

Department of Nutrition, Kinesiology, and Health

Department Guide for Promotion and Tenure

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1. Promotion and Tenure at UCM

1.1 Promotion and Tenure of faculty candidates is under the direction of the [UCM Board of Governors](#).

1.2 The process of promotion and tenure is described in the [Policy Library](#) which allows colleges and departments to develop more prescriptive guidelines.

1.2.1 Promotion and Tenure: [Academic Freedom, Promotion Policy, Eligibility](#)

1.2.2 Promotion and Tenure: [Tenure Policy, Contracts, Probationary Period](#)

1.2.3 Promotion and Tenure: [College Guidelines](#)

1.2.4 Promotion and Tenure: [The Promotion and Tenure Dossier](#)

1.2.5 Promotion and Tenure: [Appendices](#)

1.2.6 Promotion and Tenure: [Timeline and Procedures](#)

2. Introduction to the Department's Role

This document serves as a supplement to the guidance established by the UCM Board of Governors and Policy Library. It defines minimum expectations and specific programmatic expectations for the Department of Nutrition, Kinesiology, and Health (herein, "Department") for Promotion and Tenure.

2.1 The Department has a central role in the evaluation of its faculty (herein, "Candidate") which should be conducted in a fair and professional manner based on UCM Board of Governors and Policy Library. :

2.2 Promotion and Tenure decisions are recommended at the Department level, with reviews occurring by the Chair, the College committee, and the Dean; final decisions for Promotion and Tenure are made by the President.

3. General Procedures for Promotion and Tenure

The Department guidelines for Promotion and Tenure are based on the UCM Board of Governors and Policy Library, and any guideline not covered in this document follows the [CHST Guidelines](#).

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3.1 The dossier should be organized according to “[The Promotion and Tenure Dossier](#),” and items in which the candidate has no activity should be noted as “Not Applicable”.

3.2 The dossier is submitted following the timeline described in “Promotion and Tenure: [Timeline and Procedures](#).”

4. Committee Membership

The Department Promotion and Tenure Committee (herein, “Committee”) will consist of tenured, full-time faculty members representing each program area (i.e., Athletic Training, Health Studies, Kinesiology, and Nutrition).

4.1 Members will be selected by the tenured and tenure-track faculty in each program area. In the event that a program does not have faculty eligible to serve on the Committee, the program faculty will select a representative from any program within the Department.

4.2 If a non-tenure candidate is seeking promotion, a non-tenure faculty member (e.g., promoted instructor) should also be selected to the committee for decision-making on that candidate’s dossier only. If there are no eligible members from within the Department, a member from outside of the Department will be acceptable.

4.3 After each program area selects their candidate, all additional members of the department who are willing and eligible to participate on the committee will be sent for a vote to determine who will serve as the fifth member.

4.4 Unless there is no eligible full professor, the Committee will be composed of five members with at least one being full professor. The Committee will consist of six members if a non-tenure candidate is seeking promotion. In the case of a three vs. three vote, the five votes of the tenure-track faculty members will be counted.

5. Department Committee Meeting, Responsibilities and Duties, and Voting

5.1 Committee members do not serve as faculty advocates for the Candidate in the process.

5.2 With the assistance of the Department Chair, the Committee will establish a meeting schedule each fall semester. This needs to occur before or near Sept 1st.

5.3 The Committee will elect a full professor to serve as Chair of the Committee. The Chair of the Department Committee is also the representative who will serve on the CHST Promotion and Tenure Committee. If no full professor is available, an associate professor will be chosen.

5.4 The Committee will provide a structured and collective evaluation of each faculty’s dossier via the following steps:

5.4.1 Each member will independently review each Candidate’s dossier

5.4.2 Each member will add to deliberations in a collective meeting

5.4.3 Each member will ultimately vote on each Candidate’s dossier

5.4.4 By consensus of the Committee members (at least a quorum), a recommendation on each candidate will be made.

5.4.5 The committee will forward their recommendation, via letter, to the Department Chair. The Chair of the Committee will sign the letter on behalf of all members.

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5.4.6 The Department Chair is a non-voting member of the Committee and will make a separate evaluation of each candidate (on a separate time cycle).

6. General Department Guidelines for Promotion and Tenure

Candidates must demonstrate effectiveness in teaching and achievements in both scholarship and service. Although achievements in scholarly activity and service need not be balanced, collectively the achievements must demonstrate the candidate is worthy of promotion to the next rank. Details, examples, and stipulations for each area are based on [UCM Board of Governors](#) and the [Policy Library](#).

6.1 Teaching

Teaching involves the dissemination of knowledge, the stimulation of critical thinking, and the development of intellectual expression. The Department is committed to effectiveness in teaching.

6.1.1 Faculty candidates will provide all documentation of evaluation as deemed necessary by the CHST guidelines. Definitions, minimum requirements for tenure and promotion to each rank, and examples of acceptable documentation are located in “Promotion and Tenure: [The Promotion and Tenure Dossier](#)”

6.2 Scholarly Activity

Scholarly work is to be based on the academic program and/or a related field.

6.2.1 The Department will adhere to the definitions and minimum requirements for tenure and for promotion to each rank as outlined in the “Promotion and Tenure: [The Promotion and Tenure Dossier](#)” document

6.2.2 The Department is committed to the value of scholarship. Although the Faculty Guide provides many examples of scholarship, the Department has identified discipline specific examples of scholarship that are applicable toward promotion and tenure.

6.2.3 The Department Chair and Dean must approve a scholarly project that does not fall into categories of scholarship as defined in the CHST guidelines in advance, and supporting documentation included in the dossier.

6.3 Service

The Department recognizes the significance of service to our students, our colleagues, and our profession. The Department further accepts that service entails the application of faculty expertise to the needs or betterment of others, within the University or the profession, without direct financial reimbursement (excluding honoraria).

6.3.1 Faculty must demonstrate internal and professional service. The Department adheres to the definitions and minimum requirements for tenure and for promotion to each rank as outlined in the “Promotion and Tenure: [The Promotion and Tenure Dossier](#)” document

7. General Department Guidelines for Promotion

7.1 Assistant Instructor to Associate Instructor

- o As stated in the CHST guidelines, it is assumed that candidates meet all requirements of the assistant instructor rank prior to promotion to associate

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instructor. (Promotion and Tenure: [Academic Freedom, Promotion Policy, Eligibility](#))

7.1.1 Minimum criteria for promotion are those listed in the CHST guidelines for Teaching, Scholarship, and Service

7.2 Associate Instructor to Senior Instructor

As stated in the CHST guidelines, it is assumed that candidates meet all requirements of the associate instructor rank prior to promotion to senior instructor. (Promotion and Tenure: [Academic Freedom, Promotion Policy, Eligibility](#))

7.2.1 Minimum criteria for promotion are those listed in the CHST guidelines for Teaching, Scholarship, and Service

7.3 Assistant to Associate Professor

As stated in the CHST guidelines, it is assumed that candidates meet all requirements of the assistant professorship prior to promotion to associate professor. (Promotion and Tenure: [Academic Freedom, Promotion Policy, Eligibility](#))

7.3.1 Minimum criteria for promotion are those listed in the CHST guidelines for Teaching, Scholarship, and Service

7.4 Associate to Professor

- o As stated in the CHST guidelines, it is assumed that candidates meet all requirements of the associate professorship prior to promotion to professor. (Promotion and Tenure: [Academic Freedom, Promotion Policy, Eligibility](#))

7.4.1 Minimum criteria for promotion are those listed in the CHST guidelines for Teaching, Scholarship, and Service

8. General Department Guidelines for Tenure

8.1 Assistant to Associate Professor

As stated in the CHST guidelines, it is assumed that candidates meet all requirements of the assistant professorship prior to promotion to associate professor. (Promotion and Tenure: [Academic Freedom, Promotion Policy, Eligibility](#))

8.1.1 The Department adheres to the CHST guidelines for Teaching, Scholarship, and Service

8.2 Associate to Professor

As stated in the CHST guidelines, it is assumed that candidates meet all requirements of the associate professorship prior to promotion to professor. (Promotion and Tenure: [Academic Freedom, Promotion Policy, Eligibility](#))

8.2.1 The Department adheres to the CHST guidelines for Teaching, Scholarship, and Service

9. Specific Programmatic Requirements

9.1 Athletic Training (*Approved by Athletic Training Program on 08.30.22*)

The Athletic Training program adheres to the CHST guidelines for Teaching, Scholarship, and Service

9.1.1 Terminal Degree Requirements (for tenure track)

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For both Promotion and Tenure—PhD, DHSc, DAT, EdD or similar terminal degree from a regionally accredited institution of higher education in a related discipline

9.2 Health Studies (*Approved by Health Studies Faculty on 09.14.22*)

9.2.1 Teaching—the Health Studies program adheres to the CHST guidelines

9.2.2 Scholarship—Health Studies is an academic program that covers health in a broad context. Health Studies is a program taught by faculty from different health-related disciplines. Therefore, scholarly activity in Health Studies is shown by discipline specific or multidisciplinary activity in basic/applied health research or the scholarship of teaching and learning.

9.2.3 Service—Health Studies is an academic program that covers health in a broad context. Health Studies is a program taught by faculty from different health-related disciplines. Therefore, service can be shown by discipline specific or multidisciplinary activities.

9.2.4 Terminal Degree Requirements (for tenure track)

For both Promotion and Tenure—An earned doctoral degree from an accredited institution of higher education.

9.3 Kinesiology (*Approved by Kinesiology Faculty on 08.31.2022*)

9.3.1 The Kinesiology program adheres to the CHST guidelines for Teaching, Scholarship, and Service

9.3.2 Terminal Degree Requirements (for tenure track)

For both Promotion and Tenure—An earned doctorate (Ph.D. or Ed.D., DPT, OTD, etc.) from a regionally accredited institution of higher education in the appropriate discipline

9.4 Nutrition (*Approved by Nutrition Faculty on 11.16.2022*)

9.4.1 Teaching—The Nutrition program adheres to CHST guidelines.

9.4.2 Scholarship—The Nutrition program is an academic unit that covers food, nutrition, and health in a broad context. Therefore, scholarly activity in nutrition is shown by discipline specific or multidisciplinary activity in basic/applied nutrition, food, and health research. The scholarship of teaching and learning in the area of food, nutrition, and health can also be included.

9.4.3 Service—The Nutrition program is an academic unit that covers food, nutrition, and health in a broad context. Therefore, service activity in nutrition is shown by discipline specific or multidisciplinary activity in nutrition, food, and health.

9.4.4 Terminal Degree Requirements (for tenure track)

- For both Promotion and Tenure—An earned doctorate from a regionally accredited institution of higher education in an appropriate discipline.