

# Promotion

## *Standards, Criteria, Materials and Process Summary*

### SUMMARY

#### **Standards for Promotion**

Bethel University has established criteria and guidelines for promotion. When applying for promotion candidates will demonstrate that they have met these criteria in teaching, scholarship (*Not needed for Clinical Faculty*) or clinical practice (*Clinical Faculty Only*), service, faith integration, and collegiality. Although individual faculty members will differ in their strengths, the criteria below are intended to articulate a threshold level of achievement expected in each rank. Candidates are expected to maintain commitment to Bethel's Covenant for Life Together and Affirmation of Faith.

The purpose of the promotion criteria is to clearly articulate the standards for successful promotion in rank. Promotion is understood as being the result of a developmental process where one stage builds upon another. Standards for promotion to the next rank subsume the expectations for the previous rank in each category. The faculty expect that the faculty development program will support faculty members in the achievement of these criteria.

#### **Criteria for promotion to the rank of assistant professor are:**

- an appropriate degree and years of experience (see appendix 1, included as part of this document)
- Teaching
  - Record of consistently effective or improved teaching
- Scholarship (*Not needed for Clinical Faculty*)
  - Clearly articulate a scholarly agenda
  - Demonstrate scholarly work
- Clinical Practice (*Clinical Faculty Only*)
  - Regular professional practice (averaging 4 days a month in a clinical setting or working with professional activity or organization) and incorporation of evidence-based principles with practice
  - Member of appropriate professional organization or society; or demonstrates attendance at a professional conference
  - Has a basic, graduate-level knowledge of evidence-based practice and satisfactory clinical skills, occasionally needing guidance.
  - Maintains a license appropriate to their appointment.
  - The personal growth plan for clinical practice describes future clinical practice.
- Service
  - Participate in departmental and/or CAS/University committee work
  - Has initial contact with professional community and/or community

- service
- Connection to a church community
- Faith Integration
  - Articulate Christian Worldview in teaching
  - Participate in the faith life of the Bethel community
- Collegiality
  - Demonstrate a set of professional behaviors that contribute to the fulfillment of institutional mission and a productive work environment

**Criteria for promotion to the rank of associate professor are:**

- an appropriate degree and years of experience (see appendix 1, included as part of this document)
- Teaching
  - Reflect on teaching effectiveness tied directly to student outcomes
  - Demonstrate use of appropriate teaching technology
  - Demonstrate alignment of classroom learning objectives and course design with learning styles of current students
- Scholarship (*Not needed for Clinical Faculty*)
  - Demonstrate progress on scholarly agenda
  - Has scholarly work that has been evaluated by peers in your discipline
  - Begin to disseminate scholarly work outside of Bethel
- Clinical Practice (*Clinical Faculty Only*)
 

*Must meet some of the criteria listed below in addition to the requirements for assistant professor:*

  - Advanced levels of engagement through participation of one of the following types of activities:
    - Completing a documented quality-improvement project
    - Coordinating a clinically health-related event
    - Precepting clinical students
    - Serving in leadership within the clinical setting
    - Presenting a poster or lecture at a professional conference
    - Publishing in a scholarly journal, textbook, etc.
  - Member of an appropriate professional organization or society with regular participation in professional activities or obtain/maintains additional certification(s) to expand scope of practice/expertise areas
  - Has an expanded knowledge of evidence-based practice and medical/disciplinary knowledge and proficient clinical skills
  - Plans for future clinical practice are specific and attainable and include a specific timeline
- Service
  - Contribute to CAS/University committee and departmental initiatives
  - Engage with professional community

- Participate in community service beyond Bethel
- Connection to a church community
- Faith Integration
  - Seek out mentors to develop faith-learning integration in teaching
  - Demonstrate faith-learning integration in teaching.
- Collegiality
  - Demonstrate a set of professional behaviors that contribute to the fulfillment of institutional mission and a productive work environment

**Criteria for promotion to the rank of professor are:**

- an appropriate degree and years of experience (see appendix 1, included as part of this document)
- Teaching
  - Expand areas of teaching influence (e.g., mentoring students or faculty, supervising student research, fostering student professional development, interdisciplinary collaboration)
  - Respond to changes in field of expertise and/or University curriculum through design, revision, and/or adaptation of courses
  - Respond to changes in learning environment and adapt teaching style as needed
- Scholarship (*Not needed for Clinical Faculty*)
  - Has well-established scholarly agenda
  - Demonstrate continued progress on scholarly agenda
  - Has pattern of disseminating peer evaluated scholarly work outside of Bethel
  - Demonstrate excellence in one or more of Boyer's categories of scholarship
- Clinical Practice (*Clinical Faculty Only*)

*Must meet all of the criteria listed below in addition to the requirements for assistant professor:*

- Advanced levels of engagement through participation of one of the following types of activities:
  - Completing a documented quality-improvement project
  - Coordinating a clinically health-related event
  - Precepting clinical students
  - Serving in leadership within the clinical setting
  - Presenting a poster or lecture at a professional conference
  - Publishing in a scholarly journal, textbook, etc.
- Member of an appropriate professional organization or society with regular participation in professional activities or obtain/maintains additional certification(s) to expand scope of practice/expertise areas
- Has an expanded knowledge of evidence-based practice and medical/disciplinary knowledge and proficient clinical skills

- Plans for future clinical practice are specific and attainable and include a specific timeline
- Service
  - Provide leadership in CAS/University wide and/or departmental roles
  - Actively engage in and/or provide leadership in a professional community
  - Participate in community service beyond Bethel
  - Connection to a church community
- Faith Integration
  - Consistently integrate faith in teaching
  - Contribute to sustaining Bethel as a faith community
- Collegiality
  - Demonstrate a set of professional behaviors that contribute to the fulfillment of institutional mission and a productive work environment

### **Materials that are part of review file**

#### From the candidate:

- Portfolio consisting of:
  - A Self-assessment (Not to exceed 3,000 words)
    - Candidates should respond to letters from previous tenure, 5-year clinical contract, or reappointment Committee, addressing any prior issues or concerns.
    - Candidates should comment on IDEA evaluations (which will be made available to the Promotion and Tenure Committee).
  - Supporting documentation
  - An Updated Curriculum Vitae
  - A Faith Learning Integration Essay (3,000-3,500 words) *Full Professor Only*

#### From evaluators:

- Answers to survey questions from two peers
  - One from department
  - One tenured
- Answers to survey questions from department chair (and program director when applicable)
- Feedback from Department Review
- Answers to summary survey questions from academic department
- Answers to survey questions from committee chair
  - Committee on which candidate has served in past three years
- Answers to survey questions from six alumni
  - Graduated in the past 5 years
  - Two must have been advisees

From Academic Affairs:

- IDEA evaluations
  - Evaluations of all courses (long form) in the year preceding the promotion decision, and in the fall term of the decision year
- (In rare cases) Performance Improvement Plan
- Most recent Appointment/Tenure letter

# BETHEL UNIVERSITY

Bethel Seminary • College of Adult & Professional Studies  
Graduate School • College of Arts & Sciences

## MEMORANDUM OF FACULTY RANK/STEP

### EDUCATION AND EXPERIENCE

### PERFORMANCE CRITERIA

#### **Instructor**

1. Masters degree; or
2. Related professional experience \*.

- a. Evidence of ability to teach
- b. Evidence of ability to do scholarly work

#### **Assistant Professor**

1. Doctoral degree \*\*; or
2. Masters degree plus one additional year course work and five years teaching experience; or
3. Masters degree plus one additional year course work and three years teaching experience and four years related professional experience; or
4. Masters degree plus ten years teaching experience; or
5. Masters degree plus five years teaching experience and ten years related professional experience.

- a. Ability as a teacher
- b. Institutional usefulness
- c. Evidence of scholarly work and professional promise
- d. Interest in professional activities

#### **Associate Professor**

1. Doctoral degree and five years teaching experience; or
2. Doctoral degree and three years teaching experience and four years related professional experience; or
3. Masters degree plus one additional year course work and ten years teaching experience; or
4. Masters degree plus one additional year course work and five years teaching experience and ten years related professional experience.

- a. Ability as a teacher
- b. Institutional usefulness
- c. Record of research, scholarly, or professional attainment
- d. Participation in professional activities

#### **Professor**

1. Doctoral degree and ten years teaching experience; or
2. Doctoral degree and five years teaching experience and ten years related professional experience.

- a. Definite growth and maturity as a teacher
- b. Institutional usefulness
- c. Continuing record of research, scholarly, or professional attainment
- d. Continuing participation in professional activities.

\* Related professional experience may include research, administration, pastoral/missionary service, or allied graduate study.

\*\* The Master of Fine Arts degree in Art and Theatre and the Master of Social Work degree in Social Work will be regarded as the equivalent of the doctoral degree for purposes of promotion and tenure.

# Promotion

## *Standards, Criteria, Materials and Process Summary*

### PROCESS AND TIMELINE

- June 10 – Academic Affairs sends email with Promotion Intent Response Form to candidate concerning intent to apply for promotion in the fall
- August 15 – Candidate submits Promotion Intent Response Form
- September 10 – Academic Affairs sends letter/e-mail to candidate confirming application for promotion, including:
  - Google form for candidate to provide names of peer reviewers and committee chair
  - Google form for candidate to provide names of alumni
- September 10<sup>1</sup> – Academic Affairs notifies department chair<sup>2</sup> of faculty in department applying for promotion in the fall.
- September 25 – Candidate submits names of peer reviewers and committee chair
- September 25 - Candidate submits names of alumni
- November 1 - Candidate provides copy of candidate's curriculum vitae to department chair for department review.
- November and December – Department meets to review (candidate not present)
- January 15 – Department chair submits evaluation
- January 15 – Peers submit evaluation
- January 15 – Committee chair submits evaluation
- January 15 – Alumni submit evaluations
- January 15 - Candidate submits portfolio electronically to academic affairs
- January 15 – Department chair submits department review
- February and March – Promotion Committee reviews materials
- March and April - Candidate for *Full Professor Only* receives memo or email from Promotion Committee inviting candidate for interview. (This includes questions.)
- April - Candidate receives letter from Promotion Committee indicating their recommendation to the Provost
- April - Candidate makes appointment with: President for those applying for *Full Professor* or Provost for those applying for *Associate Professor*, within two weeks of receiving letter
- May and June – Candidate meets with President or Provost depending on rank

---

<sup>1</sup> If a deadline falls on a weekend, materials are due on the following Monday.

<sup>2</sup> All references to department chair include program director when appropriate.

## **Promotion**

### *Standards, Criteria, Materials and Process Summary*

- May and June – Provost brings list of faculty likely to be promoted to Board of Trustees for approval. If the President and Provost have not yet completed the recommendation process, the Board of Trustees approval will be made pending their approval
- May, June and July - Candidate receives letter from Provost with promotion decision
- July – If candidate is promoted, a new contract with rank and salary will be sent