

Tenure Track Rank Matrix

Mastery of Subject Material	Instructor <i>For reappointment within rank</i>	Assistant Professor <i>To be promoted or reappointed within the rank</i>	<i>To be promoted to</i> Associate Professor	Continuing Appointment ***	<i>To be promoted to</i> Professor
Acceptable **	(Acceptable Discipline- Specific Credentials) *	(Acceptable Discipline- Specific Credentials) *	(Acceptable Discipline- Specific Credentials) *	(Acceptable Discipline- Specific Credentials) *	(Acceptable Discipline- Specific Credentials) *
Preferred **	(Preferred Discipline- Specific Credentials) *	(Preferred Discipline- Specific Credentials) *	(Preferred Discipline- Specific Credentials) *	(Preferred Discipline- Specific Credentials) *	(Preferred Discipline- Specific Credentials) *

Scholarship	Instructor <i>For reappointment within rank</i>	Assistant Professor <i>To be promoted or reappointed within the rank</i>	<i>To be promoted to</i> Associate Professor	Continuing Appointment ***	<i>To be promoted to</i> Professor
Examples of Acceptable Activities for Scholarship ****					
<p>An accompanying list is provided with activities that would be considered acceptable in the different evaluation criteria categories. It is not a fully comprehensive list of activities. We understand that different disciplines may have different standards. A faculty member may offer another type of activity (Item #12). Multiple achievements can be from the same category. As faculty move through the ranks we would expect demonstration of coherence in the program of scholarship and increased productivity.</p> <ol style="list-style-type: none"> 1. Publications in your field (books, journals, trade magazines, technical manuals, etc.) 2. Professional presentations at conferences, workshops, seminars, etc. 3. Application for and/or receipt of external grants that contribute to the college and/or program of research 4. Perform research / designs / developments / obtain or submit for patents 5. Engage students in projects/research that lead to a thesis and/or presentation 6. Teach professional classes/seminars/webinars 7. Peer-reviewed contributions to pedagogy (teaching) including lab manuals, OER textbook design, workbooks, video production, etc. 8. Peer review of journal articles, conference submissions, textbook chapters, book proposals, monograph, etc. 9. Collaborative work with industrial partner on project 10. Professional review (accreditation reports, program evaluations, conference submission panel, etc.) 11. Terminal degree – published dissertation or thesis 12. Other (as approved by department & discipline) 	Demonstrates achievements in at least one item listed in the first column	Building and establishing scholarship per criteria in the first column. Increasing productivity is expected with each reappointment and/or promotion.	Evidence of scholarship and ongoing contributions to the field.	Evidence of scholarship and ongoing contributions to the field.	Evidence of a sustained cohesive body of scholarship within the field
Statement of Scholarly Activities	Required	Required	Required	Required	Required

Effectiveness in Teaching	Instructor <i>For reappointment within rank</i>	Assistant Professor <i>To be promoted or reappointed within the rank</i>	<i>To be promoted to</i> Associate Professor	Continuing Appointment ***	<i>To be promoted to</i> Professor
Demonstrate applicable expertise in core discipline and/or evidence in teaching and other academic activities	Required	Required	Required	Required	Required
Statements of Teaching Reflection/Philosophy	Required	Required	Required	Required	Required
Demonstrate compliance with all assessment requirements	Required	Required	Required	Required	Required
Demonstrate adjustments and/or improvements made in course structure, teaching strategies or methodologies based on course assessments, peer observation, and/or student evaluation or feedback.	Required	Required	Required	Required	Required
Student Evaluations: must include all qualitative (free form questions and responses) and quantitative evaluations for all classes	Required	Required	Required	Required	Required
Demonstrate effectiveness in course development and/or program development (peer feedback on online course review process with the OSCQR or evidence of "closing the loop")	Supplemental Addition	Supplemental Addition	Required	Required	Required
Peer observation/feedback from an experienced colleague (can be outside of department)	Supplemental Addition	Supplemental Addition	Supplemental Addition	Supplemental Addition	Supplemental Addition
Peer mentoring	Supplemental Addition	Supplemental Addition	Supplemental Addition	Supplemental Addition	Supplemental Addition
Awards, Letters, Commendations	Supplemental Addition	Supplemental Addition	Supplemental Addition	Supplemental Addition	Supplemental Addition
Evidence of applied learning (Ex: faculty supervised project, capstone, presentations, exhibitions, simulations, student feedback, etc.)	Supplemental Addition	Supplemental Addition	Supplemental Addition	Supplemental Addition	Supplemental Addition

Effectiveness of University Service	Instructor <i>For reappointment within rank</i>	Assistant Professor <i>To be promoted or reappointed within the rank</i>	<i>To be promoted to Associate Professor</i>	Continuing Appointment ***	<i>To be promoted to Professor</i>
Examples of Acceptable Activities for University Service ****					
<ol style="list-style-type: none"> 1. Governance work 2. Club advising 3. Student advising 4. Accreditation reports 5. Peer review 6. Search committees 7. Union Chapter Leadership 8. Community, Public and/or Professional Service 9. Program development 10. Recruitment Activities (ex: open house and admitted student days) 11. Department Chair/Program Director 12. Public relations activities 13. IAB, FAR, FAM 14. Peer review of journal articles, conference submissions, textbook chapters, book proposals, monograph, etc. 15. Service on doctoral committees 16. Professional review (accreditation reports, program evaluations, conference submission panel, etc.) 17. Other – as approved by the department <p>(Note – these would not be acceptable as required items:</p> <ol style="list-style-type: none"> 1. Student independent study 2. Membership in professional organizations 	<p>Include a description of role and/or duties as it relates to university service (examples that can be included: letter from committee chair, artifacts of work on committee, attendance at meetings)</p>	<p>Demonstrates active service at the program, department, school, university, and/or community levels</p> <p>Include a description of role and/or duties as it relates to university service (examples that can be included: letter from committee chair, artifacts of work on committee, attendance at meetings)</p>	<p>Demonstrates active service at the program, department, school, university, and/or community levels</p> <p>Optional leadership roles in this area and makes notable contributions beyond the program level</p> <p>Include a description of role and/or duties as it relates to university service (examples that can be included: letter from committee chair, artifacts of work on committee, attendance at meetings)</p>	<p>Demonstrates active service at the program, department, school, university, and/or community levels</p> <p>Optional leadership roles in this area and makes notable contributions beyond the program level</p> <p>Include a description of role and/or duties as it relates to university service (examples that can be included: letter from committee chair, artifacts of work on and contributions to committees)</p>	<p>Demonstrates leadership in service at the program, department, school, university, and/or community levels</p> <p>Takes on leadership roles in this area and makes notable contributions beyond the program level</p> <p>Include a description of role and/or duties as it relates to university service (examples that can be included: letter from committee chair, artifacts of work on and contributions to committees)</p>

Continuing Growth	Instructor <i>For reappointment within rank</i>	Assistant Professor <i>To be promoted or reappointed within the rank</i>	Associate Professor	Continuing Appointment ***	Professor
Examples of Acceptable Activities for Continuing Growth ****					
<ol style="list-style-type: none"> 1. Take classes 2. Activities to obtain degree 3. Activities to obtain/maintain professional licensure 4. New technology training 5. Certifications 6. Professional society involvement 7. Attendance at conferences 8. Additional activities 	Provide summary of how portfolio in total, career goals, and other activities not outlined in portfolio, demonstrates continual professional growth as a faculty member	Provide summary of how portfolio in total, career goals, and other activities not outlined in portfolio, demonstrates continual professional growth as a faculty member	Provide summary of how portfolio in total, career goals, and other activities not outlined in portfolio, demonstrates continual professional growth as a faculty member	Provide summary of how portfolio in total, career goals, and other activities not outlined in portfolio, demonstrates continual professional growth as a faculty member	Provide summary of how portfolio in total, career goals, and other activities not outlined in portfolio, demonstrates continual professional growth as a faculty member

* All earned degrees must be from a regionally accredited institution. International degrees will be evaluated on a case-by-case basis.

** All individual letters of initial appointment shall govern and supersede the acceptable/preferred credentials where the initial letter of appointment and the credential under Master of Subject Matter columns are in conflict. The Mastery of Subject Materials columns presents “acceptable” and “preferred” qualifications. Candidates may fit into one column or the other depending on the program and classes to which they were hired to teach and the industry which they represent.

*** While promotion to Associate Professor and Continuing Appointment (Tenure) are based on performance expectations that are similar, decisions may be made on different time tables. Continuing Appointment (Tenure) is not considered a rank, but reflects permanency.

**** An accompanying table is provided that contains activities that would be considered acceptable in the different evaluation criteria categories. This table does not contain a fully comprehensive list of activities. A faculty member may have another type of activity that would be considered acceptable. As faculty move through the ranks we would expect that the degree of activity and significance of activity increases.

A review of the matrix will occur on a 5-year cycle.

******Table of Examples of Acceptable Activities for Scholarly Achievements, University Service, and Continuing Growth**

Scholarly Achievements	Effectiveness of University Service	Continuing Growth
<ol style="list-style-type: none"> 1. Publications in your field (books, journals, trade magazines, technical manuals, etc.) 2. Professional presentations at conferences, workshops, seminars, etc. 3. Application for and/or receipt of grants that contribute to the college and/or professional growth 4. Perform research / designs / developments / obtain or submit for patents 5. Engage students in projects/research that lead to a thesis and/or presentation 6. Teach professional classes/seminars/webinars 7. Peer-reviewed contributions to pedagogy (teaching) including lab manuals, OER textbook design, workbooks, video production, etc. 8. Peer review of journal articles, conference submissions, textbook chapters, book proposals, monograph, etc. 9. Collaborative work with industrial partner on project 10. Professional review (accreditation reports, program evaluations, conference submission panel, etc.) 11. Terminal degree – published dissertation or thesis 12. Other (as approved by department & discipline) 	<ol style="list-style-type: none"> 1. Governance work 2. Club advising 3. Student advising 4. Accreditation reports 5. Peer review 6. Search committees 7. Union Chapter Leadership 8. Community, Public and/or Professional Service 9. Program development 10. Recruitment Activities (ex: open house and admitted student days) 11. Department Chair/Program Director 12. Public relations activities 13. IAB, FAR, FAM 14. Peer review of journal articles, conference submissions, textbook chapters, book proposals, monograph, etc. 15. Service on doctoral committees 16. Professional review (accreditation reports, program evaluations, conference submission panel, etc.) 17. Other – as approved by the department <p>(Note – these would not be acceptable as required items:</p> <ol style="list-style-type: none"> 1. Student independent study 2. Membership in professional organizations 	<ol style="list-style-type: none"> 1. Take classes 2. Activities to obtain degree 3. Activities to obtain/maintain professional licensure 4. New technology training 5. Certifications 6. Professional society involvement 7. Attendance at conferences 8. Additional activities