Tenure and Promotion Guidelines Department of Human Capital Development The University of Southern Mississippi

I. Introduction

Research, graduate education, and community service are the core missions of the Department of Human Capital Development at The University of Southern Mississippi. The Department strives to (1) provide high quality graduate education that prepares students either to enter the workforce with skills necessary for life-long professional achievement, or for masters graduates to pursue doctoral degrees, (2) advance the body of scientific knowledge through the scholarship of discovery, integration and application, and (3) provide technical and educational profession, and the public. Service activities, whether compensated or not, draw on professional expertise, relate to the teaching and research missions of the University, and present a connection to the University. Activities in which faculty engage that do not involve their professional expertise (e.g., activities centered on the family, neighborhood, church, political party, or social action group) are commendable, but are not components of the workload of a member of the faculty.

In evaluating faculty performance, the Department expects demonstrated achievement in all three areas of teaching, research, and service, for faculty members. While achievement in each of the tripartite areas is required, it is not expected that every faculty member going up for review, tenure, and/or promotion will excel in every category. University and College documents on tenure and promotion shall take precedence over Department guidelines and policy cases where conflicts in interpretation arise. Department guidelines on tenure and promotion are intended to distinguish Departmental mission objectives and clarify criteria upon which recommendations are made. Recommendations for tenure and promotion are separate processes, although in some cases identical criteria may be prescribed.

II. Teaching

Unless otherwise indicated in a university/faculty employment contract, it is expected that an individual will spend a significant portion of their working time in the classroom and in

preparation for classroom instruction. Normally, an individual will teach two courses per semester and maintain a minimum of ten hours of preparation time in the office. Preparation includes but is not limited to: preparing lectures and syllabi; grading and otherwise assessing student work; the creation of electronic and alternative delivery formats; advising students; and keeping abreast of one's major academic interests.

Although the ability to instruct varies from individual to individual, each member of the faculty is expected to maintain a professional level of instruction that contributes to the department's reputation. Since effective teaching is an essential criterion for tenure and promotion, evidence of a sustained pattern of good teaching needs 6() pbe d() umented. For example, these may include: letters of recommendation from students, students receiving awards, publications, co-author, co-present papers, etc. In accordance with University policy, faculty will conduct student evaluations of their classes each semester during an academic year. The faculty will use the on-line course/instructor evaluation provided by the University. Because of the applied nature of the Department's several academic programs, it is expected that certain classes will involve field work. In most cases, field exercises or projects are a normal part of an individual's instructional responsibility. On occasion, however, normal expectations can be exceeded

submitted to a funding agency through grant or contract, where the document has been subjected to rigorous review and approval, and exhibits new or innovative approaches to the solving of a problem, or the reporting of an outcome learned from lengthy and rigorous scholarly investigation. Evidence of any of the preceding products constitutes applied research.

Examples of research products to be considered include, but are not limited to, the following:

- A. Articles, reviews, and communications in professional periodicals, and magazines that meet standards of high quality in the practice of human capital development
- B. Original presentations to professional or public audiences that meet standards of high quality in the research and practice of human capital developmentmi2.1(v)7()-1(n)-4-1(n)d3(x)18to tsk(i

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IV. Service

Academic service is a necessary faculty activity for the Department, College, and University. Responsible service act

- 4. Supervision of graduate researcha) Direction of student these

1.	Institutional:	Accept leadership roles on Department, College and University