



FACULTY HANDBOOK

APPENDIX C-3

SEC. II—FACULTY: Tenure/Promotion

MINIMUM REQUIREMENTS AND GENERAL CRITERIA FOR PROMOTION IN RANK AND/OR PERMANENT TENURE

UNIVERSITY POLICY

The following general criteria for promotion are intended to constitute a minimum standard for the total University and do not preclude the establishment of additional criteria where appropriate:

A. Criteria Related to Formal Training and Experience

1. **ASSISTANT PROFESSOR** Promotion to an assistant professor may be based upon potential. However, the candidate should meet the following minimum requirements:
 - a. Should have earned the doctor's degree in his/her field of specialization. (Except in cases where the master's degree is the terminal degree prevalent in the field);
 - b. Demonstrated evidence of promise as a teacher;
 - c. Demonstrated evidence of promise in research and/or creative activity;
 - d. Demonstrated evidence of promise in service activity;
 - e. Demonstrated ability to relate effectively to peers and students.
2. **ASSOCIATE PROFESSOR** Promotion to the rank of associate professor is based on actual performance as well as future potential. The candidate should meet the following minimum requirements:

- a. Should have earned the doctor's degree in his/her field of specialization. (Except in cases where the master's degree is the terminal degree prevalent in the field);
- b. A good record as a teacher;
- c. A promising record of performance in research and/or creative activity;
- d. A promising record of performance in service activity;
- e. Normally a minimum of four years in rank as an assistant professor at North Carolina A&T State University;
- f. Demonstrated ability to relate effectively to peers and students.

3. PROFESSOR Promotion to the rank of full professor requires that the individual is recognized by his/her associates, colleagues and students as a capable teacher, researcher and scholar. The candidate should meet the following minimum requirements:

Resolution on Tenure Policies and Regulations adopted by the Board of Trustees of North Carolina Agricultural and Technical State University on February 20, 1974.

- a. Should have completed the requirements for the doctor's degree in his/her field of specialization. (Except in cases where the master's degree is the terminal degree prevalent in the field);
- b. An established record as a teacher;
- c. An established record in research and/or creative activity;
- d. An established record in service activity;
- e. Normally a minimum of five years in rank as an associate professor at North Carolina A&T State University;
- f. Demonstrated ability to relate effectively to peers and students.

B. General Criteria

The following general criteria should be considered for promotion and/or permanent tenure at North Carolina A&T State University.

1. Membership in appropriate professional organizations and societies;
2. Participation in professional meetings;
3. Offices held in state, regional or national professional organizations and societies;
4. Service on University, college/school and departmental committees;

5. Publications;
6. Unpublished research or research activities of a significant nature;
7. Service with or research for a government or other agency;
8. Listing of an individual faculty member in one or more such publications as Directory of American Scholars, American Men of Science, Leaders in Education;
9. Community Service (evaluate with discretion);
10. Professional certifications where applicable;
11. Industrial and/or related experience;
12. Other criteria.

Additionally, a faculty member of the University is expected to:

1. Develop and improve scholarly competence and exercise critical self-discipline and judgment in using, extending, and transmitting knowledge to students.
2. Respect the opinions of colleagues and exercise high professional judgment in relationships with the faculty.
3. Demonstrate competence in conducting classes, seminars, lectures, leading discussions, making (planning in place of making) appropriate assignments of work, organizing the general program (curriculum instead of program) of courses, and evaluating student achievement (or performance instead of achievement). A command of subject matter and continuous growth in the scholarship of the major academic field or discipline are expected.
4. Assist students, individually as well as in groups, by providing academic guidance and by stimulating intellectual curiosity and growth.
5. Develop and use relevant teaching aids, course outlines, syllabi, textbooks, videos, smartboards and other materials sufficiently to ensure (the delivery of) an effective instructional program.
6. Demonstrate professional growth by participating in professional organizations and conferences, presenting professional papers, and publishing articles or books which may be the result of research or creative work, or by giving performances or holding exhibits.
7. Participate regularly in the university, school/college, division, and department meetings.

Approved by the Board of Trustees

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