

**College of Education
Curriculum and Instruction
Guidelines for Promotion and Tenure**

For advancement within the Department of Curriculum and Instruction, the applicant's professional file must demonstrate competence in effective classroom teaching and one or more of the facets of the Boyer Model:

- Scholarship of Integration
- Scholarship of Application
- Contribution of Discovery

Effective Classroom Teaching

In addition to the documentation required by Appendix C in the Faculty Handbook, the applicant must:

Associate Professor	Tenure	Full Professor
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<p>Designated as tenure track</p> <p>Faculty must complete a minimum of five years in rank. Faculty apply for promotion in rank during the fall semester of the year following completion of the minimum years in rank (which is five).</p> <p>Show an ongoing record of effective teaching for at least four years.</p> <p>Demonstrate effectiveness as a teacher in the classroom. This may be done by any combination of the following :</p> <ul style="list-style-type: none"> • OSAT or OPTE pass rates, as appropriate • Pre and post evaluations • Student evaluations • Peer evaluations • Departmental evaluation or another valid method approved by the C&I ED Chair and senior faculty. 	<p>Achieved Associate Professor</p> <p>Faculty must complete a minimum of five years in rank. Faculty apply for promotion in rank during the fall semester of the year following completion of the minimum years in rank (which is five).</p> <p>Demonstrate effectiveness as a teacher in the classroom. This may be done by any combination of the following:</p> <ul style="list-style-type: none"> • OSAT or OPTE pass rates, as appropriate • Pre and post evaluations • Student evaluations • Peer evaluations • Departmental evaluation or another valid method approved by the C&I ED Chair and senior faculty. 	<p>Achieved Associate Professor and Tenure</p> <p>Faculty must complete a minimum of five years in rank. Faculty apply for promotion in rank during the fall semester of the year following completion of the minimum years in rank (which is five).</p> <p>Show an ongoing record of effective teaching for the most recent four out of five years since becoming tenured.</p> <p>Demonstrate effectiveness as a teacher in the classroom. This may be done by any combination of the following:</p> <ul style="list-style-type: none"> • OSAT pass rates, as appropriate • Pre and post evaluations • Student evaluations • Peer evaluations • Departmental evaluation or another valid method approved by the C&I ED Chair and senior faculty.
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Scholarly Activities

Faculty members must demonstrate an ongoing scholarly agenda. Each of the four types of Scholarship as defined by the Boyer Model and Appendix C are applicable to C&I faculty.

Associate Professor	Tenure	Full Professor
1. Show an ongoing record of scholarship as defined below and in Appendix C in the Faculty Handbook for at least four years.	1. Show an ongoing record of scholarship as defined below and in Appendix C in the Faculty Handbook for at the past five years.	1. Show an ongoing record of scholarship as defined below and in Appendix C in the Faculty Handbook since becoming tenured.
Teaching and Learning Suggestions	Teaching and Learning Suggestions	Teaching and Learning Suggestions

<ul style="list-style-type: none"> * New courses developed * Major changes to courses * Materials developed for teaching <ul style="list-style-type: none"> * New course bibliographies / webliographies * Mentoring undergraduate and graduate students outside of coursework. Development of course packets <ul style="list-style-type: none"> *Successful completion of Quality Matters * Field trips or virtual field trips to exemplary classrooms / school sites * Advising and counseling students regarding course content * Experimental or innovative teaching * Preparation of instructional media * Supervision of theses or other student projects *Assist candidates to prepare for and successfully pass the OGET, OSAT, and/or OPTE exams * Other, as approved first by the C&I Chair and then by senior faculty. *Development of blended or on-line course *Write Course Proposal and submit to program /department /Teacher Ed Council for approval *Teaching and assisting districts for the 10 hours through CAEP/NCATE *Administrating a grant or contract for teaching improvement or curricular development * Service Learning 	<ul style="list-style-type: none"> * New courses developed * Major changes to courses * Materials developed for teaching <ul style="list-style-type: none"> * New course bibliographies / webliographies * Development of course packets <ul style="list-style-type: none"> *Successful completion of Quality Matters * Field trips or virtual field trips to exemplary classrooms / school sites * Mentoring undergraduate and graduate students outside of coursework. * Advising and counseling students regarding course content * Experimental or innovative teaching * Preparation of instructional media * Supervision of theses or other student projects *Assist candidates to prepare for and successfully pass the OGET, OSAT, and/or OPTE exams * Other, as approved first by the C&I Chair and then by senior faculty. *Development of blended or on-line course *Write Course Proposal and submit to program /department /Teacher Ed Council for approval *Teaching and assisting districts for the 10 hours through CAEP/NCATE *Administrating a grant or contract for teaching improvement or curricular development * Service Learning 	<ul style="list-style-type: none"> * New courses developed * Major changes to courses * Materials developed for teaching <ul style="list-style-type: none"> * New course bibliographies / webliographies * Development of course packets <ul style="list-style-type: none"> *Successful completion of Quality Matters * Field trips or virtual field trips to exemplary classrooms / school sites * Mentoring undergraduate and graduate students outside of coursework. * Advising and counseling students regarding course content * Experimental or innovative teaching * Preparation of instructional media * Supervision of theses or other student projects *Assist candidates to prepare for and successfully pass the OGET, OSAT, and/or OPTE exams * Other, as approved first by the C&I Chair and then by senior faculty. *Development of blended or on-line course *Write Course Proposal and submit to program /department /Teacher Ed Council for approval *Teaching and assisting districts for the 10 hours through CAEP/NCATE *Received or administered a grant. * Service Learning
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*Adminstrating a grant or contract
for teaching improvement
or curricular development

* Service Learning

*Received or administered a grant.

*Received or administered a grant.

Scholarship of Discovery	Scholarship of Discovery	Scholarship of Discovery
<ul style="list-style-type: none"> *Articles submitted to blog site or on-line site * Appear on News Outlets (Contributions to media) * Unsponsored faculty research with specific documentation * Scholarly practice which results in the creation or dissemination of new knowledge, clarification of existing knowledge or creative application of knowledge. 	<ul style="list-style-type: none"> *Articles submitted to blog site or on-line site *Appear on News Outlets (Contributions to media) * Unsponsored faculty research with specific documentation * Scholarly practice which results in the creation or dissemination of new knowledge, clarification of existing knowledge or creative application of knowledge. 	<ul style="list-style-type: none"> *Articles submitted to blog site or on-line site *Appear on News Outlets (Contributions to media) * Unsponsored faculty research with specific documentation * Scholarly practice which results in the creation or dissemination of new knowledge, clarification of existing knowledge or creative application of knowledge.

<ul style="list-style-type: none"> * Other, as approved first by the C&I Chair and then by senior faculty. * Grant proposals submitted *Articles generated as a result of original research and published in refereed national and regional journals <ul style="list-style-type: none"> * Scholarly papers related to original research and presented at professional conferences * Illustrated material and other media based on original research * Grant proposals funded *Serve on Master’s thesis committees 	<ul style="list-style-type: none"> * Other, as approved first by the C&I Chair and then by senior faculty. * Grant proposals submitted *Articles generated as a result of original research and published in refereed national and regional journals * Scholarly papers related to original research and presented at professional conferences * Illustrated material and other media based on original research * Grant proposals funded *Serve on Master’s thesis committees 	<ul style="list-style-type: none"> * Other, as approved first by the C&I Chair and then by senior faculty. * Grant proposals submitted *Articles generated as a result of original research and published in refereed national and regional journals * Scholarly papers related to original research and presented at professional conferences * Illustrated material and other media based on original research * Grant proposals funded * Serve on Master’s thesis committees
Scholarship of Integration	Scholarship of Integration	Scholarship of Integration

<p>*Article in university publication or other locally supported and circulated journals</p> <p>*Popular writing/writing for non-specialists</p> <p>*Preparing computer software or programs</p> <p>*Preparing instructional video /still shots with voice over/podcasts</p> <p>*Developing/revising core curriculum</p> <p>*Developing a cross-disciplinary seminar</p> <p>*Indexing/Cataloging</p> <p>*Editing books</p> <p>*Published book review and/or abstract</p> <p>*Bibliography published</p> <p>*Professional consulting (nature of activity and impact of work on the field)</p> <p>Contributed a chapter to a book or textbook</p> <p>*Textbook published</p>	<p>*Article in university publication or other locally supported and circulated journals</p> <p>*Popular writing/writing for non-specialists</p> <p>*Preparing computer software or programs</p> <p>*Preparing instructional video /still shots with voice over/podcasts</p> <p>*Developing/revising core curriculum</p> <p>*Developing a cross-disciplinary seminar</p> <p>*Indexing/Cataloging</p> <p>*Editing books</p> <p>*Published book review and/or abstract</p> <p>*Bibliography published</p> <p>*Professional consulting (nature of activity and impact of work on the field)</p> <p>Contributed a chapter to a book or textbook</p> <p>*Textbook published</p>	<p>*Article in university publication or other locally supported and circulated journals</p> <p>*Popular writing/writing for non-specialists</p> <p>*Preparing computer software or programs</p> <p>*Preparing instructional video /still shots with voice over/podcasts</p> <p>*Developing/revising core curriculum</p> <p>*Developing a cross-disciplinary seminar</p> <p>*Indexing/Cataloging</p> <p>*Editing books</p> <p>*Published book review and/or abstract</p> <p>*Bibliography published</p> <p>*Professional consulting (nature of activity and impact of work on the field)</p> <p>Contributed a chapter to a book or textbook</p> <p>*Textbook published</p>
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Scholarship of Application	Scholarship of Application	Scholarship of Application
<ul style="list-style-type: none"> *Community service that relates directly to the intellectual work of the professor *Serving as referee for a professional journal *Service on state or national boards with research or scholarly functions *Presentations at professional meetings *Proposal Reviewer for professional organizations. *Short courses/seminars related to the faculty members discipline (by invitation) 	<ul style="list-style-type: none"> *Community service that relates directly to the intellectual work of the professor *Serving as referee for a professional journal *Service on state or national boards with research or scholarly functions *Presentations at professional meetings *Proposal Reviewer for professional organizations. *Short courses/seminars related to the faculty members discipline (by invitation) 	<ul style="list-style-type: none"> *Community service that relates directly to the intellectual work of the professor *Serving as referee for a professional journal *Service on state or national boards with research or scholarly functions *Presentations at professional meetings *Proposal Reviewer for professional organizations. *Short courses/seminars related to the faculty members discipline (by invitation)

Contribution to Institution and Profession

Applicants will demonstrate consistent and reliable contributions to their program, department, college and university. Extending their expertise to enhance the reputation of the university is also required.

Associate Professor	Tenure	Full Professor
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<p style="text-align: center;">Program</p> <p>Shows evidence each of the past five years of:</p> <ul style="list-style-type: none"> *Attendance at meetings *Contributing share of time and expertise in ongoing assessment developments and concerns of program <p style="text-align: center;">Department</p> <p>Shows evidence each of the past five years of:</p> <ul style="list-style-type: none"> *Attendance at meetings *Contributing time and expertise in ongoing assessment developments and concerns of program *Serving as needed by Chair in recruitment activities <p style="text-align: center;">College of Education</p> <p>Shows evidence each of the past five years of:</p> <ul style="list-style-type: none"> *Attendance at meetings *Contributing time and expertise in ongoing assessments, developments, an concerns of the College 	<p>Sets an example to junior faculty in each of the following areas:</p> <p style="text-align: center;">Program</p> <p>Shows evidence each of the past five years of:</p> <ul style="list-style-type: none"> *Attendance at meetings *Contributing share of time and expertise in ongoing assessment developments and concerns of program <p style="text-align: center;">Department</p> <p>Shows evidence each of the past five years of:</p> <ul style="list-style-type: none"> *Attendance at meetings *Contributing time and expertise in ongoing assessment developments and concerns of program *Serving as needed by Chair in recruitment activities <p style="text-align: center;">College of Education</p> <p>Shows evidence each of the past five years of:</p> <ul style="list-style-type: none"> *Attendance at meetings *Contributing time and expertise in ongoing assessments, developments, an concerns of the College 	<p>Sets an example to junior faculty and assumes leadership roles in each of the following areas:</p> <p style="text-align: center;">Program</p> <p>Shows evidence each of the past five years of:</p> <ul style="list-style-type: none"> *Attendance at meetings *Contributing share of time and expertise in ongoing assessment developments and concerns of program <p style="text-align: center;">Department</p> <p>Shows evidence each of the past five years of:</p> <ul style="list-style-type: none"> *Attendance at meetings *Contributing time and expertise in ongoing assessment developments and concerns of program *Serving as needed by Chair in recruitment activities <p style="text-align: center;">College of Education</p> <p>Shows evidence each of the past five years of:</p> <ul style="list-style-type: none"> *Attendance at meetings *Contributing time and expertise in ongoing assessments, developments, an concerns of the College
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<p>*Completing Chalk and Wire responsibilities</p> <p>*Participates and assists with fall and spring Teacher Education interviews</p> <p style="text-align: center;">University</p> <p>Shows evidence each of the past five years of:</p> <ul style="list-style-type: none"> *Attendance at meetings *Contributes time and expertise on committee work at the Program, Department, College of Education or University level 	<p>*Completing Chalk and Wire responsibilities</p> <p>*Participates and assists with fall and spring Teacher Education interviews</p> <p style="text-align: center;">University</p> <p>Shows evidence each of the past five years of:</p> <ul style="list-style-type: none"> *Attendance at meetings *Contributes time and expertise on committee work at the Program, Department, College of Education or University level *Serves on Retention, Tenure, & Promotion Committee *Assists in recruitment of future students *Serves on Search Committees at Program, Department, College of Education, or University level 	<p>*Completing Chalk and Wire responsibilities</p> <p>*Participates and assists with fall and spring Teacher Education interviews</p> <p style="text-align: center;">University</p> <p>Shows evidence each of the past five years of:</p> <ul style="list-style-type: none"> *Attendance at meetings *Contributes time and expertise on committee work at the Program, Department, College of Education or University level *Serves on Retention, Tenure, & Promotion Committee *Assists in recruitment of future students *Serves on Search Committees at Program, Department, College of Education, or University level
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<p style="text-align: center;">Profession</p> <p>Shows evidence each of the past five years of at least two of the following:</p> <ul style="list-style-type: none"> * Leadership positions * Special University, College, or Departmental coordinator or other service foundations * Activities which enhance the image of the university. * Represent the university to the public * Further the goals and direction of the University * Exercise professional competence for the benefit of the public * Sponsor a professional organization on campus * Serve as Program Chair * Serve as Department Chair 	<p style="text-align: center;">Profession</p> <p>Shows evidence each of the past five years of at least three of the following:</p> <ul style="list-style-type: none"> * Leadership positions * Special University, College, or Departmental coordinator or other service foundations * Activities which enhance the image of the university. * Represent the university to the public * Further the goals and direction of the University * Exercise professional competence for the benefit of the public * Sponsor a professional organization on campus * Serve as Program Chair * Serve as Department Chair 	<p style="text-align: center;">Profession</p> <p>Shows evidence each of the past five years of at least three of the following:</p> <ul style="list-style-type: none"> * Leadership positions * Special University, College, or Departmental coordinator or other service foundations * Activities which enhance the image of the university * Represent the university to the public * Further the goals and direction of the University * Exercise professional competence for the benefit of the public * Sponsor a professional organization on campus * Serve as Program Chair * Serve as Department Chair
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