

Kinesiology Department Guidelines for Faculty Promotion and Tenure
Ad hoc Committee Report: Feb. 2015; Approved by KIN faculty: April 2015; Revised January 2017

BACKGROUND

UNCG University-wide and School of HHS promotion and tenure documents were consulted, and per section I.D. of the University-wide Guidelines for Promotion and Tenure these documents were used to form the basis for the following department guidelines. Relevant University / School Documents / Guidelines that were consulted include:

- University-wide Guidelines for P&T: <http://provost.uncg.edu/documents/personnel/evaluationPT.pdf>
- UNCG P&T, and Due Process regulations: <http://provost.uncg.edu/documents/personnel/tenure.pdf>
- School HHS P&T guidelines: <https://www.uncg.edu/hhs/hhs-promotion-and-tenure-policies-guidelines.pdf>
- HHS AP Guidelines: <http://www.uncg.edu/hhs/hhs-academic-professional-track.pdf>

GENERAL OVERVIEW OF KIN DEPARTMENT GUIDELINES

We find the University-wide and School documents clear and comprehensive in outlining the procedures and evaluation criteria for promotion and tenure. Those documents offer guidance on procedures, which are followed in the KIN department. Those documents also provide statements on criteria for promotion and tenure as well as comprehensive lists of activities and products that constitute documentation in the evaluation of faculty. Thus, the following KIN Department Guidelines generally follow and re-affirm the university-wide and School of HSS guidelines, while highlighting particularly relevant and unique features of Kinesiology.

Diversity within KIN

The opening of the HHS P&T Guidelines states that the School of HHS “*values the diversity of faculty strengths and interests within the school...*”. The KIN department, which is large and diverse in many ways, also values that diversity. Degree programs include a large undergraduate program with several concentrations, masters and PhD programs in specialized sub-disciplinary concentrations, and an online professional EdD program. The KIN faculty disciplinary specializations range from physical and biological sciences to social-historical studies; research approaches include lab-based experimental research, field-based interventions, clinical and case studies, qualitative methods and critical analyses; and several faculty emphasize integrative scholarship and translational or action research in professional settings.

KIN GUIDELINES FOR FACULTY PROMOTION AND TENURE

All tenure-track faculty in KIN are expected to engage in, and document, contributions in the 3 traditional areas (Teaching, Research/Creative Activity, Service), and as stated in university-wide guidelines section II opening statement:

The emphasis given to a specific category can vary among faculty members. Each activity must manifest the basic features of scholarly and professional work. The work should show a high level of discipline-related proficiency, be creative or original, be amenable to documentation, be peer or constituent-reviewed, and have a significant impact.

Although emphases may vary, all tenure track faculty in KIN who are also graduate faculty are expected to *demonstrate excellence in their scholarly area* as well as *evidence of teaching effectiveness and appropriate service contributions*. Given the diversity in KIN programs and among KIN faculty disciplinary and scholarly perspectives, faculty contributions will not only vary in emphasis and specific workload assignment, but also in evaluation criteria and standards. For example, authorship practices, publication outlets, and the relative value of book v. journal articles vary widely among sub-disciplinary areas within kinesiology.

Teaching

As stated in the university-wide guidelines, teaching is the most fundamental function of the university. Within KIN, teaching encompasses the full range of activities described in the university-wide and School guidelines. Faculty in KIN engage in teaching activities including instruction, advising, supervising and mentoring students, and the development of learning activities. Teaching activities may extend beyond typical classes to students, colleagues and community partners, and the general public. The sections on documentation of teaching effectiveness in the university-wide (section II. A.2 and II.A.2) and School (section II.A.3) guidelines are comprehensive and appropriate for evaluating teaching in KIN.

Research and Creative Activity

As noted in both university-wide and School guidelines, research and creative activity can take many forms, and within KIN, faculty research includes all forms of scholarship and encompasses a wide range of disciplinary perspectives and methodologies. All tenure track faculty in KIN are expected to engage in continuing, significant research appropriate to their discipline. Faculty are also expected to seek appropriate external funding to support their research and scholarly activities. As noted (p. 10) in the HHS guidelines:

A candidate's research or creative work should be demonstrably original, independent of one's major professor beyond the doctoral research, focused, significant to the discipline, peer reviewed, publicly disseminated (typically through publication, presentation, or public exhibition), recognized, and sustained. High quality, originality, and significance of contribution are more important than either volume or the particular type of scholarship represented.

The university-wide and School guidelines provide comprehensive lists of ways to document scholarly productivity for evaluation of research in KIN. Those guidelines also emphasize that standards may be unique for a particular field. Given the scope of research within KIN, a clear, **comprehensive description of the typical criteria, standards and forms of research and scholarship in a candidate's disciplinary area should be included in P&T materials**. Furthermore, because evaluation criteria vary so widely within KIN, formal peer reviews from established scholars within the candidate's area are especially important. University-wide guidelines (4.B.i.c) call for *external review, usually in the form of a minimum of three letters*. Given the particularly critical role of external review within KIN, **we recommend that 5-6 external review letters be solicited**, and recommend that the candidate and department chair arrange to request those letters well before they are needed (i.e., send request to reviewers in May for submitted letters in August).

Service

All tenure track faculty in KIN are expected to provide service to the department, university, and beyond to the community and profession. Prior to tenure, tenure track faculty may well have limited university and professional service activities. Following tenure, faculty are expected to take on greater leadership

roles within the university and profession, as well as in the department. Again the documentation listed in the university and School documents are appropriate for evaluating service in KIN.

PROCEDURES FOR KIN FACULTY UNDER CONSIDERATION FOR PROMOTION OR TENURE

The KIN department follows all university-wide and HHS guidelines and procedures for P&T review. Following are procedures from the HHS documents with specific notes for KIN faculty.

1. Persons who will be submitting materials for consideration for promotion or tenure should consult the HHS webpage for tips, guidelines, and calendar (<http://www.uncg.edu/hhs/hhs-faculty-docs.html>). Critical materials that will provide guidance include the:
 - HHS Promotion, Tenure, and Reappointment Policies (for TT faculty) or the HHS Academic Professional Promotion and Reappointment Policies (for APT faculty)
 - HHS Promotion, Tenure, and Reappointment Review Calendar
 - UNIVERSITY-WIDE EVALUATION GUIDELINES FOR PROMOTIONS AND TENURE
 - PROMOTION, TENURE, ACADEMIC FREEDOM, AND DUE PROCESS REGULATIONS
2. All materials for consideration will be posted to a web portal and access will be granted to review committee members as needed.
3. The HHS Promotion, Tenure, and Reappointment Review Calendar clearly describes the steps in the process that will take place during the fall semester. Importantly, however, preparation of materials for submission typically requires a substantial time commitment, with most faculty beginning to prepare materials in the latter part of the Spring semester. For TT faculty seeking promotion, a meeting with the department chair in the Spring semester is necessary to identify external reviewers.
4. Faculty are encouraged to work closely with their faculty mentor or a more senior faculty member in preparing materials. Faculty are also encouraged to review materials submitted in previous years by successful candidates. (see specific guidelines for KIN Mentor Assignment and Preparation of Materials below)
5. Personal Exigency. As stated the University Promotion, Tenure, Academic Freedom, and Due Process Regulations (p. 5) the University allows faculty members to extend the probationary period for various reasons. The department of Kinesiology recognizes and is supportive of this practice, and (as per the HHS P&T Guidelines), affirms that when a probationary period has been extended, all scholarship from appointment through review will be considered relative to expectations for a 6-year review period.

KIN Mentor Assignment and Preparation of Materials

Each TT faculty being considered for reappointment, promotion and/or tenure will be assigned a faculty mentor to assist in preparing materials. The mentor, who may be from the initial mentoring team, will be assigned at least no later than the semester prior to the semester when materials must be submitted (typically in spring with materials due in fall semester). The mentor and candidate may consult with, or add, other faculty to assist with preparation of materials. This process is consistent with HHS P&T Procedures:

HHS P&T Procedures III. Preparation of Materials (p. 22-23) B states that the candidate is assigned a mentor at the beginning of initial appointment and C states that a faculty mentor will work with the candidate to prepare materials.

Procedure for the Documentation and Review of Faculty Work

University-wide guidelines III. Section 3. (P. 4-9) Includes the policies and timing of reviews, and **section 4** (p. 9-15) includes the detailed procedures, with **section 4.b.i (Departmental review)** detailing procedures at the department level including the following section on the meeting:

4.B.i.a.(2)(p. 10) The meeting of the faculty members shall be presided over by a chair, who is not the head, whose duties include assuring that the meeting is divided into evidence-gathering and deliberative phases, conducting a secret ballot, counting the votes, preparing a written summary of both majority and dissenting opinions, forwarding the summary and the results of the vote to the Head, and ensuring that all present sign the appropriate page of the Promotion and Tenure Form.

Monitoring Progress of Junior Faculty Toward Promotion and Tenure

Initial Appointment. Each non-tenured, TT faculty and each APT faculty will be assigned a 2-person mentoring team at the beginning of the initial appointment. The mentoring team will meet with the faculty member at least once early in the academic year and once in spring semester, and will provide a report at the time of the faculty annual reviews. This report should encompass feedback from the annual peer review progress on progression towards promotion (see KIN Annual Report and Peer Review Guidelines). The mentoring team will continue to work with the faculty member each year up to the year of reappointment (typically 3rd year) and may continue after that up to P&T review. Additional faculty may be added to the mentoring team, and faculty on the mentoring team may change for varying reasons or upon request. All senior faculty are expected to assist in mentoring new faculty regardless of formal roles, and new faculty are encouraged to seek advice and support from any KIN or other faculty and to take advantage of university mentoring programs.

Reappointment. *HHS Policies Part 3: Faculty Reappointment Procedures (p. 29+)* does not specify exactly who is at the meeting and voting. Following are policies for KIN:

The committee for reappointment review is the same as the faculty assembled for P&T review, and that is – all tenured faculty senior in rank to candidate. The HHS document indicates no vote is necessary. We (KIN) will take a formal vote, with that vote reported along with summary statement and any dissenting views as specified in the P&T procedures.

KIN Probationary Research Leave Policy. Each TT faculty member will be recommended for a one semester research leave (i.e. release from teaching) as part of the Department Faculty Review for Reappointment during the first probationary term of the P&T process (Fall of 3rd Year). The recommendation from the review committee will include any areas of concerns that should be addressed during the research leave. Upon successful reappointment, the candidate will submit, as part of the Spring workload meeting with the Department Chair, a plan for the research leave that addresses the recommendations of the review committee and outlines the expected products. The timing of the leave also will be agreed upon between the candidate and chair during the Spring workload meeting. The research leave shall typically occur in the Fall or Spring of the candidate's 4th year, which will provide the candidate with the time necessary to complete the peer review process on

the products for P&T review. The candidate will submit a report from the research leave as part of the subsequent annual report.

PROMOTION PROCEDURES FOR KIN ACADEMIC PROFESSIONAL TRACK FACULTY

The Academic Professional Track policies and guidelines provides good information in Sections I-III (Purpose, Guidelines, Criteria). (http://www.uncg.edu/hhs/HHSAcademicProfessionalTrackDocument_Ap2016.pdf). It lacks specific in IV: Review Procedures for Appointment, reappointment and promotion. Following are more specific Review Procedures for KIN APT faculty Appointment, Reappointment & Promotion.

Initial Appointment and Reappointment

As stated in the HHS document (p. 15-16), most initial appointments are Instructor for 1 year, assistant professor for 3 years, associate professor for 4 years, and professor for 5 years. Re-appointment is made at the discretion of the Dept. Chair in consultation with the Dean based on annual performance reviews.

KIN Mentor Assignment and Preparation of Materials

Each APT faculty being considered for promotion will be assigned a faculty mentor to assist in preparing materials. The mentor, who may be from the initial mentoring team, will be assigned at least no later than the semester prior to the semester when materials must be submitted (typically in spring with materials due in fall semester). The mentor and candidate may consult with, or add, other faculty to assist with preparation of materials. This process is consistent with HHS AP Track Promotion Procedures:

Materials for Promotion

Dossiers are consistent with what is described in the HHS AP Track Documents (p. 16). More specifics or examples for KIN may be requested.

Procedure for the Documentation and Review of Faculty Work

Committee Structure. (p. 16-17). In the HHS guidelines a committee of at least 2 APT faculty and one TT faculty at/above rank sought is required (p. 16-17). For KIN, the committee includes ***all faculty (TT or APT) at/above rank – including at least 2 APT*** at/above rank (we will go outside of KIN if needed to include at least 2 APT and 1 TT faculty).

Committee Report. The committee report is to be consistent with the report for P&T or TT reappointment, that is, a ***summary, with the recorded vote and recommendation.***