continued education (ex: PACE center, SHSU online, teaching conferences, ACUE, engaging spaces, etc...)
- Evidence of student involvement (e.g., advising, mentorship, student organizations, Academic Community Engagement (ACE), Honors projects, and other student activities connected with teaching and mentorship).
- Active participation in curriculum planning and development.

2. Professional Development and Professional Service:

- Score an average of 3.0 or higher in service across the five years.
- Demonstrate a willingness to serve on committees.
- An increasing record of (uncompensated) service to the university, profession, or community is expected.
 - The initial years may exhibit low service requirements due to protective mechanisms; however, this should steadily increase through the years
 - The faculty member should show growth during probationary period
 - The faculty member should also not overcommit to service where detriments in teaching and research performance occur, consultation with the department chair is recommended prior to accepting high service loads.
- Attendance at or participation in professional conferences, colloquia, seminars, workshops, exhibitions, or short courses is expected.
- Work positively and collaboratively within the department, college, and university.
- Attendance at or participation in college and departmental activities (ex. DEI, IPE, recruitment, student engagement, peer evaluations, etc...)
- Professional service is encouraged—this could take many forms such as elected/appointed positions in professional societies, serving as a reviewer for journals.
- Promote the welfare of the programs and curricular changes.
- Effectively and responsibly represent the department, college, and university on committees

(internal and external)

- Effectively interact with other departmental faculty and staff on related committees or knowledge sharing.

3. Research and Scholarly Activity

Faculty members in the Department of Kinesiology are expected to conduct research activities that create new knowledge and advance their specific subdiscipline(s) in kinesiology. Faculty in the Department of Kinesiology also value the creation of research opportunities for undergraduate and graduate students that result in publications. The goal of each probationary faculty member is to build a scholarly portfolio that provides evidence of one's ongoing and sustained ability to conceptualize, execute, and disseminate research.

Excellence in research is demonstrated by:

An average of one publication annually for each year during the probationary period of review (generally 5.5 years). The most direct evidence of scholarly work is a record of publication in peer-reviewed journals related to the candidate's subdiscipline. Other forms of publication are also considered, including:

- a. Publication of a peer-reviewed journal article with a student (e.g., thesis, independent study)
- b. Publication of an authored or edited book by a reputable publisher
- c. Publication of original monographs or chapters in books
- d. Submission of a substantial grant; probationary faculty are encouraged to consider the time demands of grant submission in the early years of pre-tenure and encouraged to collaborate with senior faculty when seeking grants during their probationary years.

General Guidelines:

- The Department of Kinesiology expects a minimum of one publication as lead author (first or senior author), which demonstrates a candidate's ability to conceptualize, execute and disseminate research.
- Faculty should clearly articulate their personal contributions to each publication (e.g., how and what contributed).
- Candidates must demonstrate leadership throughout their portfolio.
- The majority of publications should be data-driven (qualitative or quantitative), develop new conceptual frameworks/theories, or present other novel ideas.
- Publications should appear in reputable peer-reviewed journals.
- Faculty should avoid publishing in predatory journals. Characteristics of predatory journals include: journals that promise quick publication on payment of a fee, little-to-no peer review, low academic standards, and little credibility. *Papers appearing in such journals will not count towards tenure and promotion.*
- Publication history should demonstrate a sustained pattern of research activity.
- A faculty member should have a minimum of three peer-reviewed international, national, regional, or state presentations related to one's area/s of research.

Quality of publications and journals are evaluated on the following criteria:

- Journal quality is determined by a variety of metrics, such as impact factor, journal tier, acceptance rates, sponsorship by learned societies in our areas of study
 - (e.g., ACSM, APA, NATA, NSCA, SHAPE America), etc.
- Number of citations
 - although it is important to note that citations require time to build
- Page length
 - While page length is not indicative of quality research, there is a clear difference between a 1-3-page research note, a 4-5 page extended abstract, and a full research paper.

Exemplary Research may be considered for greater weight; however, faculty must justify in their narrative using the following criteria:

- Time demand of the individual faculty member to conduct the study
- Length of time to complete the research study
- Quality of journal

It is also important that faculty seek guidance from the department chair and/or dean regarding work to be characterized as exemplary.

Other indicators of excellence, which may support a candidate's overall portfolio, may be included:

- Student involvement in research
- Competitive internal grants (>\$10K), which lead to publication
- Industry presentations and/or publications
- Peer-reviewed presentations at state, regional, national or international conferences
- Invitations to present work at national/international meetings
- Collaborative or interdisciplinary work
- Demonstration of efforts to obtain funding to support research
- Engagement with students (undergraduate and graduate) on research projects
- Funded grants (internal and external); it is important that funded grants result in published work
- Demonstration of current and future projects

Minimal Requirements to be met for Consideration of the Award of Promotion to Professor in the following 3 categories:

4. Teaching

- Must consistently score an average of 3.5 out of 5 using the current university teaching evaluation system (IDEA System).
- Peer evaluations of teaching shall be conducted once every three years, and scores shall reflect "satisfactory" or higher from peer reviewers.
- Develop and incorporate new materials and technology where appropriate.
- Demonstration of incorporating student feedback into improvements in future semesters.

- Leadership in teaching related continued education (ex: PACE center, SHSU online, teaching conferences, ACUE, engaging spaces, etc...)
- Evidence of student involvement (e.g., advising, mentorship, student organizations, Academic Community Engagement (ACE), Honors projects, and other student activities connected with teaching and mentorship).
- Leadership in curriculum planning and development.

5. Professional Development and Professional Service:

- Score an average of 3.0 or higher in service across the five years.
- Demonstrate a willingness to serve on committees.
- A record of (uncompensated) service and leadership to the university, profession, or community is expected.
- Leadership at or participation in professional conferences, colloquia, seminars, workshops, exhibitions, or short courses is expected.
- Work positively and collaboratively within the department, college, and university.
- Leadership at or participation in college and departmental activities (ex. DEI, IPE, recruitment, student engagement, peer evaluations, etc...)
- Serving as a Program coordinator and/or preparation of accreditation assessments and reports
- Professional service is expected—this could take many forms such as elected/appointed positions in professional societies, serving as a reviewer for journals.
- Promote the welfare of the programs and curricular changes.
- Effectively and responsibly represent the department, college, and university on committees (internal and external)
- Effectively interact with other departmental faculty and staff on related committees or knowledge sharing.

6. Research and Scholarly Activity

Faculty members in the Department of Kinesiology are expected to conduct research activities that create new knowledge and advance their specific subdiscipline(s) in kinesiology. Faculty in the Department of Kinesiology also value the creation of research opportunities for undergraduate and graduate students that result in publications. Tenured faculty may also choose to branch out into new areas of scholarship and/or apply for larger grants post-tenure. Scholarly work in a new area or 'line of research' is acceptable. The goal of each faculty member is to build a scholarly portfolio that provides evidence of one's ongoing and sustained ability to conceptualize, execute, disseminate, and show leadership in research.

Excellence in research is demonstrated by:

An average of one publication annually for each year during the probationary period of review (generally 5.5 years). The most direct evidence of scholarly work is a record of publication in peer-reviewed journals related to the candidate's subdiscipline. Other forms of publication are also considered, including:

- e. Lead author on peer-reviewed publications
- f. Publication of a peer-reviewed journal article with a student (e.g., thesis, independent study)
- g. Publication of an authored or edited book by a reputable publisher
- h. Publication of original monographs or chapters in books
- i. Leadership in grantsmanship

External Reviewers (2-3) will be used to evaluate the impact and/or significance of a candidate's research and scholarly activities. The external reviewers are recognized as scholars in the candidate's area of specialization. A list of potential reviewers is created by the department chair and candidate, from which the chair selects two to three for invitation to review. The chair forwards the candidate's materials to the reviewers. These include a current CV, research narrative, three refereed exemplar articles, and T&P guidelines from Sam Houston State University, the College of Health Sciences and the Department of Kinesiology.

Policy Review:

The Sam Houston State University Academic Policy 900417: Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty was updated and approved during the 2022-2023 academic year. This policy aligns with the updated policy.

CERTIFICATION STATEMENT

This departmental Criteria and Standards of Performance for Tenure and Promotion: Assistant to Associate Professor has been approved by the reviewer(s) listed below and represents the criteria and standards from the date of this document until superseded.

Original Date: Fall 2022

Review Cycle: by Spring 2027

Reviewer(s): Tenure and Tenure-track Faculty in the Dept of Kinesiology

Voted and Approved by TTT faculty in the Dept of Kinesiology: December 15, 2022

Chair of the Department of Kinesiology _____

Approved: _____

Date: _____

Emily A. Roper

Dean of the College of Health Sciences