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| **College** | **The College of Liberal Arts and Sciences** |
| **Unit** | **School of Earth and Space Exploration** |
| **Document** | **Promotion Criteria for Academic Professionals** |

**Unit and college approval**

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**Provost office approval**

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| **Vice Provost for Academic Personnel** | **Date** |

**School of Earth and Space Exploration (SESE)**

**Fall 2021**

**Criteria for Promotion of Academic Professionals**

Approved by SESE Faculty 2/3 vote October 29, 2021

**SESE Mission (from main SESE bylaws)**

The mission of SESE is to produce new ideas, knowledge, and technology within the astrophysical, engineering, geological, and planetary sciences to educate people who can extend and apply that knowledge for the benefit of the state of Arizona, the nation, and society in general.

In order to implement its vision SESE strives to:

* Offer quality undergraduate education that provides students with a broad earth and space science background that prepares them for employment and graduate school.
* Provide quality graduate education through the offering of research-based M.S. and Ph.D. degrees.
* Conduct original, world-class research as part of ASU's mission to be ranked among the very best public universities.
* Provide general education and outreach appropriate to the Phoenix metropolitan area, the state of Arizona, and the nation.

Academic Professionals play a key part in these activities in SESE.

**Preamble**

This document represents the set of guidelines accepted by SESE and are thus binding for promotion activity henceforth.

A full list of Academic Professional (AP) titles is listed in [ACD 505-03](https://www.asu.edu/aad/manuals/acd/acd505-03.html). APs may hold continuing, probationary, or fixed-term appointments. An AP with a fixed-term appointment may have a year-to-year, multi-year, or rolling multi-year appointment. Promotion of academic professionals is warranted only when achievements are tangibly demonstrated. Thus, promotion is based neither on promise, nor longevity, but on demonstrated excellence.

Promotion criteria for academic professionals depend on the AP’s assigned job responsibilities. These have great breadth in SESE and so the guidelines for significant accomplishment are outlined below and meant to be broadly demonstrative. APs with probationary or continuing appointments are governed by a process distinct from the one governing APs with fixed-term (non-continuing eligible) appointments. AP candidates should consult with the Unit Director’s office to determine which promotion process guide to follow. See this link for guidance on requesting Multi-Year or Rolling Multi-Year status: <https://thecollege.asu.edu/sites/default/files/clas_guidelines_for_requesting_my_or_rmy_status.pdf>

The areas considered in evaluation of all academic professionals seeking promotion are excellence through position effectiveness, professional contributions, and institutional, professional, and community service.

1. **Promotion of Academic Professionals from Assistant to Associate Rank**

Candidates for promotion to this rank will typically have a minimum of five years in rank at ASU and may count the year of application for promotion toward this eligibility requirement. Although this is not an absolute requirement, exceptions to the five year rule will require strong justification. Candidates for promotion from Assistant to Associate Academic Professional must demonstrate excellence in position effectiveness, continued professional contributions, growth and involvement in institutional, professional, and community service. Examples are outlined in the categories listed below.

If **instruction** is a significant component of the job description (workload percentage >25%), multiple examples from among the following may serve to demonstrate excellence:

* 1. A record of significant contributions to teaching, not only through effective performance in the laboratory or classroom
  2. Contributions to the design, development, and/or oversight of curriculum in specific courses
  3. Significant involvement in the coordination of curricula in different courses
  4. Demonstrated breadth and versatility of teaching in a range of courses
  5. Involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and/or curriculum in the discipline

If **research** is a significant component of the job description, multiple examples from among the following may serve to demonstrate excellence:

* 1. A record of significant contributions to research and scholarship, either through wide dissemination of results (e.g., peer-reviewed papers as first author or co-author, books, patents, etc.), through a record of substantial support (e.g., intellectual and or sponsored funding via proposals and contracts as PI or Co-I) to the research enterprise, for successful supervision and operation of a research laboratory or related facility (e.g., instrument maintenance and operation, methods development, interpretation of findings ), or through the development of important hardware, software for scientific instrumentation, or mission concept development and implementation.
  2. Demonstrated development of expertise in the area(s) of assignment consistent with the job description
  3. Evidence of effective mentorship, laboratory instruction, or supervision (including serving on thesis committees) of undergraduates, graduate students, or employees whose work is essential to the research enterprise (e.g., through placement of mentees or supervisees in desired positions, completion of degrees, etc.)
  4. Evidence of extensive collaboration with faculty in their research activities (for example, work with multiple ASU faculty members)

If **service** is a significant component of the job description, multiple examples from among the following may serve to demonstrate excellence:

* 1. Significant involvement in institutional, professional, and community service work as appropriate (e.g., journal and proposal review, etc.)
  2. Demonstration of leadership roles in professional societies, such as chairing or organizing sessions at national symposia, memberships on national committees, holding offices in professional societies, appointments to important review bodies for governmental agencies
  3. Management of facilities used in support of the university’s instructional or research missions
  4. Extensive collaboration with faculty in their research activities
  5. Educational outreach to K-12 schools or the general public
  6. Contributions to diversity, equity and inclusion supporting activities in the SESE or university community.

1. **Promotion of Academic Professionals from Associate to Full rank**

The term “full” is not usually stated, but is used to designate the highest rank of an academic professional title. Candidates for promotion to this rank should have seven years in rank and may count the year of application for promotion toward this eligibility requirement. Although this is not an absolute requirement, exceptions to the seven year rule will need strong justification. Candidates must demonstrate excellence in position effectiveness, continued growth in professional contributions, and involvement in institutional, professional, and community service activities. Examples are outlined in the categories listed below.

If **instruction** is a significant component of the job description (workload percentage >25%), multiple examples from among the following may serve to demonstrate excellence:

* 1. A sustained record of excellence and versatility in the classroom as well as leadership in the design, development, and oversight of curriculum in the discipline
  2. Proficiency in the development and teaching of specific courses
  3. Documented participation in national or international discourse on evolving knowledge in the field, curricular developments, and teaching techniques
  4. Participation in the solicitation or administration of external funding to support teaching initiatives
  5. Sustained mentorship of other teachers, including graduate assistants, other academic professionals, faculty members, or other instructional staff (as indicated by successful placement in desired positions, career growth, etc.)
  6. Substantive involvement in interdisciplinary teaching efforts or other forms of collaboration or articulation, especially those involving other university departments, community colleges, or high schools

If **research** is a significant component of the job description, multiple examples from among the following may serve to demonstrate excellence:

* 1. A record of leadership in research and scholarship, either through wide dissemination of results (e.g., peer-reviewed papers as first author or co-author, books, patents, etc.), through a record of substantial support (e.g., intellectual and or sponsored funding via proposals and contracts as PI or Co-I) to the research enterprise, for successful supervision and operation of a research laboratory or related facility (e.g., instrument maintenance and operation, methods development, interpretation of findings ), or through the development of important hardware, software for scientific instrumentation, or mission concept development and implementation. Demonstrated proficiency in the successful supervision and operation of a research laboratory or related facility (e.g., instrument maintenance and operation, methods development, interpretation of findings).
  2. Distinctive contributions to nationally or internationally recognized scholarship or evidence of nationally or internationally recognized expertise
  3. Demonstrated ability to write or participate significantly in the writing of successful grant proposals (as PI, Co-I, or collaborator) and refereed manuscripts (as first author or co-author)
  4. Significant contributions to national or international scientific meetings (e.g., invited presentations, panels, etc.)
  5. Sustained, demonstrable effectiveness in mentorship, laboratory instruction, and supervision (including serving on thesis committees) of undergraduates, graduate students, or employees whose work is essential to the research enterprise.
  6. Leadership in the development of important hardware and software for scientific instrumentation
  7. Extensive collaboration with faculty in their research activities (for example, work with multiple ASU faculty members)

If **service** is a significant component of the job description, multiple examples from among the following may serve to demonstrate excellence:

* 1. Sustained involvement in institutional, professional, and community service work as appropriate (e.g., journal and proposal review, etc.)
  2. Leadership role in at least some aspects of their collaborations with faculty in their research activities
  3. Organizational leadership in outreach efforts for K-12 schools or the general public
  4. Leadership roles in professional societies, such as chairing or organizing sessions at national symposia, memberships on national committees, holding offices in professional societies, appointments to important review bodies for governmental agencies
  5. Leadership in management of instrumentation or equipment facilities that support the research, instructional or outreach missions of the institution
  6. Leadership in diversity, equity and inclusion supporting activities in the SESE or university community

**3. Procedure for Promotion of Academic Professionals**

The School of Earth and Space Exploration will follow procedures for promotion of Academic Professionals that are described in the [P**rocess Guide for Promotion for Fixed-term Academic Professionals**](https://provost.asu.edu/sites/default/files/page/1562/p12-process-guide-_ap-_fixed-term-promotion-20210708.pdf) found on the Provost’s web site: <https://www.asu.edu/aad/manuals/acd/procedures.html>.

There is no deadline for promotion, but staying on the five and seven year track described above for full time activity is an appropriate advancement rate and should be encouraged by the supervisor and the School. Academic Professionals should be aware of the potential for advancement.

This process is led by the SESE Personnel and Budget Committee (“SESE PTC”; with an ad hoc appointment by the Director of an academic professional at the aspired rank or above; this person will provide context with respect to Academic Professional activity).

The SESE Personnel and Budget Committee (with an ad hoc appointment by the Director of an academic professional at the aspired rank or above) reviews the candidate’s portfolio, evaluates the case and prepares a letter of recommendation for the Unit Director. The Unit Director prepares an independent letter evaluating the case. Both letters are included in the promotion portfolio and provided to the Dean of the College.