

RTP Guidelines

Department of Natural Sciences

Fall 2017

We work together to teach, research, and serve. We encourage our faculty to be creative and innovative. We see the Boyer Model as a framework and foundation for scholarship. Learning goes beyond subject matter -- learning is innovation in teaching and partnering with our students. We are part of a community.

The Faculty Handbook, Appendix C1, provides examples of scholarly activities in the areas of Teaching, Scholarship, and Professional/University Service that can be considered for inclusion in a professional file. The list is not meant to be exhaustive.

Presented here are additional examples which may rise to the level of acceptable scholarly activities:

1. New courses designed, taught, and evaluated.
2. Development of new exercises or materials.
3. Research activity with, or supervising, undergraduate or graduate students.
4. Presentations at conventions, conferences, other colleges, or departmental meetings.
5. Submission of refereed manuscripts or grants.
6. Creation or organization of symposia, workshops, or short courses.
7. Preparing students to participate in regional, national or international contests.
8. Electronic publications including self-publishing of eBooks, white papers, or technical reports.

Additional examples of Professional/University Service:

1. Involvement in university organizations.
2. Service on college or interdepartmental committees.
3. Involvement with the University Foundation.
4. Department of Natural Sciences committee assignments. (State duties and positions held.)
5. Organizing departmental events.
6. Maintaining the Department of Natural Sciences web site.
7. Holding a leadership position in a local, regional and national professional organization.
8. Maintaining a student organization web site.
9. Recruiting students.
10. Internship supervision.
11. Advisor for student seminars and presentations.
12. Supervising student organizations or holding a position in a national student organization.
13. Community involvement. (Explain value to the community or the university, and relation to the department member's professional expertise.)

14. Service to local, regional and national professional organizations.
15. Serving as a mentor for faculty working toward tenure and promotion.
16. Mentoring students as a faculty advisor.

Instructor Rank

- A. Initial Appointment Criteria: An earned masters degree awarded by a regionally accredited or internationally recognized institution.
- B. Retention: Satisfactory performance in all duties.
- C. Promotion: Meet initial appointment criteria for the rank of Assistant Professor.

Assistant Professor Rank

- A. Initial Appointment Criteria: An earned doctorate awarded by a regionally accredited or internationally recognized institution.
- B. Retention: Satisfactory performance in all duties while making adequate progress toward tenure and promotion.
- C. Promotion: Serve sufficient time at the rank of Assistant Professor. Demonstrate quality teaching; a consistent record of scholarly achievement; a commitment to serving the department, college, university, and profession; and quality performance of non-teaching semi-administrative or administrative duties (if applicable).

Associate Professor Rank

- A. Initial Appointment Criteria: The equivalent experience and accomplishment as one who was promoted from the rank of Assistant Professor.
- B. Retention: If the person has tenure, then satisfactory post-tenure review. If the person, does not have tenure, then adequate progress toward achieving the award of tenure
- C. Promotion: Serve sufficient time at the rank of Associate Professor. Demonstrate excellent teaching; a consistently strong record of scholarly achievement; a consistent pattern of quality service to the department, college, university, and profession; and superior performance of non-teaching semi-administrative or administrative duties (if applicable).

Professor Rank

- A. Initial Appointment Criteria: The equivalent experience and accomplishment as one who was promoted from the rank of Associate Professor. No person shall be assigned the rank of professor without prior or concurrent awarding of tenure.
- B. Retention: Satisfactory post-tenure review.

C. Promotion: Not applicable.