

## **I. Promotion and Tenure Guidelines – Tenure Track Faculty (Approved by the Faculty Dec, 2015; Final Approval: June 2017)**

Tenure track faculty members of the Physical Therapy Department will be promoted for demonstrated achievement in professional and scholarly activities, teaching, and service. Evidence of these accomplishments, including the balance between teaching and research, will vary with individuals. In addition, the impact of administered load must be taken into account. Unless otherwise noted in the faculty appointment letter, all work in rank, even if conducted at other institutions of higher education, shall be considered for promotion and tenure. It shall be the faculty member's responsibility to include evidence of this work in his/her dossier and to clearly identify when and where this work was performed.

The department policies are consistent with the Promotion and Tenure Policies described in the Faculty Handbook (<http://www.udel.edu/provost/fachb/>). This decision should be made explicit in the dossier.

### **A. CRITERIA**

The following areas are considered for promotion and/or granting tenure:

1. Scholarly performance - Scholarly performance has as its objective to:
  - a) Maintain the faculty member in an active state of creative participation in his or her subject area;
    - (1) Train graduate and advanced undergraduate students in the research process;
    - (2) Contribute to the general reputation and stature of the department, college and university; and
    - (3) Contribute to the pool of knowledge, tools, and techniques used in the practice of physical therapy.

Research activities may be of an independent or collaborative nature. Publications in refereed scientific and professional journals and publication of scholarly books will be considered important indications of professional scholarly achievement, as well as patents or other indications of professional inventive accomplishments.

Less weight shall be attached to non-refereed publications, unless the significance of such work is established through outside evaluations equivalent to peer evaluation. Obtaining contracts and grants through a peer review process to carry out scholarly research will be viewed as indicating promise for future work and will be used to help evaluate the quality of the candidate's research program. Although sponsored research is not, in itself, the primary criteria for promotion and/or tenure, it is expected that faculty will exhibit consistent effort to obtain support for their research programs. In addition, external peer evaluation letters are mandatory for promotion to each rank.

2. Teaching performance

Teaching performance evaluation will be based on faculty peer observation, student course evaluation, and course materials. In special cases the chairperson may solicit letters of evaluation from students (past and present). Special consideration will be given to the development of new and innovative courses or course materials. We understand that high quality teaching includes activities both inside and outside the classroom, such as mentoring undergraduate and graduate students.

3. Service to the University, the College, the Department and professional societies

Service on departmental, college and university committees is expected of all faculty members and considered in evaluation of the candidate for promotion. Service to the university will be measured by the contributions made by the faculty member while serving on formal university, college, and departmental committees as well as during the execution of administrative assignments requested by the department's chairperson. Service to the community and the physical therapy profession will be considered to the extent that such service contributes to the image of the department at the regional, national or international level.

## **B. PROMOTION TO RANK**

For appointment or promotion to:

### **Assistant Professor**

The candidate must have an earned doctoral degree, and must demonstrate ability and desire to make positive contributions in all three areas of scholarship, teaching and service. Goals in the area of scholarship should be presented in a well-articulated plan for defining/expanding a program of research through internal and external funding and with timely dissemination of results. Excellent teaching performance should be documented through positive student evaluations of teaching and positive peer evaluations of teaching. Documented service contributions should include participation in appropriate professional organizations.

### **Associate Professor**

For promotion to associate professor, excellence in research and teaching, and satisfactory performance in professional and service activities are required. The candidate must have demonstrated establishment of an independent, continuing research program of excellent quality. Such accomplishment might be demonstrated in many ways, but would normally include publications in refereed journals of high quality and the receipt of external peer-reviewed research support from national agencies or foundations (e.g., NIH, NSF, DOD, AHA). The quality of journals will be evaluated using the ISI Web of Knowledge – Journal Citation Reports and will be based on each journal's relative ranking compared to other journals in the field appropriate to the candidate's research. Promotion to associate professor carries tenure, and only those candidates who show promise of becoming leaders in their discipline in research and education will be recommended favorably. Candidates must include their 2- and 4-year reviews in their dossiers to be considered for promotion to Associate Professor. The candidate will summarize his/her research program since appointment to the University of Delaware in a seminar presented to the faculty prior to the Promotion and Tenure meeting.

In the case of tenure only decisions, i.e., for Associate Professors hired without tenure, the candidate will be evaluated primarily on his/her record of productivity established prior to his/her appointment at Delaware and on his/her record of fulfillment of the particulars spelled out in the letter of hire. This letter, minus any confidential information (e.g., salary) shall be included in the dossier. The candidate will summarize his/her research program in a seminar presented to the faculty prior to the Promotion and Tenure meeting.

### **Professor**

For promotion to Full Professor, excellence in research and teaching and service are required. To be considered for promotion, the candidate must maintain a research program of excellent quality and have a national or international reputation in his/her discipline. The quality of the candidate's research will primarily be assessed by the quality of the journals where the

candidate's work appears, the frequency with which other scientists in the field cite the candidate's work, and the assessments provided by the external letters of evaluation written by experts in the candidate's field of research. For promotion to Full Professor a well-funded research program, including external peer-reviewed research support from national agencies or foundations (e.g., NIH, NSF, DOD, AHA), is expected. The reputation of a candidate will be based on the assessments of the external letters of evaluation and the opportunities afforded to the candidate to be an invited speaker at national and international scientific meetings. Awards from national and international professional and scientific organizations can also be used to demonstrate a national and international reputation. The candidate will summarize his/her research program in a seminar presented to the faculty prior to the Promotion and Tenure meeting.

Continued service on Departmental, College and University committees is expected and leadership at the University, College, Department, or professional level required. Leadership can be demonstrated by serving on national level grant-review panels, editorial boards of peer-reviewed journals, and executive committees of professional organizations. The same categories of data used for promotion to Associate Professor will be used to demonstrate these accomplishments.

## **C. PROCEDURES**

### **1. Committees**

Responsibility for initiation of the promotion procedure lies with the candidate, who will request that the Chairperson of the Physical Therapy Department form a Promotion and Tenure Committee. . All committee members must be tenured and at the proposed rank or higher. The Committee will be comprised of a committee chairperson and at least four additional eligible faculty members from the Physical Therapy Department. If there are not five members of the Department at the rank to which the candidate aspires, University faculty from outside of the Department will be appointed to reach the required 5 members of the Committee. If it is necessary to include members outside of the Department, the candidate and the Chairperson of the Physical Therapy Department will each identify potential members of the Committee from outside of the Department. The candidate will be allowed to comment on the appropriateness of the potential members identified by the Chairperson. The Chairperson of the Department will then select the member (or members) of the Committee from outside the Department and will also determine the chairperson of the candidates' Promotion and Tenure Committee. The Department Chairperson shall not serve on the Promotion and Tenure Committee.

The function of the Promotion and Tenure Committee is to advise the candidate in the preparation of credentials, solicit letters of evaluation from external peers (see section C.2.a.7), prepare an objective written evaluation of the candidate's credentials, debate the candidate's credentials, and, following this debate, conduct a secret ballot. Members must vote for promotion, against promotion, or shall abstain from voting. Except for unusual cases determined by the Committee Chair (e.g. sabbaticals), proxy (absentee) votes will not be accepted. The Committee Chair drafts a comprehensive Committee report that reflects accurately the proceedings and the vote. A signed report, which includes the objective evaluation, a summary of the external peer evaluations, the proceedings of the debate, and the final vote is given to the department chairperson for inclusion in the candidate's dossier. A copy of the report is also provided to the candidate. As a signed

report is provided to the candidate, confidential materials from external evaluators will not be included.

The Promotion and Tenure Committee will entertain appeals for reconsideration of its recommendation from the candidate through the Chairperson of the Committee. When the Promotion and Tenure Committee hears an appeal it will draft a supplementary report (vote included) for inclusion in the candidate's dossier along with the initial report. The candidate will receive a copy of the report from the Committee Chairperson.

## 2. Dossier Preparation

The format of the dossier shall follow the one that is published in the Faculty Handbook. Information to be presented in the dossier includes the following:

### a) Research

- (1) List of publications in refereed journals, giving full citations; Articles "in press" and manuscripts submitted should be included but not those "in preparation."
- (2) Citation data on refereed publications and the source of that information (e.g., Science Citation Index).
- (3) List of other publications (review articles, book chapters, monographs, and abstracts)
- (4) Copies of publications (in an appendix)
- (5) Commentary on the nature of the journals in which publication occurred
- (6) List of meetings attended, with notations as to where papers were presented and cross references to abstracts in the publication list
- (7) Letters of evaluation from external peers; Separate lists of appropriate individuals are to be prepared by the candidate and the Promotion and Tenure Committee. The candidate will be allowed to comment on the Committee's list and the Committee may consequently modify its list. The candidate will be informed of any such modifications. The Promotion and Tenure Committee, in consultation with the Department Chair, will choose some or all of the individuals from each list. Those chosen will all receive identical letters, requesting an evaluation of the candidate. Appended to each letter will be a copy of the promotion policies, abbreviated dossier, and copies of several publications. All replies to these letters must be included in the dossier. Five or more replies should be obtained. In the event a candidate withdraws his/her application for promotion, all outside letters will be held on file in the Chairperson's office. If the candidate reapplies for promotion at a later date, none of these original letters will be used. If a candidate reapplies, a decision will be made by the Promotion and Tenure Committee in consultation with the Department Chair, as to whether the original evaluators will be asked to reevaluate the candidate or if a new pool of evaluators will be used.
- (8) A list of evaluators, their CVs, and a commentary addressing their academic credentials that document their competence to evaluate the work and defining the intimacy of their relationship with the candidate
- (9) A list of all research grants obtained, including title of the projects, duration, source, exact role on the grant, and amount of funding provided to the candidate.

- (10) Other documents: Research awards, copies of textbook chapters summarizing the candidate's work, letters from referees of journal articles and grant proposals, etc.
- b) Teaching
  - (1) List of all courses taught, including titles, dates, and number of students. Include undergraduate special problems.
  - (2) Student evaluations: The evaluations should be presented in summary format. One way is to include a sample evaluation form on which semester averages of student responses are given. All responses must be counted. Evaluations should be obtained every time a course is given and all should be included in the Promotion and Tenure summaries.
  - (3) Faculty peer evaluations including an evaluation of course materials, course content, and classroom performance (if available)
  - (4) List of graduate and post-doctoral students, past and present
  - (5) Other documents: published textbooks, teaching awards, improvement of instruction grants, etc.
- c) Service
  - (1) List of all Department, College and University committees (including graduate student committees), with dates of service and indication of chairmanship
  - (2) Other profession-related service: published book reviews, organization of symposia, lectures to outside groups, student recruiting trips, etc.
  - (3) Community service
- d) Timetable - Please see UD Faculty Handbook: Promotion Policy

## II. GUIDELINES FOR APPOINTMENT AND PROMOTION OF CONTINUING TRACK FACULTY APPOINTMENTS

Continuing track faculty are eligible for promotion in academic rank and sabbaticals utilizing similar criteria and procedures that apply to tenure-track faculty, with the caveat that workload assignment will generally be different than for a tenure track faculty member.

When the P&T Committee undertakes evaluation of a CT promotion candidate, the committee will consult with the Department chair prior to its deliberations to insure that all parties understand the nature of each CT workload agreement. In most cases, CT faculty will be evaluated for promotion on the basis of excellence in their primary workload category depending on the nature of the faculty member's appointment and in service and teaching commensurate with the descriptions above for Associate and Professor. A minimum of five external review letters are required for promotion. Additional information regarding non-tenure track faculty appointments is found in the University of Delaware Faculty Handbook (<http://www.udel.edu/provost/fachb/>).

When the P&T Committee undertakes evaluation of a CT promotion candidate, any senior (Associate or Full Professor) CT faculty members at the proposed rank or higher in the Department may participate on the P&T committee for the evaluation of the CT candidate.