College of Education
Promotion and Tenure Criteria

Refer to University Faculty Handbook for overview of Promotion and Tenure Guidelines. The Faculty Handbook supersedes college level policy and criteria.

Teaching and Educational Activities

Promotion to Associate Professor:

It is expected that the candidate will present a pattern of quality teaching through positive evidence from areas 1 and 2 and additional evidence from at least two of the five other areas (3-7). Candidates are expected to have a Median of Meets Expectations on annual reviews in this area. A candidate may demonstrate meeting or exceeding the criteria of quality teaching by providing evidence from multiple sources that may include, but are not limited to:

1. Meets minimum expectations as defined in Faculty Roles and Responsibilities in the College of Education Policies and Procedures 2.4.

2. Evidence of effective teaching
   - Course Evaluation summaries (required)
   - Student comments (required)
   - Peer evaluation (required *pending process approval)

3. Evidence of student mentoring
   - Advising
   - Supervising practica or independent studies
   - Chairing or serving on student project, thesis, or dissertation committees
   - Writing/scoring proctored exams
   - Working with students on preparing products for publication/presentation at conferences

4. Contribution to the improvement of instructional programs
   - Development and/or implementation of new courses
   - Development of curricula
   - Development of innovative teaching methods (Does not include minor changes (i.e., changing textbooks, updating print/electronic resources)

5. Attendance at professional development opportunities
   - Center for Faculty Development activities
   - Internal/external workshops
   - Conferences, seminars, institutes, and webinars

6. Additional evidence of making a larger than normal contribution to any of the above criteria
   - Multi-cross listing of courses
   - Extensive advisee load

7. Special Award or Honor related to teaching and educational activities
Promotion to Professor:

It is expected that the candidate will present a pattern of quality teaching through positive evidence from areas 1-3 and additional evidence from at least one of the four other areas (4-7). Candidates are expected to have a Median of Exceeds Expectations on annual reviews in this area. A candidate may demonstrate meeting or exceeding the criteria of quality teaching by providing evidence from multiple sources that may include, but are not limited to:

1. Meets minimum expectations as defined in Faculty Roles and Responsibilities in the College of Education Policies and Procedures 2.4.

2. Evidence of effective teaching
   - Course Evaluation summaries (required)
   - Student comments (required)
   - Peer evaluation (optional)

3. Evidence of student mentoring
   - Advising
   - Supervising practica or independent studies
   - Chairing or serving on student project, thesis, or dissertation committees
   - Writing/scoring proctored exams
   - Working with students on preparing products for publication/presentation at conferences

4. Contribution to the improvement of instructional programs
   - Development and/or implementation of new courses
   - Development of curricula
   - Development of innovative teaching methods (Does not include minor changes (i.e., changing textbooks, updating print/electronic resources)

5. Attendance at professional development opportunities
   - Center for Faculty Development activities
   - Internal/external workshops
   - Conferences, seminars, institutes, and webinars

6. Additional evidence of making a larger than normal contribution to criteria 2-4

7. Special Award or Honor related to teaching and educational activities
   - Minnie Stevens Piper UHCL Finalist
   - UHCL President’s Teaching Award
   - UHCL Alumni Association Outstanding Professor
   - Professional Organization Teaching Award

Service Activities
Promotion to Associate Professor:

It is expected that the candidate will present a pattern of quality service through positive evidence from area 1 and additional evidence from at least two of the other areas (2-5). Candidates are expected to have a Median of Meets Expectations on annual reviews in this area. A candidate may demonstrate meeting or exceeding the criteria of quality teaching by providing evidence from multiple sources that may include, but are not limited to:

1. College/University Service
   - Service on College of Education committees
     - Program level/department level/college level
     - Formal task forces and subcommittees
   - Service on university committees
     - Formal task forces and subcommittees
     - Student advisory groups
     - Recruitment and retention (Open house, distributing brochures, marketing, student outreach, presentations to potential students)

2. National/International Service
   - Officer in professional organizations
   - Committee member assignments and responsibilities
   - Boards or governing bodies of national or international associations
   - Editorships (editor/associate editor)
   - Editorial Board
   - Serving on review panels and screening committees at the national or international level
   - Serving on accreditation bodies at the national or international level

3. State/Regional Service
   - Officer in professional organizations
   - Committee member assignments and responsibilities at the state or regional level
   - Boards or governing bodies of state or regional associations. Serving on review panels and screening committees at the state or regional level
   - Editorships (editor/associate editor)
   - Editorial Board
   - Serving on accreditation bodies at the state or regional level

4. Additional Service Activities
   - Organizing or conducting workshops, seminars, training sessions
   - Speaking at a professional organization or school district meeting
   - Serving on a local professional committee
   - Serving on a community board
   - Consulting for a school district, university/college or other organizations

5. One-time Service Activities (e.g. serving as Marshall at graduation, Ambassador, community/college/university/system events)

Promotion to Professor:
It is expected that the candidate will present a pattern of quality service post-tenure through positive evidence from area 1, evidence from areas 2 or 3, and additional evidence from the other areas (2-5). Candidates are expected to have a Median of Exceeds Expectations on annual reviews in this area. A candidate may demonstrate meeting or exceeding the criteria of quality service by providing evidence from multiple sources that may include, but are not limited to:

1. College/University Service
   - Service on College of Education committees
     - Program level/department level/college level
     - Formal task forces and subcommittees
     - Formal faculty mentoring
   - Service on university committees
     - Formal task forces and subcommittees
     - Student advisory groups
   - Recruitment and Retention (Open house, distributing brochures, marketing, student outreach, presentations to potential students)

2. National/International Service
   - Officer in professional organizations
   - Committee member assignments and responsibilities
   - Boards or governing bodies of national or international associations
   - Editorships (editor/associate editor)
   - Editorial Board
   - Serving on review panels and screening committees at the national or international level
   - Serving on accreditation bodies at the national or international level

3. State/Regional Service
   - Officer in professional organizations
   - Committee member assignments and responsibilities at the state or regional level
   - Boards or governing bodies of state or regional associations. Serving on review panels and screening committees at the state or regional level
   - Editorships (editor/associate editor)
   - Editorial Board
   - Serving on accreditation bodies at the state or regional level

4. Additional Service Activities
   - Organizing or conducting workshops, seminars, training sessions
   - Speaking at a professional organization or school district meeting
   - Serving on a local professional committee
   - Serving on a community board
   - Consulting for a school district, university/college or other organizations

5. One-time Service Activities (e.g. serving as Marshall at graduation, Ambassador, community/college/university/system events)
Research Activities

Promotion to Associate Professor:

The candidate must have at least four (4) peer-reviewed international/national journal articles in which they are first or second author. It is expected that the candidate will present a pattern of quality research through positive evidence of scholarly productivity. As such, the candidate must submit at least three additional research activities, as described in the COE annual review documentation, for consideration by the COE peer-review committee.

Promotion to Professor:

The candidate must have at least eight (8) post-tenure, peer-reviewed international/national journal articles, in which they are first or second author. It is expected that the candidate will present a pattern of quality research post-tenure through positive evidence of scholarly productivity. A candidate for promotion to professor must have made continuing contributions to their profession in research and scholarly works. Continuing contributions may be evidenced through additional academic peer-reviewed publications, grant record, publication metrics, external reviewer letters, or additional relevant documentation. It is the candidate’s responsibility to make the case for any additional documentation submitted for consideration by the COE peer-review committee.