PROMOTION AND TENURE POLICY
UNIVERSITY OF ARKANSAS AT PINE BLUFF

(Adopted by UAPB Assembly _____ and approved by President Donald Bobbitt _____)

The following criteria and procedures, as an implementation of Board Policy 405.1, will govern the appointment, reappointment, promotion, and tenure of faculty members on the campus of the University of Arkansas at Pine Bluff. Additional requirements and specifications are set forth in departmental guidelines. Such guidelines must be filed with the Vice Chancellor for Acadamic Affairs. (Contact your Academic Unit Head or the Vice Chancellor for Academic Affairs for guidelines developed by your academic unit.)

I. FACULTY RANKS

The University employs faculty in three academic ranks eligible for both promotion and tenure. The highest of these ranks is that of Professor, followed by Associate Professor and Assistant Professor. Progression through academic ranks recognizes a process of professional maturation among the faculty. Faculty holding the rank of ***Professor*** serve as role models for all faculty of the institution. Professors should exemplify distinguished classroom teaching and embody collegial activities that nourish the larger learning community. Professors will have sustained their accomplishments over time and their scholarly inquiry will include both synthesis and analysis that contributes to knowledge or new discovery, while broaching larger issues and policy questions within a discipline.

As one of the two senior ranks of faculty, ***Associate Professors*** will have demonstrated their commitment to high quality, appropriate values and ideals for the life of learning and their willingness to promote stable and interdependent relationships among the faculty. Their maturing careers will illustrate distinguished development and potential for future contributions to the academy and discipline that would lead to continued advancement in rank.

The rank of ***Assistant Professor*** normally represents the rank of initial appointment for faculty entering the tenure track. The Assistant Professor is expected to participate in professional activities that build a foundation for future growth and development and prepare faculty for tenure and entry into the senior ranks of service.

The rank of ***Instructor*** does not carry eligibility for tenure. The University does appoints faculty to the rank of Instructor, but this is a non-tenure track position. However, the faculty member may be eligible for appointment to a tenure track Assistant Professor if the person's work performance merits such an appointment. Instructors undertaking and completing substantial proportions of a doctoral program may be appointed to the rank of Assistant Professor. When appointed, full completion of expectations for promotion to the rank of Associate Professor with tenure must be completed within six years, exactly as if the individual had begun the faculty appointment with the rank of Assistant Professor.

Individuals holding non-teaching titles, in units such as libraries, the Cooperative Extension Service, or museums, may progress in rank according to Board Policy 405.1 (see Section 1. Definition of Terms for rank equivalents). Criteria for promotion of such individuals would be governed by specific unit guidelines. For example, promotion from Assistant to Associate Librarian might be based on librarianship, scholarship, and service.

II. APPOINTMENT AND REAPPOINTMENT

The University will make initial appointment of faculty consistent with faculty qualifications and University need. As a general practice, Assistant Professor is the normal, initial rank of appointment for tenure-track faculty. It is usually awarded to faculty holding the doctorate or other terminal degree. Occasionally, persons who have completed a substantial proportion of a doctoral program may be appointed to this rank. Initial appointments to the rank

of Assistant Professor may also be made to persons holding the M.F.A. in the arts disciplines or the M.S.N., M.B.A./CPA, or M.S. degrees in disciplines such as computer science, computer information systems, or information sciences. Appointments are initiated through the academic units following procedures designed to ensure equal opportunity in recruiting and hiring a well-qualified, diverse faculty to the fullest possible extent. No appointment is made for a period longer than one year. Faculty will be evaluated each year according to established procedures. Annual evaluations must include dimensions of teaching, professional growth, and development including scholarship and service. Annual evaluations will also give feedback on progress toward achieving established criteria for the awarding of promotion and/or tenure. Decisions on reappointment will take into consideration the individual faculty member's effectiveness in performance of duties. Fluctuations in departmental needs and university resources, however, will at times dictate non-reappointment for reasons other than assessment of merit.

III. PROMOTION

A. Criteria

Promotion of a faculty member from one academic rank to a higher rank is based upon merit in addition to a period of service, experience and collegiality, and is awarded in recognition of distinction following the candidate's last promotion. Normally, the earned doctorate or terminal degree and five years of service in rank are required before consideration for promotion to the next rank. Only in exceptional circumstances would an individuals without a terminal degree be promoted. At the time of initial appointment, credit for time in rank may be awarded for earlier professional experience, appropriate to a UAPB assignment; such credit must be stated in writing and generally will not exceed two years.

The doctorate is presumed to be an essential professional qualification for promotion. Faculty members in tenure-track positions, both with and without the doctorate, who fulfill university-wide and departmental criteria, are eligible for consideration for promotion and tenure through the rank of Professor. Faculty in tenure-track positions will be evaluated annually and advised about their progress toward the next rank. Appendix 1 provides a 6-year time-line to prepare for promotion and tenure.

Assistant Professors will not normally be considered for promotion to Associate Professor until they are in their fifth year as Assistant Professor at UAPB. Faculty are expected to be considered for, and awarded or denied, promotion to Associate Professor and tenure at the same time. Associate Professors will not normally be considered for promotion to Professor until they have completed their fifth year in rank of Associate Professor at UAPB. However, promotion to Professor is generally reserved for exceptional faculty members who have established a record of sustained excellence. No more than two years' credit toward time in rank for promotion will be given for earlier professional experience appropriate to the UAPB assignment.

Promotion to each rank will require evidence of continued growth since the last promotion, or, in the case of promotion to Assistant Professor, since the initial appointment to the rank of Instructor. Time in rank alone does not guarantee promotion or tenure. All candidates for promotion or tenure must document: (1) effective classroom teaching; (2) sound scholarship; and (3) service activities. Academic units must include dimensions of teaching, scholarship, and public service in departmental evaluations of candidates for promotion or tenure.

The criteria in the accompanying table reflect minimum standards. Achievement of these requirements does not guarantee promotion or tenure.

Assistant Professor to Associate Professor	Teaching	Distinction in 1 area, Excellence in 2 areas
	Scholarship	
	Service	
	Terminal Degree (expected)	

Associate Professor to Professor	Teaching	Distinction in 2 areas, Excellence in 1 area
	Scholarship	
	Service	
	Terminal Degree (expected)	
Tenure	Meet the requirements set forth in the criteria for appointment to Associate Professor (except terminal degree).	
	Show evidence of ability to sustain performance at level expected from an Associate Professor.	

The following paragraphs attempt to describe attributes broadly enough to encourage uniqueness among the faculty but explicitly enough to foster consistent evaluation of individuals. Further, examples of Distinction and Excellence within each major area of endeavor are provided to guide the assessment of the performance of faculty members. These examples are intended to serve as a general guideline to illustrate the value of selected activities. This list of examples is not all-inclusive. Examples of activities are not listed in order of importance or priority. Generally, activities with a wide range of influence (e.g., national or international impact) will be

given greater weight in the promotion/tenure evaluation process. No single activity on this list should be considered either necessary or adequate to establish Distinction or Excellence.

Individual academic units may refine descriptions in these major areas of endeavor in order to clarify standards appropriately.

1. Teaching

Teaching is the primary duty of most UAPB faculty and it is essential that quality teaching be encouraged, recognized, and rewarded. Teaching may be defined in terms of providing for student instruction and learning in a variety of ways, including classroom or clinical instruction, team teaching, independent study or research supervision, multi-disciplinary teaching activities, course preparation and teaching strategies. Examples of evidence to be considered in the areas of teaching, scholarship and service can be found in the Promotion/Tenure Portfolio Construction Guidelines (see Appendix 2). Examples of ratings of Distinction, Excellence, and Satisfactory in each of the aforementioned areas are found in Appendix 3.

2. Scholarship

Scholarship is defined to include all scholarly inquiry that serves to increase the body of knowledge and to enhance practice in a faculty member's discipline. Examples of evidence to be considered in the areas of teaching, scholarship and service can be found in the Promotion/Tenure Portfolio Construction Guidelines (See Appendix 2). The Checklist for Faculty Qualifications Examples of ratings of Distinction, Excellence, and Satisfactory in each of the aforementioned areas are found in Appendix 3. The Checklist for Faculty Qualifications is found in Appendix 4.

3. Service

Service is defined as all committee assignments and other special assignments at the program, department, college, campus, state, regional, national and/or international levels that are assumed, elected, or appointed to facilitate the fulfillment of the unit's mission or the attainment of its goals. In summary, service includes professional involvement, in-service training programs, professionally-related community activities, and university related efforts. Examples of evidence to be considered in the areas of teaching, scholarship and service can be found in the Promotion/Tenure Portfolio Construction Guidelines (See Appendix 2). Examples of ratings of Distinction, Excellence, and Satisfactory in each of the aforementioned areas are found in Appendix 3.

More detailed or demanding criteria than those listed above may be adopted by the faculty and chairperson of each academic unit. Any such criteria must be submitted to the dean, the chief academic officer of the campus, the Chancellor of the campus, and the President of the system for approval, prior to implementation.

B. Procedures

A faculty member may anticipate being considered for promotion/tenure and begin to assemble a portfolio at any time. A chairperson may inform a faculty member before the deadline that he/she will be considered for promotion/tenure, but must inform faculty members by the deadline specified below. Deadlines will be 5:00 pm of the specified date. If the deadline date falls on a weekend, the adjusted deadline becomes 5:00 pm the first workday following the original deadline.

By September 1	The Vice Chancellor for Academic Affairs notifies all faculty members of the timetable for promotion/tenure review.
By September 15	The chairperson requests portfolios from faculty members who will be considered for promotion/tenure. A faculty member who has not been asked by the chairperson to submit a portfolio, but who feels that he/she should be considered for promotion/tenure, may request from the chairperson his/her reason(s).
By September 22	The chairperson provides requested reason(s) to faculty seeking justification of non-consideration.
By September 30	If the faculty member is not satisfied with the reason(s) given for the non-consideration, after informing the chairperson of his/her intent, the faculty member has the right to prepare and submit a written appeal of the justification of the chairperson to the divisional dean.
By October 8	The divisional dean will inform the faculty member and the chairperson in writing of his/her determination regarding the appeal. The decision of the dean is final. Note that Assistant Professors must be allowed to apply for Tenure and Promotion in their sixth year.
By November 1	Faculty member submits portfolio. Chairperson establishes a unit Tenure and Promotion Committee and submits all portfolios to the Committee. The unit Tenure and Promotion Committee should be comprised of three tenured faculty members at or above the rank of the highest rank sought by any faculty member submitting a portfolio. Unit Tenure and Promotion Committee members may come from outside the unit if an insufficient number of tenured

faculty, of an appropriate rank, exist within the unit.

By November 14 The unit Tenure and Promotion Committee makes a written recommendation to the chairperson regarding promotion/tenure for each faculty member submitting a portfolio.

By November 21 The chairperson reviews the portfolio and the recommendation of the unit Tenure and Promotion Committee. The chairperson prepares a written recommendation and forwards it, accompanied by all documents relative to the candidacy, to the divisional dean. The chairperson informs the candidate in writing of his/her recommendation and the recommendation of the unit Tenure and Promotion Committee.

By November 30 The faculty member has the right to respond to negative recommendations of the chairperson in writing to the divisional dean. The faculty member's written response becomes part of the portfolio.

By December 15 The divisional dean reviews the portfolio, the unit Tenure and Promotion Committee recommendation, and the chairperson recommendation. The divisional dean prepares a written recommendation and forwards it, accompanied by all documents relative to the candidacy, to the Vice Chancellor for Academic Affairs. The divisional dean informs the candidate in writing of his/her recommendation.

By December 21 The faculty member has the right to respond to a negative recommendation of the divisional dean in writing to the Vice Chancellor for Academic Affairs. The faculty member's written response becomes part of the portfolio.

By January 5 The Vice Chancellor of Academic Affairs convenes the university-wide

	Tenure and Promotion Committee. The university-wide Tenure and Promotion Committee should generally be comprised of one tenured Professor each from the Schools of (1) Agriculture, Fisheries, and Human Sciences, (2) Arts and Sciences, (3) Business and Management, and (4) Education, as well as one representative each from (5) University College and (6) Watson Memorial Library. The Vice Chancellor for Academic Affairs forwards portfolios and all recommendations to the university-wide Tenure and Promotion Committee.
By January 20	The university-wide Tenure and Promotion Committee makes a written recommendation to the Vice Chancellor for Academic Affairs regarding promotion/tenure for each faculty member submitting a portfolio. The university-wide Tenure and Promotion Committee informs the candidate in writing of its recommendation.
By January 27	The Vice Chancellor for Academic Affairs reviews the portfolio and the recommendations of the unit Tenure and Promotion Committee, chairperson, divisional dean, and university-wide Tenure and Promotion Committee. The Vice Chancellor for Academic Affairs prepares a written recommendation and forwards it, accompanied by all documents relative to the candidacy, to the Chancellor. The Vice Chancellor for Academic Affairs informs the candidate in writing of his/her recommendation.
By February 4	The faculty member has the right to respond to a negative recommendation of the Vice Chancellor for Academic Affairs in writing to the Chancellor. The faculty member's written response becomes part of the portfolio.

By February 15 The Chancellor reviews the portfolio and all accompanying materials, prepares a written recommendation and forwards the recommendation, accompanied by all documents to the University of Arkansas System President. The Chancellor informs the candidate of his/her recommendations.

IV. TENURE

A. Criteria

The granting of tenure is a statement that an individual has successfully completed the probationary period and is accepted as a permanent member of the University community. The probationary period of tenure track faculty may not extend beyond seven years, unless the faculty member receives approval for suspending the probationary period as set out in Board Policy 405.1. Decisions on tenure will focus on the professional performance of the individual, but will also take into account the staffing needs of the academic unit and the anticipated financial status of the University. Generally, to achieve tenure, a faculty member must complete at least a five-year probationary period, meet the requirements set forth in the criteria for promotion to Associate Professor (except terminal degree) as set out in section III A, and must show evidence of ability to sustain performance at an acceptable level.

With the granting of tenure, an individual acquires additional procedural rights, should dismissal charges ever be filed. Only individuals with a full-time faculty/administrative appointment may be awarded tenure. Every tenure track faculty member must be evaluated and considered for tenure before or during the sixth year of service. If he or she is not approved for tenure before or during the sixth year of service, the seventh year appointment shall be a terminal appointment. An initial appointment of less than one year will be considered as a full year of service in determining the maximum number of years in probationary status, except that summer

sessions will not be applied in this calculation. Time spent on an off-campus duty assignment or leave-of-absence also does not apply to the probationary period. Each year all faculty will be notified through a general announcement regarding the timetable for tenure consideration.

Up to two years of credit toward tenure for prior professional experience may be granted at the time of appointment and, in exceptional cases, persons appointed at the rank of Associate Professor, Professor, or Distinguished Professor may be granted immediate tenure. In either case, the initial letter of appointment will indicate if any credit toward the probationary period has been granted.

B. Procedures

Procedures for evaluation of tenure shall be the same as that for promotion, except that all members of the Vice Chancellor's Promotion & Tenure Committee shall be tenured faculty members and hold equivalent or higher rank than the candidate.

V. CONSIDERATION OF ACADEMIC UNIT HEADS

Due to the role of Academic Unit Heads in the above procedures, it is not possible to apply these processes in exactly the same fashion to an Academic Unit Head seeking promotion/tenure. The following is an adaptation for this purpose.

The timetable for notification and decisions will be the same as that of any faculty member with the Vice Chancellor of Academic Affairs also serving as the Academic Unit Head in this situation. The departmental committee will evaluate the Academic Unit Head according to departmental standards and criteria. The committee will report its findings to the Vice Chancellor of Academic Affairs, who will also notify the candidate.

The Vice Chancellor of Academic Affairs will convene a University-wide committee, which will be composed of five members. One committee member should be a tenured Professor

from the academic unit of the unit head seeking promotion or tenure. Two committee members should be Academic Unit Heads, who are also tenured Professors. If possible, one of these two Academic Unit Heads should come from the same School as the unit head seeking promotion or tenure. The two remaining committee members may be from any academic unit, but should be tenured Professors. This committee will evaluate the candidate as both a faculty member and as an Academic Unit Head. The process will then proceed in the same manner as it does for Faculty Promotion and Tenure.

Appendix 1. 6-Year Timeline to prepare for Promotion and Tenure

Period	Activity
Years 1-2 (Faculty who begin their service in January should consider the academic year as their first year of service).	In conjunction with chair, tenure track assistant professor establishes mentoring committee (1-3 senior or tenured faculty in academic department or school) within the first semester of being hired; develops professional dossier; meets with committee annually; receives guidelines to prepare for the 3rd year review and the 6th year review.
Year 3	(3rd Year Review) Faculty member has preliminary review by departmental chair and mentoring committee of his or her progress towards promotion and tenure; obtains annual mentoring committee report; works on deficiencies; strengthens dossier.
Years 4-5	Faculty member has annual mentoring meetings; receives annual mentoring committee reports; continues discussion(s) with departmental chair regarding promotion and tenure process tenure in 5th year. Candidate might go up for tenure and promotion in 5th year or sooner if they have achieved accomplishments equivalent to 6 years in less time.
Year 6	(6th year review) Faculty member follows UAPB Timetable for Promotion and Tenure obtained from mentoring committee; if tenure and promotion to associate professor is granted mentoring committee may be reconstituted to provide guidance and advice toward promotion from associate to full professor.
Year 7	If not granted tenure, faculty member's employment is terminated by June 30th or member is transferred to non-tenure eligible track and is no longer eligible for tenure.

Appendix 2. University of Arkansas at Pine Bluff
Promotion/Tenure Portfolio Construction Guidelines

Faculty and staff assembling a portfolio for tenure/promotion should adhere to the follow guidelines in organizing their portfolio to assist in proper evaluation of its content. Make note of, and follow, the timetable for tenure/promotion review given at the fall Faculty/Staff Seminar. The timetable indicates when portfolios are due to academic unit heads. Applicants may begin compiling portfolios at any time.

1. The first element of a portfolio should be a Table of Contents indicating the order (but not page number) in which requisite materials, arguments, and evidence are being presented. Applicants will find it useful to use plastic sleeves to hold elements of the portfolio and presented evidence. Items g through m (below) should be separated with dividers clearly indicating where evidence for these qualification sections is found.

2. The elements that should be in your portfolio include:
    a. **Table of Contents**
    b. Letter of **Invitation to Apply** for tenure/promotion (from Department Chair)
    c. **Cover letter** indicating the Applicant is applying for tenure/promotion
    d. A letter indicating the **Applicant's hiring date or date of last promotion**
    e. A complete **Curriculum Vitae** or Resume of the Applicant
    f. The **Academic Affairs Checklist for Faculty Qualifications**
    g. Materials/Evidence in Support of **Teaching**
    h. Materials/Evidence in Support of **Scholarship**
    i. Materials/Evidenced in Support of **Department and University Duties**
    j. Materials/Evidence in Support of **Professional Recognition**
    k. Materials/Evidence in Support of **Creative Ability**
    l. Materials/Evidence in Support of **Service to the Community**
    m. All **Annual Evaluations** since hiring date or date of last promotion

3. The Academic Affairs Checklist for Faculty Qualifications is a Microsoft Word document which can be acquired from the Academic Affairs webpage. Brief narratives should be provided in the Checklist in each of the subsections of the main sections (e.g. Section 4. Teaching Ability, Section 5. Scholarship Competence). The Checklist, including narratives, should be printed and included in the portfolio.

4. Evidence referenced in the narratives for each main section should be included in the order specified above (i.e. Teaching, Scholarship, Department and University Duties, etc.). Each evidence section should be set apart with labeled dividers. Again, faculty will find it useful to use plastic sleeves to hold evidence. Examples of evidence supporting teaching, scholarship, and service are outlined in Appendix 3 of the University's Tenure and Promotion document. Appendix 3 also indicates whether activities are considered examples of distinction, excellence, or satisfactory performance in the areas of teaching, scholarship, and service.

5. Contact the Office of the Vice Chancellor for Academic Affairs with questions.

Appendix 3. Ratings of Teaching, Scholarship, and Service Activities. This is not an exhaustive list. It is meant to be a guideline for valuing activities. More or different activities could be included in the candidate's portfolio.

	Teaching Criteria
(Items should be included in portfolio, will vary in quality)	• Student evaluations summarized (including letters from previous students) • Peer evaluations (classroom observations) • Evaluations by the Chair
Distinction	• Demonstrates leadership in course and curriculum development, implementation, and evaluation • Effectively mentors less experienced faculty in the use of teaching strategies and course development, implementation, and evaluation • Designs, tests, and evaluates innovative teaching strategies (e.g., multi-media program, problem-based learning) • Recognized as a master teacher by faculty, students, and/or professional colleagues • Awards (teaching or advising and teaching grants) • Evidence of using special approaches (technology, service learning, study abroad) to enhance student learning • Makes important contributions to course and curriculum development, implementation and evaluation • Chairs theses and dissertation committees • Implements and/or publishes on innovative instructional strategies (e.g., multi-media program, problem-based learning) • Regionally recognized as an expert in his/her academic discipline
Excellence	• Provides key leadership in program planning, implementation, and evaluation • Creates new curriculum and/or courses with a majority of new content (not merely by combining existing courses) • Integrates educational theories into curriculum and course-related activities • Current in Discipline • Current in Pedagogical Strategies • Serves on theses and dissertation committees • Consistently and effectively contributes to program planning, implementation, and evaluation

	• Develops effective collaborative interdisciplinary relationships within the College and/or with others • Consistently applies current research and theory development in classroom and/or clinical teaching • Evidence of responses to constructive criticism • Evidence of availability to student outside of normal times • Teaching or instruction at another institution or entity (without compensation) • Distance education courses taught
Satisfactory	• Evidence of curriculum design and development • Measuring overall student learning through course and program assessment activities • Professional development related to teaching (workshops seminars, etc) • Successfully mentors students (including keeping office hours) • Evidence of regularly updating course materials • Involvement in team-taught courses • Recruitment of students • Self-evaluations • Statement of Teaching Philosophy and Pedagogical Strategies • Teaching History (loads/courses taught/modes of instruction) • Course Materials (syllabi, homework, exams, multimedia products, videos of lectures, bibliography) • Summary of advising and student supervision (undergrad and graduate)
	Scholarship Criteria
Distinction	• A minimum of 2 peer-reviewed publications during the period preceding application for tenure and promotion is an expectation all faculty should meet to be considered distinct in the area of scholarship. Articles published in bulletins, journals, newsletters, or other periodicals produced by a unit of the University of Arkansas at Pine Bluff do not count toward this criterion. • Publishes, as author or co-author, in leading journals peer-reviewed scholarly papers • Demonstrates consistent success in obtaining external funding for research, education, or service • Quality of publications based on Unit criteria/impact factor • Serves on a journal editorial board • Edits or publishes, as author or co-author, a book in the

	professional discipline • Edits or publishes, as author or co-author, a chapter in a book in the professional discipline • Is the author of a peer-reviewed workbook or laboratory manual, which is adopted by other programs/institutions • Develops peer-reviewed computer-assisted instructional program, audiovisual program, etc., which is adopted by other programs/institutions • Recognition by professional organization as scholar in particular area (honors and awards for research or creative activity, peer letters of support) • Original works of art (write/compose/paint/sculpture/ photograph/create) with critical review • Create new forms of electronic or digital media with critical review • Performance of works of art (theater/dance/visual arts/direct/compose/otherwise perform) with critical review • Use of professional expertise to solve social or community problems (with mechanism for evaluating quality of solution) • Publications appropriate to development and evaluation of teaching techniques, curriculum development, teaching workbooks • Patents or other intellectual property rights applied for/received • Publications where student is first author • Invited presentations at scientific meetings • Citation rate indicating importance of research output • Dissertation and theses directed
Excellence	• A minimum of 1 peer-reviewed publication during the period preceding application for tenure and promotion is an expectation all faculty should meet to be considered excellent in the area of scholarship. Articles published in bulletins, journals, newsletters, or other periodicals produced by a unit of the University of Arkansas at Pine Bluff do not count toward this criterion. • Publishes peer-reviewed conference proceedings • Presents peer-reviewed or selected scholarly papers at national or international meetings • Generating, applying, and transmitting new knowledge • Publishes, as an author or co-author, in non-refereed publication (e.g., editorials, commentaries, columns, articles, etc.) The item must not be self-published (i.e.it must be published by others).

	• Is a peer reviewer for a book • Edits local or state professional publications • Submits quality grant proposals (e.g., grant proposal approved but not funded) • Primary empirical research, historical research, theory development, philosophical inquiry, and method development • Create report, training manual, video or website (reviewed by external reviewer)
Satisfactory	• Non-refereed publications (including project reports) • Consistently presents scholarly papers at local, state, or regional meetings • Scholarship and creative activities (evaluated externally using appropriate methods accepted in the field) • Studies that use quantitative or qualitative methods to make significant contributions to knowledge • Attending workshops for professional development
	Service Criteria
Distinction	• Demonstrates leadership on unit, school, campus or University of Arkansas committees • Recognized for exceptional contributions to the advancement of the University or College • Leads professional accreditation teams • Consulted by other institutional or governmental agencies at the state or national level • Participates as a member of state or national advisory boards • Holds a position of leadership in an appropriate professional society at national or international level • Recognized for clinical expertise at state or national level • Serves on professional accreditation teams • Task forces seeking to solve national, or international problems • Successful grantsmanship (e.g. instructional equipment, student enrichment/scholarship programs) for community or university benefit • Consulting with government, business, or non-profit
Excellence	• Provides outstanding department or college leadership that results in excellence by faculty and students • Effectively chairs College committees • Recognized for important contributions to the advancement of his/her department or college

	• Consulted by other institutions or governmental agencies at local level • Participates as a member of a local advisory board • Holds a position of leadership in an appropriate professional society at the state or local level • Recognized for clinical expertise at the local level • Holds position of leadership in faculty governance • Task forces seeking to solve community or state problems • Assistance with judging teams both within and outside the University • Chair, director, program coordinator • Development of University-Community joint ventures • Presentations to the Public • Is a peer reviewer for a book or journal • Edits local or state professional publications • Service activities such as answering consumer or producer requests for information or assistance • Participation in peer reviews of grant applications
Satisfactory	• General Service to profession • Effectively serves on campus committees or completes special assignments • Advises student organizations • Recruitments on behalf of academic unit, School, or University • Involvement in faculty governance

UNIVERSITY OF ARKANSAS AT PINE BLUFF

1200 N. UNIVERSITY DRIVE

PINE BLUFF, ARKANSAS

Academic Affairs
Checklist for Faculty Qualifications

Tenure/Promotion

Applicant: _____

School: _____

Department: _____

Date: _____

UNIVERSITY OF ARKANSAS AT PINE BLUFF

Vice Chancellor's Checklist for Faculty Qualification

For Tenure/Promotion in Rank

1. Name _____

   a. Your service began at UAPB _____

   b. Current status at UAPB _____

   c. Division / Program _____

   d. Department / Program _____

   e. Present academic rank _____

2. Academic Training

   a. Highest earned degree _____

   b. Additional credit (expressed in years) _____

   c. Special non-credit training (list) _____

3. Longevity

   a. Years of service at UAPB _____

   b. Years of service at other colleges/universities _____

   c. Years of service in highest rank _____

4. Teaching Ability (describe here, submit evidence in appropriate section of portfolio)

   a. Syllabi

   b. Lectures

   c. Classroom presentation of instructional materials

   d. Class assignments

   e. Monitoring of examinations

   f. Endorsement of colleagues

5. Scholarship Competence (describe here, submit evidence in appropriate section of portfolio)

   a. Books written

   b. Books published

   c. Articles written

   d. Articles published

   e. Concerts, exhibitions, plays, etc. (List with year)

   f. Endorsement of stakeholders

   g. Impact Assessment

6. Performance of Departmental and University Duties (describe here, submit evidence in appropriate section of portfolio)

Division / Program

a. Committee service

b. Recruitment of new students

c. Academic advisement

d. Counseling of students

e. Participation of co-curricular activities

f. Development of new programs

g. Service on standing committees

h. Support of University promotional activities

7. Professional Recognition (describe here, submit evidence in appropriate section of portfolio)

a. Offices that you now hold and/or formerly held in professional organizations, learned societies (List names of each organization and year(s).

b. Membership held in professional organizations and learned societies (list)

c. Scholarships and grants received (name and year)

d. Certificates and awards received (name and year)

e. Program grants from proposals written (list and year)

f. Biographical publication with nominee included (list and year)

g. Honors received from UAPB for outstanding work as teacher and scholar.

8. Creative Ability (describe here, submit evidence in appropriate section of portfolio)

   a. Recognition of outstanding performance (local, state, national, international)

   b. Production of outstanding work(s)

9. Service to the Community (describe here, submit evidence in appropriate section of portfolio)

10. Annual Evaluations (describe here, submit evidence in appropriate section of portfolio)

11. Certification

I certify that the information submitted in this Checklist is accurate and correct.

_____

Applicant's Signature

_____ day of _____ , 20 ____

Department Chair's Action

I certify that I have carefully examined the documents submitted in the Vice Chancellor's Checklist for

_____
Faculty Member

_____
Department/Program

To the best of my knowledge and belief they are accurate and correct as noted below.

Exceptions:

Action taken:

Signature:

_____
Chair

_____
Department/Program

_____
School/Division/Program

_____
Date

Department/Program Committee Action (if applicable)

I certify that I have carefully examined the documents submitted in the Vice Chancellor's Checklist for

_____
Faculty Member

_____
Department/Program

To the best of my knowledge and belief they are accurate and correct as noted below.

Exceptions:

Action taken:

Signatures:

_____
Chair

_____
Member

_____
Member

_____
Member

_____
Member

_____
Date

School/Division/Program Dean/Director's Action

I certify that I have carefully examined the documents submitted in the Vice Chancellor's Checklist and attachments for

_____

Faculty Member

_____

School/Division/Program

To the best of my knowledge and belief they are accurate and correct as noted below.

Exceptions:

Action taken:

Signature:

_____

Dean/Director

_____

School/Division/Program

_____

Date

Vice Chancellor's Report to the Chancellor

I certify that I have carefully examined the documents submitted for Tenure/Promotion for

_____

Faculty Member

_____

Department/Program

To the best of my knowledge and belief they are accurate and correct as noted below.

Exceptions:

Action taken:

Signature:

_____

Vice Chancellor for Academic Affairs

_____

Date