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PREAMBLE

The promotion and tenure guidelines for the School of Physical Education, Sport, and Exercise Science identify the organization of the School of Physical Education, Sport, and Exercise Science Promotion and Tenure Committee and specify policies and procedures used for promotion and tenure.

The School of Physical Education, Sport, and Exercise Science values a teacher-scholar model that strives for excellence in the areas of teaching, scholarship, and professional service. The goal of the process is to tenure and promote teacher-scholars that will continue to contribute to the university and their discipline throughout their careers. Faculty have the responsibility to assist in the promotion and tenure process by evaluating and mentoring a candidate’s performance in the areas of teaching, scholarship, and professional service. Furthermore, the evaluation of a candidate’s performance should be a process whereby each faculty member receives meaningful feedback that can be used for the individual’s professional growth and development.

All parties involved are encouraged to familiarize themselves with the rights, responsibilities, and procedures that are outlined in the University, College, and Department promotion and tenure documents. In cases where questions arise, these two documents take precedence over this departmental document.

I. GUIDELINES

1. The evaluation of a faculty member’s eligibility for promotion or tenure shall be based on evidence of a continuing pattern of achievement throughout the individual’s professional career in the following areas:

   1.1 Teaching;

   1.2 Scholarship;

   1.3 Service in a professional capacity.

   (From Faculty Handbook, UP and T document, Section I, Guidelines for Promotion and Tenure)
2. Work accomplished before being hired at Ball State University and work accomplished while a faculty member at Ball State shall be considered in promotion and tenure deliberations. Greater attention and significance shall be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of quality and continuous productivity.

3. When a faculty member is employed in a tenure-track position, a probationary period of seven years is ordinarily required before tenure is granted by the Board of Trustees. Generally, the probationary period shall not exceed seven full time years of tenure-creditable service as a faculty member at Ball State University.

4. It shall be the responsibility of the candidate being considered for tenure to annually present to the School Promotion and Tenure Committee verified cumulative evidence of his or her qualifications. The School Promotion and Tenure Committee shall weigh teaching, scholarship, and professional service so that the weightings fall within the following limits:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>30%-60%</td>
</tr>
<tr>
<td>Scholarship</td>
<td>30%-50%</td>
</tr>
<tr>
<td>Professional Service</td>
<td>10%-20%</td>
</tr>
</tbody>
</table>

5. Information must be provided using the College of Applied Sciences and Technology approved cumulative curricular vita format.

6. Teaching is to be evaluated on the basis of the following criteria:

6.1 Administrative review by the Chair of the School of Physical Education, Sport, and Exercise Science, (see Appendix B-5)

6.2 Instructor rating forms that are completed by the students. Rating forms will be returned to the faculty member after semester grades are submitted.

6.2.1 The classroom instructor rating forms to be used onsite (see Appendix B-1) will be placed in a sealed envelope and given to the school chair to be forwarded to Examination Services.

6.2.2 Online instructor rating forms (see Appendix B-3) will be completed online and submitted to Examination Services.
7. The following criteria are to be used to evaluate creative activities (e.g., video productions, interactive computer projects, CD ROM programs, interior design works, consulting with outside organizations, proprietary research, on-line course development, etc.). During the promotion and tenure process in the College of Applied Sciences and Technology:

7.1 The activity must be useful to others in the profession. There must be evidence that the end product is being used by others as opposed to just the creator;

7.2 There must be a planned and disciplined approach to the activity’s development, design and implementation. The activity must reflect contemporary content, strategies, design or media components;

7.3 The completed activity must be publicly verifiable. The activity must be documented via product, pictures, programs, models or other appropriate means;

7.4 The promotion and tenure vita must indicate whether the activity is non-refereed, refereed, juried, competitive, invited, etc.

8. Publications, creative activities, and grants may be included in the evaluation for tenure once they have been officially submitted, accepted, or completed. The School shall determine the hierarchy for valuing submitted, accepted and published works but publications in print and completed creative activities that meet criteria listed in 4.1-4.4 above shall be weighted more heavily during all evaluation periods.

9. The School Promotion and Tenure Committee will forward one of following recommendations to the Dean of the College via the School Chair’s office following its evaluation.

9.1 Satisfactory progress toward tenure.
9.2 Unsatisfactory progress towards tenure
9.3 Termination

II DEFINITIONS

1. Department and departmental refers to the School of Physical Education, Sport, and Exercise Science.

2. College or collegiate refers to the College of Applied Sciences and Technology.

3. Reconsideration refers to the initial action required when there is an adverse recommendation concerning promotion or tenure at the departmental level. Request for reconsideration to the departmental Promotion and Tenure Committee is the first step to be taken by a candidate.
4. **Appeal** refers to the action taken by a candidate when the outcome of the departmental reconsideration is the same as the original recommendation or when an adverse recommendation is made at the College or Provost and Vice President of Academic Affairs level.

5. **Working days** are those days when Ball State University administrative offices are open.

6. **Calendar days** are the days which appear on a calendar, including Saturday, Sunday, and holidays. They do not relate to the Ball State academic schedule or calendar.

7. **Tenure-track** faculty are those faculty who are currently in the seven year probationary tenure period.

8. **Tenure-line** faculty include tenure-track and tenured faculty. *(From Faculty Handbook, UP and T document, Section II, Definitions)*

9. **External Reviewer** is an individual from outside the university who has demonstrated expertise in the candidate’s area.

10. **SPSEES Refereed Journal List**: The list of approved refereed journals. The current list and procedures for placement of additional journals on this list are located in Appendix C.

11. **Scholarship** is the process of attaining new knowledge, creating a new work, or re-creating/interpreting existing works, and disseminating the results. Generally this takes the form of appropriate peer reviewed publications, presentations or exhibits, performances, other creative endeavors, and grant proposals. Scholarship can occur in four areas: discovery, integration, application, and teaching

11.1 The **scholarship of discovery** is traditional research and creative endeavors that pursue and contribute to new knowledge for its own sake.

11.2 The **scholarship of integration** makes connections across disciplines bringing together isolated knowledge from two or more disciplines or fields to create new insights and understanding.

11.3 The **scholarship of application** applies knowledge to address significant societal issues.

11.4 The **scholarship of teaching** studies the development of knowledge, skill, mind, character, and/or ability of others.
III PROMOTION AND TENURE COMMITTEE STRUCTURE AND FUNCTION

1. School Promotion and Tenure Committee Membership

1.1 The School of Physical Education, Sport, and Exercise Science shall elect annually a Promotion and Tenure Committee consisting of four (4) tenured faculty members. The election shall be conducted in the Spring Semester. In addition, the School Chair shall be an ex-officio, non-voting member of the committee. A quorum is a simple majority of the voting members present.

1.2 Election of the School Promotion and Tenure Committee

1.21 The electorate shall consist of all tenured and tenure-track faculty.

1.22 The election will be by written ballot.

1.23 School Promotion and Tenure Committee members shall serve a two year term.

1.24 Representatives shall be elected to terms that will permit the terms to be staggered.

1.3 In the event of a resignation from the School Promotion and Tenure Committee, the appropriate electorate shall elect a replacement to complete the term as stated in 1.23. Any individual who resigns would be eligible for election to the committee the following year.

1.4 An individual elected to the School Promotion and Tenure Committee who later becomes a candidate for promotion must resign from the committee prior to promotion deliberations.

1.5 The School Promotion and Tenure Committee members shall meet one time after their election for the purpose of electing a chair and secretary. The electorate shall be the elected members of the School Promotion and Tenure Committee.

1.6 The elected Chairperson of the School Promotion and Tenure Committee shall also serve as the School representative to the College Promotion and Tenure Committee.

1.7 The elected Committee members shall officially take office at the beginning of the following academic year.

1.8 No person may serve as a member of the School of Physical Education, Sport, and Exercise Science Promotion and Tenure Committee who is related by family or by marriage or is a former spouse of a faculty member
being evaluated for promotion and/or tenure.

1.9 If a reconsideration is brought before the School of Physical Education, Sport, and Exercise Science Promotion and Tenure Committee, no person may serve to hear a reconsideration who has a demonstrated conflict of interest such as business involvement, or relationship to any of the principles. Decisions regarding such conflicts shall be made by the committee chairperson.

2. Responsibilities of the Promotion and Tenure Committee

2.1 The School Promotion and Tenure Committee is responsible for implementing university, college, and school promotion and tenure policies and procedures and shall establish and implement college promotion and tenure policies and procedures that do not conflict with university policies and procedures.

2.2 The School Promotion and Tenure Committee Chair is responsible for informing the School Promotion and Tenure Committee and School faculty of due dates for submission of promotion and tenure materials.

2.3 The School Promotion and Tenure Committee shall facilitate the work of the tenure-line faculty regarding revisions to promotion and tenure policies. Revisions to the School Promotion and Tenure Document must be approved by a simple majority of the tenure-line faculty casting votes. These policy changes will then be forwarded to the College Promotion and Tenure Committee for consideration.

2.4 Members of the School Promotion and Tenure Committee are responsible for keeping all information and all action pertaining to Committee deliberations confidential.

2.5 The School Promotion and Tenure Committee shall review and evaluate the credentials for all tenure-track faculty. Candidates shall be evaluated in each of the credential categories. Recommendations shall be forwarded to the Dean of the College via the School Chair’s office.

2.5.1 The School Promotion and Tenure Committee will forward one of following recommendations to the Dean of the College via the School Chair’s office.

2.5.1.1 Satisfactory progress toward tenure.
2.5.1.2 Unsatisfactory progress towards tenure
2.5.1.3 Termination
2.6 The School Promotion and Tenure Committee shall review and evaluate the credentials of all school candidates for promotion. Recommendations shall be forwarded to the Dean of the College via the School Chair’s office. The School Promotion and Tenure Committee must forward a letter of explanation to the Dean and to each candidate who is not recommended for promotion.

2.7 The School Promotion and Tenure Committee shall act on requests for reconsideration of an adverse recommendation.

2.8 When a candidate is hired into a tenure-line position, academic rank (if other than assistant professor) and years toward tenure (if any) must be recommended by the Chair of the School of Physical Education, Sport, and Exercise Science in conjunction with the School of Physical Education, Sport, and Exercise Science Promotion and Tenure Committee or, if unavailable, the search committee. The recommendation subsequently must be approved by the Dean, Provost and Vice President for Academic Affairs, President, and the Board of Trustees.

2.9 The School Promotion and Tenure Committee secretary shall record actions and minutes of meetings. The minutes shall be placed in the School promotion and Tenure permanent file, but not posted.

2.10 The School Promotion and Tenure Committee with consultation from the Chair of the School shall provide each tenure-track faculty member with a written assessment of that faculty member’s strengths and areas for improvement.

IV POLICY STATEMENTS

1. Policy Statement for Tenure

1.1 Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement. *(From Faculty Handbook, UP and T document, Section III, Policy Statements)*

1.2 A tenure recommendation will be made by the department, academic dean, and the Provost and Vice-President for Academic Affairs at least one year prior to the end of a faculty member’s probationary period. That recommendation will be either a recommendation to grant tenure at the end of the following year or a recommendation to terminate the faculty member at the end of the following year. *(From Faculty Handbook, UP and T document, Section III, Policy Statements)*
1.3 A faculty member may request that certain years (normally not to exceed two years total) not be counted as tenure-creditable years if any of the following pertain:

1.31 The faculty member is seriously ill;

1.32 The faculty member is the principal care giver for a son/stepson or daughter/stepdaughter;

1.33 The faculty member is the principal care giver for a family member who is seriously ill;

1.34 The faculty member will be on leave for at least one semester of the academic year.

1.4 A request that a year not be counted as tenure-creditable shall be made to the Chair of the School prior to the beginning of the next academic year. The request shall include documentation of the circumstances involved. The request shall be forwarded to the School Promotion and Tenure Committee. The request requires approval of the School Promotion and Tenure Committee, the School Chair, the Dean and the Provost and Vice President for Academic Affairs.

1.5 Eligibility for Tenure

1.51 The following are necessary prerequisites in order to be eligible for tenure:

1.511 The faculty member must have satisfied any specific conditions of employment set forth in his or her letter of appointment;

1.512 The faculty member must have received a positive tenure recommendation from the School of Physical Education, Sport, and Exercise Science Promotion and Tenure Committee;

1.513 There must be available, significant evidence of a continuing pattern of excellent performance by the faculty member, and there must be the expectation for a continuance of such in the future.
2. **Policy Statement for Promotion**

2.1 Faculty and eligible professional personnel members shall be evaluated in light of the University Mission Statement. *(From Faculty Handbook, UP and T document, Section III, Policy Statements)*

2.2 Any department member or eligible professional personnel member has the right to present herself or himself to the Departmental Promotion and Tenure Committee for consideration of promotion. *(From Faculty Handbook, UP and T document, Section III, Policy Statements)*

2.3 **Criteria for Promotion**

2.3.1 Promotions in the School of Physical Education, Sport, and Exercise Science are neither automatic nor the product of any set formula, but based on a demonstrated record of professional excellence.

2.3.1.1 The evaluation of the faculty member’s eligibility for promotion shall comply with the criteria identified in the University Promotion and Tenure Document, and the College Promotion and Tenure Document.

2.3.1.2 Candidates being considered for promotion to professor must include letters from two external reviewers who have reviewed and commented upon the evidence of excellence in scholarly productivity. (see Appendix B-6 for guidelines)

2.3.1.3 Evaluation for promotion shall be based on evidence of a continuing pattern of achievement throughout the faculty member’s professional career in the areas of teaching, scholarship, and service in a professional capacity.

2.3.1.4 Recommendations must be supported by documentation demonstrating that the candidate satisfies established criteria. Documentation shall include evaluation forms approved by the School. (see Appendices B-1, B-3 and B-5)
3. Policy Statements for Materials to be Presented for Promotion and Tenure

3.1 Materials shall be presented to the School Promotion and Tenure Committee by individual faculty members according to guidelines and format established by the School and College. The College Guidelines for Completing the Curriculum Vita for Tenure or Promotion Materials and the Curriculum Vita Format documents are to be delivered by the first working day in September to the candidate by the School Promotion and Tenure Committee Chair.

3.11 Failure to substantially comply with format and guidelines may result in a letter indicating unsatisfactory progress toward tenure for the year in question.

3.2 A promotion and tenure file will be part of every faculty member’s personnel file and will be kept in the School Chair’s files. This file shall be open to the faculty member concerned and will contain information relevant to promotion and/or tenure. Appropriate materials shall be placed in the personnel file by the School Chair in a timely manner.

3.3 All information placed in an individual’s personnel file shall immediately be brought to the individual’s attention in writing by the School Chair. The faculty member, following notification to the School Chair and the Promotion and Tenure chair, shall have the opportunity to place materials in the file which may rebut or explain any detrimental information. Detrimental information that has not been brought to the attention of the member cannot be used in promotion or tenure deliberations. Anonymous letters shall not be made a part of this file.

3.4 An individual’s promotion and tenure file shall be examined by the School Promotion and Tenure Committee during promotion and tenure deliberations. All materials used by the School Promotion and Tenure Committee shall be made available to the College Promotion and Tenure Committee, Dean, Provost and Vice President for Academic Affairs, and President, upon request.
4. Policy for Evaluation of Scholarship

4.1 Ball State University recognizes the importance of providing a climate in which professors pursue independent or collaborative scholarly activities or creative endeavors.

4.11 The School will recognize and reward the four areas of scholarship: discovery, integration, application, and teaching.

4.12 The School shall define its own emphases and the appropriateness of each faculty member’s scholarship.

4.121 Faculty shall NOT be required to participate in each of the four areas of scholarship.

4.13 Each faculty member shall communicate clearly to the chairperson or director his or her goals and accomplishments which contribute to the departmental goals and emphases.

4.14 Each faculty member shall communicate clearly to the chairperson or director the appropriateness of his or her scholarship and means of disseminating results of scholarship. The traditional methods of dissemination through refereed publications, presentations, exhibitions, productions, concerts, and other recognized professional formats currently evolving will be considered.

V ACADEMIC RANK

1. There are three basic academic ranks; Assistant Professor, Associate Professor, and Professor. Minimum requirements for consideration for promotion shall consist of the following unless otherwise stated in the initial contractual agreement.

2. Qualifications for the rank are set by the college and must be approved by the University Promotion and Tenure Committee.

2.1 Assistant Professor is the rank assigned to a person who has earned a terminal degree or an appropriate alternative as designated by the School and approved by the Dean and the Provost and Vice-President for Academic Affairs.

2.11 Evidence of a continuing pattern of growth toward excellence in teaching.

2.12 Evidence of a continuing pattern of scholarship.

2.13 Evidence of a continuing pattern of professional service.

2.14 Evidence of a continuing pattern of professional growth.
2.2 Associate Professor

2.21 Earned terminal degree.

2.22 Evidence of a continuing pattern of excellence in teaching.

2.23 Evidence of a continuing pattern of scholarship over the period of years under consideration.

2.24 Evidence of a continuing pattern of professional service to the School, the University, the discipline and/or the community.

2.25 Evidence of a continuing pattern of professional growth over the period of years under consideration with an expectation of continued growth.

2.3 Professor

2.31 Earned terminal degree.

2.32 Evidence of a continuing pattern of excellence in teaching.

2.33 Evidence of a continuing pattern of scholarship.

2.34 Evidence of a continuing pattern of the impact of scholarship at the regional, national or international level.

2.35 Evidence of a continuing pattern of professional service to the School, the University, the discipline and/or the community.

2.36 Evidence of a continuing pattern of professional growth over the period of years under consideration with an expectation of continued growth.
VI PROCEDURES FOR PROMOTION AND TENURE

1. Procedures for Tenure

1.1 Each year a tenure recommendation will be made by the School Promotion and Tenure Committee and forwarded to the Dean of the College.

1.2 Included with the School Promotion and Tenure Committee’s recommendation will be the School Chair’s evaluation and recommendation, if there is a difference of opinion between the School Chair and the School Promotion and Tenure Committee. The faculty member shall be provided with a copy of the Chair’s letter to the Dean.

1.3 One year prior to the end of a faculty member’s probationary period the recommendation will be either to grant tenure at the end of the following year or to terminate the faculty member at the end of the following year. If the recommendation is to grant tenure, then the tenure review in the seventh year will usually be less comprehensive and will generally result in a reaffirmation of the favorable recommendation unless a substantial change in the level of the faculty member’s performance has occurred or a specific condition of employment or tenure has not been met. If the recommendation is not to grant tenure, then the faculty member’s seventh year is the final one at the University. If a faculty member is recommended for tenure at the end of the sixth year and there is evidence of substantial change in the level of the faculty members performance in the seventh year or a specific condition of employment or tenure has not been met, then the faculty member may be recommended for termination at the end of the seventh year. In this case the faculty member shall be granted an eighth and final year, as a contract faculty member.

1.4 Notification of Decisions Related to Tenure

1.41 Before the end of the academic year, the School Promotion and Tenure Committee, after consultation with the Chair of the School, shall provide each tenure-track faculty member with a written assessment of that faculty member’s work. This assessment shall include an evaluation of strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee will also give suggestions for improvement.
1.5 Responsibilities of Candidates for Tenure

1.51 Submit tenure vita and support documentation on or before the first working day in October.

1.511 Accomplishments since the last evaluation should be included within the cumulative vitae. Annual Evaluations for tenure shall focus on a faculty member’s accumulated body of work, with particular attention given to accomplishments during the past year (defined as the 12 months ending on the last day of September of the current year).

1.512 Failure to submit materials by the established deadline will result in a letter indicating unsatisfactory progress toward tenure for the year in question.

1.513 Due to extenuating circumstances, such as a death or major illness in the family or another major unexpected event, the candidate may request an extension to the Department/School Chair. The request must be made in writing prior to the October deadline. The Department/School Chair in consultation with the chair of the department Promotion and Tenure Committee and the dean will determine if an extension is warranted and will establish a new deadline for the candidate. The decision including the appropriate deadline will be submitted in writing to the candidate within 5 business days of receiving the request for an extension.

1.52 It shall be the responsibility of the candidate being considered for tenure to annually present to the School Promotion and Tenure Committee verified cumulative evidence of his or her qualifications. These qualifications shall be evaluated on the basis of the following limits:

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<tr>
<th>Category</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Teaching</td>
<td>30-60%</td>
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<td>Scholarship</td>
<td>30-50%</td>
</tr>
<tr>
<td>Professional Service</td>
<td>10-20%</td>
</tr>
</tbody>
</table>

1.521 Information must be provided using the College of Applied Sciences and Technology approved cumulative curricular vita format.
1.522 Student course ratings for each section of each course taught since the last evaluation period must be included. The student ratings will be conducted in accordance with the Official University Policy for the Evaluation of Teaching and the Procedures to be followed in the Evaluation of Teaching as stated in the Faculty and Professional Personnel Handbook.

1.523 Near the end of the semester, but not during final exam week, a rating form (see Appendix B-1 and B-3) adopted by the School to evaluate teaching shall be administered to students enrolled in classes being taught during the semester.

1.524 The instructor shall not be in the classroom when students are completing the rating form. The evaluation must be administered, and the forms collected and forwarded to Examination Services by someone other than the faculty member responsible for the class.

1.525 Instructions for Student Rating of Teaching, as listed in Appendix B-2 or B-4, must be followed by the person distributing the form.

1.526 When Examination Services has completed its analysis of the forms, the forms and the summary sheets will be delivered to the department chairperson’s office. One copy of the summary sheets will be retained by the School chairperson, and placed in the faculty member’s personnel file; the second copy of the summary sheet and the forms will be given to the faculty member to be included in promotion and tenure materials.

1.53 An Administrative review conducted by the School Chair (see Appendix B-5) must be included in the promotion and tenure materials.

2. Procedures for Promotion

2.1 The School Promotion and Tenure Committee shall accept a letter of intent to apply for promotion to professor on or before March 15 of the preceding academic year and for promotion to associate professor on or before October 1 of the current academic year. The candidate must submit supporting evidence for promotion in proper form by the first working day in November.

2.11 Failure to meet all School and College deadlines will result in no
review of the promotion materials during the year in question.

2.2 The School Promotion and Tenure Committee must evaluate the quality of each faculty member’s application and supporting evidence of promotion and the Committee shall either approve or disapprove the request.

2.3 Recommendations of the School Promotion and Tenure Committee shall be forwarded by the School Chair to the Dean of the College with an evaluation indicating either the Chair’s endorsement or reservation.

2.4 If in presenting evaluations, the School Chair has serious reservations concerning a faculty member’s qualifications, the School Chair shall inform the School Promotion and Tenure Committee of the bases of the reservations. If the differences between the Chair and the Committee are not resolved, the School Chair may forward to the Dean his or her evaluations and recommendations concerning the faculty member’s qualifications. The faculty member will be provided a copy of the School Chair’s letter to the Dean.

2.5 The Chair of the School shall inform candidates of their approval or disapproval for promotion before forwarding recommendations to the Dean of the College. If either the committee or the Chair disapprove the promotion, the party not recommending promotion for a faculty member shall provide that faculty member with a written statement delineating the candidate’s strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee or chair will also give suggestions for improvement.

2.6 Promotions in the School of Physical Education, Sport, and Exercise Science are neither automatic nor the product of any set formula, but based on a demonstrated record of professional excellence.

2.61 The evaluation of the faculty member’s eligibility for promotion shall comply with the criteria identified in the University Promotion and Tenure Document, and the College Promotion and Tenure Document.

2.62 Evaluation for promotion shall be based on evidence of a continuing pattern of achievement throughout the faculty member’s professional career in the areas of teaching, scholarship, and service in a professional capacity.
2.63 Recommendations must be supported by documentation demonstrating that the candidate satisfies established criteria. Documentation shall include evaluation forms approved by the School. (see Appendices B-1, B-3 and B-5)

2.7 It shall be the responsibility of the candidate being considered for promotion to present to the School Promotion and Tenure Committee a cumulative vita showing verified evidence of the candidate’s qualifications with special attention to work done since the last promotion, (or when appropriate since appointment to the University) of his or her qualifications. The due date shall comply with University deadlines. These qualifications shall be evaluated on the basis of the following limits:

<table>
<thead>
<tr>
<th></th>
<th>Associate Professor</th>
<th>Professor</th>
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<tbody>
<tr>
<td>Teaching</td>
<td>40%-60%</td>
<td>30%-50%</td>
</tr>
<tr>
<td>Scholarship</td>
<td>30%-50%</td>
<td>40%-50%</td>
</tr>
<tr>
<td>Service</td>
<td>10%-20%</td>
<td>10%-20%</td>
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2.71 Examples of acceptable evidence

2.711 Evidence of an excellent level of teaching (i.e., student ratings, course outlines, final examinations, peer evaluations, administrative review, etc.).

2.712 Evidence of scholarship (i.e., publications, exhibits, creative endeavors, grants proposals, presentations, and performances).

2.713 Evidence of professional service (i.e., committees, editorial boards, participation in professional activities, etc.).

VII RECONSIDERATION

1. The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member’s receipt of the written recommendation adversely affecting him or her.

   (From Faculty Handbook, UP and T document, Section VII, Right of Appeal)

1.1 Faculty who were evaluated for tenure or promotion may request an edited copy of the minutes of the School Promotion and Tenure Committee meeting in which the recommendation was made regarding his or her credentials. The minutes will only be edited to omit the mention of any other action taken on other faculty member’s evaluations.
2. Procedures

2.1 Refer to the Faculty and Professional Personnel Handbook for information related to Right of Appeal.

2.2 Filing a Request for Reconsideration

2.21 The request for reconsideration is directed to the School Promotion and Tenure Committee and must be filed in writing within ten (10) calendar days following the date of the written notice of an adverse recommendation.

2.22 The request for reconsideration is to be filed with the School Chair.

2.23 After receiving a request for reconsideration, the School Promotion and Tenure Committee must meet to reconsider its initial adverse recommendation. The School Promotion and Tenure Committee must then state in writing its position regarding each of the bases for the reconsideration and must furnish a copy of this statement to the faculty member within fifteen (15) calendar days after receiving the request.

2.24 If the faculty member is not satisfied with the results of the reconsideration by the School Promotion and Tenure Committee, the faculty member may appeal to the College Promotion and Tenure Committee. The appeal is made to the College Promotion and Tenure Committee and must be submitted in writing within ten (10) calendar days following the date of the School Promotion and Tenure Committee reconsideration decision. The appeal must be filed in the office of the Dean.

2.25 For specific details related to reconsideration at the School level and/or appeal at the College level, refer to the Right of Appeal described in the University Promotion and Tenure document, Section VII, numbers 1 to 3.6, Faculty and Professional Personnel Handbook.
# APPENDIX A-1

## SCHOOL OF PHYSICAL EDUCATION, SPORT, AND EXERCISE SCIENCE

**PROMOTION AND TENURE SUMMARY SHEET**

<table>
<thead>
<tr>
<th>VITAE SECTION</th>
<th>COMMENTS</th>
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<td><strong>TEACHING</strong></td>
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<tr>
<td>5.1 Assigned classes</td>
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<td>5.2 Master thesis/research projects</td>
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<td>5.3 Doctoral committee</td>
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<td>5.4 Student grants</td>
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<td>5.5 Curriculum development</td>
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<td>5.6 Student ratings</td>
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<td>5.7 Peer evaluations</td>
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<td>5.8 Administrative evaluation</td>
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<td>5.9 Portfolio</td>
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<td>5.10 Workshops taught</td>
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</tr>
<tr>
<td>5.11 Other</td>
<td></td>
</tr>
<tr>
<td><strong>SCHOLARSHIP</strong></td>
<td></td>
</tr>
<tr>
<td>6.1a Refereed articles</td>
<td></td>
</tr>
<tr>
<td>6.1b Conference proceedings</td>
<td></td>
</tr>
<tr>
<td>6.1c Published abstracts</td>
<td></td>
</tr>
<tr>
<td>6.1d Non-refereed articles</td>
<td></td>
</tr>
<tr>
<td>6.1e Books/chapters</td>
<td></td>
</tr>
<tr>
<td>6.2a Refereed presentations</td>
<td></td>
</tr>
<tr>
<td>6.2b Invited presentations</td>
<td></td>
</tr>
<tr>
<td>6.3a Non-refereed presentations</td>
<td></td>
</tr>
<tr>
<td>6.3 Creative endeavors</td>
<td></td>
</tr>
<tr>
<td>6.4 Grants</td>
<td></td>
</tr>
<tr>
<td>6.5 Contracted/Consulting work</td>
<td></td>
</tr>
<tr>
<td>6.6 Reviewer</td>
<td></td>
</tr>
<tr>
<td>6.7 Professional growth</td>
<td></td>
</tr>
<tr>
<td>6.8 Other</td>
<td></td>
</tr>
</tbody>
</table>

Continued on next page
<table>
<thead>
<tr>
<th>PROFESSIONAL SERVICE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1a Department</td>
<td></td>
</tr>
<tr>
<td>7.1b College</td>
<td></td>
</tr>
<tr>
<td>7.1c University</td>
<td></td>
</tr>
<tr>
<td>7.2a Local</td>
<td></td>
</tr>
<tr>
<td>7.2b State/regional</td>
<td></td>
</tr>
<tr>
<td>7.2c National</td>
<td></td>
</tr>
<tr>
<td>7.2d International</td>
<td></td>
</tr>
<tr>
<td>7.3 Honors</td>
<td></td>
</tr>
<tr>
<td>7.4 Professional Memberships</td>
<td></td>
</tr>
<tr>
<td>7.5 Presentations to Com. groups</td>
<td></td>
</tr>
<tr>
<td>7.6 Other</td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX B-1
### SCHOOL OF PHYSICAL EDUCATION, SPORT, AND EXERCISE SCIENCE
### INSTRUCTOR RATING FORM

<table>
<thead>
<tr>
<th>COURSE INFORMATION</th>
<th>TERM</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Section</td>
<td>Year</td>
</tr>
<tr>
<td>PEFWL</td>
<td>0</td>
<td>Fall</td>
</tr>
<tr>
<td>PEP</td>
<td>0</td>
<td>Spring</td>
</tr>
<tr>
<td>EXSCI</td>
<td>0</td>
<td>Summer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASS TYPE</th>
<th>CLASS STANDING</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Lecture</td>
<td>0</td>
<td>Freshman 0</td>
</tr>
<tr>
<td>Small Lecture</td>
<td>0</td>
<td>Sophomore 0</td>
</tr>
<tr>
<td>Lecture/Lab</td>
<td>0</td>
<td>Senior 0</td>
</tr>
<tr>
<td>Activity</td>
<td>0</td>
<td>Graduate 0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. My instructor communicates information effectively</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>2. My instructor covers material consistent with the course outline</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3. My instructor is prepared for class</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>4. My instructor encourages student interaction</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>5. My instructor teaches information or skills which I can apply</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>6. My instructor makes good use of examples or demonstrations</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>7. My instructor suggests specific ways in which I can improve</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8. My instructor provides a classroom environment that encourages learning</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>9. My instructor utilizes resources (audio/visual, speakers, handouts, workouts, etc.)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>10. Tests (skill, fitness or written) relate to course content</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>11. Assignments relate to course content</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>12. Based on the quality of instruction, I want to take another class from this instructor</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**ANSWER THE LAST ITEM ONLY IF INSTRUCTED TO DO SO**

13. The laboratory or activity sessions reinforce learning in this course | 1 | 2 | 3 | 4 | 5 |

**WRITTEN COMMENTS ARE WELCOME, BUT SHOULD BE WRITTEN IN THE BOX BELOW**

Continue on reverse side if necessary
APPENDIX B-2
INSTRUCTIONS FOR ADMINISTERING INSTRUCTOR RATING FORM

THE COURSE INSTRUCTOR SHOULD NOT BE PRESENT DURING THE TIME PERIOD USED FOR COMPLETING THIS FORM

1. Distribute one form to each student present.

2. Distribute a #2 pencil to each student present.

3. Read the following instructions out loud.

Your instructor is participating in this instructor rating. Results from this rating form will be reviewed for promotion, tenure and salary decisions. Please give thoughtful and honest consideration to each item. Please do not talk while the rating form is being completed.

Your instructor will not see any of these forms or your responses this semester. These forms and a summary of student responses will be given to the instructor AFTER grades have been submitted.

4. Because your responses will be scanned by a computer, please
   a. Use a #2 pencil
   b. Blacken your choice completely
   c. Erase changes, corrections, and stray marks

5. Complete the information requested at the top of the rating form before starting.
   a. This is____________(PEFWL; PEP; EXSCI), Course #______, Section #______
   b. Class type is________________________(large lecture, small lecture, lecture/lab, lab, or activity [select only one]).
   c. Since this is a course with a lab or activity component please respond to the last item. (Strike out if not applicable)
   -OR-
   d. Since this is not a course with a lab or activity component please do not respond to the last item. (Strike out if not applicable)
   e. Written comments are encouraged, but should be made in the space provided at the bottom of the rating form.

6. Collect the completed forms and pencils.

7. Put all forms (even extra unused ones) and this signed instruction sheet in the envelope identifying the course. Seal the envelope.

Signature__________________________ Date________________________

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# APPENDIX B-3

**School of Physical Education, Sport, and Exercise Science Instructor Rating Form**

Instructor: ________________________  Course # _______  Section # _______  Year: _______

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Term</th>
<th>Class Standing</th>
<th>Course</th>
<th>First Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEFWL</td>
<td>Fall</td>
<td>Fresh</td>
<td>Required</td>
<td>taking an on-</td>
</tr>
<tr>
<td>PEP</td>
<td>Spring</td>
<td>Soph</td>
<td>Elective</td>
<td>line course</td>
</tr>
<tr>
<td>EXSCI</td>
<td>Summer I</td>
<td>Jr</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>SPTAD</td>
<td>Summer II</td>
<td>Sr</td>
<td>No</td>
<td>O</td>
</tr>
</tbody>
</table>

For the following questions, rate each item from 1) Strongly Disagree to 5) Strongly Agree

1. My instructor communicates information effectively  
2. My instructor covers material consistent with the course outline  
3. Class material was available as indicated in course outline  
4. My instructor encourages interaction  
5. My instructor teaches information or skills which I can apply  
6. My instructor makes good use of examples  
7. My instructor suggests specific ways in which I can improve  
8. My instructor provides a class environment that encourages learning  
9. Test (skill, fitness, or written) relate to the course content  
10. Assignments relate to course content  
11. Based on the quality of instruction, I want to take another class from This instructor

**Answer the last item only if instructed to do so**

12. The laboratory or activity sessions reinforce learning in this class

**Written comments are welcome, but should be written in the space below.**
APPENDIX B-4

INSTRUCTIONS FOR ADMINISTERING ONLINE INSTRUCTOR RATING FORM

THE COURSE INSTRUCTOR SHOULD NOT BE THE PERSON DISTRIBUTING THE INSTRUCTOR RATING FORM TO STUDENTS IN THE ONLINE CLASS

1. A representative of UCS will be responsible for distributing one form to each student listed in the online class.
2. The form will be downloaded into inQsit.
3. The course instructor will email the students in his or her class that they will be contacted by a representative from UCS about participating in the School of Physical Education’s instructor/course evaluation. A copy of this message will be sent the UCS representative as well.
4. The USC representative will email each student the following:
   A. Your instructor is participating in an online/web-based course evaluation program. You can complete this evaluation form anytime between now and “an identified date”.
   B. For “instructor’s name”, “course title” the link to the evaluation form is: http://portal.bsu.edu/inqsit/inqsit.cgi/ucresearch/PhysicalEd/?FacultyEval!25422 You just need to click “Continue” at the sign-in screen.
   C. Results from this rating will be reviewed for promotion, tenure and salary decisions. Please give thoughtful and honest consideration to each item.
   D. Your instructor will not see any of these forms or your responses this semester. These forms and a summary of student responses will be given to the instructor AFTER grades have been submitted.
   E. Go to the URL link and complete the top portion of the rating form before starting:
      1. This is _________ (PEFWL; PEP; EXSCI; SPTAD)
      2. Course # _____, Section # _____
   F. When you have completed your rating of the course, please remember to click the “Submit” button at the bottom of the page. You will get a “Your answers have been recorded” message to confirm that your responses were submitted.

Written comments are encouraged, but should be made in the space provided at the bottom of the rating form.

5. The form will be available online for a one-week period.
6. Responses on the instructor rating form will be sent to the UCS representative. This person will compile all responses and forward them to the Department Representative.
APPENDIX B-5
SCHOOL OF PHYSICAL EDUCATION, SPORT, AND EXERCISE SCIENCE ADMINISTRATIVE REVIEW FORM

Name_____________________________________  Course___________________________________
Number of Students Present___________________ Date_____________________________________

Observe the identified areas of instruction. Critique each item for perceived quality. Use comments to direct committee discussion for identification of supporting evidence of quality instruction, and of suggested strategies for enhancing future credentials. Identified areas not applicable to the observation use N/A to indicate.

Defines objectives for the class presentation.

Effectively organizes learning situations to meet the objectives of the class presentation.

Uses instructional strategies encouraging relevant student participation in the learning process.

Uses class time effectively.

Demonstrates enthusiasm for the subject matter

 Communicates clearly and effectively to the level of the students.

Explains important ideas simply and clearly.

Demonstrates command of the subject matter.

Responds appropriately to student questions and comments.

Encourages critical thinking and analysis.

Provides well organized closure.

Prepares appropriate course outlines.

Designs appropriate assessment procedures.

Comments:

________________________________________________________________________

Chair, School of Physical Education,
Sport, and Exercise Science
________________________________________________________________________

Date
APPENDIX B-6

College of Applied Sciences and Technology

Guidelines for Supplemental External Review of Scholarship for Promotion to Professor

1. The candidate will provide the Department/School Chair in writing with names of three proposed external reviewers who have demonstrated expertise in the candidate's area of scholarship. This list will include a statement of the qualifications of each external reviewer.

2. The Department/School Chair will propose three additional external reviewers. The Department/School Chair will consult with the candidate and other knowledgeable individuals to develop sources from which a list of appropriate reviewers may be drawn. The Department/School Chair will provide the candidate in writing the list of three external reviewers proposed by the Chair. This list will include a statement of the qualifications of each external reviewer.

3. If the candidate objects to any of the reviewers proposed by the Department/School Chair, the candidate will provide the Chair reasons in writing why a particular reviewer is inappropriate. If the Chair objects to any of the reviewers proposed by the candidate, the Chair will provide the candidate reasons in writing why a particular reviewer is inappropriate. If a compromise on proposed external reviewers cannot be reached between the Department/School Chair and candidate, the Dean will decide the issue.

4. The Department/School Chair is responsible for contacting one reviewer from each list and securing the external letters within a time frame specified within the department/school Promotion and Tenure document. The process of identifying reviewers will continue until two external reviewers return required letters.

5. Letters requesting external reviews will be accompanied by a copy of the (1) candidate’s curriculum vitae, (2) department/school and college promotion criteria, and (3) a selection of scholarship materials relevant to the area(s) of excellence agreed to by the Department/School Chair and the candidate. A copy of the letters and list of materials sent to external reviewers will be included with required supporting promotion materials.

6. When external review letters are received, a copy of each letter is to be made which protects the anonymity of the reviewer. All evidence of the reviewers’ identities and affiliations are to be removed. The copy shall be placed in a candidate-accessible file.

7. The candidate shall be given an opportunity to read all letters placed into the candidate-accessible file prior to the beginning of promotion deliberations. The candidate may write a rebuttal to any content of received review letters perceived as inaccurate or inappropriately detrimental to the request for promotion to Professor. The rebuttal information is to be included with the external review letters.
8. The supporting materials, including all external letters and rebuttal information, will be available for review by the department/school Promotion and Tenure Committee in accordance with the department/school’s promotion calendar.

9. If the department/school recommends the candidate for promotion, complete supporting materials, the external letters, and any rebuttal information, will be forwarded to the Dean.

10. Upon completion of all deliberations and appeals for the promotion to Professor, all candidate-accessible external review letter files are to be destroyed (see respective departmental documents). The original letters are to be placed into a separate confidential file in the Dean’s Office and cannot be reopened for purposes of subsequent promotion deliberations at any level of consideration unless requested by the candidate.

Approved by CAST P&T Committee: 11/2/05
APPENDIX C
REFEREED JOURNALS
SCHOOL OF PHYSICAL EDUCATION, SPORT, & EXERCISE SCIENCE

The following list of refereed journals has been prepared by the various program areas in the School. This list is designed to provide faculty with direction regarding the journals to which they should be submitting manuscripts. The list is not meant to be all-inclusive. However, faculty who publish in journals not on the list and who wish that these publications be evaluated as refereed, must submit written documentation to the Promotion and Tenure Committee regarding its refereed policies and procedures by on or before the first working day in October.

ACTA Psychologica Scand
Acta Physiologica*
Action in Teacher Education
Adapted Physical Activities Quarterly
A Journal for Physical and Sport Educators
American College of Rheumatology
American Journal of Health Promotion
American Journal of Human Biology
American Journal of Physiology
American Journal of Sports Medicine
Applied Biomechanics
Applied Research in Coaching and Athletics
Aquatics International
Archives of Physical Medicine
Archives of Physical Medicine and Rehabilitation
Athletic Insight
Athletic Therapy Today
Aviation, Space, and Environmental Medicine
Behavioral and Brain Sciences
Biochemistry of Exercise
British Journal of Sports Medicine
Canadian Journal of Applied Physiology
Canadian Journal of Applied Sport Sciences
Canadian Journal of Sports Medicine
Chest Journal*
Circulation
Clinical Autonomic Research
Clinical Biomechanics
Clinical & Diagnostic Laboratory Immunology
Clinical and Experimental Pharmacology and Physiology*
Clinical Journal of Sports Medicine
Clinical Physiology
Clinical Sports Medicine
College Teaching
Diabetes
Diabetes Care
Diabetologica
Dynamic Medicine*
Early Child Development and Care
Education and Training in Mental Retardation and Developmental Disabilities
Educational Leadership
Endocrinology
Environments and Exercise Physiology
European Journal of Applied Physiology and Occupational Physiology
Exceptional Children
Experimental Brain Research
Gerontology
Human Factors
Human Movement Science
Human Performance
Human Performance Science
Hungarian Studies Review
IAHPERD Journal
Injury
International Journal of Applied Biomechanics
International Journal of Coaching*
International Journal of Medical Sciences
International Journal of Rehabilitation Research
International Journal of Sports Medicine
International Journal of Sports Nutrition
International Journal of Sports Science & Coaching*
International Review for the Sociology of Sport*
International Journal of Hungarian Studies*
International Journal of Sport Vision
Journal of Allied Health Sciences and Practice
Journal of Applied Physiology or Journal of Applied Physiology: Respiratory, Environments, and Exercise Physiology
Journal of Applied Sport Psychology*
Journal of Arthroplasty*
Journal of Athletic Training
Journal of Behavioral Education
Journal of Biochemistry
Journal of Biomechanics
Journal of Bone & Mineral Research
Journal of Cardiopulmonary Rehabilitation
Journal of Clinical Immunology
Journal of Clinical Investigations
Journal of Clinical Sleep Medicine*
Journal of Coaching Education*
Journal of Exercise Physiology - online
Physician and Sportsmedidine
Physiological Scandinavica
Play and Culture
Practitioners
Preventive Cardiology*
Proceedings of the Society for Experimental Biology & Medicine
Prostaglandins, Leukotrienes, and Essential Fatty Acids*
Quest
Research Quarterly for Exercise and Sport
Respiratory Medicine*
Scandinavian Journal of Medicine and Science and Sports*
Sleep*
Sleep Medicine*
Sociology of Sport Journal
Sociology of Sport Online
Sports Medicine (New Zealand)
Sports Medicine Australia
Sports Medicine, Training and Rehabilitation
Strategies
Strength & Conditioning
Teaching Education
Teaching Elementary Physical Education
Teaching Exceptional Children
The American Journal of Medicine
The American Journal of Medicine and Sports
The Clearing House
The Journal of Sport Management*
The SMART Journal (Sport Management and Related Topics)*
The Sport Journal*
The Sport Management Education Journal*
The International Journal of Olympic Studies*
Therapeutic Recreation Journal

Approved by the SPESES P & T committee 9/06/07
* Journals added in 2007