

**College of Health Professions
Tenure and Promotion Review
Example Criteria for Evaluation of Performance**

The following are 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.

Performance Criteria in Teaching and Advising

Minimum Standards

- Student evaluation data for classes shows a rating of satisfactory by achieving “agree” on more than half of the items.
- Written student comments on student evaluations are a mixture of positive and negative comments.
- Role as an advisor has been initiated, though support is still required by more experienced members of the department. Annual lists of the number and types of advisees should be included.

Professional Standards

- 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 include syllabi for all classes taught. Teaching and evaluation methodology can be described in the summary of teaching activities followed by examples of what has been described.
- Student evaluation data for classes shows a rating of excellent by achieving “strongly agree” on more than half of the items.
- Written student comments on student evaluations are overwhelmingly supportive of the professor.
- 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 published or presented student research should be included.
- Documentation of guest lectures for classes outside of teaching responsibilities.
- Annual peer evaluations from direct observation shows support of professional skills in teaching (at least two observed class sessions per AY).
- Participation in CTL learning opportunities.

Exceptional Standards

- Annual peer evaluation from direct observation shows support of excellence in teaching (at least two observed class sessions per AY).
- Unsolicited letters from former students that support excellence in teaching.
- Documentation of frequent guest lectures (1 or more per semester) for classes outside of teaching responsibilities.
- Nomination/award for teaching, teaching honors courses, or methodological or techniques presentation to peer groups.
- Presenter for CTL learning opportunities and/or participation in sponsored learning communities.

Additional Considerations

- Contributing to comprehensive exams for graduate degrees.
- Contributions to curriculum development.
- New course development.
- Teaching Writing Intensive or Service Learning/Community-based Learning Courses.
- Other: _____

Examples of Citizenship demonstrated in the area of Teaching and Advising

Exemplary university citizens commit time and energy working with others to foster cooperation and collaboration between and among elements of the institution and its constituents, thus improving and enhancing Marshall University and its sense of community (MUBOG AA-28).

Demonstration of citizenship is required to achieve exceptional ratings in any category.

- Positive leadership of governance bodies
- Contributions to disciplinary/professional growth and innovation
- Furthering civil discourse/intercultural understanding
- Constructive mentoring of both students and faculty colleagues
- Contributions toward achieving a progressive future for the institution
- Interdisciplinary activities across campus
- Other: _____

Performance Criteria in Scholarly and Creative Activities

Minimum Standards

- 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.
- Advisor for student led research activities; guiding students in evidence-based practices.

Professional Standards

- Clinical Assessment and Consultation.
- Authoring articles for professional newsletters and publications.
- 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 expected.
- Poster presentation at a professional conference. Must have at least one for every AY from date of hire. Please indicate if the project is at the international, national, or regional/state level.
- Oral presentation at a professional conference. Please indicate if the project is at the international, national, or regional/state level. At least one active project per year is expected.*
- 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 manuscript per year is expected.*

**Expectations for presentations and journal authoring may be considered by weight should there be a considerably higher number of one over the other. For example, if a faculty member has 2 presentations, they may be excused from the standard of publication for that calendar year.*

Exceptional Standards

- Authoring a book having a recognizable or credible publisher related to the discipline. Please indicate your place in authorship as primary, second, third, or chapter author.
- Serve as editor of national journal. Please indicate if you served on an editorial board or if you served as the editor of a state journal.
- 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 expected. Please indicate number of projects.
- 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 indicate number of presentations.
- 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 authorship as primary, second, etc.

**Expectations for presentations and journal authoring may be considered by weight should there be a considerably higher number of one over the other. For example, if a faculty member has 3 or more presentations, they may be excused from the standard of publication for that calendar year.*

Additional Considerations

- Serving on thesis or dissertation committee for graduate programs. Please indicate if you served as the Chair or as a committee member.
- Reviewer of journal article(s) or book chapter(s).
- Book editor. Please indicate if your role involved editing the entire book or a section/chapter of the book.
- Other: _____

Examples of Citizenship demonstrated in the area of Scholarly and Creative Endeavors

Exemplary university citizens commit time and energy working with others to foster cooperation and collaboration between and among elements of the institution and its constituents, thus improving and enhancing Marshall University and its sense of community (MUBOG AA-28). Demonstration of citizenship is required to achieve exceptional ratings in any category.

- Positive leadership of governance bodies
- Contributions to disciplinary/professional growth and innovation
- Furthering civil discourse/intercultural understanding
- Constructive mentoring of both students and faculty colleagues
- Contributions toward achieving a progressive future for the institution
- Interdisciplinary activities across campus
- Other: _____

Performance Criteria in the Area of Service

Minimum Standards

- Service to the department by committee involvement. Please list departmental committees you are involved in: _____
 _____ Please indicate your position as committee member, secretary, or chair. _____
- Service to the college by committee involvement. Please list college level committees you are involved in: _____
 _____ Please indicate if your position as committee member, secretary, or chair. _____

Professional Standards

- Service to the university by committee involvement. Please list university level committees you are involved in: _____
 _____ Please indicate if your position as committee member, secretary, or chair. _____
- Serving on additional ad hoc committees as needed. Please provide documentation or examples of work completed by these groups.
- Community presentations.

Exceptional Standards

- Significant contribution to a community project.
- Serving as an executive board member of a professional or charitable organization. Providing professional representation for state coalitions.

Additional Considerations

- Report writing (e.g., accreditation, self-study, 5-year program assessment)
- Graduate/Undergraduate Program Director/Coordinator
- Graduate/Undergraduate Clinical Coordinator
- Internship Coordinator
- Department or Division Chair
- Other: _____

Examples of Citizenship demonstrated in the area of Service

Exemplary university citizens commit time and energy working with others to foster cooperation and collaboration between and among elements of the institution and its constituents, thus improving and enhancing Marshall University and its sense of community (MUBOG AA-28).

Demonstration of citizenship is required to achieve exceptional ratings in any category.

- Positive leadership of governance bodies
- Contributions to disciplinary/professional growth and innovation
- Furthering civil discourse/intercultural understanding
- Constructive mentoring of both students and faculty colleagues
- Contributions toward achieving a progressive future for the institution
- Interdisciplinary activities across campus
- Other: _____
