

Oral Roberts University

**Support Material for Faculty
Applying for:**

PROMOTION IN RANK

Center for Faculty Excellence

Dr. Even Culp, Director

Sheryl Morphew, Administrative Secretary

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Prerequisites for Applying for Promotion in Rank

A faculty member who satisfies all of the following prerequisites is eligible to **apply** for promotion at ORU:

1. Has participated in college-specific professional development activities
2. Is not applying for tenure or sabbatical while applying for promotion
3. Has met the following in rank criteria:
 - **From Lecturer to Instructor:** Promotion from lecturer to instructor is automatic upon completion of the master's degree.
 - **From Instructor to Assistant Professor:** Promotion from instructor to assistant professor is automatic upon completion of a terminal degree appropriate to the teaching assignment.
 - **From Assistant Professor to Associate Professor:** Promotion from assistant professor to associate professor is based on evaluation of professional activity as listed in the Promotion Criteria and Evidence section of the Faculty Handbook and performed following appointment as assistant professor. Applicants must meet the promotion criteria to the satisfaction of the college promotion committee. Applications for promotion may be considered after a faculty member has served at least three years in the rank of assistant professor. A letter of intent to apply must be submitted by March 15 of the academic year prior to application.
 - **From Associate Professor to Professor:** Promotion from associate professor to professor is based on evaluation of professional activity as listed in the Promotion Criteria and Evidence section of the Faculty Handbook and performed following appointment as associate professor. Applicants must meet the promotion criteria to the satisfaction of the college promotion committee. Applications for promotion may be considered after a faculty member has served at least three years in the rank of associate professor. A letter of intent to apply must be submitted by March 15 of the academic year prior to application.

Promotion Application Overview

During the month of May, Dr. Even Culp, the Center for Faculty Excellence (CFE) director, will be available to assist you in the formation of your application for promotion in rank.

Your applications, in two formats, should be sent to Dr. Even Culp (eculp@oru.edu) and courtesy copied to Sheryl Morphew (smorphew@oru.edu) as a Microsoft Word document on or before July 15. If your document is too large to send via email you may deliver it on a thumb drive by July 15.

Deliver TWO applications in the specified formats to CFE on or before July 15.

Standard Application Components for Promotion (Format 1)

1. Title Page (stating your name, rank for which applying, name of college, and date)
2. Table of Contents (TOC)
3. Narrative evidence of competency (**5 criteria for promotion**). Your responses should total no more than 12 pages. Be succinct and provide the most relevant information. Do not exceed the maximum length.
 - Spiritual Commitments
 - Scholarship
 - Professional Activities
 - Instruction and Advisement
 - University Service and Relationship

4. A narrative summary of the results of your two most recent semesters of student opinion surveys (SOS) data should be included. The actual SOS scores should be included in your appendices. To obtain averages and your standing among your department/college, contact your Department Chair/College Dean.
5. Your curriculum vita should be in a standardized format using an appropriate style: APA, MLA, Turabian, or the University of Chicago Style Manual: <http://www.easybib.com/reference>. Your ultimate audience is a committee of trustees who may or may not be familiar with your academic discipline. Speak to the point in plain English. Pay extra attention to detail—for instance, candidacy for a doctorate as opposed to having the degree in hand.

Publications, presentations, and performances should all note the level of importance, whether at a local, state, regional, or national level. Reviewers should not have to spend time deciding whether they are looking at a published article or the title of a talk given somewhere. In the case of faculty in the arts, like music, drama, and dance, public performances often are alternatives to publications. Titles provided in a list of publications should follow standard biographical guidelines. A clear distinction should be made when listing publications between the items that have not been published: identifiers often appear, such as at press (where the journal or book is in the manufacturing and distribution process and the text has long since been processed by the editors); forthcoming (when an item has been accepted by editors but its publication date has not been set); or submitted (in cases where, by invitation or by the author's own initiative, an item has been submitted to a publisher but no editorial decision has been made whether or not to accept the piece for publication). It is very important to the trustees to know the level of scholarship and participation faculty are achieving at specific levels of prominence.

Submit your application to CFE as a combined Microsoft Word document and label/name it according to the following format: SmithRobertAsstProfessor.doc.

Meeting the minimum standards for promotion in rank is not a guarantee of a positive recommendation from a faculty committee, endorsement by administration, or approval by the trustees.

Standard Application with Appendices (Format 2)

Submit a second standard application with appendices to CFE no later than July 15. Revise the Table of Contents (TOC) to reflect the appendices.

Appendices contain additional supporting evidence of statements made in the application—such as published articles and images—but remain with the faculty committee and are not submitted to the trustees. They must contain the raw data from the latest two years of SOS data. **All appendices must be submitted as pdfs in electronic form.** Check with your college faculty review committee on promotion for the proper format.

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.

Standard application (format 1) will be delivered to the trustees. The application with appendices (format 2) will be delivered to the faculty peer committee for review. The faculty peer committees recommend, the administration endorses, and only the trustees grant promotion.

The trustees evaluate applications based on the presentation of the applicant's significance of work. The responsibility of making a strong case for promotion in rank lies with the applicant. **Promotion is not assured.** Faculty committees will not assume the burden of figuring out unclear or unorganized

documentation. As college faculty, it is assumed that the applicant will present a well-articulated application with appropriate documentation.

Required Order of Application

- I. Title Page
- II. Table of Contents
 1. Spiritual Commitments
 2. Scholarship
 3. Professional Activities
 4. Instruction and Advisement
 5. University Service and Relationship
 6. Student Opinion Surveys Commentary
 7. Vita
 8. Other Appendices (format 2 only)

Promotion Criteria and Evidence

Advancement in rank is based upon one's professional expertise and stature in the academic community, both within the University and among one's colleagues outside the University. Therefore, those criteria pertaining to one's professional activities—scholarship, instruction and advisement, and involvement in professional organizations (prerequisites 2-4 above)—are given special emphasis in considering the applicant for promotion.

I. Spiritual Commitments

A. Criteria

1. Confesses to be a born again person who subscribes to historic Trinitarian Christianity (professing the unity of Father, Son, and Holy Spirit in making available redemption, life in the Spirit, and eternal life to be received by personal confession of faith)
2. Demonstrates gifts of the Spirit and exhibits an ethical lifestyle consistent with the fruit of the Spirit
3. Manifests or actively seeks the release of the prayer language of the Spirit ("actively seeks" means an integrity that demonstrates openness in which the person has a genuine desire for this experience)

B. Evidence

The applicant must compose a brief "Personal Theological Reflection" statement (normally fewer than three pages) that addresses the following items:

1. An account of the applicant's salvation experience and how the Lordship of Jesus Christ has been evident in his or her life
2. A description of how the fruit of the Spirit (Galatians 5:22-26) has been manifested in his or her life
3. A description of how gifts of the Spirit (I Corinthians 12: 4-31) have been manifested in his or her life
4. An account of how the applicant received or is actively seeking his or her personal prayer language of the Spirit
5. Examples of how the applicant has been involved in mission work and/or charitable service and has assisted others with their salvation, personal prayer language of the Spirit, and/or Christian walk

II. Scholarship

A. Criteria

1. Quality—refereed publications, refereed presentations delivered at professional meetings, and juried creative works

2. Significance—recognized in the discipline and applicant is a significant contributor to the work
3. Research-based scholarship (as defined in the discipline)
4. Creative works developed or performed since the last promotion

B. Evidence

The applicant must include a brief summary of scholastic achievements since the last promotion as well as links to his or her curriculum vita and the published works, pictures, programs, bulletins, presentations, or similar documents that have been scanned and inserted into the appendices. The applicant for the rank of associate professor must provide evidence of a continuing effort and achievement in research, performance, publication, or presentation of papers. The applicant for the rank of professor must provide evidence of achievement (above and beyond that presented for associate rank) in research, performance, publication, or presentation of papers, including at least one significant creative achievement for peer evaluation

1. Quality—refereed publications, refereed presentations delivered at professional meetings, and juried creative works
2. Significance—recognized in the discipline and research-based (as defined in the discipline)
3. Quantity—completed since last promotion and sufficient to justify advancement
4. Partial or principal contributor—significant contributor to the work

III. Professional Activities

A. Criteria

1. Participates in professional organization(s) through membership, attendance, or service
2. Serves the community (civic organizations, church)
3. Advanced study
4. Receives honors, awards, and grants (local, state, national, international)

B. Evidence

The applicant must include a summary of awards, participation in professional organizations, and/or community service with links to other items (e.g., citations, newspaper clippings, and proof of membership and active participation in professional organizations) that have been scanned and inserted as appendices

IV. Instruction and Advisement

A. Criteria

1. Mastery of subject with up-to-date course content; standard knowledge; and advanced, updated knowledge
2. Creativity in improving courses, including the use of technology, rubrics, creative and active learning methods, and student feedback
3. Integration of faith and learning throughout course content
4. Advisement of students

B. Evidence

The applicant must include a “Personal Reflection on Faith and Learning Integration” (normally fewer than three pages), that addresses the following items:

1. An explanation or description of the applicant’s philosophy and practice in creating an environment that enhances student spiritual formation that includes integration of faith and learning in the classroom
2. An analysis of student feedback and a link to the results from the last two semesters of the applicant’s student opinion surveys with a signed statement that the applicant has complied with required written procedures for administering the student opinion surveys
3. Evidence of faculty development efforts (e.g., continuing education and workshops) with references to evaluations submitted by faculty members who observed the applicant’s teaching

4. Evidence of contributions by the applicant to the department and/or curriculum development and pedagogy
5. A description of the applicant's student advisement activities

V. University Service and Relationship

A. Criteria

1. Agrees with and is supportive of the mission and vision of ORU
2. Committed to serving the University (e.g., department, college, and University committees; task forces; assignments, projects; and student advisement)
3. Cooperative as demonstrated by recommendations of University colleagues
4. Positive attitude and maturity

B. Evidence

The applicant must include a "Personal Reflection on ORU Vision and Mission" (normally one page) that addresses the following items:

1. A summary of the applicant's committee work and roles in faculty governance that has contributed to the fulfillment of vision and mission
2. An analysis of any service-oriented activities with links to any supporting documentation
3. An analysis of feedback from performance reviews that addresses cooperation in professional activities

Schedule of deadlines_(any dates that fall on a weekend or holiday will revert to the next regular work day)

Mar. 1-14	Provost sends list of all faculty eligible to apply for promotion to College Dean and Department Chair
Mar. 15-31	(1) College Dean notifies faculty members who are eligible to apply for promotion. (2) Applicant submits a letter of intent to apply for promotion to his/her Department Chair, with courtesy copies to the College Dean, CFE Director, and their administrative assistants.
Apr. 1-14	(1) College Dean verifies applicant's eligibility and has initial consultation with applicant (2) College Dean (or designate), in consultation with the College Promotion Committee Chair, identifies <u>three classroom evaluators</u> (e.g., Deans, faculty, Chairs) to observe applicant's teaching in August (3) The College Promotion Committee Chair emails the names of these evaluators to applicant's Department Chair, Provost/Chief Academic Officer, CFE Director, and their administrative assistants. These evaluators will complete the Professional Evaluation Forms in August, following the classroom evaluations.
Apr. 15-30	(1) CFE Director offers a workshop on preparing a promotion application. (2) Applicant attends the required workshop.
May 1-31	(1) Applicant selects <u>two departmental colleagues</u> , approved by his/her College Dean (or designate), who will, in addition to the Department Chair, complete one Peer Rating Form each concerning the applicant. The <u>names</u> of these two colleagues are emailed to CFE director and administrative assistant. Note: If applicant is a Department Chair, the College Dean assigns a senior faculty member to complete the Peer Rating Form. (2) Applicant requests a letter of recommendation from the <i>chair of an ORU committee (ad hoc or permanent) on which the applicant has served</i> . This letter is submitted to the College Dean (or designate), the College Promotion Committee Chair, and the CFE Director and their administrative assistants in August.
Jun.- Jul. 14	Applicant prepares both applications (one with appendices and one without appendices) according to workshop instructions, including title page and Table of Contents (TOC).
On or before Jul. 15	Applicant submits both applications (one with appendices and one without appendices), including title page and TOC, to CFE via email as separate Microsoft Word documents to be reviewed for format.
Jul. 16-31	CFE Director reviews both applications for format and notifies applicant if revisions are needed.

Aug. 1-14	If needed, applicant revises both applications according to suggestions from CFE Director and resubmits revised applications. CFE Director sends the revised applications to the College Dean (or designate)
Aug. 15-31	<p>(1) Three completed, confidential Peer Rating Forms (by the two previously selected colleagues and the College Promotion Committee Chair) are emailed to CFE (smorphew@oru.edu) by the College Promotion Committee Chair. If the applicant is a Department Chair, the College Dean assigns a senior faculty member to complete the Peer Rating Form. The Peer Rating Forms are to be sent directly to CFE.</p> <p>(2) Previously selected chair of an ORU committee on which the applicant has served submits letter of recommendation to the CFE Director (and administrative assistant).</p> <p>(3) Classroom observations are conducted by the previously selected classroom evaluators, and each evaluator completes a Professional Evaluation Form. The College Promotion Committee Chair submits these forms to CFE. The Professional Evaluation Forms may be submitted directly to CFE.</p>
Sep. 1-15	College Promotion Committee reviews application with appendices, provided digitally by CFE Director.
Oct. 1-14	<p>(1) College Promotion Committee Chair submits committee's recommendations to College Dean (or designate) and CFE Director (and their administrative assistants).</p> <p>(2) CFE retains application and appendices until after the Trustees' decision has been made.</p>
Oct. 15-22	<p>(1) College Dean (or designate) notifies applicant regarding College Promotion Committee's recommendations.</p> <p>(2) College Dean (or designate) reviews application, adds endorsement comments, and forwards to Provost/Chief Academic Officer, CFE Director, and their administrative assistants.</p>
Oct. 23- Nov. 1	Provost/Chief Academic Officer reviews application, adds endorsement comments, and forwards to President.
Nov. Trustee Meeting	<p>(1) President reviews application, adds endorsement comments, and forwards to Trustees.</p> <p>(2) Trustees review application and comments and make decision.</p> <p>(3) Trustees communicate their decision to President.</p> <p>(4) President notifies Provost/Chief Academic Officer of the Trustees' decision.</p> <p>(5) Provost/Chief Academic Officer notifies the College Dean (or designate) of the Trustees' decision.</p>
Dec. 15	College Dean (or designate) notifies applicant, CFE Director, and their administrative assistants of the Trustees' decision. If awarded, promotion becomes effective the fall semester of academic year following year of application.

Peer Rating Form

for Promotion or Tenure

I, _____, from the _____ Department
(name of applicant) (name of academic department)
am applying for _____. Please evaluate me by checking the
box under the word that best describes me and by adding comments. Your input is valued and confidential.

Faculty Service and Relations	Always	Frequently	Sometimes	Never	Do Not Know
1. Is supportive of the mission of Oral Roberts University					
2. Attends chapel					
3. Keeps schedule and appropriate office hours					
4. Is prompt in performing duties					
5. Keeps current in his or her academic field					
6. Adheres to university, college, and department policies					
7. Cooperates with peer, students, staff, and administration					
8. Actively participates in college or university committees and/or functions					
9. Maintains a positive attitude					
10. Demonstrates a professional attitude					
Please comment on some of the statements above and on any outstanding qualities or concerns you have regarding this faculty member's fitness for advancement or tenure.					
Faculty Rater's Name (please print)			Telephone Extension		
Signature			Date		

PROFESSIONAL EVALUATION FORM for Promotion or Tenure

Rating Scale: **NA** = Not Applicable, **UA** = Unacceptable, **P** = Poor,
 A = Acceptable, **G** = Good, **E** = Excellent

Instructor's Name: _____ Date: _____

Course Title: _____ Course #: _____ Hour: _____

Location: _____ Observer's Name (please print): _____

Observer's Telephone Extension: _____ Observer's Signature: _____

		NA	UA	P	A	G	E
1.	Begins class on time.						
2.	Seems organized and well prepared for class. Captures attention right away.						
3.	Uses time effectively and handles "bookkeeping" matters quickly and efficiently.						
4.	Sets clear objectives (directions) for class.						
5.	Sets a good climate for learning.						
6.	Informs students of their responsibilities.						
7.	Has a good grasp of the content.						
8.	Relates content to previous and/or future lessons.						
9.	Motivates students to participate actively in class.						
10.	Encourages students to interact with one another.						
11.	Clearly states and differentiates main points.						
12.	Uses good transitions between main points.						
13.	Clearly summarizes main points.						
14.	Provides clear examples, illustrations (or encourages students to do so).						
15.	Uses a vocabulary appropriate to students' level.						
16.	Speaks clearly, audibly, and expressively.						
17.	Involves all of the students.						
18.	Asks questions that test for understanding.						
19.	Recognizes when students fail to comprehend.						
20.	Knows names of most students.						
21.	Maintains good eye contact with students.						
22.	Stimulates students' thinking.						
23.	Conveys enthusiasm for subject.						
24.	Sequences activities as well as content.						
25.	Provides clear instructions for homework.						
26.	Finishes class on time.						

		NA	UA	P	A	G	E
27.	Has a good rapport with students.						
28.	Uses technology effectively						
29.	Provides opportunities for spiritual expression.						
30.	Overall Teacher Rating						

31. What are this person's strengths as a teacher?

32. State your recommendation for improving teaching performance.

33. What are some suggestions for innovation (use of technology, other areas of the university doing the same thing, opportunities for cross pollination)?

34. Additional Comments:

College of Education Promotion/Tenure/Sabbatical Criteria

Promotion Protocols Approved by College of Education Assembly 2/4/14

Assistant to Associate Professor

- Requires the applicant to have **two** juried publications and **one** presentation at regional or above conferences or any combination.
- A secured grant can replace one of the three items.

Associate to Professor

- Requires the applicant to have (since last promotion) **three** additional juried publications and **two** additional presentations at regional or above conferences, or any combination.
- A second grant can replace one of the five items.

Additional Points:

- Committee members may ask the applicant for clarification as to how a publication or presentation meets the criteria.
- The applicant may also request a meeting to clarify how the publications, presentations and/or grants meet the criteria for promotion.
- The Committee defines ***“Scholarship within the Discipline”*** as applying to the body of knowledge in the field of education.
- Committee members remain a part of the Committee during the promotion process with the exception of their own application.
- Committee members can vote on decisions related to promotion for academic rank even if the rank is above their current rank.
- All applications will be submitted electronically.
- A mastery of teaching and instruction is a criterion for both the promotion and tenure process. For the Graduate Education faculty member dissertation work is a significant portion of the teaching load. Therefore: the applicant will include in the Instruction criteria section of his or her promotion / tenure application a narrative regarding the dissertation activities that have occurred since his or her previous promotion. The narrative will specify those committees that the applicant Chaired and those that the applicant served as a committee member, noting which have completed.
- All of the Ed.D. candidates whose dissertations were Chaired by the promotion applicant and defended since the applicant's last promotion will be surveyed. In addition to this data, evaluation data from the Ed.D. exit surveys will be included as a required document of the promotion, tenure, and sabbatical application packet much like the data from course evaluations currently are.