

Criminal Justice & Criminology Promotion and Tenure Guidelines

Guidelines for promotion and tenure for the Department of Criminal Justice & Criminology were developed by a work group of all current faculty during the 2017/18 academic year. Drafts were reviewed by all faculty and the final draft approved in April 2018. It is expected these guidelines will be reviewed every five years or as needed to ensure appropriateness and alignment with university and college expectations.

This document expands upon the Harmon College of Business and Professional Studies (HCBPS) and University of Central Missouri promotion and tenure guidelines to include specific expectations and definitions for Criminal Justice & Criminology. It is expected that faculty seeking promotion and/or tenure will consult and follow the university, college, and program guidelines as they prepare their dossier. The HCBPS Promotion and Tenure document is our primary standard; for any items not explicitly mentioned in the Criminal Justice & Criminology guidelines the HCBPS document is the guide.

Teaching

Criminal Justice & Criminology concurs with the University and HCBPS stance that teaching is the main mission of the program,, college, and university.

Assistant Professor to Associate Professor

Candidates must provide a variety of evidence of teaching effectiveness and meet all instructional expectations in the university Academic Policies and Procedures Library. The burden of proof for establishing teaching effectiveness rests with the candidate and all are encouraged to use the most objective measures available. Criminal Justice & Criminology believes teaching effectiveness exists when faculty use particular strategies in addition to student course evaluations. Individual faculty will use different combinations of strategies but examples include classroom/pedagogical innovation, documented student engagement, appropriate academic rigor, successful alignment of course goals and assessments, and assessment-based examples of student learning.

Associate Professor to Professor

Candidates must provide a variety of evidence of teaching excellence and meet all instructional expectations in the university Academic Policies and Procedures Library. The burden of proof for establishing teaching excellence rests with the candidate and all are encouraged to use the most objective measures available. Criminal Justice & Criminology believes teaching excellence exists when faculty use particular strategies in addition to student course evaluations, including many found in the HCBPS P&T Guide Appendix 2. Individual faculty will use different combinations of strategies but examples include documented continued improvement of teaching and learning methods, documented reflection of the assessment loop (strategy, feedback, adjustment), publications and/or presentations regarding teaching and learning, and student research mentorship.

Documented Evaluations:

A. Peer Evaluations:

Criminal Justice & Criminology believes every faculty member should have at least one evaluation of in-class teaching per promotion cycle. In addition to having at least one peer evaluation conducted within 12 months of the date of application for tenure and/or promotion, the candidate shall have at least one evaluation of face to face teaching during their appointment at Central or since the dossier was submitted for the previous promotion.

Scholarship

Definition of Scholarship

Congruent with the HCBPS definition of scholarship, Criminal Justice & Criminology recognizes the multi-disciplinary nature of our faculty and their research interests. All research methods are acceptable, including, but not limited to, quantitative, qualitative, the use of secondary/archival data, case study, problem/policy analysis, and content analysis. Acceptable journals include all reputable peer reviewed outlets appropriate for the topic and sub-discipline, including, but not limited to, criminal justice, criminology, pedagogy/teaching, psychology, sociology, law reviews, and any other established disciplines.

Publications appearing “online first” may count toward a promotion and/or tenure requirement.

Continuum of Achievement in Scholarship

Assistant Professor to Associate Professor

The HCBPS P&T Guide specifies a minimum of three refereed, scholarly publications in the candidate’s professional area while in the rank of Assistant Professor with an allowance for various substitutions (e.g. a funded external grant equals a peer-reviewed publication). CJ&C faculty who do not take advantage of the departmental research release option are subject to the HCBPS scholarship requirements.

The CJ&C Research Release Guide specifies a minimum of three refereed, scholarly publications in the candidate’s professional area while in the rank of Assistant Professor with **no allowance for substitutions**. At least three publications in the dossier must be peer reviewed. HCBPS treats promotion and tenure as joined; thus, this criterion applies to both tenure and promotion applications.

Associate Professor to Professor

The HCBPS P&T Guide specifies a minimum of four refereed, scholarly publications in the candidate’s professional area while in the rank of Associate Professor with an allowance for various substitutions (e.g. a funded external grant equals a peer-reviewed publication). CJ&C faculty who do not take advantage of the departmental research release option are subject to the HCBPS scholarship requirements.

The CJ&C Research Release Guide specifies a minimum of four refereed, scholarly publications in the candidate’s professional area while in the rank of Associate Professor with **no allowance**

for substitutions. At least four publications in the dossier must be peer reviewed. HCBPS treats promotion and tenure as joined; thus, this criterion applies to both tenure and promotion applications.

Criminal Justice & Criminology believes scholarship excellence exists when faculty use particular strategies. Individual faculty will use different combinations of strategies but examples include peer reviewed publications in excess of the stated minimum, solo or first authorship, publications that are not required such as book chapters or books, or funding of an external grant.

Service

As a supplement to the HCBPS Promotion & Tenure guideline, Criminal Justice & Criminology offers this chart to clarify exemplary or substantial service. The chart is not meant to be an exhaustive list but a guide for faculty as they choose service positions.

As a general guide, committees or positions that require self-nomination or election are categorized as more substantial while those that are ex-officio or open to all faculty are less so. In addition, leadership of a committee or task force is seen as more substantial than membership. For ad hoc or specialty committees (e.g. task forces, anniversary or retirement committees) the candidate must clearly identify which category the service fulfills and provide a detailed justification for the classification. CJ&C believes those serving in a coordinator or administrative position provide an important service to the program and activities should be included and justified under the appropriate category.

CJ&C recognizes that the charges and duties of certain committees can fluctuate and be more or less onerous from one year (or semester) to the next. Thus, justification may be presented to raise or lower the classification of a particular assignment. It is strongly encouraged that any service classified as exemplary should include a written justification. Candidates should seek advice from the School Chair and veteran faculty regarding the categorization of specific service.

Continuum of Achievement in Service

Assistant Professor to Associate Professor

Faculty in the rank of Assistant Professor should be acclimating to the campus community and exploring service opportunities. Candidates for the rank of Associate Professor will document a majority of service from column A while fulfilling the minimum requirements for service in the HCBPS guide.

Associate Professor to Professor

Faculty in the rank of Associate Professor should be taking on progressively substantial roles in campus leadership. Candidates for the rank of Professor will show exemplary service with an overwhelming majority of service from column B while fulfilling the minimum requirements for service in the HCBPS guide.

Service to the Profession or Discipline

Criminal Justice & Criminology believes service to the profession or discipline is essential for professional growth and success and is an integral part of the service record. Examples of general and exemplary service to the discipline are noted in the chart.

Column A – General	Column B – Exemplary/Substantial
<p>Program</p> <ul style="list-style-type: none"> - Member of an all-inclusive committee (ex. Graduate, Search, P&T) - Member of an elected committee (ex. Curriculum, Scheduling) <p>College</p> <ul style="list-style-type: none"> - Member of an elected committee (ex. P&T, Faculty Council) <p>University</p> <ul style="list-style-type: none"> - Member of an elected committee with limited work load (ex. Grievance, Distance Education, Awards) <p>Discipline</p> <ul style="list-style-type: none"> - Manuscript reviewer - Panel chair or moderator at a professional conference 	<p>Program</p> <ul style="list-style-type: none"> - Chair of an all-inclusive committee - Chair of an elected committee - Faculty Advisor for a student group - Organizer of an outreach event (ex. Court of Appeals, Alumni Showcase) - On or off campus student recruiting <p>College</p> <ul style="list-style-type: none"> - Chair of an elected committee <p>University</p> <ul style="list-style-type: none"> - Member of an elected committee with a high workload (ex. Faculty Senator, Human Subjects, APRC) - Chair of an elected committee with a limited workload - Chair or Executive Member of an elected committee with a high workload <p>Discipline</p> <ul style="list-style-type: none"> - Member or Chair of a professional organization committee - Member or Chair of an off campus Advisory Board