

HEALTH, PHYSICAL EDUCATION & DANCE

Faculty Reappointment/Tenure/Promotion to Associate Professor Guidelines

The Health, Physical Education and Dance Department's guidelines for faculty reappointment, tenure and promotion to associate professor are established to explain department expectations and provide support for our faculty. It should be recognized that faculty are governed by CUNY Bylaws and are provided guidance from the College Faculty Handbook. See website links below.

http://policy.cuny.edu/manual_of_general_policy/article_v/policy_5.01/5/text/#Navigation_Location <http://www.qcc.cuny.edu/governance/faculty/handbook/index.html>

The Department P&B Committee recommends faculty for reappointment, tenure and promotion to associate professor to the College P&B Committee. The College P&B Committee makes recommendations to the President for approval by the College. The final approval is from the CUNY Board of Trustees. As part of the process, each candidate's file is reviewed, including forms and documents such as:

1. Curriculum Vitae
2. Peer Teaching Observations
3. Student Evaluations
4. Annual Evaluations
5. Mid-Tenure Review
6. Contractual Reassigned Time Form

These documents, as well as other items in one's file provide evidence of a faculty's teaching, scholarship and service to merit reappointment, tenure and promotion. The following sections describe the expectations for each area.

Qualifications for Appointment

In order to be appointed to the rank of assistant professor, a candidate must have earned a recognized doctoral degree in their field or MFA for Dance Faculty. To be appointed to the rank of instructor, they must have a master's degree in their field

HEALTH, PHYSICAL EDUCATION & DANCE

Faculty Reappointment/Tenure/Promotion to Associate Professor Guidelines

and complete a recognized doctoral degree within five years. Lecturer appointments must have a master's degree and lecturers on the Doctoral Schedule have earned their doctoral degree.

In order to be appointed to the rank of assistant professor, a candidate for the Massage Therapy Program must hold a doctoral degree. It is preferred that the degree be in a related field of study. To be appointed to the rank of instructor, a candidate must have a master's degree in their field and complete an accepted doctoral degree within 5 years. Lecturer appointments must have a master's degree. Lecturers on a Doctoral Schedule must have earned their doctoral degree. In all of the above cases, to be appointed to any faculty rank, a candidate must have been a NYS Licensed Massage Therapist for at least three years.

Teaching

Evidence of effective teaching is demonstrated by consistent positive peer teaching observations and student evaluations. Faculty may also produce a teaching portfolio. Faculty are expected to regularly engage in professional development and implementation of pedagogical methods of instruction and mentor students. This includes, high impact practices, development of open educational resources, training in online learning, and other strategies to support and improve student learning. For the HPED Department, mentoring students may include research and honors projects, conference presentations, community service projects, dance performances and coaching student athletes.

Scholarship/Creative Works

It is expected that faculty in the rank of assistant professor demonstrate a consistent record of scholarship and/or creative works for their reappointment, tenure and promotion to associate professor. Faculty are expected to publish peer-reviewed articles and/or edited books or book chapters. Dance faculty are expected to have

HEALTH, PHYSICAL EDUCATION & DANCE

Faculty Reappointment/Tenure/Promotion to Associate Professor Guidelines

curated creative work presented. Scholarship may be within their respective discipline as well as pedagogy. Throughout the tenure process, faculty should be continuously working on their scholarship and/or creative work in the form of research, publications, presentations, conference proceedings, grant work and achieving academic and professional honors. Their work should demonstrate a progression to more advanced levels such as being a Principal Investigator (PI) on a grant, lead author/presenter and more extensive scholarly/creative work.

Service

Faculty are expected to serve on Department and College committees. Service may include Department Committees, Senate Committees, sub-committees, various working groups of the College and/or becoming a faculty advisor for a student club. Faculty may also provide service by participating at College events such as Open House, New Student orientations, workshops and presentations. As faculty approach their mid-tenure review, which is conducted by the Provost after the fourth reappointment, and beyond they should have a demonstrated record of department and college service. Faculty approaching tenure and promotion should also have a record of service in leadership roles such as a committee chair. Faculty may also have service to CUNY if the opportunity arises to participate. Service to the discipline may include serving in a role for their discipline's organization or association. Faculty are also recognized for their service to the community by providing their expertise to support the local community.

In all areas, it is expected that faculty will work collaboratively with students, faculty and staff for the good of the Department, College and Institution. Faculty should regularly meet with their faculty mentor and consult with their chairperson as needed.

The following table outlines the expectations for faculty positions for annual reappointment and consideration to promotion to associate professor.

HEALTH, PHYSICAL EDUCATION & DANCE

Faculty Reappointment/Tenure/Promotion to Associate Professor Guidelines

Faculty Position	Associate Professor	Assistant Professor	Instructor	Lecturer
Degree/ Certification	Doctoral Degree, or MFA (terminal degree) for Dance Faculty; must be NYS Licensed Massage Therapist at least 3 years for Massage Therapy Faculty	Doctoral Degree, or MFA (terminal degree) for Dance Faculty; must be NYS Licensed Massage Therapist at least 3 years for Massage Therapy Faculty	Master Degree and completion of Doctoral Degree within 5 years for Instructor); must be NYS Licensed Massage Therapist at least 3 years for Massage Therapy Faculty	Master Degree; must be NYS Licensed Massage Therapist at least 3 years for Massage Therapy Faculty
Peer Teaching Observation	Satisfactory	Satisfactory	Satisfactory	Satisfactory
Student Evaluation	Satisfactory	Satisfactory	Satisfactory	Satisfactory
Publications/ Grants/ Evidence of Scholarly Work /Creative Activity	Publish peer-reviewed article and/or edited book and/or curated creative work presented; published conference proceedings, grant work and achieve academic and professional honors	Publish peer-reviewed article and/or edited book and/or curated creative work presented; published conference proceedings, grant work and achieve may academic and professional honors	No publications/ curated work required; may engage in scholarly work/creative activities	No publications/ curated work required; may engage in scholarly work/ creative activities
Presentations	Present at national, international and/ or regional conference; present at local and on-campus conference and/ or workshop	Present at national, international and/ or regional conference; present at local and on-campus conference and/ or workshop	Present at local or on-campus Conference(s) and/ or Workshop(s); May present at national, international or regional conference	No presentations required; may present at conferences (local, on-campus, national, international or regional)

HEALTH, PHYSICAL EDUCATION & DANCE

Faculty Reappointment/Tenure/Promotion to Associate Professor Guidelines

Conferences/ Seminars and Program- Related/ Pedagogical Activities/ Workshops (within the last academic year)	Participation in several conference/ seminar and/or program-related/ pedagogical activities/ workshops	Participation in a conference/seminar and/or program- related/pedagogical activities/workshops	Participation in a seminar or program-related/ pedagogical activities/ workshops	Participation in a seminar or program-related/ pedagogical activities/ workshops
Service to Department/ College (within the last academic year)	Participates in several Department and/ or College committees and/ or events	Participates in several Department and/or College committee and/or events	At least 1 service to department or college committees or events	At least 1 service to department or college committees or events
Service to the Discipline	Serve in role for discipline's organization or association; contribute to the discipline	Serve in role for discipline's organization or association; contribute to the discipline	Serve in role for discipline's organization or association; contribute to the discipline	Serve in role for discipline's organization or association; contribute to the discipline
Community Service	Community Service related to your field	Community Service related to your field	Community Service related to your field	Community Service related to your field

The following provides a sample demonstration of evidence of scholarly work (and creative activities for Dance faculty) for Assistant/Associate Professor.

Appointment - 2nd reappointment: scholarly/creative work in progress

3rd reappointment: submit peer-reviewed article/curated creative work

4th reappointment: publish peer-reviewed article/curated creative work presented

5th reappointment: submit another peer-reviewed article/curated creative work

6th reappointment: publish peer-reviewed article/curated creative work presented

7th reappointment: submit another peer-reviewed article/curated creative work

8th reappointment/tenure: publish another peer-reviewed article/curated creative work presented