

**University of North Texas  
College of Information  
Department of Information Science**

## **Guidelines for Tenure and Promotion to Associate Professor**

**Revised December 4, 2018**

### **Introduction**

According to the University of North Texas (UNT) Faculty Reappointment, Tenure, and Promotion Policy (06.004), "UNT is committed to recognizing and rewarding faculty whose work demonstrates sustained excellence in teaching, scholarship, and service through the tenure and promotion process."

The following guidelines are based on the UNT expectations and designed to specify the university and departmental guidelines for the assessment of the qualifications of faculty members for continuing probationary appointment, tenure, and promotion in the Department of Information Science (IS). Since at UNT the decision concerning award of tenure is, except in unusual cases, made concurrently with a recommendation for promotion, the qualifications required for promotion to the rank of Associate Professor will normally be the same as those required for the award of tenure.

This policy document represents the first major revision to align with the revised UNT Faculty Reappointment, Tenure, and Promotion Policy (06.004) and shall be reviewed and approved again within 1 calendar year of official adoption.

### **Guidelines for Evaluating Scholarly and Creative-Activities**

The IS Department and UNT expect that each faculty member will demonstrate continuing growth and development through research or writing or other creative activities and through participation in professional activities appropriate to the discipline of information science. Highly effective teaching, while desirable in every faculty member, will not compensate for a lack of scholarly accomplishments manifesting the individual's continuing professional growth and development. A faculty member is expected to demonstrate scholarly proficiency in two areas: research and publication. While creative activities may contribute to the expertise and recognition of a faculty member, the IS Department expects that such activities will be undertaken in addition to, not in lieu of, the others.

For continuing appointment (tenure-track), the faculty member should demonstrate sufficient strength in the areas of research and publication activities to indicate a pattern of commitment to growth in these areas. Although the initial annual reviews of the faculty member may occur too quickly for a substantial publication record to be amassed, it is expected that each person will develop appropriate research proposals and show evidence of research progress during the probationary period. It is further expected that the research will give promise of leading to publication in a recognized scholarly journal or as a monograph.

For consideration for the award of tenure, the faculty member should have, published at least **five refereed articles** in journals and **at least five other completed full papers** (e.g., refereed conference proceedings papers, monographs, book chapters, and practitioner journal papers). Publication of a monograph containing more than 90 pages may substitute for three refereed journal articles. Publication in collaboration with faculty and students within or outside of the department is encouraged. The candidate should demonstrate the capability of lead authorship by serving as the lead author on at least one of the collaborative publications.

UNT IS Department is a member of the iSchools international organization of the leading schools in the information science. Information science is a multidisciplinary and rapidly expanding field, with constantly emerging new areas of scholarship and practice, as well as well-established disciplines such as Library

Science. Given the broad range of research areas and types of scholarship covered by the information science, the iSchools member institutions do not include a single list of preferred publication venues (e.g., journals or conferences) by which the relative merit of faculty publications can be judged in their promotion and tenure guidelines. Instead, iSchools member institutions assess the publication venues as an indicator of quality individually for each candidate relevant to his or her particular field. IS Department follows these iSchools practices in its promotion and tenure application evaluations. It is the faculty member's responsibility to provide evidence of the quality of scholarship. The quality of the publication venue should be documented by the faculty member applying for tenure and promotion.

Research grant applications are encouraged as an additional indication of research activity. Awarded research proposals may be accepted as 1 or more publications (based on the evidence submitted by the candidate). The availability of funding varies substantially across the disciplinary areas represented in the IS Department. The nature and the amount of funding must be viewed in the context of the candidate's area of activity, including how receipt of research funding may affect the quantity and timing of publications.

The following documentation shall serve as the basis for evaluating the research and publication function of a faculty member in the IS Department. Examples may include, but are not limited to:

1. A report from the faculty member's UNT Faculty Information System covering the years as a tenure-track faculty at UNT.
2. List of research projects undertaken and completed, describing topic, methodology, funding, collaboration, for each.
3. List of publications, showing title, date, place published, and number of pages for each, and specifying those considered of major importance (with indicators of publication venue quality such as journal ranking, subscription data, acceptance rate, sources of indexing, etc.). The list should also indicate which publications are original and which are reprints, and which of the authors are students.
4. List of grants received, showing title, date, funding agency, amount of award, review process (if peer reviewed) and specifying those considered of major importance.
5. Copies of research reports, publications, creative efforts, and other professional contributions appropriate to the faculty member's areas of expertise.
6. Other documentation associated with this function (e.g., letters of commendation, awards and honors received, keynote address invitations, grant applications, grant awards received, other types of creative works and efforts which contribute to the candidates' stature and recognition in his or her field of specialization, and evidence of presentations, poster sessions, panel discussion participation).
7. Comments from five outside evaluators concerning the faculty member's contributions to scholarly, and creative activities.

## **Guidelines for Evaluating Teaching**

Consistent with the UNT mission, IS expects that each faculty member will demonstrate effective teaching. Strength in other functions will not compensate for ineffective teaching, although it is recognized that a new teacher may at first display a somewhat irregular pattern of performance, depending on the person's prior experience and subject expertise.

To be eligible for continuing appointment (tenure-track), the faculty member should demonstrate sufficient strength to demonstrate the potential for consistent, effective teaching. There should also be evidence that the faculty member is capable of developing needed curricular materials, organizing and presenting course content effectively, working competently and harmoniously with advisees, and showing promise for supervising research efforts of both graduate and undergraduate students.

For consideration for the award of tenure, the faculty member should demonstrate—in addition to consistent, effective teaching—evidence of ability to revise course content and/or develop new courses appropriate to IS Department programs, participate in curricular discussions as an effective colleague, work cooperatively with a variety of advisees, and stimulate student research and investigation.

The following documentation shall serve as the basis for evaluating the teaching activities function of a faculty member in the IS Department. Examples may include, but are not limited to:

1. A report from the faculty member's UNT Faculty Information System covering the years as a tenure-track faculty at UNT.
2. A teaching portfolio.
3. Curriculum Vitae, showing educational and experiential preparation for teaching in assigned areas and documenting appropriate continuing education experiences.
4. Course files, including syllabi and/or materials indicating the objectives of each course, learning outcomes and the organizational structure, assignments, bibliography, and examinations used in each course
5. Evidence of developing new or redesigning existing courses (e.g., departmental curriculum committee forms or correspondence, CLEAR approval documentation, course content, and syllabi)
6. Peer evaluations.
7. Records of evaluations submitted by students in each course.
8. Statements concerning numbers of advisees and research supervised, including serving on or chairing doctoral dissertation committees, guiding other research activities of graduate and/or undergraduate students, usually drawn from the faculty member's annual update.
9. Personal Affairs Committee statements showing the annual evaluation of the faculty member in terms of teaching and advising activities.
10. Other documentation (e.g., letters of commendation and other correspondence, recognitions, grant applications and awards, etc.) relating to teaching.
11. Additional statements submitted by students or alumni related to the teaching and advising abilities of the faculty member.
12. Evidence of external and internal grant proposals and/or funding for developing and delivery of courses, programs, etc. (e.g., teaching grant application forms, grant reports, etc.).
13. For tenure and/or promotion, letters from five outside evaluators concerning the faculty member's contributions to teaching.

## **Guidelines for Evaluating Service**

Service to the IS Department, to the College of Information, and UNT is expected of all faculty members. Although exceptional service will be recognized, it will not serve as a primary basis for recommending continuing appointment, the award of tenure, or promotion. Service to the community and profession appropriate to the faculty member's area of expertise will be considered in recommending continuing appointments, awards of tenure, and promotions.

For continuing appointment (tenure-track), the faculty member should at a minimum give evidence of having attended and participated regularly in faculty meetings and meetings of IS Department committees to which he/she is elected or appointed. The faculty member may also provide evidence of service to College of Information, and/or UNT (e.g., appointment or election to UNT committees or Faculty Senate) and community service activities associated with the field of information science. The faculty member should demonstrate professional concern by joining and becoming active in associations appropriate to his/her area(s) of specialty. For consideration for the award of tenure, the faculty member should, in

addition to meeting the criteria for continuing appointment, show evidence of consistent and valuable contributions not only to IS faculty meetings and committees but also to College of Information, and University bodies. A faculty member should also give evidence of participation as an active member of at least one national or international professional association.

Appropriate contributions to community activities in the area of information science (e.g., service on a local library board, providing continuing education or in-service training activities for local community or professional organizations) may strengthen the case for recommending tenure. The following documentation shall serve as the basis for evaluating the service activity function of a faculty member in the IS Department. Examples may include, but are not limited to:

1. A report from the faculty member's UNT Faculty Information System covering the years as a tenure-track faculty at UNT.
2. Annual updates, showing service on IS Department and College committees and University bodies, with specification of each office or appointment and date(s).
3. List of memberships in professional associations, specifying offices and/or committee appointments held and dates of election or appointment to each.
4. List of professional and/or community service activities with type of function performed, organizations served, and dates for each.
5. Other documentation (e.g., letters of commendation and other correspondence, awards, recognitions, conference programs, etc.) relating to IS Department, College, UNT, and professional and community service.
6. For tenure and/or promotion, comments from the five outside evaluators concerning faculty member's service contributions.

In considering faculty for all distinguished service recognitions (such as professor emeritus), procedures will be consistent with those policies contained within the current UNT Policy Manual.

Note: This document is in no way at variance with policies of the Department of Information Science, College of Information, or University of North Texas. It is understood that College of Information and University policies will always supersede departmental policies.