

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
 - Have a 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*)
 - Productivity: Regular professional practice (averaging 4 days a month in clinical setting or working with professional activity or organization) and incorporation of evidence-based medicine principles with practice.
 - Professional memberships/qualifications: Member of appropriate professional organization or society; or demonstrates attendance at a professional conference.
 - Evaluation of Clinical Performance: Has a basic, graduate-level knowledge of evidence-based practice and satisfactory clinical skills, while occasionally needing guidance.
 - Self-assessment of Clinical Practice: The self-assessment includes a description and assessment of progress in clinical practice since the last review or since the start of the full-time faculty position, (whichever is

applicable) AND the self-assessment includes a statement of how your clinical practice enriches your teaching.

- Personal Growth Plan for Clinical Practice: The personal growth plan for clinical practice describes future clinical practice.

- Service
 - Participate in departmental and/or University committee work
 - Has initial contact with professional community and/or community service
 - Has connection to a church community
- Faith Integration
 - Articulate a 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*)
 - Productivity: Regular professional practice (averaging 4 days a month in clinical setting or working with professional activity or organization) and incorporation of evidence-based medicine principles with practice.
 - Professional memberships/qualifications: Member of appropriate professional organization or society; or demonstrates attendance at a professional conference.
 - Evaluation of Clinical Performance: Has a basic, graduate-level knowledge of evidence-based practice and satisfactory clinical skills, while occasionally needing guidance.
 - Self-assessment of Clinical Practice: The self-assessment includes a description and assessment of progress in clinical practice since the last review or since the start of the full-time faculty position, (whichever is

applicable) AND the self-assessment includes a statement of how your clinical practice enriches your teaching.

- *Personal Growth Plan for Clinical Practice*: The personal growth plan for clinical practice describes future clinical practice.
- Service
 - Contribute to University committee and departmental initiatives
 - Engage with professional community
 - Participate in community service beyond Bethel
 - Has 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 fulfilment 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 adaption 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 a 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*)
 - *Productivity*:

CRITERIA FOR ASSOCIATE PROFESSOR AND DEMONSTRATES:

- 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.
- Professional memberships/qualifications:
CRITERIA FOR ASSOCIATE PROFESSOR AND DEMONSTRATES:
 - Member of an appropriate professional organization or society with regular participation in professional activities (i.e., committee work) OR
 - Obtains/maintains additional certification(s) to expand scope of practice/expertise areas.
- Evaluation of Clinical Performance:
CRITERIA FOR ASSOCIATE PROFESSOR AND DEMONSTRATES:
 - Has an expanded knowledge of evidence-based practice and medical knowledge and proficient clinical skills.
- Self-assessment of Clinical Practice:
CRITERIA FOR ASSOCIATE PROFESSOR AND DEMONSTRATES:
 - Thoughtful evaluation of clinical work accomplished to date, with a plan for refining and improving.
- Personal Growth Plan for Clinical Practice:
CRITERIA FOR ASSOCIATE PROFESSOR AND DEMONSTRATES:
 - Plans for future clinical practice are specific and attainable and include a specific timeline.
- Service
 - Provide leadership in university and/or departmental roles
 - Actively engage in and/or provide leadership in professional community
 - Participate in community service beyond Bethel
 - Has connection to a church community
- Faith Integration
 - Model Christian faith in discipline (Faith Integration Essay)
 - Consistently integrate faith in teaching (Self-assessment)
 - Contribute to sustaining Bethel as a faith community (Self-assessment)
- 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 review committees, addressing any prior issues or concerns.

- Candidates should comment on course evaluations (which will be made available to the Promotion 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/program director
- 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:

- Course 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/-Long-term Clinical Contract 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. Master's degree; or
2. Related professional experience *.

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

Assistant Professor

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

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. Master's degree plus one additional year course work and ten years teaching experience; or
4. Master's degree plus one additional year course work and five years teaching experience and ten years related professional experience.

Professor

- a. Evidence of ability to teach
- b. Evidence of ability to do scholarly work
- c. Record of research, scholarly, or professional attainment
- d. Participation in professional activities

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

- 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.

- a. Ability as a teacher
- b. Institutional usefulness

* 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.

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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
- **August 20** – Academic Affairs sends 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
- **August 20** – Academic Affairs notifies department chair/program director of faculty in department applying for promotion in the fall.
- **September 5** – Candidate submits names of peer reviewers, committee chair, and alumni
- **October 1** – Academic Affairs sends candidate a personal Google folder link for uploading materials
- **November 1** - Candidate provides copy of candidate's curriculum vitae to department chair for department review.
- November and December – Department meets to review candidate (candidate not present)
- January 15 – Department chair/Program Director submits chair/program director evaluation and department review
- January 15 – Peers, Committee Chair, and Alumni submit evaluations
- January 15 - Candidate uploads portfolio electronically to their personal Google folder (link provided by Academic Affairs)
- 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 – If candidate is recommended by the committee, candidate contacts President's Office (within two weeks of receiving letter) to schedule a meeting with the President and Provost
- May and June – Candidate meets with President and Provost
- May and June – Provost brings list of faculty recommended for promotion to Board of Trustees for approval. If the President and Provost have not yet

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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