

**STANDARDS FOR PROMOTION AND TENURE**

LEVIN COLLEGE OF URBAN AFFAIRS  
CLEVELAND STATE UNIVERSITY

As Approved by the Faculty of the Department of Urban Studies  
June 11, 1998

Amended Version with amendments from 1999, 2004 and 2007

**STANDARDS FOR PROMOTION AND TENURE  
LEVIN COLLEGE OF URBAN AFFAIRS  
CLEVELAND STATE UNIVERSITY**

**I. INTRODUCTION**

**1. Objective of the Levin College of Urban Affairs** The objective of these standards is to promote the scholarly achievements, practitioner experience, and reputations of the faculty of the Levin College of Urban Affairs. This objective is consistent with the College's goal of being among the top graduate and undergraduate programs in its Fields of study in the state of Ohio and the nation. These standards are based on the norms and expectations required to compete with departments that emphasize the production of knowledge, often based on applied public service research, as their core mission. They are intended to maintain adequate staffing for our graduate and undergraduate programs. The Levin College of Urban Affairs highly values scholarship, teaching, and public service. The College expects faculty to participate in all three areas. The College is interdisciplinary in its organization and staffing and encourages collaboration among faculty and staff. The College recognizes that it needs to achieve balance across its faculty in all three areas. To meet its objective, however, scholarship has a greater weight in consideration in promotion to the rank of Professor than it does in the criteria for promotion to the rank of Associate Professor and the awarding of tenure.

**2. Contents** This document contains the standards for promotion to the ranks of Professor and Associate Professor at the Levin College of Urban Affairs. These standards implement Articles 11.1, 12.2, 12.83, 12.121, and 18.6 B) of the October 1, 1997 contract between Cleveland State University and the American Association of University Professors, CSU Chapter, hereafter referred to as "the contract." These articles are attached.

**3. Promotional tracks** In accordance with Article 12.83, these standards recognize three promotional tracks for each rank:

**3.1 Professor:** scholarly achievement, achievements in practice, and achievements in service to Cleveland State University in the attainment of its mission.

**3.2 Associate Professor with tenure:** scholarship, outstanding intellectual leadership, and exceptional achievement as a teacher.

**3.3** The standards do not allow for a case for promotion to the rank of Professor based on teaching excellence and for promotion to the rank of Associate Professor with tenure based on service to the University's mission.

**4. Definition of the candidate's field of expertise** The field of expertise, as defined by the candidate should have direct relevance to the degree programs of the Levin College of Urban Affairs.

**4.1** This field of expertise must be recognized as a field, or major sub-field, in one of the cognate disciplines that contributes to the degree programs of the Levin College of Urban Affairs.

4.2 The candidate's work needs to relate to the mission of the Levin College of Urban Affairs and to the degrees that the College awards.

**5. Definition of reflection on practice** A reflection on practice is a substantial piece of writing for either scholarly, practitioner, or general audience that documents the development of a policy or program in a field that is relevant to the mission and degree programs of the College, evaluates such a policy or program, critiques the state of practice or of a policy, or makes substantial recommendations on the improvement of practice. These writings must be easily available through traditional channels of publication (e.g., a mixture of peer-reviewed publications, book publishing, and professional publication). Client-oriented consulting reports are not considered to be reflections on practice; they may be the practice on which the reflections are based.

**6. Definition of Scholarship** The contract defines creative achievement in Article 12.121 (B): “The standard of scholarship requires a working commitment to inquiry and research and to creative achievement. The University obligation for the generation of new knowledge and practices imposes a responsibility for creativity, whether in inquiry and investigation, writing, design and production, or in the performance and fine arts. In the best of scholars and the best of teachers, creative inquiry is joined with effective classroom teaching. Candidates for promotion/tenure who submit co-authored material for review shall also provide an explanation of their contribution to such materials.” The Levin College of Urban Affairs defines a “working commitment to inquiry and research” as being a “sustained commitment to research and to creative activity” as defined in these standards.

**7. External reviewers and unsolicited letters of support** The purpose of external reviews is to help the PRC make considered assessments of the dossiers of candidates by placing the candidates' work in a larger scholarly context. Good reviewers bring to the committee's attention aspects of the candidate's scholarly product that they might otherwise miss and lessen their need to rely solely on their own understanding of the candidate's declared area of expertise. For these reasons careful selection of reviewers is especially important in order to make the total review full and fair.

7.1 The PRC will contact at least six external reviewers for the dossiers for the promotion to the rank of Professor and a minimum of four for the rank of Associate Professor.

7.2 The candidate will submit a list of suggested external reviewers with their dossier.

7.3 A list of additional reviewers will be developed by the PRC from among authorities in the candidate's field of expertise.

7.4 The two lists will be composed of individuals who are in the same Field of expertise as the candidate or closely related fields.

7.5 A completed list of extend reviewers will be submitted by the PRC to the candidate, who has the right to strike some of the names if he/she feels the suggested reviewer will not render an objective assessment. The final list must contain at least nine names.

7.6 The candidate may not know the identities of the reviewers until the entire review process is complete. The University's July, 1993 memorandum on soliciting external reviews states that confidentiality cannot be promised to external reviewers. Candidates may gain access to the external reviews and the names of the reviewers in accordance with the University's rules governing access to promotion and tenure files.

7.7 A **minimum of three letters of external review** is required for the consideration of the case.

7.8 **Prohibited external reviewers:** The fairness and completeness of the review process depends significantly on selecting reviewers who can render a knowledgeable, yet unbiased, assessment of the candidate's scholarly record. For this reason, external reviewers may not include the candidate's co-authors, co-editors, former teachers, classmates, or other members of the department where the candidate did doctoral study. The list of potential external reviewers will not contain individuals who may have a personal or professional interest in the candidate's promotion.

7.9 **Professional stature of the external reviewers:**

7.9.1 The list of external reviewers for candidates seeking promotion to the rank of Professor shall also have attained the rank of Professor and be well-recognized national or international authorities in their field of expertise.

7.9.2 External reviewers for cases requesting promotion to the rank of Associate Professor must have achieved the rank of Associate Professor with tenure and be well-recognized national authorities in their field of expertise. The PRC prefers reviewers who have reached the rank of Professor.

7.9.3 External reviewers will be requested to supply a copy of their curriculum vitae with their review, and fully describe any personal or professional interest they may have in the candidate's case for promotion.

7.10 **Unsolicited letters of recommendation:** The PRC will record the receipt of unsolicited letters of recommendation in the candidate's dossier but will consider those letters at its own discretion.

8. **Assessment of Quality** The Personnel Review Committee (PRC) of the College, the Associate Dean for Instruction and Research, and the Dean of the College each need to assess the quality of the work of applicants, their academic potential, and the impact of their work on scholarship, public policy, and professional practice, in addition to weighing the amount of published scholarship, as is appropriate to the candidate's rank and promotional track.

9. **Candidate's Responsibility** It is incumbent upon the candidate to make a case for promotion. It is the job of the PRC to make a recommendation based upon the case that is presented by the candidate, with additional information obtained from external reviewers.

10. **Ethical Responsibility of the Departmental Personnel Review Committee**

10.1 The work of the PRC is confidential and will not be discussed with individuals who are not members of the Committee. Communication about the case between the candidate and the PRC will be directed through the Chair of the PRC, and discussions about the PRC'S recommendation will be limited to the candidate, Associate Dean for Instruction, and the Dean of the College.

10.2 The PRC judges the dossiers of candidates. As such, its members should not have personal or professional conflicts of interest over the cases it must consider. Members of the PRC who hold the rank of Associate Professor have an inherent conflict of interest in considering applications for promotion to the rank of Professor. Associate Professors will abstain from participating and voting in cases involving promotion to the rank of Professor.

## **11. Definitions of Publications**

11.1 Journal articles (papers) A refereed article is a substantial piece of writing based on scholarship that has been reviewed in either a double- or single-blind process and the reviews are made by more than the editor, or in-house editorial staff, of the publication.

11.1.1 As a rule, published letters, notes, or commentaries are not considered to meet this standard unless documentation can be provided that they have been reviewed by someone other than the editor or editorial staff-of the publication in a peer reviewed process and the document reflects substantial research.

11.1.2 Published responses to comments made about the applicant's work do not constitute a new publication unless there is clear evidence that substantial new work was required for the response and that response was subject to peer review.

11.1.3 Publications of multiple papers that are very similar count as one publication. This can happen, for example, when work is published in regional practitioner journals that want the local or regional "spin" on a piece of research and one place and set of results is substituted for another place and set of results.

11.1.4 "Guest editing" special issues of academic journals is considered to be professional service. Articles that the applicant publishes in special issues that the applicant has edited are viewed with skepticism. Documentation that an "arm's length" review process was used is required.

11.2 **Working papers and occasional papers** Publications in working or occasional papers series do not meet the standard for published scholarship even if they are reviewed by some sort of editorial board. The only exception that can be made is if it can be demonstrated by citations, or some other well accepted measure, that the paper has made a major contribution to scholarship.

11.3 **Popular Publications** On rare occasions writing in the popular press may make a major scholarly contribution, especially if the work has a practitioner or public policy audience. The outlet should be national in scope, publishing in the outlet is considered to be extremely prestigious, and the audience of the outlet is general, not specialized. The applicant then must be able to demonstrate that the piece in question has had a major impact on their academic specialty.

11.4 **Abstracts and conference proceedings** Publications of abstracts and papers in conferences proceedings do not meet the standards for a refereed publication. This also holds true for other publishing outlets for abstracts. If papers that are published in conference proceedings are submitted for consideration evidence of traditional single- or double-blind peer review should be provided along with evidence of selectivity. If every, or nearly every, paper

that is presented at a conference and submitted for review ends up being published then the publication does not count.

**11.5 Books** Books are defined as being substantive works of scholarship. There are at least four types of books.

#### **11.5.1 Research Monograph**

A research monograph, scholarly argument, or substantial reflection on practice is expected to be published by a press that is either a well recognized and respected general press or a press that specializes in the author's Field.

11.5.1.1 Presses that either require pre-publication subsidies from the author or the sponsor's of the author's work are usually not considered unless such support is a well-accepted norm in the field of inquiry.

11.5.1.2 Publications of research by advocacy organizations-no matter how large the document-that are not part of a regular and well recognized book publication series are considered to be working papers, occasional papers, or reports to clients.

11.5.1.3 A book that is written for a general, popular, audience, meets these standards as long as it can be demonstrated that the book contributes to scholarly discourse.

#### **11.5.2 Edited Volumes**

There are several types of edited volumes and the way they are evaluated depends on the scholarly contribution and prestige of the volume.

11.5.2.1 There are two types of edited volumes: those with original material and those that reprint material that is already in print.

11.5.2.2 Editing a volume that contains new material, and is primarily intended to contribute to scholarly discourse, is counted under these standards, as long as the press meets the standards outlined under scholarly monographs.

11.5.2.3 Edited volumes that reprint material are viewed with the highest degree of skepticism as meeting the definition of an edited scholarly book. This is especially true if the volume in question packages introductory material and its primary audience does not consist of scholars or people actively engaged in research.

11.5.2.4 Publishing an edited volume that collects the classic scholarly works in a field or sub-field is considered to be an edited collection of scholarship as long as the primary audience is scholarly and the editor provides new and substantial commentary about those articles.

11.5.2.5 "Course packs" that reprint material and have been assembled for a specific course and produced by a firm or organization that is not a press that is well recognized in the field or discipline of the applicant is not considered to be an edited scholarly volume

11.5.2.6 Edited volumes that are produced by research or advocacy organizations that are not part of a regular and well recognized book publication series are considered to be working papers, occasional papers, or reports to clients.

#### **11.5.3 Book Chapters**

Chapters that a book editor "invites" from herself or himself in an edited volume do not meet the "invitation" standard for book chapters.

11.5.4 **Textbooks** Textbooks can be used as evidence of sustained scholarship when they represent a codification of either new knowledge, a novel-yet generally accepted-approach to scholarship in the Field, or the codification of knowledge in a new Field. The innovation should be documented by published reviews or external peer reviews that demonstrate the novel contribution of the textbook.

11.5.4.1 Texts directed at introductory undergraduate courses will be held to a higher standard of proof of their innovation.

11.5.4.2 Texts that are largely derivative, or are offered by a press as a substitute for a “standard” text in a field, are considered to be professional service or may help meet the University's criteria for teaching excellence.

11.5.4.3 Instructors manuals and other supplemental text materials, such as related collections of readings, are not acceptable evidence of sustained scholarship and will not be considered.

11.5.4.4 Second, and subsequent, editions do not automatically count as a new book or new scholarly activity. Revisions must be substantial, requiring significant new research, before the revision can be accepted as a new book.

11.5.4.5 Edited volumes and textbooks that do not meet standards of scholarship may meet the University's suggestions of demonstrating evidence of good teaching in Article 12.83 (F) of the contract.

**12. Assistant Professor with Tenure Track Experience at Another Institution** When someone joins the faculty at the Assistant Professor rank with previous experience in a tenure track position at another institution, and the letter of offer specifies a tenure decision in less than six years from the date of hire, the publication record from the previous institution will be included in the candidate’s dossier.

[Added 9/17/2007]

**13. Joint Appointments of Faculty from other Departments at Cleveland State** In reviewing applications for joint appointments in the Department of Urban Studies from faculty of other departments with the University, at a rank which they already hold, the PRC may waive the threshold (necessary) conditions for scholarly achievements or achievements as a practitioner.

[Added 4/19/1999]

## II. STANDARDS FOR PROMOTION TO THE RANK OF PROFESSOR

Each of the three tracks for promotion to the rank of Professor contains five requirements, four from Article 12.83 of the contract, one from Articles 11.1 and 12.121. Three of the requirements, teaching, service, and ethics, are the same across all of the tracks. These are discussed in this section along with the objective of these specific criteria and a statement about the status of publications. The candidate may make a case that incorporates elements of the scholarly achievement and practitioner achievement tracks, as long as this is clear in the dossier.

**1. Objective of the Levin College of Urban Affairs under these criteria** The title of Professor is primarily a title that recognizes scholarly accomplishment or reflections of practice. The successful candidate shall be a well-recognized national or international intellectual leader who has developed an independent scholarly voice in her/his field of expertise. As such, the candidate will demonstrate that the corpus of his/her work affects either the intellectual development of the field of expertise or an important area of public policy or practice that is relevant to the Fields of study that form the curriculum of the Levin College of Urban Affairs. If that work is based on policy formulations or public service activities, it is expected that the written corpus contains reflections either on the candidate's practice or on the state of professional practice. Publications that are cited should be easily available through traditional channels of publication (e.g., a mixture of peer-reviewed publications, book publishing, scholarly chapters in edited volumes, and professional writing).

**2. Teaching** The contract states in Article 12.121 (A): "The highest standards (of teaching) are comprehensive knowledge of the field of study, thorough preparation, intense interest in students as well as sensitivity to student interest, open-mindedness, independence and integrity, and above all, intellectual enthusiasm which is transmitted to students."

**2.1 Sustained Excellence in Teaching** The University has constructed a two-part criterion that defines sustained excellence in teaching in the classroom in Article 12.83 (F) of the contract. The candidate shall demonstrate:

2.1.1 outstanding performance as a teacher in the classroom

2.1.2 significant accomplishments in the development of courses and teaching methods and the preparation of teaching materials.

2.2 The contract in Article 12.83 (F) states that **evidence of good teaching**, which the PRC interprets as meeting the requirement of being fully competent, may include the following:

. longitudinal peer evaluations that reflect the criteria described in Article 12.121 (A) of the contract.

. student evaluations that are conducted will reflect the criteria described in Article 12.121 (A) of the contract.

. teaching portfolios,

. papers, reports, and other materials submitted for the purpose of providing evidence of good teaching, and

. evaluation of internship supervision and related work.

**2.3 Syllabi** The PRC requires that the candidate demonstrate that the materials used in teaching reflect current best practice scholarship in the content area of the courses. This will be subject to evaluation by the candidate's external reviewers.



3. **Service** The PRC gives consideration and weight to the candidate's service due to the mission of the Levin College of Urban Affairs. This is in addition to the minimum standards established by the contract language in Article 12.83 but is consistent with the language of Article 12.121 (C). The introduction to Article 12.83 states that the Article of the contract establishes “minimum standards for appointment at each faculty rank.”

3.1 The contract states in Article 12.121 (C): “Professional Service. A University faculty member is a “citizen, a member of a learned profession, and an officer of an educational institution,” according to the 1940 joint AAUP/AAC Statement of Principles on Academic Freedom and Tenure. After a period of personal growth and development as a teacher and creative scholar, a faculty member may properly be expected to assume increased responsibilities, in keeping with the faculty member's professional interests, for the government of the University, the standards of the faculty member's discipline, and the welfare of the civic community.”

3.2 All candidates for promotion to the rank of Professor need to demonstrate performance of service to the community, Department, College, University, and/or Profession that is within the norms of the Department.

3.3 The PRC recognizes that faculty members may specialize in one or more of these areas of service, and that the composition of service portfolios will vary from faculty member to faculty member.

3.4 The adequacy of the candidate's service portfolio may be demonstrated by the results of annual Departmental performance reviews and substantiated by a statement from the Associate Dean(s) for the years covered by the dossier or by supplying copies of the annual reviews.

3.5 Community and professional service are expected to be encouraged, acknowledged, and rewarded as part of the Levin College's annual performance reviews.

3.6 Community service is expected to contribute to the candidate's case for promotion by providing primary research material and material for reflections on practice.

3.7 As a rule, community and professional service will not be considered as making a direct contribution to promotion to the rank of Professor, with the exceptions outlined in 3.8 below.

3.8 For service to be considered as part of the candidate's promotional portfolio to the rank of Professor under these criteria, it must be consistent with Article 12.83 (E) of the contract. Candidates must provide evidence that they have “played a major role in developing a policy or program in the field which can be documented by papers, reports or other tangible evidence appropriate to the discipline.” In particular, these materials need to be reflective of the candidate's practice and demonstrate that the candidate is a major intellectual leader in practice.

4. **Determination of Quality** The PRC must make an independent, qualitative determination, based on the corpus of the candidate's scholarship and the comments of external reviewers that the work is of sufficient quality and has had sufficient impact on the candidate's discipline, field, or area of professional practice that the candidate has demonstrated that she/he is an intellectual leader of national or international significance.

5. **Ethics** The candidate's professional ethics must meet the criteria contained in Articles 11.1 and 12.83 (G) of the contract. Candidates must have fulfilled their academic responsibilities in accordance with that same Article of the contract.

**6. Publications** Publications that are part of the dossier for candidates for promotion to the rank of Professor must be either in print, have appeared in peer-reviewed electronic journals, or have been accepted for publication and a letter of acceptance for publication is included in the dossier.

### III. PROFESSOR SCHOLARLY ACHIEVEMENT PROMOTIONAL TRACK

The criteria in this section apply to those candidates who seek promotion to the rank of Professor, based upon their scholarly achievements. These criteria are in addition to the criteria and procedures discussed in Sections I and II.

1. **University Requirements** Article 12.83 (D) of the contract contains a five-part standard for promotion to the rank of Professor under the scholarly achievement promotional track. The candidate will:

1.1 provide evidence of sustained excellence in teaching,

1.2 have an outstanding record as a scholar,

1.3 provide evidence of reputation in the discipline or a related discipline beyond the local community, and

1.4 engage in a level of professional service that is consistent with Article 12.121 (C) of the contract.

1.5 The candidate's professional ethics must meet the criteria contained in Articles 11.1 and 12.83 (G) of the contract, and the candidate must have fulfilled academic responsibilities in accordance with that same Article of the contract.

2. **Threshold (Necessary) Conditions** To be considered for promotion to the rank of Professor under the scholarly achievement criteria, candidates will demonstrate they have met the threshold conditions established in Sections 111.2.1 and 111.2.2.

\* The candidate will have a minimum of *13 points from Sections III.2.1 and III 2.2 to advance to candidacy.*

\* *Four of those points must be earned in Section III 2.1.*

\* Publications that were considered as part of the candidate's dossier for promotion to the rank of Associate Professor will not be considered for their promotion to the rank of Professor. These are the publications that were in print, or where the candidate had a letter of acceptance for publication, and included in the candidate's anal dossier for promotion to the rank of Associate Professor at the time the University's Board of Trustees acted on the dossier.

\* *At least two articles considered in Sections III 2.1 and III 2.2 need to be published in peer-reviewed journals.* This requirement cannot be waived. These articles may be co-authored and the candidate's contribution to the piece is made clear so that it may be assessed by external reviewers, the PRC, and subsequent reviewers.

(Table 1 may be helpful in interpreting Sections III.2.1 and III.2.2.)

2.1 **Book Requirement.** A book based on research or a book that is a substantial reflection on practice--that had a demonstrated major impact on the intellectual development of the candidate's field of expertise, a major public policy debate, or practice-is normally required to be considered for advancement of candidacy (the exception is noted in Section III.2.1.2).

2.1.1 The book may be single authored, or co-authored with one other author.

2.1.1.1 A singly authored book is worth 8 points.

2.1.1.2 A co-authored book is worth 4 points.

2.1.2 The candidate can substitute a coherent, closely related set of four peer-reviewed articles for the monograph. This is in addition to the nine-article requirement of Section 111.2.2. These articles can be singly or co-authored.

2.1.2.1 Each article is worth 1 point.

2.1.3 If the book, or the closely related set of peer-reviewed articles, is co-authored, the candidate must demonstrate a major intellectual contribution consistent with Article 12.121 (B) of the contract. If articles are offered for consideration, the candidate must be the senior or lead author on two of them or the equivalent of the senior or lead author in the case where authorship is in alphabetical order.

2.1.4 Candidates **must** be able to demonstrate that their body of work has a major impact on their field of expertise, public policy, or professional practice outside of the local community.

**2.2 Journals and Other Scholarly Writings** (not book-length).

2.2.1 At least *three* of the threshold articles must be singly authored. This can be waived, if the book in Section III.2.1 is singly authored and not a direct outgrowth of the candidate's dissertation. Each article is worth 1 point.

2.2.2 Editing, or co-editing a book with one other collaborator, is worth 2 points, as long as that edited volume contains original scholarly research whose primary purpose is to contribute to scholarly or professional discourse. The candidate must be able to demonstrate a significant intellectual contribution in shaping the volume, editing the individual pieces, and that they wrote at least one chapter based on original research or inquiry. The candidate cannot "double count" material in the volume. If the edited book is submitted under this article, individual chapters from the book cannot be submitted to meet the other requirements of section III.2.2. Candidates may submit only one edited or co-edited book for consideration.

2.2.3 Book chapters earn a weight of 1 point.

2.2.4 Book reviews, rejoinders, and rebuttals are considered to be professional service and are not given weight under these standards.

2.2.5 Substantial review essays of a field of scholarship are considered to be "other scholarly publications" and earn a weight of 1 point.

2.2.6 One non-peer-reviewed essay in practitioner publications of national visibility and repute can be counted under the "other scholarly publication category" and earn 1 point.

2.2.7 Published abstracts do not fulfill these requirements, even if peer-reviewed.

2.3 If the candidate was promoted to the rank of Associate Professor at another college or university the candidate will have met the conditions of 111.2.1 and 111.2.2 since the year promoted to Associate Professor in order to be considered for the rank of Professor in the Department of Urban Studies. If the candidate holds the rank of Professor at another college or university, the candidate must substantially meet the conditions of III.2.1 and III.2.2 in order to be considered for the rank of Professor in the Department of Urban Studies. But candidates must still meet the minimum required point totals.

[Amended 4/19/1999]

2.4 There is no minimum waiting time after the candidate has earned the rank of Associate Professor for the candidate to submit a dossier for promotion to the rank of Professor.

### **3. Sufficient Conditions**

Once candidates have met the threshold (necessary) conditions to be considered for promotion to the rank of Professor, they must demonstrate that they are either nationally or internationally recognized scholars in their Field of study, who have a sustained commitment to published scholarship and meet the criteria required for promotion discussed in Section II.

3.1 The contract states in Article 12.121 (B): Creative Achievement. "The standard of scholarship requires a working commitment to inquiry and research and to creative achievement. The University obligation for the generation of new knowledge and practices imposes a responsibility for creativity, whether in inquiry and investigation, writing, design and

production, or in the performance and fine arts. In the best of scholars and the best of teachers, creative inquiry is joined with effective classroom teaching. Candidates for promotion/tenure who submit co-authored material for review shall also provide an explanation of their contribution to such materials."

3.2 The University has a two-part test for scholarship. The candidate must:

3.2.1 demonstrate an outstanding record as a scholar and

3.2.2 show evidence of scholarly reputation in the discipline or a related discipline beyond the local community.

3.3 The Department of Urban Studies requires that candidates demonstrate that they are either nationally or internationally recognized scholars in their fields of study. *Consideration of the impact of the candidate's scholarship or reflections on practice is the dominant criterion for promotion to the rank of Professor.*

3.3.1 Candidates need to show how their work has been used, either by other scholars in their field of study or to shape scholarship, public policy, policy analysis, or professional practice. This is usually done by a citation analysis or other indications of where and how the work was used.

3.3.2 The comments of external reviewers will also play a role in this determination. External reviewers need to attest to the candidate's standing in the field and state in clear fashion how the candidate has either contributed to the intellectual direction of the field or contributed to a major policy discussion that is at the center of the Field. The external reviewer will be asked the following question: *Is the candidate either a national or international intellectual leader in her/his field of expertise (as denned in section I.4)? Please provide information that supports your assessment, based on the candidate's record of publication and other scholarly achievements.*

3.4 Evidence that the candidate has a scholarly reputation beyond the local community can be provided in a number of ways. The following list is intended to be indicative of the type of evidence that can be used; it is not intended to be exclusive:

. The reputation of the venues where the candidate's scholarship has been published.

. Honors or awards based on scholarship from scholarly and professional organizations, journals, or other institutions, as long as those honors are a reflection of the candidate's scholarship. The weight of the candidate's publications must provide corroborative evidence that the honor is based upon scholarship. Awards based on non-scholarly contributions to professional associations will not be considered.

. Success in earning competitive grants and contracts from federal agencies, such as HUD, NIH, NEH, and NSF, and/or national foundations such as Ford and Rockefeller.

. Invited presentations (as long as they are not part of a job interview at another institution), especially if the presentation is part of a "named" or featured event.

. Keynote speeches, or presentations, at national meetings, as long as the nature of the presentation is scholarly or a reflection on practice.

\* Membership on national commissions or consultancies to such commissions.

. Editorship of journals or highly visible sections of journals that are prominent in areas of scholarship critical to the mission of the College of Urban Affairs.

\* Membership on editorial boards of prestigious journals.

#### **IV. PROFESSOR PRACTITIONER ACHIEVEMENT PROMOTIONAL TRACK**

The criteria in this section apply to those candidates who seek promotion to the rank of Professor, based upon their achievements as practitioners. These criteria are in addition to the criteria and procedures discussed in Sections I and II.

**1. University Requirements** Article 12.83 (D) of the contract contains a five-part standard for promotion to the rank of Professor under the practitioner achievement promotional track. The candidate will:

1.1 provide evidence of sustained excellence in teaching,

1.2 provide evidence of sustained outstanding intellectual leadership as a practitioner,

1.3 provide evidence of reputation in the discipline or a related discipline beyond the local community, and

1.4 engage in a level of professional service that is consistent with Article 12.121 (C) of the contract.

1.5 The candidate's professional ethics must meet the criteria contained in Articles 11.1 and 12.83 (G) of the contract, and the candidate must have fulfilled academic responsibilities in accordance with that same Article of the contract.

#### **2. Introductory Comments on Evaluating the Record of a Practitioner**

2.1 If the written record is based on policy formulations or public service activities, it is expected that the written corpus contains reflections on practice and is easily available through traditional channels of publication (e.g., a mixture of peer-reviewed publications, book publishing, and professional writing).

2.2 The candidate practitioner will have demonstrated a commitment to reflect on practice throughout her/his academic career.

2.3 If the practitioner has earned a national reputation by holding a prominent administrative or elected office, but has not rejected upon practice in a systematic way, the PRC recommends that the appointment either be made at the Associate Professor level without tenure, that the primary appointment be made in a non-academic unit of the College, or that a term appointment be made that conforms to Article 12.2 of the contract. That appointment may be converted into a regular faculty appointment, once the candidate has demonstrated a commitment to scholarship based upon reflections on practice.

2.4 It is appropriate that reflections on practice be published in non-reviewed and practitioner periodicals or general-interest periodicals.

**3. Threshold (Necessary) Conditions** To be considered for promotion to the rank of Professor under the practitioner achievement criteria, candidates will demonstrate they have met the following conditions established in Sections IV.3.1 and IV.3.2.

. The candidate will have a minimum of *13 points from Sections IV 3.1 and IV 3.2 to advance to candidacy.*

. *Four of those points must be earned in Section IV 3.1.*

. Publications that were considered as part of the candidate's dossier for promotion to the rank of Associate Professor will not be considered for these threshold requirements.

. At least *two articles considered in Sections 3.1 and 3.2 need to be published in peer-reviewed journals*. This requirement cannot be waived.

These articles may be co-authored with one additional author.

(Table 2 may be helpful in interpreting Sections IV.3.1 and IV.3.2.)

**3.1 Book Requirement** A book based on research, or a book that is a substantial reflection on practice—that has had a demonstrated major impact on the intellectual development of the candidate's field of expertise, a major public policy debate or practice—is required to be considered for advancement of candidacy.

3.1.1 The book may be single or co-authored with one other author.

3.1.1.1 A singly authored book is worth 8 points

3.1.1.2 A co-authored book is worth 4 points

3.1.2 The candidate can substitute a coherent, closely related set of four peer-reviewed or practitioner articles for the monograph. This is in addition to the nine-article requirement of Section IV.3.2. These articles can be singly or co-authored.

3.1.2.1 Each article is worth 1 point.

3.1.3 If the book, or the closely related set of peer- or practitioner-reviewed articles, is co-authored, the candidate must demonstrate a major intellectual contribution consistent with Article 12.121 (B) of the contract. If articles are offered for consideration, the candidate must be the senior or lead author on two of them or the equivalent of the senior or lead author in the case where authorship is in alphabetical order.

3.1.4 Candidates **must** be able to demonstrate that their work has a major impact on their field of expertise, a public policy, or professional practice outside of the local community.

**3.2 Journals and Other Practitioner Writings (not book-length)**

3.2.1 At least three of the threshold articles need to be singly authored and published in peer-reviewed journals that share practitioner and academic audiences, in leading practitioner journals in an area of practice that is relevant to the mission of the College of Urban Affairs, or in general-interest publications that have an audience that is national in scope and of the highest visibility and prestige. Practitioner publication outlets will be of the highest quality and must have a national audience. This is to recognize that most practitioner and general-interest outlets are not peer-reviewed. These publications are expected to be of article length and reflect a substantial amount of research or reflection. This requirement can be waived, if the book described in Section IV.3.1 is sole-authored and not a direct outgrowth of the candidate's dissertation. Each article is worth 1 point.

3.2.2 Editing, or co-editing a book with one other collaborator, is worth 2 points, as long as that edited volume contains original scholarly research whose primary purpose is to contribute to either scholarly or professional discourse. The candidate must be able to demonstrate a significant intellectual contribution in shaping the volume, editing the individual pieces, and having written at least one chapter based on original research or inquiry. The candidate cannot “double count” material in the volume. If the edited book is submitted under this article, individual chapters from the book cannot be submitted to meet the other requirements of Section IV.3.2. Candidates may submit only one edited or co-edited book for consideration under this section.

3.2.3 Book chapters earn a weight of 1 point.

3.2.4 Book reviews, rejoinders, and rebuttals are considered to be professional service and are not given weight under these standards.

3.2.5 Substantial review essays of a field of practice are considered to be “other scholarly/practitioner publications” and earn a weight of 1 point.

3.2.6 One non-peer-reviewed essay in practitioner publications of national visibility and repute can be counted under the “other scholarly publication category” and earn 1 point.

3.2.7 Published abstracts do not fulfill these requirements, even if peer-reviewed.

3.3 If the candidate was promoted to the rank of Associate Professor at another college or university the candidate must meet the conditions of 3.1 and 3.2 since the year they were promoted to Associate Professor in order to be considered for the rank of Professor in the Department of Urban Studies. If the candidate holds the rank of Professor at another college or university, the candidate must substantially meet the conditions of IV.2.1 and IV.2.2 in order to be considered for the rank of Professor in the Department of Urban Studies. But candidates must still meet the minimum required point totals.

[Amended 4/19/1999]

3.4 There is no minimum waiting time after the candidate has earned the rank of Associate Professor for the candidate to submit a dossier for promotion to the rank of Professor.

**4. Sufficient Conditions** Once candidates have met the threshold (necessary) conditions to be considered for promotion to the rank of Professor, they must demonstrate that they are either nationally or internationally recognized scholars or reflective practitioners in their field of study, who have a sustained commitment to published scholarship and meet the criteria required for promotion discussed in section II.

4.1 The contract defines sustained outstanding intellectual leadership as a practitioner in Article 12.83 (E) of the contract. Quoting from the Article: “Outstanding intellectual leadership ... means the attainment of a position of prominence in the field which is demonstrated by activities (other than simply holding positions in committees and organizations) evidencing that the candidate has played a major role in *developing a policy or program in the field which can be documented* by papers, reports, or other tangible evidence appropriate to the discipline.”

[Emphasis by the PRC]

4.2 The Department of Urban Studies requires that candidates demonstrate that they are either a nationally or internationally recognized scholars or practitioners in their Fields of study. *Consideration of the impact of the candidate's scholarship or reflections on practice is the dominant criterion for promotion to the rank of Professor.*

4.3 Successful candidates under these criteria shall be well-recognized national or international intellectual leaders in their field of practice. As such, candidates will be able to demonstrate that the corpus of their work (or significant portions of that work) has affected practice, established national standards for practice, and/or established standards for the evaluation of practice in their Field. Candidates need to show how their work has been used, either by others in their field of practice or to shape scholarship, public policy, policy analysis, or professional practice. This is usually done by a citation analysis or other indications of where and how the work was used.

4.3.1 The comments of external reviewers will also play a role in this determination. External reviewers need to attest to the candidate's standing in the field and state in clear fashion how the candidate has either contributed to the intellectual direction of the field or contributed to a major policy discussion that is at the center of the Field. The external reviewer will be asked the following question: *Is the candidate either a national or international intellectual leader in her/his field of expertise (as denned in Section I.4)? Please provide information that supports*



*your assessment, based on the candidate's record of publication and other scholarly achievements.*

4.4 Evidence that the candidate has a reputation as a reflective practitioner beyond the local community can be provided in a slumber of ways. The following list is intended to be indicative of the type of evidence that can be used; it is not intended to be exclusive:

- . The reputation of the venues where the candidate's scholarship or reflections have been published.
- . Honors or awards based on scholarship from scholarly and professional organizations, journals, or other institutions, as long as those honors are a reflection of the candidate's practice. The weight of the candidate's publications and activities must provide corroborative evidence that the honor is based upon her/his practice. Awards based on contributions to professional associations that are not demonstrably connected to the candidate's practice or reflections on practice will not be considered.
- . Invited presentations (as long as they are not part of a job interview at another institution), especially if the presentation is part of a "named" or featured event.
- . Keynote speeches, or presentations, at national meetings, as long as the nature of the presentation is scholarly or a reflection on practice.
- . Membership on national commissions or consultant to such commissions.
- . Editorship of journals or highly visible sections of journals that are prominent in areas of scholarship critical to the mission of the College of Urban Affairs.
- . Success in earning competitive grants and contracts from federal agencies, such as HUD, NIH, NEH, and NSF, and/or national foundations such as Ford and Rockefeller.
- . Membership on editorial boards of prestigious journals.

## V. PROFESSOR UNIVERSITY SERVICE PROMOTIONAL TRACK

The criteria in this section apply to those candidates who seek promotion to the rank of Professor, based upon their achievements in service to the University's mission. These criteria are in addition to the criteria and procedures discussed in Sections I and II.

1. **University Requirements** Article 12.83 (D) of the contract contains a eve-part standard for promotion to the rank of Professor under the practitioner achievement promotional track. The candidate will:

1.1 provide evidence of sustained excellence in teaching,

1.2 demonstrate sustained and generally acclaimed leadership in the realization of the mission of the University,

1.3 provide evidence of reputation in the discipline or a related discipline beyond the local community, and

1.4 engage in a level of professional service that is consistent with Article 12.121 (C) of the contract.

1.5 The candidate's professional ethics must meet the criteria contained in Articles 11.1 and 12.83 (G) of the contract, and the candidate must have fulfilled academic responsibilities in accordance with that same Article of the contract.

2. **Objective** The objective of these criteria is to recognize the contributions to the mission of the University of members of the faculty who have made sustained and generally well-acclaimed contributions in leadership positions.

3. **Standards** Candidates will demonstrate that the corpus of their work, or significant portions of their work, has affected practice or established national standards for practice in the specific component of the University's mission in which the candidate claims sustained, acclaimed, demonstrated leadership. To do so, the candidate needs to:

3.1 Establish the portion of the University's approved mission statement that the candidate affected.

3.2 Establish how this portion of the mission statement is relevant to the educational mission of the Levin College of Urban Affairs, its mission statement, and its academic programs.

3.3 Candidates must be able to demonstrate the manner in which their practice has been acclaimed within the University, local community, and national practitioner community.

3.4 Consistent with the standards established for intellectual leadership, successful candidates will demonstrate that they are well-recognized national or international leaders in their field of practice or in the specific component of the University's mission they have affected. As such candidates must be able to demonstrate that the corpus of their work, or significant portions of their work, has affected practice or established national standards for practice in their Field.

3.5 Candidates will be evaluated as practitioners where their field of practice is defined by their area of service to the University.

3.6 The standards used to evaluate the candidate's body of work are similar to those used in Section IV, part 4 of these standards. However, the book and article requirements under part 3 of Section IV are waived, but there must be a sufficient volume of either peer-reviewed or practitioner publication to justify the candidate's claimed reputation.

3.7 It is expected that the candidate's written corpus contains reflections on practice and that it is easily available through traditional channels of publication (e.g., a mixture of peer-reviewed publications, book publishing, and professional writing).

4. **Senior University Administrative Appointment** If the candidate has been hired for a senior administrative position in the University, and the candidate is seeking an appointment with tenure and retreat rights within the Department of Urban Studies, such an appointment will be made subject to a majority vote of the members of the faculty and the approval of the Dean of the College of Urban Affairs.

## **VI. STANDARDS FOR PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR**

The objectives for the promotional criteria to the rank of Associate Professor are discussed in this section, as are the Departmental threshold conditions for the consideration of the candidate's dossier for promotion. Each of the three tracks for promotion to the rank of Associate Professor contains four requirements, three from Article 12.83 of the contract and one from Articles 11.1 and 12.121. Three of these requirements are the same across all of the promotional tracks discussed in this section; these are teaching, service, and ethics.

Some cases for promotion may reflect a mixture of achievement across the three promotional tracks. The candidate may make a case that incorporates elements of the three tracks, as long as this is clear in the dossier and is consistent with the language of his/her offer letter at the time of hiring. The PRC is only obligated to judge the case on such hybrid criteria if it is so stated in the candidate's offer letter. In such cases, the PRC is obligated to state the criteria used. It is expected that these cases will be rare.

Candidates who have been hired after the approval of this document will be judged by the criteria outlined in Sections VI through IX, as is appropriate.

**1. Objectives** The first objective of these standards is to ensure that the practical achievements and scholarly reputations of those promoted to the rank of Associate Professor at the Levin College of Urban Affairs are consistent with the College's goal of being among the top graduate and undergraduate program in its Fields of study in the state of Ohio and the nation. The second objective of these standards is to offer tenure to members of the Department who have demonstrated that they can maintain graduate faculty status, as well as to contribute to the academic reputation of the College. Both are required for the College to fulfill its responsibilities to its graduate and undergraduate programs. To do so candidates must demonstrate that:

1.1 the corpus of their work is relevant to the Fields of study that form the graduate and undergraduate curricula of the Levin College of Urban Affairs,

1.2 if the written corpus is based on policy formulations or public service activities, it contains either reflection on the candidate's practice or on the state of professional practice, and

1.3 publications that are cited should be easily available through traditional channels of publication (e.g., a mixture of peer-reviewed publications, book publishing, and professional writing).

**2. Scholarly Promise** The title of Associate Professor is primarily a title that recognizes scholarly accomplishment. Successful candidates must demonstrate through their scholarly achievements and activities that their work and career have scholarly promise and reflect a clear intellectual identity. By this, the PRC means that the candidate has clearly demonstrated a commitment to research and publishing that is consistent with the Department's scholarly objectives, and that the candidate will continue to be an active scholar after the awarding of tenure.

[Amended 4/14/2004]

**3. Threshold (Necessary) Conditions** To be considered for promotion to the rank of Associate Professor with tenure, the candidate will demonstrate a commitment to scholarship beyond the dissertation.

**3.1 Minimum Publications**

3.1.1 Candidates must present a minimum of three peer-reviewed journal articles that demonstrate significant scholarship beyond publication contained in their dissertations. Two of these articles must be sole-authored; only one of these articles may have a close connection to the candidate's dissertation, and it must also meet the criteria of Article 12.83 (C) of the contract.

[Amended 4/14/2004]

3.1.2. A sole-authored book that is not directly drawn from the candidate's dissertation, plus one peer-reviewed article (either sole-authored or co-authored) may be substituted for Section VI.3.1.1. Both publications must meet the criteria of Article 12.83 (C) of the contract.

[Amended 4/14/2004]

3.1.3. It is the intent of Sections VI.3.1 and VI.3.2 that candidates demonstrate through their publication record that they are dedicated to scholarship and that they have a clear intellectual identity.

[Amended 4/14/2004]

**3.2. Additional Expected Publications**

The Departmental expectation is that the candidate have published or accepted for publication at least three publications beyond the minimum described in Section VI 3.1. This work should be scholarly. It may consist of:

- . peer-reviewed articles
- . book chapters
- . books
- . commentaries, in publications of national scope and of the highest prestige (only one such commentary will be counted)
- . substantial review essays of a significant topic within the candidate's field.

[Amended 4/14/2004]

3.3 Candidates are not encouraged to edit books until the threshold conditions in Section VI.3.1 and VI.3.2 are met.

3.4 These articles need not have appeared in print. A letter of acceptance from the editor of the journal or the publisher of the book will verify their intent to publish.

3.5 The candidate should be prepared to present evidence that the journals use single-or double-blind peer reviewed process.

3.6 Candidates for promotion to the rank of Associate Professor with tenure are normally reviewed in their fourth and fifth years of employment at the University and their cases for promotion and tenure are considered in the sixth year (with exceptions that are covered in the candidate's offer letter and are consistent with the contract). However, there is no minimum waiting time for the candidate to submit the dossier for promotion to the rank of Associate Professor with tenure.

**4. Teaching** The contract defines teaching in Article 12.121 (A): "The highest standards are comprehensive knowledge of the field of study, thorough preparation, intense interest in students as well as sensitivity to student interest, open-mindedness, independence and integrity, and above all, intellectual enthusiasm which is transmitted to students."

4.1 The University requires that candidates for promotion to the rank of Associate Professor be “fully competent teachers . . . in accordance with the standards set forth in Article 12.121 of this Agreement.”

4.2 The contract in Article 12.83 (F) states that **evidence of good teaching**, which the PRC interprets as meeting the requirement of being fully competent, may include the following:

- . longitudinal peer evaluations that reflect the criteria described in Article 12.121 (A) of the contract.
- . student evaluations that are conducted will reflect the criteria described in Article 12.121 (A) of the contract.
- . teaching portfolios,
- . papers, reports, and other materials submitted for the purpose of providing evidence of good teaching, and
- . evaluation of internship supervision and related work.

4.3 **Syllabi** The PRC requires that the candidate demonstrate that the materials used in teaching reflect current best-practice scholarship in the courses' content area. This will be subject to evaluation by the candidate's external reviewers.

5. **Service** The contract defines professional service in Article 12.121 (C): “A University faculty member is a ‘citizen, a member of a learned profession, and an officer of an educational institution,’ according to the 1940 joint AAUP/AAC Statement of Principles on Academic Freedom and Tenure. After a period of personal growth and development as a teacher and creative scholar, a faculty member may properly be expected to assume increased responsibilities, in keeping with the faculty member's professional interests, for the government of the University, the standards of the faculty member's discipline, and the welfare of the civic community.”

5.1 Given the mission of the Levin College of Urban Affairs, the PRC gives consideration and weight to the candidate's service. This is in addition to the minimum standards established by the contract language in Article 12.83 but is consistent with the language of Article 12.121 (C). The introduction to Article 12.83 states that Article of the contract establishes “Minimum standards for appointment at each faculty rank...”

5.2 All candidates for promotion to the rank of Associate Professor need to demonstrate performance of service to the Community, Department, College, University, or Profession that is within the norms of the Department for their rank. The PRC recognizes that faculty members may specialize in one or more of these areas of service, and that the composition of service portfolios will vary from faculty member to faculty member. The adequacy of the candidate's service portfolio may be demonstrated by the results of annual Departmental performance reviews and substantiated by a statement from the Associate Dean(s) for the years covered by the dossier.

5.3 Community and professional service are expected to be encouraged, acknowledged, and rewarded as part of the Levin College's annual performance reviews.

5.4 This form of service will not be considered as making a direct contribution to promotion to the rank of Associate Professor outside of what is expected in Section VI.5.2.

5.5 Community service in particular is expected to contribute to the candidate's case for promotion by providing primary research material and material for reflections on practice.

6. **Determination of Quality.** The PRC must make an independent, qualitative, determination, based on the corpus of the candidate's scholarship, that the work is of high quality and has promise of influencing the candidate's discipline, Field, or area of professional practice over her/his scholarly career.

7. **Ethics** Candidates' professional ethics must meet the criteria contained in Articles 11.1 and 12.83 (G) of the contract. Candidates must have fulfilled their academic responsibilities in accordance with that same Article of the contract.

## VII. ASSOCIATE PROFESSOR SCHOLARLY ACHIEVEMENT PROMOTIONAL TRACK

The criteria in this section apply to those candidates who seek promotion to the rank of Associate Professor, based upon their scholarly achievements. These criteria are in addition to the criteria and procedures discussed in Sections I and VI. Once candidates have met the threshold conditions to be considered for promotion to the rank of Associate Professor, they must demonstrate that they are fully committed to scholarship and/or reflective practice in the fields where the Levin College of Urban Affairs awards degrees and has areas of specialization.

**1. University Requirements:** Article 12.23 (C) of the contract contains a four-part standard for promotion to the rank of Associate Professor under the scholarly achievement promotional track. Promotion is based on evidence that the candidate:

1.1 “is a fully competent teacher,”

1.2 has demonstrated “significant scholarship beyond publication contained in his or her dissertation,” and

1.3 is engaged in a level of professional service that is consistent with Article 12.121 (C) of the contract.

1.4 The candidates' professional ethics meet the criteria contained in Articles 11.1 and 12.83 (G) of the contract, and the candidate must have fulfilled her/his academic responsibilities in accordance with that same Article of the contract.

### **2. Scholarship**

2.1 In the dossier, *candidates need to demonstrate that they are competent, independent scholars fully committed to scholarship.*

2.2 External reviewers need to attest to the quality of the candidate's scholarship, the potential impact of that scholarship outside of the local community, and the scholarly promise of the work in the candidate's area of expertise. *External reviewers should also comment on whether the candidate has established an independent scholarly voice through his/her written work.*

2.3 In addition to the candidate's record of publication, the candidate can demonstrate commitment to scholarship by listing:

. scholarly works that have been submitted for publication but are not yet accepted;

. current funded research that is under way at the time the dossier is submitted;

. a consistent track record of seeking research opportunities; and

. examples where the candidate's work has been used in the scholarly work

of others, reflections of practice, or the evaluation of a significant public policy or the proposal of a significant public policy.



## VIII. ASSOCIATE PROFESSOR PRACTITIONER ACHIEVEMENT PROMOTIONAL TRACK

The criteria in this section apply to those candidates who seek promotion to the rank of Associate Professor, based upon their achievements as practitioners. These criteria are in addition to the criteria and procedures discussed in Sections I and VI. Once candidates have met the threshold conditions to be considered for promotion to the rank of Associate Professor, they must demonstrate that they are fully committed to scholarship and/or reflective practice in the Fields where the Levin College of Urban Affairs awards degrees and has areas of specialization.

**1. University Requirements** The contract between Cleveland State University and the AAUP has a four-part standard for promotion to the rank of Associate Professor under the practitioner route. The candidate:

1.1 “is a fully competent teacher,”

1.2 can demonstrate “outstanding intellectual leadership beyond the University community,” and

1.3 is engaged in a level of professional service that is consistent with Article 12.121 (C) of the contract.

1.4 The candidate's professional ethics must meet the criteria contained in Articles 1 1.1 and 12.83 (G) of the contract, and the candidate must have fulfilled academic responsibilities in accordance with that same Article of the contract.

**2. Sustained outstanding intellectual leadership as a practitioner** is defined in Article 12.83 (E). Quoting from the Article: “Outstanding intellectual leadership ... means the attainment of a position of prominence in the field which is demonstrated by activities (other than simply holding positions in committees and organizations) evidencing that the candidate has played a major role in *developing a policy or program in the field which can be documented* by papers, reports, or other tangible evidence appropriate to the discipline.” [Emphasis provided by the PRC]

2.1 Successful candidates under these criteria shall be *well-recognized national or international intellectual leaders in their field of practice*. As such, candidates will be able to demonstrate that the corpus of their work, or significant portions of their work, has affected practice or established national standards for practice in their field, and that area of practice is relevant to the fields of study that form the graduate curriculum of the Levin College of Urban Affairs.

2.2 If that work is based on policy formulations or public service activities, it is expected that the written corpus contains reflection on that practice and is easily available through traditional channels of publication (e.g., a mixture of peer-reviewed publications, book publishing, and professional writing).

2.3 If the practitioner has not reflected upon practice in a systematic way, the PRC recommends that the appointment be either be made at the Associate Professor level without the award of tenure, that the primary appointment be made in a non-academic unit of the College, or that a term appointment be made that conforms to Article 12.2 of the contract. That appointment may be converted into a regular faculty appointment, once the candidate has demonstrated a commitment to scholarship based upon reflections on practice.

2.4 It is appropriate that reflections on practice be published in non-reviewed periodicals and practitioner publications, as long as these publications are readily available and commonly archived.

2.5 One of the areas of practice that is to be considered is grant and fund raising activities that are directly related to the areas of instruction of the Levin College of Urban Affairs, as long as those activities:

- . generate practice learning opportunities for the students of the College and
- . contribute to the University's and College's mission by providing exceptional national visibility in an area of practice that is related to the College's educational mission or an area of public policy that is related to the College's educational mission.

## **IX. ASSOCIATE PROFESSOR EXCEPTIONAL ACHIEVEMENT AS A TEACHER PROMOTIONAL TRACK**

The criteria in this section apply to those candidates who seek promotion to the rank of Associate Professor, based upon their achievements as a teacher. These criteria are in addition to the criteria and procedures discussed in Sections I and VI. Once candidates have met the threshold conditions to be considered for promotion to the rank of Associate Professor, they must demonstrate that they are fully committed to scholarship and incorporating that scholarship in innovative ways in the classroom. Additionally, it is expected that the candidate has published on these pedagogical innovations in a systematic manner. In effect, the candidate's area of practice is the classroom, and it is expected that, rather than publish in areas of theory, practice, or policy that are of central concern to the curriculum of the Levin College of Urban Affairs, the candidate's area of publication is collegiate and graduate pedagogy.

**1. University Requirements** The contract between Cleveland State University and the AAUP has a four-part standard of promotion to the rank of Associate Professor under the criteria of exceptional achievement as a teacher. The candidate:

1.1 "is a fully competent teacher,"

1.2 has demonstrated "exceptional achievement as a teacher" and

1.3 is engaged in a level of professional service that is consistent with Article 12.121 (C) of the contract.

1.4 The candidate's professional ethics must meet the criteria contained in Articles 11.1 and 12.83 (G) of the contract, and the candidate must have fulfilled their academic responsibilities in accordance with that same Article of the contract.

**2. Exceptional achievement as a teacher** The contract states in Article 12.121 (A):

"the highest standards [of teaching] are comprehensive knowledge of the field of study, thorough preparation, intense interest in students as well as sensitivity to student interest, open-mindedness, independence and integrity, and above all, intellectual enthusiasm which is transmitted to students."

**2.1 Sustained Excellence in Teaching** The University has constructed a two-part criterion that defines sustained excellence in teaching in the classroom, in Article 12.83 (F) of the contract. The candidate shall demonstrate:

2.1.1 outstanding performance as a teacher in the classroom, and

2.1.2 significant accomplishments in the development of courses and teaching methods, and the preparation of teaching materials.

2.2 The contract in Article 12.83 (F) states that **evidence of good teaching**, which the PRC interprets as meeting the requirement of being fully competent, may include the following:

. longitudinal peer evaluations that reflect the criteria described in Article 12.121 (A) of the contract.

. student evaluations that are conducted will reflect the criteria described in Article 12.121 (A) of the contract.

. teaching portfolios,

. papers, reports, and other materials submitted for the purpose of providing evidence of good teaching, and

. evaluation of internship supervision and related work.

2.3 **Syllabi** The PRC requires that the candidate demonstrates that the materials used in teaching reflect current best-practice scholarship in courses' content area. This will be subject to evaluation by the candidate's external reviewers.

### **3. Teaching as an area of reflective practice**

3.1 Successful candidates under these criteria shall have the potential for being intellectual leaders in their field of practice, which is teaching. As such, candidates will be able to demonstrate that the corpus of their work, or significant portions of their work, has the potential for affecting practice or established national standards for practice in the field of collegiate or graduate teaching.

3.2 It is expected that the written corpus contains reflection on teaching as the candidate's area of professional practice and is easily available through traditional channels of publication (e.g., a mixture of peer-reviewed publications, book publishing, and professional writing).

3.3 These articles may appear in either peer-reviewed teaching journals or publication outlets that are part of the disciplinary core of the Levin College of Urban Affairs. These publications must be reflections on practice and have the potential to affect practice in a major way and have a national audience.