



Retention, Tenure and Promotion Criteria

April 2011

CRITERIA

1.0 Rationale

1.1. The retention, selection and promotion of a faculty member are of paramount importance to Utah Valley University (UVU). UVU seeks to appoint excellent faculty, reward their achievement by encouraging them to become active participants in this scholarly institution. Promotion is granted in recognition of distinctive achievement. This criteria is based on a firm expectation of ever-developing excellence in a faculty member's role as a teacher-scholar, and one's contributions to the mission of UVU. The purposes of criteria are: 1) to place new hires in an appropriate academic rank; and 2) establish a process for promotions within the Aviation Science.

1.1.1. This document applies the directives of UVU policies as required under UVU Policy 132, *Campus Research*, Policy 632, *Rank Advancement*, UVU Policy 635: *Faculty Rights and Professional Responsibilities*, UVU Policy 637, *Faculty Tenure*, UVU Policy 646: *Faculty Appeals for Promotion and Tenure*, and UVU Policy 648: *Faculty Disciplinary Action*. Other UVU policies may also apply. Any appearance of a conflict between this document and UVU policies result in UVU policy precedence.

2.0 Terms

2.1. *Appropriate Degree*—the qualifying credentials (academic degree, certification, professional qualification, etc.) for a discipline, field, or area of specialization that will support the pursuit of academic and/or professional standards of excellence and outstanding performance. The degree must satisfy the Aviation Science criteria for academic rank placement or advancement. All degrees shall be earned from regionally accredited institutions.

2.2. *Department*—for the purposes of this document, the term department shall be interpreted to be Aviation Science of the College of Technology and Computing.

2.3. *Aviation Science RTP Criteria*—the set of criteria and procedures by which academic retention, tenure and promotion is determined.

2.4. *Exemplary*—a consistently high level of professional works in the areas of teaching, scholarship, and service over and above competency. Regarding promotion to the rank of professor exemplary denotes performance that has achieved distinction clearly above that of Associate Professor. Evaluations of teaching, scholarship, and service shall be made in comparison to other UVU faculty in the same discipline, field, or area of specialization if available.

2.5. *Scholarship*—UVU does not restrict research focus. However, Aviation Science criteria is more interested in relevant applied research in aviation and other substantial creative works unique to each discipline that significantly adds to the aviation discipline in knowledge or skills as it applies to Aviation Science.

2.6. Terminal Degree—the highest appropriate degree for a discipline, field or area of specialization. For Aviation Science, the appropriate terminal degree is a master's in aviation with relevant aviation industry experience. See 2.8 for expanded criteria. All degrees must be earned from a regionally accredited institution. Holding a related doctorate degree is preferred and meets the terminal degree standard; however, it does not replace the requirement of relevant aviation industry experience. Thus, applicants holding a doctorate with experience will receive preferred selection over those without.

2.7. Tenure Track—describes the professorial system track as defined by UVU and State policy with recognition for academic and industry experience in the discipline.

2.8. Professional Experience—describes experience in the aviation industry including but not limited to commercial flying, air traffic control, military or corporate aviation, airport management, airline management or dispatch, fixed base operation (FBO) management, corporate aviation, aviation safety, aircraft accident investigation, aviation law, aircraft maintenance management, aerospace management, flight instruction and flight school management. Time periods earning a degree does not meet the professional experience criteria. Mere experience as a general aviation flight instructor does not meet this standard without additional aviation experience.

2.9. Collegiality—faculty should demonstrate civility towards others, including those with differing opinions should be treated likewise by fellow faculty, staff, and students. Collegiality is demonstrated across all areas of teaching, scholarship, and service.

2.10. Department Chair—selected faculty member within Aviation Science that serves in the academic area leadership role for a 3-year period. Although Aviation Science is not a Department and not all duties assigned to campus Department Chairs are assigned to the Aviation Science Chair. Aviation Science uses this title to clarify the role. Should the Department Chair not hold tenure but is the candidate for under review under this criteria those duties assigned under this policy will be reviewed and coordinated by the assistant dean and College RTP Committee Chair.

2.11. Assistant Dean for Aviation—position that holds overall responsibility for leadership and management for Aviation Science. Position may or may not hold an adjacent faculty rank and tenure.

2.12. College RTP Committee—Aviation Science RTP representatives serve as part of a larger College RTP Committee. The Chair of the College RTP Committee must hold the rank of Professor and may or may not be from Aviation Science. Aviation Science is normally assigned to Group C of the College. Group C includes departments of Automotive, Culinary Arts, all departments within the School of Public Service and Aviation Science.

3.0 Criteria

3.1. This criteria describes the specific minimum criteria for determining eligibility within Aviation Science for initial appointment and advancement in rank. This criteria closely resembles, but shall not supercede, the Utah Valley University-wide rank policy. Except for promotion to the rank of Associate Professor upon achieving tenure, neither the attainment of tenure nor the length of time at a particular rank automatically confers rank advancement. Each promotion is evaluated on its own merit, recognizing not merely what has been accomplished, but also the promise for future and sustained achievement.

3.2. Academic Ranks Open to Members of the Academic Community

3.2.1. Ranks available to faculty members on tenure track and tenured faculty members: Instructor, Assistant Professor, Associate Professor, and Professor.

3.3. Initial Assignment and Rank Advancement for Tenure-Track Faculty Members

3.3.1. Newly hired Tenure-Track Faculty shall be assigned an appropriate rank according to the RTP criteria. Credit for previous academic experience, professional experience, and/or professional training may be considered for determination of the appropriate rank only at the time of hire.

3.3.2. Minimum Qualifications for Initial Appointment—Tenure Track

1. Instructor. All candidates must hold a Master's degree and have a minimum combination of five years professional and/or academic experience in aviation.

2. Assistant Professor. All candidates must hold a Master's degree and have a minimum combination of seven years professional and/or academic experience. Two of the seven years must consist of teaching, service, and scholarship at a regionally-accredited college or university. A candidate with a doctorate degree must have a minimum combination of four years professional and/or academic experience in aviation.

3. Associate Professor. All candidates must hold a Master's degree and have a minimum combination of 12 years professional and/or academic experience and have successfully attained tenure at a regionally accredited college or university. A candidate with an earned Doctorate degree must have a minimum combination of 10 years professional and/or academic experience and have successfully attained tenure at a regionally accredited college or university.

4. Professor. The rank of Professor is reserved for individuals who are judged to be exemplary. Such individuals shall have achieved distinction clearly above that of Associate Professor. All candidates must hold a Master's degree and have a minimum of 12 years professional and/or academic experience. Five of the 12 years must be as a tenured Associate Professor at a regionally-accredited college or university. Candidates must also be rated Exemplary according to RTP Committee criteria. A candidate with a

Doctorate degree must have a minimum combination of 10 years professional and/or academic experience. Five of the 10 years must be as a tenured Associate Professor at a regionally-accredited college or university.

3.3.3. Minimum Qualifications for Rank Advancement –Tenure Track

1. Assistant Professor. Candidate must have a minimum of a Master's degree in aviation or a doctorate degree as discussed in the definitions section of this document, two years of teaching, service, and scholarship at UVU.

2. Associate Professor. Candidate must have a minimum of a terminal degree as defined in this document and must successfully attain tenure at UVU (see Utah Valley University-wide tenure policy).

3. Professor. The rank of Professor is reserved for individuals who are judged to be exemplary. Such individuals shall have achieved distinction clearly above that of Associate Professor. Candidate must have a minimum of a terminal degree as defined in this document, a minimum of five years of aviation teaching, service, and scholarship as a tenured Associate Professor at a regionally-accredited college or university, and relevant professional experience.

3.4. Initial Assignment and Rank Advancement for Non-Tenure-Track Faculty Members

3.4.1. Newly hired non-tenure Track Faculty should be assigned an appropriate rank according to the Aviation Science RTP document.

3.5. Composition and Duties of the Aviation Science RTP Committee

3.5.1. Composition. The Aviation Science RTP representatives must view their duties within the larger framework of the College RTP process. The College RTP Committee shall be an odd number of faculty members but be represented by no fewer than two (2) tenured faculty members elected by the faculty of Aviation Science. Neither the Assistant Dean nor Department Chair shall serve on an Aviation Science RTP Committee, but may vote as a faculty member for the election of the membership of the committee in Aviation Science if they hold tenure. One member of the College committee made up of representatives from Group C wherein rank advancement is to be granted will be elected Chair. Aviation Science is part of the larger College RTP Committee that will incorporate multiple Departments, programs, or even all Departments within one School. The chair of the complete RTP committee must hold the rank of Professor.

3.5.2. Duties The College RTP Committee shall follow UVU policy 632.

3.6. Aviation Science RTP Criteria

3.6.1. Required Elements

1. The Aviation Science RTP Committee shall establish and periodically update an Aviation Science RTP Criteria that at a minimum includes the following:

a. Criteria for evaluating its faculty members for awarding initial appointment in rank and for subsequent promotion in rank. Criteria shall include requirements, appropriate to Aviation Science, for achievement in the areas of teaching, scholarship, and service.

b. Procedures for evaluating the RTP Portfolio.

c. Appropriate timelines for submission and evaluation. The Aviation Science RTP Criteria may contain due dates sooner than those established by this criteria, but may not extend them. Earlier due dates are binding only for the candidate, Aviation Science RTP Committee, and Aviation Science Chair.

2. Criteria must reflect the goals and mission of the Department, College and UVU and review procedures shall be clear, precise, measurable and verifiable.

3. Criteria shall reflect attainment of a consistently high level of professional work in teaching, scholarship and service. The criteria for the rank of Professor shall require exemplary performance on the part of the faculty member.

4. Sources of Evidence: The elements listed below may be considered as evidence for rank advancement; additional forms of evidence may be used by mutual consent of the faculty member, Department Chair, and the RTP Committee.

5. Standards: Not meeting each of the standards noted within Teaching, Scholarship/Creative Works, or Service will be considered a negative within the RTP review. In that UVU is a teaching University, teaching is the most rigorous standard that must be met. Although requirements under Scholarship/Creative Works and Service are not diminished.

Teaching

- 1. Student Evaluations**—Faculty members on tenure-track or eligible for promotion shall include all Student Rating of Instructor (SRI) Course Evaluation Report summaries in the RTP Portfolio for each semester teaching.
- 2. Peer and Supervisor Classroom Evaluations**—Minimum of 2 required per year. Peer evaluations shall be completed by Aviation Science tenured faculty members or by an external tenured university faculty member if no evaluation can be completed during the semester. In no case will more than two external

tenured faculty member peer evaluations be included during the tenure-track time period. All peer evaluations shall be included in the rank advancement portfolio. The Department Chair or Assistant Dean will conduct one supervisor classroom evaluation on each faculty member each year for all faculty members. External peer evaluations from industry representatives and from alumni may be completed in addition to these minimum requirements. However, funding is not available for external reviews. Faculty members are responsible to ensure the evaluations are completed and included in the RTP Portfolio.

3. **Course Development**—Course development and updating courses is expected by all Aviation Science faculty members and faculty will include sample of course materials such as syllabi and course outlines. Handouts, quizzes, media presentations and exams are not included in the RTP Portfolio.
4. **Teaching Awards/Recognitions**—Documentation must be included in the rank advancement portfolio to show evidence of such awards or recognitions.
5. **Engaged Learning**—Unique activities resulting in awards, publications, and media recognition should be included as documentation within the RTP portfolio.
6. **Other sources of evidence**—for quality Teaching may be used but must be pre-approved by the RTP Committee and Department Chair.
7. **Elements of quality criteria for teaching should include:**
 - Having up-to-date knowledge of current and historical research in the discipline and using that knowledge in support of teaching and learning.
 - Clearly stating objectives, expected outcomes, and the ways in which they will be assessed in course syllabi.
 - Effectively and appropriately using technology to assist students in achieving the specified learning outcomes.
 - Appropriately mixing alternative learning strategies.
 - Organizing course content and presentation well.
 - Using fairness in assessment and grading.
8. **Collegiality**—Examples demonstrating collegiality within the Teaching area include:
 - Adhere to the approved subject matter and course objectives as stated in course catalogs and syllabi (UVU Policy 635).
 - Encourage the free pursuit of learning in an atmosphere of civility, respect the rights of all students, exhibit and foster honest academic conduct, and evaluate students fairly (UVU Policy 635).
 - Accept reasonable teaching assignments within faculty areas of expertise to meet department needs and goals.

- Offer to fulfill requests to create new courses within their areas of expertise to meet department needs and goals.
- Show a willingness to substitute for colleagues with short-term absences in teaching assignments.

Scholarship/Creative Works

1. **Peer-Reviewed Research Publication**—Publication of original research work in peer-reviewed aviation journals is a required MUST have activity and expected of faculty in order to achieve promotion and tenure. Faculty are required to have two peer-reviewed applied research papers in discipline related areas published by their mid-term evaluation and one more published prior to tenure and promotion review year. Promotion to professor requires this publication as well but on an elevated and consistent level. Books, book chapters and articles in non-peer reviewed journals such as aviation magazines can be included for review within the RTP Portfolio but are not used in place of the peer-reviewed requirement.
2. **Creative Works**—This OPTIONAL area requires a high level of discipline-related expertise, can be well documented, replicated or elaborated, and reviewed by peers. Examples within Aviation Science could include major initiatives that lead to program elevation and recognition. Creative Works must have a major impact on Aviation Science or aviation in general. Cannot be used in lieu of published works and must be approved and documented in advance by the RTP committee and Department Chair in advance to avoid justification of why the works were undertaken. However, if approved by the RTP Committee and Department Chair; one Creative Works project initiative can be used in place of one peer-reviewed article either before or after the mid-term evaluation review but not both periods.
3. **Grant Writing**—Faculty are expected to demonstrate growth in this area. Thus, prior to earning tenure faculty MUST have demonstrate mastery of grant writing by submitting individually or jointly grant applications. Candidates to the rank of Professor MUST have demonstrated mastery of this requirement by having been awarded State or Federal grants.
4. **External Presentations**—Invited presentations for seminars, workshops, or conferences that are prepared and given for external groups outside of the university and related to the candidate's discipline and/or expertise is a MUST have experience item prior to the tenure review year. Copies of invitation letters and booklets are kept in the RTP portfolio. The migration of the faculty member growth in this area is expected to be toward the invited regional (going toward promotion to associate professor) and national (professor) levels. If presenting at a conference, proposals, booklets, and supporting correspondence should be included in the RTP portfolio.

5. **Professional Organizations**—Credit is awarded to faculty who have been elected or appointed to a prominent position within a local, regional, or national organization as a result of their discipline knowledge. Credit is given to faculty who has received an award or recognition from a professional organization as a direct result of the candidate's knowledge and involvement with their specific discipline. Credit is also awarded for documented active committee participation in professional associations. Mere membership in professional aviation associations is expected and not awarded credit within the RTP portfolio but may be included for illustration purposes.
6. **Certification/Licensure**—Initial certification/licensure that is earned within the evaluation period and are directly related to the faculty members discipline area of specialization are considered worthy for the RTP Portfolio. Examples include initial FAA certifications such as aircraft dispatch, ATC, airport management, A&P. Simple renewals of various certifications are considered expected and not worthy of inclusion into a promotion portfolio.
7. **Patents**—securing a patent is credited as an activity toward tenure provided the patent benefits UVU. Patents granted to individuals are considered as it relates to their duties. Patents granted for non-duty or non-discipline related interests are not considered part of the promotion process.
8. **Continued Education**—Course work from a regionally accredited school that leads towards a Master, or Doctorate degree, and/or course work to improve skills in the candidate's specific aviation discipline.
9. **Other sources of evidence for Scholarship/Creative**—Works may be used but must be pre-approved by the College RTP Committee and Department Chair.
10. **Collegiality**—Examples demonstrating collegiality within the Scholarship/Creative Works area include:
 - Show due respect for the ideas, perspectives, experiences, and scholarly and creative works of others.
 - Show a willingness to defend the right of others with respect to free inquiry and expression, even if their positions differ from one's own.
 - Show a willingness to collaborate with others in scholarly and creative works.
 - Strive to understand and adhere to the accepted standards of one's discipline.
 - When called upon to evaluate the works of others, do so willingly and with professional objectivity.

Service

1. **College/School/Department**—Includes service as Department Chair, Program or Coordinator, student recruiting, fundraising, serving on committees, serving on the Faculty Senate, serving as a faculty mentor, club or student advisor. Other intercollegiate service may be credited such as work done for other departments or colleges within the university.
2. **Professional**—Includes discipline related service on local, regional, or national professionally related committees or boards. Service also includes time spent as a reviewer, proctor, judge, or evaluator as a direct result of one's own knowledge of his/her discipline. Service can include time spent creating or maintaining industry partnerships that benefit the department, college or university.
3. **Community**—Includes discipline related services rendered by serving on an also be credited for serving as an advisor or mentor for a community organization.
4. **Other sources of evidence for Service**—may be used but must be pre-approved by the College RTP Committee and the Department Chair. To be credited the Service area the activity MUST be clearly related to a faculty role and discipline.
5. **Collegiality**— Examples demonstrating collegiality within the Service area Include:
 - Take one's "turn" in the committee assignments of the department.
 - Show a willingness to serve on committees and task forces at the college or institutional level when called upon or when one's expertise can make a positive contribution.
 - Attend department and other required meetings regularly (UVU Policy 635).
 - Mentor junior faculty as needed in matters pertaining to retention and tenure.

3.6.2. Written Copies Provided to Faculty Members. A written copy of the Aviation Science RTP criteria shall be provided to its faculty members and to new faculty members upon hire. Whenever the Aviation Science Rank Criteria is revised, copies of the new criteria shall be provided to faculty members.

3.6.3. Aviation Science Criteria Approval. The Aviation Science Rank Criteria shall be subject to approval by the Department Chair, School RTP Committee, Aviation Science Assistant Dean, College Dean, VPAA, and an oversight committee of the Faculty Senate

as established in its bylaws. Subsequent revisions to the Aviation Science Criteria shall also be approved by these same entities.

3.6.4. Reapplication. With the exception of initial appointment at hire and promotion to Associate Professor, a candidate may reapply for advancement in rank according to the criteria set forth by the Aviation Science RTP Committee.

3.7. The Rank Advancement Portfolio

3.7.1. Creating and Maintaining the Rank Advancement Portfolio. The candidate shall create and maintain his or her own RTP Portfolio and submit it to the College RTP Committee according to the due dates established by UVU Policy.

3.7.2. Contents, Combining Portfolios, and Adding Documents to the Rank Advancement Portfolio

3.7.2.1. Faculty shall follow guidance provided under UVU policies. See one or more of the following policies that apply: UVU Policy 632, *Rank Advancement*, UVU Policy 635: *Faculty Rights and Professional Responsibilities*, UVU Policy 637, *Faculty Tenure*, UVU Policy 646: *Faculty Appeals for Promotion and Tenure*, and UVU Policy 648: *Faculty Disciplinary Action*. If questions exist regarding contents of RTP Portfolio the faculty members should consult the Aviation Science RTP representatives.

3.8. RTP Portfolio Review Process

3.8.1. Aviation Science follows UVU policy and procedures on the rank advancement process. Faculty is responsible to follow guidance provided under UVU policies. See one or more of the following policies that apply: UVU Policy 632, *Rank Advancement*, UVU Policy 635: *Faculty Rights and Professional Responsibilities*, UVU Policy 637, *Faculty Tenure*, UVU Policy 646: *Faculty Appeals for Promotion and Tenure*, and UVU Policy 648: *Faculty Disciplinary Action*.

3.9. Appeals

The candidate has the right to appeal the final outcome of the rank advancement process to a Due Process Committee following the procedures outlined in UVU Policy 646: *Faculty Appeals for Promotion and Tenure*.

3.10. Effective Date of Criteria

This RTP criteria replaces Policy F-1.3 Academic Rank and becomes effective December 1, 2009.

4.0 Procedures

4.1. Procedure for Rank Advancement

4.1.1. Aviation Science follows UVU policy and procedures on the rank advancement process. Faculty is responsible to follow guidance provided under UVU policies. See one or more of the following policies that apply: UVU Policy 632, *Rank Advancement*, UVU Policy 635: *Faculty Rights and Professional Responsibilities*, UVU Policy 637, *Faculty Tenure*, UVU Policy 646: *Faculty Appeals for Promotion and Tenure*, and UVU Policy 648: *Faculty Disciplinary Action*.