Department of Leadership and Educational Studies
Promotion and Tenure Guidelines
Approved: November 8, 2017

Scholarship

	Exceeds Expectations	Meets Expectations	Expectations not met
Writing & Publishing	Publishes in national or international refereed journals, with a preponderance of first-authored or single authored work	Publishes in national or international refereed journals, with a preponderance of second- or third-authored work.	Inactive in writing and publishing
	Publishes collaborative scholarship in national or international refereed journals, with primary responsibilities.	Publishes peer-reviewed book chapters with a preponderance of second- or third-authored work.	
	Publishes a reviewed book or monograph	Publishes in state or regional refereed journals	Self-publishes without professional review
	Publishes peer-reviewed book chapter, with a preponderence of first or single authorship		
	Produces significant artifacts such as a video/innovative technology or museum exhibit as lead or sole author.	Produces significant artifacts such as a video/innovative technology or museum exhibit as a team member.	
	Writes technical reports/white papers of national or international scope as a sole or lead author.	Writes technical reports/white papers of national or international scope as a team member.	
	Nominated for or received awards for writing/scholarly activity	Evidence of on-going inquiry	
Presentations at professional meetings	Presents at regional, national or international conferences	Presents at local or state conferences	Inactive in presenting
	Leads national or international professional workshops	Leads local professional workshops	
	Invited as a speaker or workshop facilitator for a national or international conferences	Presents at RCOE or ASU sponsored symposia or colloquia	
	Invited as keynote speaker at state, national, or international conference		
Grants or Contracts	Authors, submits, and/or secures large external or multiple smaller grant(s) or contract(s) that is significant in the discipline	Authors, submits, and/or secures moderate or small grant(s) (internal or external)	Inactive in grant writing
Editorial Activities	Serves as editor for a journal of national or international scope	Serves on review boards for journals and other scholarly publications	No involvement in editorial activities
	Edits a book	Serves on an editorial board for a journal	
	Serves actively on an editorial board for a journal.	Serves as a reviewer for journals	
	Reviews books for major publishers		

There is a continuum of activity running from acceptable to outstanding. A modest level of activity/publications is found at the acceptable end of the continuum moving up to a more prolific level of activity/publications at the outstanding end of the continuum

Teaching

	Exceeds Expectations	Meets Expecations	Expectations not met
Classroom Teaching	Consistent evidence of excellent teaching (e.g., student evaluations, peer evaluations, student work, and student feedback)	Consistent evidence of satisfactory teaching (e.g., student evaluations, peer evaluations, student work, and student feedback)	Pattern of unsatisfactory teaching (e.g., poor evaluations, complaints made to program lead or chair, etc.)
	Leads professional development related to enhancing and improving teaching in higher education (workshops, learning communities, book groups, etc)	Participates in professional development to enhance or improve teaching in higher education	Does not demonstrate effort to improve teaching
	Uses technology in innovative ways that that embraces different tools and serves as a model of technology use.	Uses technology in teaching that enhances students' learning	Does not use technology
	Develops and delivers instruction that intentionally infuses issues of social justice, diversity, and multi-culturalism.	Delivers instruction that is responsive to issues of social justice, diversity, and multi-culturalism	Is not appropriately responsive to issues of social justice, diversity and multi-culturalism in their teaching.
	Infuses scholarly activity consistantly into instruction	Incorporates scholarly activity into instruction occasionally	
	Receives a teaching award		
	Intentionally infuses global connections in teaching	Address global issues in course occasionally	
Curricular &	Significantly revises and re-designs courses	Continuously and reflectively improves existing courses	No evidence of syllabus update over time
	Leads curriculum development initiatives	Assists with curriculum development initiatives	Resists/does not participate in curriculum development initiatives

Program Development	Leads the development of new courses that enhance the curriculum of a program	Assists with the development of new courses	Resists course and program development
	Offers well conceived independent studies and appropriately designed individual studies	Conducts independent studies as needed	Does not conduct independent studies
	Develops and leads study abroad programs	Participates as a secondary teacher in a study abroad program	Does not participate in study abroad programs, or support others who do.
Mentoring/Advising	Serves a mentor with scholarly activities, such as presentations and conferences, publications, and/or professional meetings.		
	Serve as chair or performs significant mentoring role on dissertation committee.	Serves as disseration/thesis committee member	

There is a continuum of activity running from acceptable to outstanding.

Service		
Exceeds Expectations	**Meets Expectations**	**Expectations not met**

	Exceeds Expectations	Meets Expectations	Expectations not met
Professional Service	Serves as a board member or officer of a state, regional, national, or international organization	Actively serves as a member of state, regional, national, or international organizations.	Has little or no involvement in professional organizations.
	Chairs a conference planning committee.	Actively serves as a member of a conference planning committee.	
	Leads editorial services and reviews for journals, books, conferences, and other professional boards.	Provides editorial services and reviews for journals, books, conferences and other professional boards.	
	Record of leadership in advocacy groups addressing current educational issues	Record of support of current educational issues and advocacy groups	Provides little or no service to profession
Department/University Service	Administers and coordinates grant activities	Team member on grant activities	Inactive in grant work
	Serves as a key officer or chair of department, college, or university committee	Active and productive member of department, college, or university committees	Inactive in committee work
	Serves with distinction as mentor to other faculty members	Serves satisfactorily as mentor to other faculty members	Does not mentor other faculty or does not fulfill required responsibilities.
Administrative Service	Serves with distinction as a program director	Serves satisfactorily as a program director	Does not fulfill expected responsibilities as program director
	Serves with distinction as department chair or assistant chair	Serves satisfactorily as department chair or assistant department chair	Does not fulfill expected responsibilities as department chair or assistant chair.
	Leads accreditation and program reviews	Provides information for accrediation and program reviews in a timely manner.	Does not fulfill expected responsibilities
Community Service	Provides ongoing and significant contributions as a consultant to public schools (K-12), community colleges, libraries, or other community/educational organizations.	Serves as a consultant to public schools (K-12), community colleges, libraries, or other community/educational organizations	No involvement in community or educational organizations
Service to Students	Mentors students outside of program and/or department	Mentors students within program	Does not serve as an active mentor to students beyond teaching
	Serves with distinction as an advisor of a cohort and/or a large number of students	Serves satisfactorily as an advisor to a cohort and/or large numbers of students.	Does not serve as an advisor or does not fulfill required responsibilities.
	Serves with distinction as a mentor to doctoral students over a sustained period of time		Does not perform an advising role to students
	Serves as a faculty sponsor for student organizations	Involved in student organizations	Not involved with student organizations
	Involves and collaborates with students in grant writing, publications, conference presentations, and other professional opportunities	Serves as reviewer for product of learning and/or comprehensive exams and/or doctoral qualifying exams	
	Receives a service award	Assists students in applications for scholarships, employment, and other professional opportunities	

There is a continuum of activity running from acceptable to outstanding.