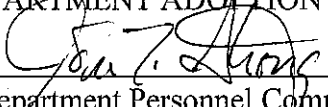
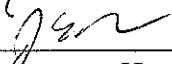


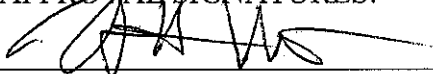
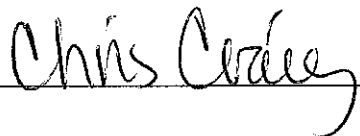
MISSOURI STATE UNIVERSITY
PERIODIC REVIEW OF REAPPOINTMENT (OR RENEWAL OF CONTRACT),
TENURE, PROMOTION GUIDELINES

DEPARTMENT: Religious Studies
COLLEGE: CHPA
SEMESTER/YEAR OF CURRENT REVIEW Spring 2017
SEMESTER/YEAR OF NEXT REQUIRED REVIEW: Spring 2020

DEPARTMENT ADOPTION SIGNATURES:

 1 July 2017
Department Personnel Committee Head Date
 7/1/17
Department Head Date

APPROVAL SIGNATURES:

 7-5-17
Dean Date
 8-21-17
Provost Date

THIS PLAN IS IN EFFECT FROM 2017 THROUGH 2020.

DEPARTMENT OF RELIGIOUS STUDIES
Faculty Evaluation Policy and Procedures
For Members of the Ranked Faculty
Approved by the Department Revised May 10, 2017

The Department of Religious Studies recognizes the pressures inherent to the evaluation process. As a result, we commit ourselves to a careful and objective evaluation of candidates for annual appointment, tenure and promotion. The judgments of the Department Head, the Departmental Personnel Committee (Hereafter DPC), and the department will be based on performance and a continued and demonstrated record of accomplishment that supports the appropriate roles of that faculty member in the department, the college, the University, and the profession at large. A high degree of professionalism is expected of all faculty and administrators: a spirit of respect, cooperation and sensitivity to the diversity that exists within the University community.

I. INTRODUCTION AND GENERAL GUIDELINES

The Faculty Evaluation Policy and Procedures specified in this document are based on the Missouri State University Faculty Handbook (August 2014; hereafter identified as FH) and are reviewed annually by the department (FH 4.6). Religious Studies Faculty at Missouri State University have Standard Appointments (as defined in the FH 4.2.1), and are expected to engage in professional activities that encompass three areas: teaching, (FH4.2.1) research (cf. FH 4.2.2), and service (FH 4.2.3). All faculty participate in five separate but interrelated processes for evaluating these three areas:

1. A yearly performance review by the department head that identifies the results of prior performance and establishes objectives for future performance is required (FH 4.6.1). This review takes place each year in spring. A written summary of this evaluation will be given to each faculty member and placed in his/her personnel file.
2. Annual Reviews are conducted for probationary faculty to assess appropriate progress toward tenure. Probationary faculty members initiate this process by submitting relevant materials to the department head for transmittal to the chair of the departmental personnel committee (DPC) by a date specified by the committee. The personnel committee will annually assess the probationary faculty member's cumulative record as he or she progresses toward the tenure decision year, and will specify in writing one of three outcomes: satisfactory, questionable, or unsatisfactory. In all cases the committee will provide clear feedback, identifying areas for improvement, making specific suggestions or recommendations regarding continued appointment or non-renewal, and provide appropriate rationale in the event the committee recommends non-renewal (FH 4.6.1).
3. Probationary faculty members must apply for tenure/promotion no later than the sixth year of employment (except when the tenure clock has been temporarily stopped) to remain employed beyond the seventh year. The faculty member prepares a complete tenure/promotion dossier, and forwards it to the department head for transmittal to the chair of the departmental personnel committee (DPC). The tenure/promotion dossier will include external reviews gathered according to departmental guidelines, and inserted by

the department head. Evaluations will be based upon the departmental criteria for annual appointment, promotion, and tenure given to the faculty member at the time of employment. It will take into account regular yearly reviews and all documentation presented by the candidate on performance in accumulated assignments since the time of employment. The DPC then will make its recommendation to the full, tenured faculty. All tenured faculty will then vote on the recommendation. The process for tenure/promotion review follows the steps of the annual probationary reviews until it gets to the Dean. When the Dean completes his or her recommendation, all recommendations and rationales and a current vita are forwarded to the Provost for review. Supporting materials are forwarded as far as the Dean's office; they are forwarded beyond the Dean's office at the request of the Provost. The Provost makes a final recommendation that is forwarded to the President and the Board of Governors for approval (FH 4.6.2).

4. An associate professor is eligible to apply for full professor during the fifth year of service to Missouri State in the rank of associate professor (FH 3.3.2). This application does not preclude the regular yearly review by the department head. Tenured faculty members may request a pre-promotion review one or two years prior to application for promotion. This review is optional, and the decision not to request a pre-promotion review does not preclude a favorable review at the time of application for promotion (FH 4.6.3.1). The faculty member prepares a complete tenure/promotion dossier, and forwards it to the department head for transmittal to the chair of the departmental personnel committee. The tenure/promotion dossier will include external reviews gathered according to departmental guidelines, and inserted by the department head. Evaluations will be based on the criteria current at the time of application for promotion ordinarily. However, the applicant may choose to remain within the domain of an earlier set of promotion guidelines provided those guidelines are no more than five years old at the time the faculty member applies for promotion. They will take into account regular yearly reviews and all documentation presented by the candidate on performance in accumulated assignments since the time of the last promotion. The DPC will make a recommendation that is forwarded to the department head and to the applicant. The department head will also evaluate all the materials submitted and make a recommendation. The DPC and the department head will provide the applicant with a copy of each recommendation. Within a prescribed number of days the applicant will sign the recommendations acknowledging receipt and will also receive a copy of the recommendations. This application does not preclude the regular yearly review by the department head. When the DPC's recommendation is sent to the full, ranked faculty, only full professors will vote on the recommendation for promotion to full professor. When the department head completes his or her recommendations, all recommendations and all other requested materials are forwarded to the provost's office. The Provost makes a final recommendation that is forwarded to the President and the Board of Governors for approval.

5. Peer review of teaching of probationary faculty will be conducted at least annually. Faculty applying for promotion are subject to review in the year of application.

6. Each faculty member is responsible for assembling documentation, and for submitting materials according to established deadlines. These deadlines will be announced at least 30 days ahead of time and the information will be posted in a

conspicuous place. The dates for non-appointment are accessible at www.missouristate.edu/provost/tpcalendar.htm.

II. GENERAL PROCEDURES

1. There shall be a standing committee in the department dealing with faculty evaluations called the DPC. Members include all tenured faculty. The tenured faculty choose a subcommittee that becomes the DPC and also choose the chair of the subcommittee. That subcommittee makes recommendations to all the tenured faculty who in turn make recommendations to the Dept Head.
2. Course evaluations will be administered with the assistance of the academic administrative assistant. All faculty will administer course evaluations each semester.
3. The DPC shall be responsible for all evaluations involving teaching, research, and service, and shall make recommendations concerning annual appointment, tenure, and promotion of faculty members. The department head may not serve as a member of the DPC.
4. Those faculty requesting or petitioning for annual appointment, tenure or promotion must provide to the department head the following as part of the application:
 - a. a standardized cover sheet for applications for tenure and promotion
 - b. an updated curriculum vitae
 - c. a copy of statistical and written student evaluation comments
 - d. copies of off-prints, contracts, grant proposals, award lettersApplicants are encouraged to include other items recommended by the dean of the College of Humanities and Public Affairs as appropriate. All documentation in support of the activities should be categorized in the form of teaching, scholarship/research, and service.
5. Committee Recommendations.

The department head will deliver the applications for annual appointment, tenure, and promotion and the materials in the annual activity reports to the DPC. The DPC will examine all materials, consult with all relevant faculty for annual appointment decisions, do peer review of teaching including class visitation, and forward its recommendations to the department head. All tenured faculty will be consulted for tenure decisions. When considering recommendations for promotion, the committee will consult with all tenured members of the department who hold rank equal to or higher than the rank for which the candidate has applied. If there are not enough faculty, or enough faculty at or above rank, the dean of Humanities and Public Affairs will appoint additional faculty to the committee.
6. Administrative Procedure.

Procedures described in Section 4.6.3 of the Faculty Handbook will be followed as committee recommendations move up the administrative ladder. It is the

responsibility of each administrator to review the recommendations initiated by the departmental committees and to initiate contrary recommendations only after consulting with the appropriate committee and only when there are “compelling reasons why he/she cannot agree with the original (committee’s) recommendation.” Those reasons must be communicated in writing to the affected faculty members, the DPC, and to other administrators involved.

The department head will meet with each faculty member for the purpose of discussing his/her application and informing him/her of the department head’s recommendation to the dean. Each faculty member will also receive a written evaluation from the head.

7. **Appeal of Evaluation Recommendation**
A Faculty member may formally appeal the recommendation of the DPC by following the procedure noted in FH 4.7.2
8. **Faculty Evaluation Application/Files.**
An evaluation file for each faculty member will be maintained in the departmental office. The file will include the accumulated documents relative to evaluations made of the individual’s performance. This file is not to be confused with the application that is only temporary and will be returned to the applicant.
 - a. The candidate’s Application File will be available to the committee, the department head and all appropriate faculty members, only for the length of time before the application is forwarded for administrative action. The Permanent File kept in the department office will be available only to the committee and the department head.
 - b. Individual faculty members may examine their own files and make appropriate copies. Under no circumstances may documents be removed from the departmental office.
 - c. No document may be added to or removed from a file without the knowledge of the affected faculty member.
 - d. The department head and academic administrative assistant shall be responsible for maintaining security of the files.
9. **Annual review.**
The DPC and the department head will conduct an annual review of the department policy statement on evaluation, promotion, tenure, and annual appointment. Any proposed revisions of this statement will be presented to all ranked faculty of the department for a vote and will be implemented with, and only with, the approval of the majority of the ranked faculty.

III. GUIDELINES FOR ASSESSING TEACHING, RESEARCH/SCHOLARLY PRODUCTIVITY, AND SERVICE

A. Faculty Roles and Responsibilities

Missouri State University provides a learning environment that helps students prepare for careers, enriches their lives, and facilitates their contribution to society through its Public Affairs Mission. The central

focus of faculty responsibilities is on facilitating student learning in the academic study of religion, and on helping develop citizens of a democratic society and global community. The traditional faculty responsibilities of teaching, research/scholarship, and service represent integrated and complementary activities. Across their academic careers, and consistent with the mission of the University, faculty are expected to demonstrate a continuous record of professional expertise and development in all responsibilities (cf., Faculty Handbook 3.3.1). The quality and quantity of the contributions in all areas is a factor for positive annual appointment, promotion, and tenure decisions.

B. Criteria for Annual Appointment of Untenured Faculty

1. Criteria for Annual Appointment as **Instructor**. (*It is expected that all faculty will consistently receive a rating of “satisfactory” in their annual evaluations.*) In order to be considered for annual appointment in this rank, an untenured faculty member must meet the following criteria:
 - a. Teaching
 - i. Student evaluations for each semester taught must indicate effective teaching in the year under review
 - ii. Peer review of teaching for each semester taught must indicate effective teaching in subject area
 - iii. Teaching portfolio must be submitted containing:
 - a) Syllabi for all courses taught
 - b) Statement of Philosophy of Teaching
 - c) Class handouts and other curricular-related materials (e.g., exams, course assignments, etc.)
 - d) Summary report of student evaluations and all student evaluations
 - e) List of courses taught/enrollments
 - f) Departmental peer reviews and evaluations of classroom teaching if provided
 - iv. Course and curricular development, as professional opportunities allow
 - v. Other factors that may indicate leadership in the area of teaching may be included. Candidates may wish to include, for example, artifacts of curricular development, student learning outcomes, documentation of excellence in advising, utilization of new teaching techniques and delivery methods, attendance at faculty development workshops to improve pedagogy, unsolicited letters or notes from past students, etc.
 - b. Service
 - i. Service to the University in the form of consistent, active service on departmental, college, and university committees, as professional opportunities allow
 - ii. Statement on service record/goals
 - iii. Other factors in the area of service that may indicate commitment and leadership may be included. Candidates

may wish to include, for example, evidence of advising to student organizations, engagement in organizing events, conferences, or other activities that contribute to the Missouri State University community, community service related to the mission of the University, etc.

Research is not expected of Instructors or Senior Instructors, but when present as in the following examples it may indicate leadership and excellence in support of annual appointment. Examples of items that may enhance a candidate's portfolio would be publications, and attendance at a local, regional, or national scholarly conference.

2. Annual appointment as **Assistant Professor**. (*It is expected that all faculty will consistently receive a rating of "satisfactory" in their annual evaluations.*) In order to be considered for annual appointment in this rank, an untenured faculty member must meet the following criteria:
 - a. Teaching:
 - i. Student evaluations for each semester taught must indicate effective teaching in subject areas at all levels
 - ii. Peer review of teaching must indicate effective teaching in subject areas
 - iii. Teaching Portfolio must be submitted containing:
 - a) Syllabi for all courses taught in the year since the last annual review
 - b) Statement of Philosophy of Teaching
 - c) Class handouts and other curriculum related material, such as exams
 - d) Summary report of student evaluations and all student evaluations
 - e) List of courses taught/enrollments
 - f) Departmental peer reviews and evaluations of classroom teaching
 - b. Research:
 - i. Evidence of continuing research in the area of expertise (as indicated by the vita).
 - ii. Attendance and participation at a national or regional scholarly conference
 - iii. Submission of one's research to local, regional, or national forums
 - c. Service:
 - i. Service on departmental or college committees as requested
 - ii. Membership in and active participation in professional organizations related to one's discipline
 - iii. Serve as guest lecturer in university classes other than one's own, or as a speaker for a public function or as a media consultant as invited
3. Annual Appointment as **Associate Professor**. (*It is expected that all faculty will consistently receive a rating of "satisfactory" in their annual*

evaluations.) In order to be considered for annual appointment in this rank an untenured faculty member must meet the following criteria:

- a. Teaching:
 - i. Student evaluation for each semester taught must indicate effective teaching in subject areas at all levels
 - ii. Peer review of teaching for each semester must indicate effective teaching in subject areas
 - iii. A teaching portfolio must be submitted containing:
 - a) Syllabi for all courses taught in the year since the last annual review
 - b) Statement of Philosophy of Teaching
 - c) Class handouts and other curriculum related material, such as exams
 - d) Summary report of student evaluations and all student evaluations
 - e) List of courses taught/enrollments
 - f) Departmental peer reviews and evaluations of classroom teaching if provided
- b. Research:
 - i. Evidence of a continuing research program in the area of expertise (as indicated by the vita).
 - ii. Attendance and participation at a national or regional scholarly conference
 - iii. Submission of one's research to local, regional, or national forums
- c. Service:
 - i. Serve on departmental, college, or university committees as requested
 - ii. Membership and active participation in professional organizations related to one's discipline
 - iii. Serve as guest lecturer on campus and in public functions or as a media consultant as invited

4. Annual Appointment as **Professor**. (*It is expected that all faculty will consistently receive a rating of "satisfactory" in their annual evaluations.*)

In order to be considered for annual appointment in this rank, a faculty member must meet the following criteria:

- a. Teaching:
 - i. Student evaluations for each semester taught must indicate effective teaching in subject areas at all levels
 - ii. Peer reviews of teaching must indicate effective teaching in subject areas
 - iii. A teaching portfolio must be submitted containing:
 - a) Syllabi for all courses taught since the last annual review
 - b) Statement of Philosophy of Teaching
 - c) Class handouts and other curriculum related materials, such as exams

- d) Summary report of student evaluations and all student evaluations
 - e) List of courses taught/enrollments
 - f) Departmental peer reviews and evaluations of classroom teaching if provided
- b. Research:
- i. Evidence of a continuing research program in the area of expertise (as indicated by the vita).
 - ii. Attendance and participation at a national or regional scholarly conference
 - iii. Submission of one's research to regional and national forums
- c. Service:
- i. Service on departmental, college, or university committees as requested
 - ii. Membership and active participation in a professional organization related to one's discipline
 - iii. Serve as guest lecturer on campus and in public functions or as a media consultant as invited

C. Criteria for Tenure and Promotion of Faculty

An individual seeking tenure at a given rank is expected to meet requirements for promotion at that rank as outlined in the Faculty Handbook (sections 3.3, 3.4, 3.5, and 3.6). *The Faculty Handbook* governs the policies for promotion and tenure established by the Religious Studies Department. In addition, the criteria listed below specifically relate to the Religious Studies Department. The candidate is expected to make the case for equivalence where appropriate.

1. Promotion from **Instructor** to **Senior Instructor**

It is expected that all instructors applying for promotion will consistently receive a rating of "satisfactory" in the area of teaching by the Department Head as part of the yearly performance reviews for a period of five years or more. The expectation for promotion at this rank is based on a 12-hour teaching load per semester and at least five years full-time teaching experience.

- a. Teaching
- i. Student evaluations for each semester taught must indicate sustained excellence in teaching over the prior five or more academic years. Student evaluations, on average, must meet the average college mean. Student comments must be generally positive.
 - ii. Peer review and evaluation of teaching for each semester taught must indicate effective teaching in subject area. Departmental peer evaluations on the Teacher Evaluation form must average a score of four over the years of review.
 - iii. Teaching portfolio must be submitted containing:
 - a) Syllabi for all courses taught
 - b) Statement of Philosophy of Teaching

- c) Class handouts and other curricular-related materials (e.g., exams, course assignments, etc.)
 - d) Summary report of student evaluations and all student evaluations
 - e) List of courses taught/enrollments
 - f) Departmental peer reviews and evaluations of classroom teaching
- iv. Course and curricular development, as professional opportunities allow
 - v. Documentation of excellence in advising, including obtaining and maintaining certification as a Master Advisor, and maintaining regular knowledgeable contacts with advisees documented in advising notes.
 - vi. Other factors that may indicate leadership in the area of teaching may be included. Candidates may wish to include, for example, artifacts of curricular development, student learning outcomes, utilization of new teaching techniques and delivery methods, attendance at faculty development workshops to improve pedagogy, unsolicited letters or notes from past students, etc.
- b. Service
- i. Service to the University in the form of consistent, active service on departmental, college, and university committees, as professional opportunities allow
 - ii. Statement on service record/goals
 - iii. Other factors in the area of service that may indicate commitment and leadership may be included. Candidates may wish to include, for example, evidence of advising to student organizations, engagement in organizing events, conferences, or other activities that contribute to the Missouri State University community, community service related to the mission of the University, etc.

Research is not expected of Instructors or Senior Instructors, but when present as in the following examples it may indicate leadership and excellence in support of promotion. Examples of items that may enhance a candidate's portfolio would be publications, and attendance at a local, regional, or national scholarly conference.

2. **Promotion from Assistant Professor to Associate Professor**
(It is expected that all faculty will consistently receive a rating of "satisfactory" in their annual evaluations.) Assistant Professors normally apply for tenure in their sixth year of probationary status. In exceptional circumstances, individuals may apply for tenure in their fourth or fifth year. The expectation for promotion or tenure at this rank is based on the holding of the Ph.D. or Th.D. degree in the specialty area, and at least four years full-time teaching experience (three years must be at the rank of Assistant Professor). Faculty who are promoted before tenure is granted are expected to continue the same pattern of excellence that led to their promotion. Tenure-track faculty who have not been granted tenure by the end of their seventh year of employment at Missouri State University shall

not be further employed by Missouri State University in a tenure-track position (FH 3.8.2).

- a. Teaching
 - i. Student evaluations for each semester taught must indicate effective teaching in subject area. Student evaluations, on average, must meet the average college mean. Student comments must be generally positive.
 - ii. Peer review and evaluation of teaching for each semester taught must indicate effective teaching in subject area. Departmental peer evaluations on the Teacher Evaluation form must average a score of four over the years of review.
 - iii. Teaching portfolio must be submitted containing:
 - a. Syllabi for all courses taught
 - b. Statement of Philosophy of Teaching
 - c. Class handouts and other curricular-related materials (e.g., exams)
 - d. Summary report of student evaluations and all student evaluations
 - e. List of courses taught/enrollments
 - f. Departmental peer reviews and evaluations of classroom teaching
 - iv. Preparation for, and teaching of, at least one new 3 credit hour course, which may include variable topics courses, and a second 3 credit hour course that is either a new offering or that involves significant new preparation due to changes in modality and pedagogy or the redesign of an existing upper level course.
 - v. Evidence of faculty development in teaching.
 - vi. Documentation of excellence in advising, including obtaining and maintaining certification as a Master Advisor, and maintaining regular knowledgeable contacts with advisees documented in advising notes.
 - vii. Receipt of one grant or fellowship for internal or external funding in any one of the areas of teaching, research or service
- b. Research
 - i. Evidence of a continuing research program in the area of expertise (shown in vita).
 - ii. Publication of at least three articles in refereed journals or one scholarly monograph (one chapter in a refereed volume of essays equals one refereed journal article). Articles and essays must be published to be counted toward promotion and tenure. If the book is not published, evidence must be provided attesting to the fact that the complete manuscript has been received by the publisher and is ready to go into production for page proofs. To meet the research criteria, the book or at least one article must be in English. If some publications are not published in English, then a summary

- of those publications must be provided. In addition, the DPC may ask for a partial translation into English.
- iii. Publication of at least two book reviews in professional journals
- iv. Presentation of three scholarly papers, at least one of which should be at a national or international professional meeting
- v. Receipt of one grant or fellowship for internal or external funding in any one of the areas of teaching, research or service
- c. Service
 - i. Service to the University in the form of consistent, active service on departmental, college, and university committees
 - ii. Membership and active participation in professional organizations
 - iii. Contribution to the university's public affairs mission by guest lecturing on campus or at a public function or as a media consultant
 - iv. Receipt of one grant or fellowship for internal or external funding in any one of the areas of teaching, research or service

Early Promotion or Tenure

Individuals with exceptional records of accomplishment may apply for tenure and/or promotion early in their fourth or fifth year. These accomplishments must exceed normal expectations for tenure and promotion. At a minimum, accomplishments in both Teaching and Research must be exemplary. In teaching, applicants must show evidence of exceptional innovation and success, as demonstrated by up-to-date reviews of the relevant literature, the development of appropriate learning resources and technology, and teaching evaluations that are consistently and significantly better than the department average. Applicants must also provide evidence of at least one presentation or publication in the scholarship of teaching. A student interview (or student interviews) conducted by the department must indicate exemplary teaching. In research, publication of at least five articles in refereed journals or the equivalent is required.

3. Promotion from **Associate Professor to Professor**
(It is expected that all faculty will consistently receive a rating of "satisfactory" in their annual evaluations.) The expectation for promotion or tenure at this rank is holding the Ph.D. or Th.D. degree in the specialty area, and a minimum of five years of academic service to Missouri State University in the rank of Associate Professor. Only work completed at the associate level will be considered. A continuous record of achievement is expected.
 - a. Teaching
 - i. Student evaluations for each semester taught must indicate effective teaching in subject area. Student evaluations, on

- average, must meet the average college mean. Student comments must be generally positive.
- ii. Peer review and evaluation of teaching for each semester taught must indicate effective teaching in subject area. Departmental peer evaluations on the Teacher Evaluation form must average a score of four over the years of review.
 - iii. Preparation for, and teaching of, at least one new 3 credit hour course, which may include variable topics courses, and a second 3 credit hour course that is either a new offering or that involves significant new preparation due to changes in modality and pedagogy or the redesign of an existing upper level course.
 - iv. Teaching portfolio must be submitted with the following items:
 - a. Syllabi of all courses taught
 - b. Curricular hand outs and exams
 - c. Philosophy of Teaching
 - d. Summary report of student evaluations and all student evaluations
 - e. List of courses taught/enrollments
 - f. Departmental peer reviews and evaluations of classroom teaching
 - v. Evidence of faculty development in teaching.
 - vi. Documentation of excellence in advising, including obtaining and maintaining certification as a Master Advisor, and maintaining regular knowledgeable contacts with advisees documented in advising notes.
 - vii. Receipt of one grant or fellowship for internal funding in any one of the areas of teaching, research, or service, and an application for a significant grant for external funding.
- b. Research
- i. Evidence of a continuing research program in the area of expertise (shown in vita)
 - ii. Publication of at least two articles in refereed journals (one scholarly monograph equals four refereed articles; one chapter in a refereed volume of essays equals one refereed journal article)
 - iii. Publication of at least two book reviews in professional journals
 - iv. Publication of at least one scholarly monograph (one scholarly monograph equals four refereed articles; one chapter in a refereed volume of essays equals one refereed journal article). Articles and essays must be published to be counted toward promotion and tenure. If the book is not published, evidence must be provided attesting to the fact that the complete manuscript has been received by the publisher and is ready to go into production for page proofs. To meet the research criteria, the book or at least two articles must be in English. If some publications are

not published in English, then a summary of those publications must be provided. In addition, the DPC may ask for a partial translation into English.

- v. Presentation of three scholarly papers, at least one of which must be presented at a national or international professional meeting.
 - vi. Receipt of one grant or fellowship for internal funding in any one of the areas of teaching, research, or service, and an application for a significant grant for external funding.
- c. Service
- i. Service to the University in the form of consistent, active service on departmental, college, and university committees
 - ii. Chair at least one Departmental, Collegiate or University committee
 - iii. Membership and demonstrated service to professional scholarly organizations and to the discipline
 - iv. Contribution to the university's public affairs mission by guest lecturing on campus or at a public function or as a media consultant
 - v. Receipt of one grant or fellowship for internal funding in any one of the areas of teaching, research, or service, and an application for a significant grant for external funding.

Supporting materials, which must accompany the application, must include current vita, teaching portfolio, student evaluations, select copies of publications, grant proposals or contracts. All publications must be available upon request.