



ORU FACULTY PROMOTION HANDBOOK

2020-2021

Excerpt directly from the Faculty & Administration Handbook 2020-2021

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PROMOTION OVERVIEW

The University approves promotions based on spiritual commitment, teaching excellence, professional activities, and University and community service and advisement demonstrating the University's standards of excellence and affirming the reputation of its faculty. Promotions are earned, and the University takes its responsibility to ensure standards seriously. Promotions are approved through a faculty-engaged promotion process.

The University establishes teaching excellence as a priority as a part of the promotion process. Therefore, the ORU Teaching Excellence framework is used to create a culture of continuous improvement, which supports a learner-centered campus that values teaching and promotes faculty excellence.

The Framework is grounded in research-based teaching practices and the scholarship of teaching and learning and includes nine domains with a Spirit-empowered teaching and learning overlay. The overlay symbolizes the inclusion of Spirit-empowered teaching and learning across all of the nine domains.

The framework requires faculty members to demonstrate continual growth in three required domains including: Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy, while encouraging faculty members to personalize their continuing growth in teaching effectiveness throughout the remaining domains.

Deans are encouraged to work to create a balance within the colleges based on individual faculty members' gifts and strengths focused on the areas of spiritual commitment, teaching excellence, professional activities, and University and community service and advisement.

Note: The content in this document is taken directly from the [2020-2021 Faculty & Administration Handbook](#).

PROMOTION REQUIREMENTS

Promotion honors quality in Spirit-empowered teaching, scholarship, and service. While the University requires continuous improvement in regular faculty engagement with students as evaluated through the Annual Performance Evaluation, participation in the promotion process depends on each regular faculty member's ability to fulfill the appropriate criteria.

Faculty members interested in working toward promotion should meet with the appropriate chair and college dean on an annual basis to develop promotion plans and review progress toward fulfilling the criteria. Regular faculty members may apply for promotion following at least four years of teaching by working through the promotion process during a fifth or later year.

However, additional years may be required to allow for sufficient time to meet the criteria. When deemed appropriate for a particular circumstance of a faculty member, administration may recommend exceptions to the minimum requirements for promotion.

A regular faculty member who satisfies all of the following criteria becomes eligible to apply for promotion:

1. Reaffirms a spiritual commitment to developing Spirit-empowered leaders and living a lifestyle of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit or actively seeking the experience
2. Meets the appropriate number of years of teaching or equivalent experience
3. Holds an academic degree and credentials appropriate to the teaching assignment with sufficient evidence of academic scholarship and professionalism
4. Describes engagement with University and community service, and student academic advisement.

ACADEMIC LEVELS

▪ From Instructor to Lecturer

Promotion from instructor to lecturer requires an application providing:

1. a reaffirmation of a spiritual commitment to developing Spirit-empowered leaders and a testimony of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit or actively seeking the experience;
2. a record of continuous improvement in teaching excellence;
3. evidence of the completion of a Master degree from an accredited institution with at least 18 graduate hours appropriate to the teaching assignment; and
4. a description of engagement with University and community service, and student academic advisement activities.

▪ From Lecturer to Senior Lecturer

Promotion from lecturer to senior lecturer requires an application providing:

1. a reaffirmation of a spiritual commitment to developing Spirit-empowered leaders and a testimony of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit;
2. a record of continuous improvement in teaching excellence for fifteen years;
3. evidence of the completion of a Master degree from an accredited institution with at least 18 graduate hours appropriate to the teaching assignment; and
4. a description of engagement with University and community service, and student academic advisement activities.

Applicants must meet the promotion criteria to the satisfaction of the college dean, Provost, President, and the Board of Trustees.

▪ Assistant Professor

Appointment as an assistant professor requires:

1. an affirmation of a spiritual commitment to developing Spirit-empowered leaders and a testimony of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit or actively seeking the experience;
2. a commitment to continuous improvement in teaching excellence;
3. evidence of completion of a doctorate or terminal degree from an accredited institution; and

4. a commitment to engage with University and community service, and student academic advisement activities.

A faculty member who completes a doctorate or terminal degree from an accredited institution and is in good standing will receive a change-in-status with a new contract and change to the rank of assistant professor immediately following the receipt of official notification of the degree and approval by the appropriate college dean. Applicants must meet the promotion criteria to the satisfaction of the college promotion committee, college dean, Provost, President, and the Board of Trustees.

■ **From Assistant Professor to Associate Professor**

Promotion from assistant professor to associate professor requires:

1. a reaffirmation of a spiritual commitment to developing Spirit-empowered leaders and a testimony of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit or actively seeking the experience;
2. a record of continuous improvement in teaching excellence for a recommended minimum of four years and participation in the promotion process during a fifth or later year of teaching experience with a potential new rank beginning with the sixth or later year of teaching experience;
3. evidence of completion of a doctorate or terminal degree from an accredited institution and an appropriate amount of demonstrated scholarship and professionalism based on college-specific promotion requirements, developed following the previous promotion; and
4. a description of engagement with University and community service, and student academic advisement activities.

Applicants must meet the promotion criteria to the satisfaction of the college promotion committee, college dean, Provost, President, and the Board of Trustees.

■ **From Associate Professor to Professor**

Promotion from associate professor to professor requires:

1. a reaffirmation of a spiritual commitment to developing Spirit-empowered leaders and a testimony of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit;
2. a record of continuous improvement in teaching excellence for a recommended minimum of nine years and participation in the promotion process during a tenth or later year of teaching experience with a potential new rank beginning with the eleventh or later year of teaching experience;
3. evidence of completion of a doctorate or terminal degree from an accredited institution and an appropriate amount of demonstrated scholarship and professionalism based on college-specific promotion requirements, developed following the previous promotion; and
4. a description of engagement with University and community service, and student academic advisement activities.

Applicants must meet the promotion criteria to the satisfaction of the college promotion committee, college dean, Provost, President, and the Board of Trustees.

■ From Professor to Senior Professor

Promotion from professor to senior professor requires:

1. a reaffirmation of a spiritual commitment to developing Spirit-empowered leaders and a testimony of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit;
2. a record of continuous improvement in teaching excellence as a Professor for a recommended minimum of four years and participation in the promotion process during a fifth or later year of rank as a Professor with a potential new rank of Senior Professor beginning with the sixth or later year following promotion to Professor;
3. evidence of completion of a doctorate or terminal degree from an accredited institution and an appropriate amount of demonstrated scholarship and professionalism based on college-specific promotion requirements, developed following the previous promotion; and
4. a description of engagement with University and community service, and student academic advisement activities.

Applicants must meet the promotion criteria to the satisfaction of the college promotion committee, college dean, Provost, President, and the Board of Trustees.

PROMOTION CRITERIA AND EVIDENCE

Advancement in rank is based upon spiritual commitments, teaching excellence, professional activities, and University and community service and advisement. Based on the University's commitment to teaching excellence and engagement of students in academic scholarship, promotion criteria pertaining to teaching excellence have special emphasis in the considerations for promotion.

1. Spiritual Commitments

A. Criteria

1. Confesses a personal relationship with Jesus Christ in alignment with the ORU Bylaws
2. Attests to a continuing experience of Spirit-empowerment which includes the ability to pray in the Spirit or be actively seeking experience (Acts 2:4; 1 Cor 14:14-15)
3. Cultivates a Spirit-filled life through an ethical lifestyle characterized by the fruits of the Spirit (Gal 5:22-25), growing in the gifts of the Spirit (1 Cor 12:4-11), and God-given gifts to serve students (1 Pet 4:10)

B. Evidence of Growth

The applicant must include a brief "Personal Spiritual Reflection" (normally fewer than three pages) that addresses the following items.

1. An account of the ways the faculty member has matured in a personal faith in Jesus Christ, personal ethics, and the fruit of the Spirit in relationship to others.
2. An account of how the faculty member has grown in an understanding of and in living out the Spirit-filled life, including the Spirit's impact in the faculty member's classroom.
3. If the faculty member has not yet prayed in the Spirit, an account describes current actions taken to seek the experience.

2. Teaching Excellence

A. Criteria – Teaching Excellence Framework

1. *Required Criteria*
 - a. Instructional Strategies
 - b. Feedback and Assessment
 - c. Inclusive Pedagogy
2. *Selected Criteria*
 - a. Curriculum
 - b. Scholarly Teaching and Learning
 - c. Student Motivation
 - d. Mentoring
 - e. Classroom Climate
 - f. Pedagogical Content and Knowledge

B. Evidence

The applicant must provide evidence of continuous improvement in teaching through a demonstration of multi-year achievement in the required and selected teaching excellence criteria as mentored by the appropriate Teaching Excellence Focus Groups.

3. Professional Activities

A. Criteria

1. Quality—refereed publications, refereed presentations delivered at professional meetings, and juried creative works based on college-specific requirements as defined in chapter 3 of the [Faculty and Administration Handbook](#) and developed since the last promotion
2. Significance—applicant is a significant contributor to the identified works
3. Research-based scholarship (as defined by each college in chapter 3 of the [Faculty and Administration Handbook](#))

B. Evidence

The applicant must include a summary of scholastic achievements since the last promotion as well as links to a curriculum vita and the published works, pictures, programs, bulletins, presentations, or similar documents inserted into the appendices. Evidence of achievement in rank must reflect the designated requirements for the college appropriate to the teaching assignment as listed in the college sections of chapter 3 in the [Faculty and Administration Handbook](#).

4. University and Community Service and Advisement

A. Criteria

1. University service through participation on committees, administration, special projects or task forces,
2. Community service through engagement with the community in discipline-specific activities, programs, or boards
3. Evidence of academic advising of students with systems and protocols used to motivate student engagement in learning and lifestyle improvement.

B. Evidence

1. An explanation or description of the applicant's philosophy and practice in creating a student advisement environments that enhance student academic engagement.
2. A review of service activities within the University and within the community.

APPLICATION REQUIREMENTS

The promotion application is organized around five parts containing:

1. a title page;
2. a table of contents;
3. narrative evidence of competency in the four promotion criteria, no more than 12 pages in length;
4. (a narrative summary of the continuous improvement in teaching since the last promotion; and
5. a curriculum vitae emphasizing the professional activities and service completed since the last promotion.

Title Page and File Name Requirements:

1. Name of the applicant
2. Position being sought
3. College name
4. Appendices containing additional supporting evidence of statements made in the application, such as published articles and images. Colleges vary on required formatting for the appendices.

Letters of Recommendation:

In addition to the promotion application submitted by the applicant, faculty members and administrators submit evaluations and letters of recommendation. These documents remain confidential and are not available to the applicant.

APPLICATION FOR PROMOTION TIMELINE

The following deadlines serve as a guide for the promotion application process. Any date that falls on a weekend or holiday will advance to the next regular work day.

DATE	PROCESS
Early August	The applicant sends a letter of intent to apply for promotion to the appropriate department chair, with additional copies sent to the college dean and to the Provost's Office.
August 15	The college dean verifies the applicant's eligibility, has an initial consultation with the applicant, and forwards additional information to the applicant's department chair.
September 1	The applicant prepares an application including a title page, a table of contents, three annual performance evaluations and evidence of professional activities.
September 15	<p>The college promotion committee, which must include at least one faculty member from outside of the appropriate college, reviews the application with appendices. The college promotion committee must determine if the application material meets the promotion criteria and may recommend for or against the application.</p> <p>The college promotion committee chair submits the committee's recommendations to the college dean.</p>

October 1	<p>The college dean reviews the application with appendices and considers the college promotion committee's recommendation. The college dean must determine if the application material meets the promotion criteria and make a decision to endorse or not endorse the application for promotion.</p> <p>With an endorsement, the college dean forwards the application to the Provost/Chief Academic Officer. If the college dean does not endorse the application, the college dean returns the application to the applicant with comment. If the applicant disagrees with the determination of the college dean, the applicant may request a review by the Provost/Chief Academic Officer.</p>
October 15	<p>The Provost/Chief Academic Officer reviews the application with appendices and considers the college promotion committee's and the college dean's recommendations. The Provost/Chief Academic Officer must determine if the application material meets the promotion criteria and make a decision to endorse or not endorse the application for promotion.</p> <p>With an endorsement, the Provost/Chief Academic Officer forwards the application to the President. If the Provost/Chief Academic Officer does not endorse the application, the Provost/Chief Academic Officer returns the application to the college dean with comment. If the applicant disagrees with the determination of the Provost/Chief Academic Officer, the applicant may request a review from the President.</p>
November 1	<ol style="list-style-type: none"> 1. The President reviews the application with appendices and considers the college promotion committee's, the college dean's, and the Provost/Chief Academic Officer's recommendations. The President determines whether the application material meets the promotion criteria and make a decision to endorse or not endorse the application for promotion. 2. With an endorsement, the President forwards the application to the Board of Trustees. If the President does not endorse the application, the President returns the application to the Provost/Chief Academic Officer with comment. The President's decision to endorse or not endorse is final and not subject to review.
November Trustees Meeting	<ol style="list-style-type: none"> 1. The Board of Trustees reviews the application and supporting documentation to assure that it reflects University standards of excellence. The Board of Trustees makes the decision to accept or deny an application for promotion. The decision of the Board of Trustees is final and not subject to review. 2. The Board of Trustees communicates its decision to the President. The determination of whether to accept the President's endorsement and award a promotion based upon the President's endorsement is vested in the sole discretion of the Board of Trustees. 3. The President notifies the Provost/Chief Academic Officer, who notifies the college dean of the Board of Trustees' decision.
December 15	<p>The college dean notifies the applicant of the Board of Trustees' decision. If awarded, the promotion becomes effective the fall semester of the academic year following the year of application. Due to the internal appeals embedded within the promotion application procedure, decisions regarding promotion will not be reviewed through the Grievance and Conflict Resolution Procedure (section 2.2.19).</p>