CRITERIA FOR PROMOTION RECOMMENDATIONS

General

Promotion decisions at Western are made at six levels: recommendations from peer review, the department head, the academic dean, the Vice President for Academic Affairs, and the President and approval by the Board of Regents.

Review at the academic dean's level will apply the standards for promotion set by the university and establish and preserve for the various disciplines of achievement levels which equalize the rigor with which candidates from different departments are judged. The standards developed by each academic department must be in compliance with the standards expressed here and should serve to state explicitly the requirements for promotion within a specific department.

University policy requires the following for promotion at every rank:

> Demonstrated achievement appropriate for this rank in teaching effectiveness, research/creative activity, and university/public service.

Demonstrated achievement will be considered only as it is relevant to the individual's area of professional competence. Only contributions since the last promotion will be considered for the next promotion. It is the responsibility of the candidate seeking promotion to provide promotion committees with the appropriate evidence on which to base a decision. Departments will develop specific criteria appropriate to their disciplines, but evaluation of all areas, both at the departmental and at the academic deans' levels, will take into consideration both quantity and quality.

ACADEMIC QUALIFICATIONS

1 See University Rank and Promotion Requirements

2. In some areas professional certification and the related license to practice may be required.

AREAS OF PERFORMANCE

Teaching Effectiveness

Evidence in this area may include, but is not limited to, the following:

1. An evaluation of both the systematic organization of appropriate materials for presentation and communication to students of course objectives, plan of study, and means of student performance evaluation.
2. An evaluation of the effectiveness of presentation whether by lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, consultation, field trips, computer-assisted instruction, reading lists, filmed or video taped materials, simulations, and games.
3. An evaluation of assessment procedures such as tests, grading practices, and clinical performance.
4. An evaluation of professional responsibility such as in meeting classes; holding office hours; returning materials in a timely fashion; making clinical assignments; supervising of students; and treating students in a fair, impartial, and respectful manner.
5. An evaluation of the effectiveness with which students are stimulated to develop critical and/or creative abilities and intellectual curiosity by such means as independent study or thesis projects, for example.

6. An evaluation of the knowledge of recent discoveries and literature in the field; the use of the latest scientific/technological innovations; and participation in professional activities, such as training programs, technical seminars, and self-study programs.
7. Self-evaluation through course evaluations; departmental exams; and comments from peers, students, and alumni.
8. An evaluation of cooperation in developing, scheduling, and teaching general undergraduate and graduate courses on and off campus.
9. An evaluation of the development of textbooks, workbooks, manuals, tapes, slides, and other print and nonprint learning resources developed primarily for classroom use.
10. An evaluation of the success of students on uniform examinations, in acceptance to graduate and professional programs, in winning awards, and other highly significant achievements.
11. Documentation of direct assistance in helping students find employment in their major field of study.

Research/Creative Activity

Evidence in these areas may include, but is not limited to, the following:

1. Publication-- of books, monographs, articles, maps, bibliographies, indexes, catalogs, articles, and papers in professional journals; production or direction of nonprint media work; reports to federal, state, or local agencies; and cases.

2. Presentations-- papers, cases, media productions, etc., at professional and other scholarly meetings.

3. Participation-- in studies, programs, creative activity supported by extramural funds.

4. Production and Display-- of musical compositions, paintings, sculpture, ceramics, weaving, photographs, graphics, and other works of art; recitals, choreography, stage design and construction, costuming, direction; and production of film and video taped materials.

5. Inventorship or Co-inventorship-- leading to U.S. and/or other patents.

6. Participation-- in the development of innovative curricular materials, such as curriculum guides; computer assisted instruction; lab equipment; video tapes; films and film strips; and textbooks, manuals, workbooks, tools, or models which break new ground and successfully advance concepts and ideas and approaches that transcend ordinary instructional material.

7. Invitations-- to conduct research at other universities or research oriented agencies; to prepare questions for professional examinations.

8. Continuation-- of current research and other creativity not yet resulting in publication, performance, or display.

University/Public Service

Evidence in these areas may include, but is not limited to, the following:

1. Service--	on departmental, college, and university committees, councils, and senates; in appropriate professional organizations as officer, editor, and referee; to local, state, and/or national governmental boards, agencies, and commissions; to business and industry or private citizens as technical expert or member of a policy advisory committee; and as organizer/director of seminars, workshops and/or other conferences.
2. Participation--	in meetings, symposia, conferences, and workshops; in radio and television by developing and presenting materials for public awareness; and conducting or performing.
3. Work with Schools--	through contact with teachers, administrators, and students; through participation in science fairs, college day programs, lectures, performance, and in-service programs; and through advice on curricular matters, pedagogy, and the like.
4. Direction--	of internships, cooperative education, and practica; learning laboratories; professional clubs; and other organizations.
5. Advisement--	academic; to student organizations.

LEVELS OF PERFORMANCE

Promotion to Full Professor

Teaching Effectiveness	Research/Creative Activity	University/Public Service
consistently above the average level of performance according to departmental standards	a record of significant and high quality productivity	a record of significant and high quality productivity

Promotion to Associate Professor

Teaching Effectiveness	Research/Creative Activity	University/Public Service
attainment of at least the average level of performance according to departmental standards	tangible evidence of high quality productivity	tangible evidence of high quality productivity

Promotion to Assistant Professor

Teaching Effectiveness	Research/Creative Activity	University/Public Service
must be fully acceptable by department's standards	potential is evident by departmental assessment	potential is evident by departmental assessment

WKU—Printing paid from state funds, KRS 57.375.