

Appointment, Tenure, & Promotion

Note: In all cases, faculty may believe that a specific activity involved significantly greater effort or impact, and thus should be ranked at a higher level. To have an activity considered for increased rank, faculty should submit to the chair or DPC (depending on whether it is a merit or tenure/promotion decision) a statement arguing for the increase, providing evidence of the effort and/or impact. For all three areas, multiple activities in a given grid can be used in an argument to be placed into a higher category of the grid at the chair's discretion.

[Blank Activity Table](#) [DOC] use for annual reviews and promotion/tenure files, using the Appointment, Tenure & Promotion document as a guide for what activities count at what level

Research and Creative Activity

The Department of Communication accepts as its position on "Scholarship" a thesis offered by Ernest L. Boyer, President of The Carnegie Foundation for the Advancement of Teaching, in the report of that foundation, *Scholarship Reconsidered: Priorities of the Professoriate* (Princeton, N.J.: Princeton University Press, 1990). In this work Boyer argues that "scholarship" should be more broadly defined so that the "work of faculty" reflects "more realistically the full range of academic civic mandates."

Boyer identifies three areas of scholarship which we consider valuable to this department: the scholarship of discovery, the scholarship of integration, and the scholarship of application.

- The scholarship of discovery is most recognizable as traditional "research," the search for knowledge for its own sake, and the principled mode of inquiry that characterizes this quest. This includes not only traditional research but also creative projects that demonstrate, apply or develop the skills and aesthetics of any of the various communication media.
- The scholarship of integration is in making informed connections across the disciplines, to understand the broad and broadest contexts in which one's work fits. The integrative scholar is a synthesizing eclectic, using her or his industry and intellect to strengthen learning by going beyond the walls of the discipline.
- The scholarship of application seeks to bridge the gap between the worlds inside and outside of the academy and to center this deeply and squarely within the context of disciplinary understanding. This includes not only those traditional areas of consulting, workshop teaching, and data collection and sharing, but also all efforts to apply the knowledge and skills of our discipline to the community, region, state, and nation.

Teaching

The Department of Communication accepts, without reservation, Boyer's judgment that "inspired teaching keeps the flame of scholarship alive. Without the teaching function, the continuity of knowledge will be broken and the store of human knowledge dangerously diminished." We also accept teaching as our primary responsibility, as delegated by the University's mission statement.

The Department agrees with the following principles stated by Boyer:

- "Teaching begins with what the teacher knows. Those who teach must, above all, be well informed, and steeped in the knowledge of their fields."
- Teaching is "a dynamic endeavor involving all the analogies, metaphors, and images that build bridges between the teacher's understanding and the student's learning, Pedagogical procedures must be carefully planned, continuously examined, and relate directly to the subject taught."

- Great teachers "create a common ground of intellectual commitment. They stimulate active, not passive, learning and encourage students to be critical, creative thinkers, with the capacity to go on learning after their college days are over."
- Teaching "must be vigorously assessed, using criteria that we recognize within the academy, not just in a single institution."

Teaching Activities Ranking

	SUPERIOR	OUTSTANDING	SATISFACTORY	UNSATISFACTORY OR N/A
EVALUATIONS	<ul style="list-style-type: none"> • average score of 4.5 (out of 5) or higher on the evaluation instrument (2) 	<ul style="list-style-type: none"> • average score of 3.75 (out of 5) or higher on the evaluation instrument (2) 	<ul style="list-style-type: none"> • average score of 3.0 (out of 5) or higher on the evaluation instrument (2) 	<ul style="list-style-type: none"> • does not meet expectations at the SATISFACTORY level, if applicable
COURSE DEVELOPMENT/ REVISION	<ul style="list-style-type: none"> • creation of new course appearing in the catalogue 	<ul style="list-style-type: none"> • significant revision of course based on professional experiences (e.g. consulting, professional internships) • development of a special topics course 	<ul style="list-style-type: none"> • revision of existing course (documented by syllabi/course materials submitted as part of annual portfolio) • 	<ul style="list-style-type: none"> • does not meet expectations at the SATISFACTORY level, if applicable
ADVISING		<ul style="list-style-type: none"> • high rankings on senior advising survey (3) 	<ul style="list-style-type: none"> • advises department-assigned students • writes letters of recommendation • holds required office hours 	<ul style="list-style-type: none"> • does not meet expectations at the SATISFACTORY level, if applicable
CURRICULUM DEVELOPMENT		<ul style="list-style-type: none"> • takes the lead within concentration or department-wide to revise curriculum, gathers input from multiple sources (alumni, industry, etc.) 	<ul style="list-style-type: none"> • participates in concentration or department-wide revision of curriculum 	<ul style="list-style-type: none"> • does not meet expectations at the SATISFACTORY level, if applicable
FACULTY INSTRUCTIONAL DEVELOPMENT	<ul style="list-style-type: none"> • leads/presents regional, distance-learning, or extended (more than one day) workshop related to instruction 	<ul style="list-style-type: none"> • attends regional, distance-learning, or extended (more than one day) workshop related to instruction • leads/presents local workshop related to instruction 	<ul style="list-style-type: none"> • attends local workshops related to instruction • participates in departmental reading group • presents teaching practices at departmental level (e.g. brown bag lunch) 	<ul style="list-style-type: none"> • does not meet expectations at the SATISFACTORY level, if applicable

		<ul style="list-style-type: none"> participate in professional internship 		
SERVICE LEARNING		<ul style="list-style-type: none"> develop new service-learning component for course, where the average score for questions on exit survey is 3.8 or higher (out of 5) 	<ul style="list-style-type: none"> offer existing service-learning component for course, where the average score for questions on exit survey is 3.8 or higher (out of 5) 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
AWARDS	<ul style="list-style-type: none"> system-wide, national, or international award 	<ul style="list-style-type: none"> college or university-wide teaching award regional award 	<ul style="list-style-type: none"> nominated for college or higher teaching award other institutional recognitions 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
INTERNSHIP SUPERVISION	<ul style="list-style-type: none"> develops new internship programs 	<ul style="list-style-type: none"> coordinates internships secures new internship site/position 	<ul style="list-style-type: none"> supervises internships 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
THESIS COMMITTEE		<ul style="list-style-type: none"> directs thesis 	<ul style="list-style-type: none"> serves on thesis committee 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
STUDY ABROAD	<ul style="list-style-type: none"> develops & leads a study abroad trip 	<ul style="list-style-type: none"> leads a spring break study abroad trip 	<ul style="list-style-type: none"> assists with an existing study abroad trip mentored in taking students abroad 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
MENTORING	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
MULTI-SECTION COORDINATION		<ul style="list-style-type: none"> coordinates multi-section course 		<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
INTERDISCIPLINARY EFFORTS/ CREDENTIALING		<ul style="list-style-type: none"> when awarded or active: on-campus extended faculty status (e.g. IDS faculty, SL faculty, Graduate faculty) professional certifications (applied to teaching) 		<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable

COCURRICULAR ACTIVITIES (4)		<ul style="list-style-type: none"> supervises student productions as part of a co-curricular club (e.g. debate coaching, competition entries) 	<ul style="list-style-type: none"> faculty advisor/sponsor for co-curricular club with minimal instruction 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
INSTRUCTIONAL INSTITUTES/ WORKSHOPS		<ul style="list-style-type: none"> major presentation (e.g. plenary session) organizing/directing 	<ul style="list-style-type: none"> minor presentation (e.g. break-out session) 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> participant in national or international training and development related to teaching 	<ul style="list-style-type: none"> participant in regional or university training and development related to teaching 	<ul style="list-style-type: none"> participant in departmental or local training and development related to teaching 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
DISTANCE EDUCATION	<ul style="list-style-type: none"> broken down into off-campus and online; TBD 			
OTHER ACTIVITIES	<ul style="list-style-type: none"> faculty member presents evidence of activity, weight is determined by chairperson 			

(2) Chair may adjust faculty ranking based on consistent student comments on evaluation form, documentable informal feedback from faculty member, and/or peer review reports (required for non-tenured faculty before each personnel decision & tenured faculty in the post-tenure review process).

(3) Evaluation of Advising: Using an online form, students would receive a code from advisor to allow one-time completion of form during their senior year.

(4) Definition of Co-Curricular vs. Extra-Curricular: a co-curricular club is one in which the faculty member uses their professional knowledge to instruct members of the club. This is in contrast to an extra-curricular club, in which the faculty member oversees and coordinates club activities. Extra-curricular club advising is credited as service.

Note: Items above the black bar in the table are those that all faculty are expected to engage in, while activities below the bar are strongly encouraged.

Research and Creative Activity

	SUPERIOR	OUTSTANDING	SATISFACTORY	UNSATISFACTORY OR N/A
EDITORIAL ACTIVITIES	<ul style="list-style-type: none"> 3-year term first-tier journal editor first or second editor for edited book published by first-tier academic press 	<ul style="list-style-type: none"> 3-year term second-tier journal editor first or second editor for edited book published by second-tier academic press serve on editorial board for first-tier journal 	<ul style="list-style-type: none"> serve on editorial board for second-tier journal reviewer for second-tier journal third editor for edited book 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable

		<ul style="list-style-type: none"> reviewer for first-tier journal 		
WRITING & PUBLISHING	<ul style="list-style-type: none"> first or second author for first-tier refereed journal first or second author for scholarly book published by academic press first or second author for major textbook 	<ul style="list-style-type: none"> first or second author for second-tier refereed journal third or lower author for first-tier refereed article chapter in an edited book first or second author of refereed special issue article for first or second-tier journal 	<ul style="list-style-type: none"> scholarly book reviews trade/professional publication article article/book for ASU publication, based on professional knowledge third or lower author for second-tier refereed article third or lower author for scholarly books/textbooks invited article supplemental textbook/materials dissertation completion (Instructor only) 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
AUDIO/VIDEO/MULTIMEDIA PRODUCTION (1)	<ul style="list-style-type: none"> major contributor for a first-tier broadcast/distribution 	<ul style="list-style-type: none"> major contributor for a second-tier broadcast/distribution minor contributor for a first-tier broadcast/distribution 	<ul style="list-style-type: none"> minor contributor for a second-tier broadcast/distribution major contributor for local professional and/or University organization 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
PRESENTATIONS	<ul style="list-style-type: none"> invited convention speaker keynote address to professional or academic organization first or second author of refereed paper at national or international convention 	<ul style="list-style-type: none"> first or second author of refereed paper at regional convention panel submitted paper at regional convention or higher 	<ul style="list-style-type: none"> refereed paper at state convention presentation on research at local level (university or department) 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
GRANTS	<ul style="list-style-type: none"> large (+\$50,000) external grant 	<ul style="list-style-type: none"> moderate grant (\$5,000–\$50,000) submitted large external grant but not funded 	<ul style="list-style-type: none"> grant of less than \$5,000 submitted moderate external grant but not funded 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
MENTORING	<ul style="list-style-type: none"> supervises award-winning, top placement, or competitively selected student publications/ 	<ul style="list-style-type: none"> supervises student publications/presentations/ entries 	<ul style="list-style-type: none"> supervises student publications/presentations/entries 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable

	presentations/ entries at national level	<p>accepted at national level</p> <ul style="list-style-type: none"> supervises award-winning, top placement, or competitively selected student publications/ presentations/ entries at regional level significant mentoring of colleague, with demonstrated outcomes (publications) 	accepted at regional/local level	
PROFESSIONAL /SCHOLARLY WORKSHOPS	<ul style="list-style-type: none"> leader for scholarly/ professional workshop at national level 	<ul style="list-style-type: none"> leader for scholarly/ professional workshop at local/regional level part of a group presenting workshop on scholarly/ professional issues at national level 	<ul style="list-style-type: none"> part of a group presenting workshop on scholarly/ professional issues at local/regional level 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
AWARDS	<ul style="list-style-type: none"> national award for scholarship/creative activity 	<ul style="list-style-type: none"> regional award for scholarship/creative activity 	<ul style="list-style-type: none"> local award for scholarship/creative activity 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
COMMUNITY-BASED RESEARCH REPORTS	<ul style="list-style-type: none"> significant (+2 years, wide scope) research leading to substantive policy changes 	<ul style="list-style-type: none"> 1+ year project, report has larger impact on local or regional policy/agency 	<ul style="list-style-type: none"> short term (<1 year) project, report has some impact on local policy/agency 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
CONSULTING (RELATED TO PROFESSIONAL FIELD)	<ul style="list-style-type: none"> extended/ongoing contact consultation, with national/ international impact 	<ul style="list-style-type: none"> extended/ongoing contact consultation, with local/regional impact one-time consultation, with national/ international impact 	<ul style="list-style-type: none"> one-time consultation, with local/regional impact 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> national or international internship 	<ul style="list-style-type: none"> university or regional professional internship 	<ul style="list-style-type: none"> local professional internship 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
OTHER ACTIVITIES	<ul style="list-style-type: none"> faculty member presents evidence of activity, weight is determined by chairperson 			

(1) Audio/video/multimedia productions count within scholarship when they involve scholarly research related to either content or techniques, are original creative works related to scholarly expertise, and are disseminated.

Tiers

To be developed by concentration areas, should provide specific criteria for tiers, and potentially a list of titles; outlet medium (digital or otherwise) should not be a consideration for tier ranking.

Certification Process

When faculty members are considering publication of scholarship in an outlet that is not listed in the tier system, or they are uncertain where it will fall based on the criteria established, the following procedure should be followed:

- As early as possible, the faculty member should inform the faculty in his/her concentration area in writing of the potential outlet, and request a ranking.
- The concentration faculty should meet as quickly as possible and determine the tier level for the proposed outlet.
- The concentration faculty should inform the faculty member of the tier level in writing; this decision should be included in the documentation presented for tenure and promotion.

Refereed

At least two people knowledgeable in the field of study or type of data review the submission, with a determination made of its quality and recommendations made regarding its final disposition. Refereeing implies that the submission has the possibility of being rejected.

Service

In addition to scholarship and teaching, faculty are expected to provide service to the department, the university, and their respective professions. In addition, service to the broader community outside of academia (whether local, regional, or national), when directly related to one's professional expertise, is valued by the department. The Department of Communication considers these activities vital to all the institutions of academia and thus includes them in our list of factors to be considered in promotion/tenure decisions.

Service Activities Ranking

Faculty are expected and obligated to perform the following services:

- active participation on standing and/or ad hoc departmental committee
- participation in 2 of 3 major events (graduation/convocation)
- regular attendance at faculty meetings (unless scheduling conflict with other university commitments prohibits attendance)
- Failure to engage in these minimum activities will result in a reduction in service ranking.
- faculty member presents evidence of activity, weight is determined by chairperson

	SUPERIOR	OUTSTANDING	SATISFACTORY	UNSATISFACTORY OR N/A
DEPARTMENTAL	<ul style="list-style-type: none"> ● authors significant document/report for department (e.g. 5-year plan) 	<ul style="list-style-type: none"> ● chairs active departmental committee ● revises departmental documents ● document/report preparation for committee/department (e.g. 	<ul style="list-style-type: none"> ● faculty advisor for extra-curricular club ● participates on multiple committees ● participates in departmental events 	<ul style="list-style-type: none"> ● does not meet expectations at the SATISFACTORY level, if applicable

		<p>procedural revisions, updating department info/website)</p> <ul style="list-style-type: none"> ● coordinates departmental events 	(open house, homecoming, etc.)	
UNIVERSITY/ COLLEGE	<ul style="list-style-type: none"> ● system-wide service award ● faculty senate officer ● chairing university or system-wide committee/board ● author of SACS self-study 	<ul style="list-style-type: none"> ● chairs committee/board ● participates on system-wide committee/board ● elected to university office ● receives college/ university service award ● university task force member ● chairs college committee ● faculty senator ● directs special university-wide programs (e.g. summer reading) 	<ul style="list-style-type: none"> ● participation on committee/board ● Phase II orientation leader ● summer-reading discussion leader ● faculty advisor for extra-curricular club 	<ul style="list-style-type: none"> ● does not meet expectations at the SATISFACTORY level, if applicable
PROFESSIONAL ORGANIZATION	<ul style="list-style-type: none"> ● president ● plans national or international convention ● service award ● heads accreditation team 	<ul style="list-style-type: none"> ● plans regional convention ● leadership role on committee/board ● other elected positions (besides president) ● accreditation team member ● reviews papers/ productions submitted for convention ● serves as a juror 	<ul style="list-style-type: none"> ● active membership ● participates on committee/board 	<ul style="list-style-type: none"> ● does not meet expectations at the SATISFACTORY level, if applicable
SPEAKING/ PERFORMANCES / PRODUCTIONS/ COMMENTARY FOR CIVIC GROUPS/ MEDIA OUTLETS (DIRECTLY RELATED TO PROFESSIONAL EXPERTISE)	<ul style="list-style-type: none"> ● regularly called upon by regional/ national media for professional opinion/research 	<ul style="list-style-type: none"> ● ongoing/regular presentations to groups ● professional opinion/research quoted in regional/ national media 	<ul style="list-style-type: none"> ● invited presenter ● professional opinion/research quoted in local media 	<ul style="list-style-type: none"> ● does not meet expectations at the SATISFACTORY level, if applicable
CIVIC BOARDS/STEERING COMMITTEES (DIRECTLY RELATED TO PROFESSIONAL EXPERTISE)	<ul style="list-style-type: none"> ● serves as chairperson at national level 	<ul style="list-style-type: none"> ● serves as chairperson at regional/local level ● membership at national level 	<ul style="list-style-type: none"> ● active membership 	<ul style="list-style-type: none"> ● does not meet expectations at the SATISFACTORY level, if applicable

PUBLIC/PRIVATE SCHOOL SERVICE (DIRECTLY RELATED TO PROFESSIONAL EXPERTISE)	<ul style="list-style-type: none"> establishes a long-term program for schools (e.g. debate, broadcasting, etc.) 	<ul style="list-style-type: none"> coaches team entering a competition workshop organizer 	<ul style="list-style-type: none"> classroom presentations serves as judge for competitions workshop presenter 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
EXTERNAL PROGRAM EVALUATION	<ul style="list-style-type: none"> chairs national accreditation team sole author of program review document, with site visit 	<ul style="list-style-type: none"> member of national accreditation team joint author of program review document 		<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
ASSESSMENT	<ul style="list-style-type: none"> department, college, university director 	<ul style="list-style-type: none"> develops and implements new assessments coordinates assessment within area serves on college or university assessment committee 	<ul style="list-style-type: none"> assesses classes as scheduled; addresses found deficiencies 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> participant in national or international training and development related to service 	<ul style="list-style-type: none"> participant in university or regional training and development related to service 	<ul style="list-style-type: none"> participates in campus initiatives departmental or local training and development related to service 	<ul style="list-style-type: none"> does not meet expectations at the SATISFACTORY level, if applicable
OTHER ACTIVITIES	<ul style="list-style-type: none"> faculty member presents evidence of activity, weight is determined by chairperson 			

Guidelines for Appointment, Tenure & Promotion Decisions

Lecturer

- Minimal criteria in the Department of Communication for consideration of appointment/promotion to the rank of Lecturer are:
 - A master's degree from an accredited institution with 18 graduate credits in their field of teaching; or special competencies in lieu of the master's degree.
 - Evidence of potential in teaching and institutional service.

Senior Lecturer

- Experience teaching a minimum of 40 course sections (or the equivalent thereof) at Appalachian post-matriculation for the master's degree;
- Demonstrated ability in teaching as established by annual reviews, student evaluations, and peer reviews; and
- Demonstrated institutional service to the university.

Instructor

- Minimal criteria in the Department of Communication for consideration of appointment/promotion to the rank of Instructor are:
 - “ABD” status at an accredited institution; pending completion of doctorate or other appropriate terminal degree;
 - Evidence of competence in teaching as established by annual reviews, student evaluations, and peer reviews;
 - Evidence of competence in research or other germane creative activity; and
 - Evidence of potential in professional service to the university and/or to the public.

Assistant Professor

- Minimal criteria in the Department of Communication for consideration of appointment/promotion to the rank of Assistant Professor are:
 - Earned appropriate terminal degree from an accredited institution, unless there are exceptional circumstances;
 - Evidence of competence in teaching as established by annual reviews, student evaluations, and peer reviews;
 - Evidence of ability in research or other germane creative activity; and
 - Commitment to participate in institutional affairs and professional service to the university and/or the public.

NOTE 1: An Assistant Professor may request review for promotion to Associate Professor with tenure one year earlier than the mandatory year. If the Assistant Professor is granted promotion to Associate Professor and tenure, the action shall become effective at the beginning of the next fiscal year. If the Assistant Professor is unsuccessful in their review, they have the opportunity to request review during the next year.

NOTE 2: An Assistant Professor must be considered for tenure during their sixth year if they have not been granted tenure earlier. Under no circumstances should the length of the probationary period exceed seven years of full-time service except when the probationary period has been extended according the provisions of 3.8.5.10, 3.8.5.11, and/or 6.2 of the Faculty Handbook.

Associate Professor

- Minimal criteria in the Department of Communication for consideration of appointment/promotion to the rank of Associate Professor are:
 - The appropriate earned terminal degree from an accredited institution, unless there are exceptional circumstances, and at least five years of appropriate experience;
 - Recognized accomplishment in teaching as established by annual reviews, student evaluations, and peer reviews;
 - Recognized accomplishment in research or other germane creative activity in accord with University and College expectations (an average of two refereed publications or juried creative works—or the equivalent—every three years);
 - Recognized accomplishment in professional service to the university and/or to the public, and participation in institutional affairs.
- Evaluation of accomplishment is to be done in accordance with the activities rankings above. Accomplishment is defined as consistent activity in the satisfactory area or above, and activity in the outstanding area or above.

Professor

- Minimal criteria in the Department of Communication for consideration of appointment/promotion to the rank of Professor are:
 - The appropriate earned terminal degree from an accredited institution, unless there are exceptional circumstances, and at least ten years of appropriate experience;
 - Outstanding accomplishment in teaching as established by annual reviews, student evaluations, and peer reviews;

- Evidence of accomplishment in research or other germane creative activity **and** in professional service to the University and/or public;
- Participation in institutional affairs.
- Evaluation of outstanding accomplishment is to be done in accordance with the activities rankings above. Outstanding accomplishment is defined as significant activity in the outstanding area and activity in the superior area.
- An initial appointment to the rank of professor shall be made with permanent tenure.

Tenure

- To obtain tenure in the Department of Communication a faculty member will be required to possess an earned doctorate, or other appropriate terminal degree, from an accredited institution (unless there are exceptional circumstances). Conferral of tenure requires an assessment of the appropriateness of the faculty member's abilities and knowledge to the department's present and future needs and priorities, and a positive evaluation of the faculty member's professional competence, with that evaluation verifying
 - Recognized accomplishment in teaching and research and/or creative activity;
 - Demonstrated professional service to the university and/or public;
 - Willingness and ability to work constructively with colleagues and students;
 - Strong potential for future contributions to the department and university.

Evaluation of accomplishment is to be done in accordance with the activities rankings above. Accomplishment is defined as consistent activity in the satisfactory area or above, and activity in the outstanding area or above. A record of progress toward tenure and promotion is evidenced in annual reviews, mid-tenure review, and tenure review.