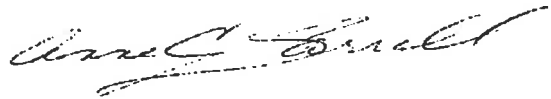


Department of Health and Exercise Science  
The College of New Jersey  
Disciplinary Standards for Reappointment, Tenure, and Promotion

The attached disciplinary standards have been reviewed and approved by the Committee on Faculty Affairs, the Council of Deans, and the Provost.

To avoid creating a moving target for candidates for reappointment, the disciplinary standards in effect during a faculty member's first year of employment will be used for reappointment and tenure applications. Candidates for promotion will use the disciplinary standards in effect in the year in which they apply for promotion.



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Department Chair

8/25/2014

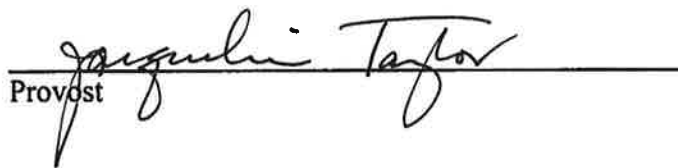
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\_\_\_\_\_  
Dean

08/25/2014

Date



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Provost

8/26/14

Date

The Department of Health and Exercise Science will next review its disciplinary standards in Academic Year 2019-2020.

## **I. PURPOSE:**

This document provides standards for faculty pursuing reappointment, tenure, and promotion within the Department of Health and Exercise Science (HES) of The College of New Jersey (TCNJ). These disciplinary standards are in accordance with the College's mission as being primarily an "undergraduate and residential college with targeted graduate programs." TCNJ is dedicated to "free inquiry and open exchange, to excellence in teaching, creativity, scholarship, and citizenship, and to the transformative power of education in a highly competitive institution." The HES department embraces the teacher-scholar model that emphasizes faculty and student engagement. HES faculty members are expected to be accomplished scholars and to develop high-quality research programs that emphasize undergraduate student involvement. The HES department's goal is to establish expectations that are consistent with the College's mission and guidelines for promotion and reappointment, and to create and foster an environment that supports faculty teaching, scholarship, and service.

## **II. STANDARDS FOR SCHOLARSHIP IN HEALTH AND EXERCISE SCIENCE**

The College of New Jersey embraces the teacher-scholar model and understands that a serious and continuing commitment to scholarship complements and enriches teaching of the first order. "The College values the scholarly and creative enterprise, and values scholarship that crosses departmental boundaries and that integrates a variety of approaches, theories, methodologies, and practices." In accordance with the College's Promotion and Reappointment Document<sup>1</sup>, the College recognizes a range of scholarly modes including:

- The Scholarship of Discovery – the traditional research model in which new content knowledge is acquired;
- The Scholarship of Integration – the creation of new knowledge by synthesizing and making connections across disciplines or sub-disciplines;
- The Scholarship of Application – the bridging of the gap between theory and practice through both research and action;
- The Scholarship of Pedagogy – the discovery or an evaluative analysis of the ways students learn, and the identification and assessment of methods used to foster learning; and
- Artistic Expression – the expression of artistry through the visual, performing, or literary arts.

Scholarship in the HES department consists mostly of discovery, integration, pedagogy, and application and is recognized in various ways. HES scholarship includes: books and monographs authored and co-authored, books edited or compiled, books and monographs in progress, journal articles (published or in press in refereed journals), journal articles completed and "under review" for publication, articles published in refereed conference

proceedings, chapters published or in press in edited volumes, papers, lectures, posters, abstracts, and/or presentations at professional local, regional, national, and/or international conferences, external and internal peer-reviewed scholarly grants, book reviews, reports from grant or contract work, editorships of scholarly journals or volumes, equipment design, media productions (e.g. exercise-based CD-ROMs or DVDs) and invited reviews of scholarly journals, volumes, or proposals. In addition, non peer-reviewed articles are encouraged but not considered during the promotion process. Published letters-to-the-editor will not be considered for reappointment and promotion. Faculty members are expected to be active in pursuing their scholarship and be able to contribute to the advancement of the scientific body of knowledge within their field of expertise. Professional honors or awards relating to scholarship, or any other forms of recognition, should be included in the application and will be considered by the DPC. In addition, the HES DPC recognizes that some discipline-specific challenges for scholarship may exist, e.g. lengthy travel schedules for data collection, large-scale projects that may take several years to complete, and extensive costs for laboratory procedures and equipment, and will consider these potential issues during the review process.

Single-authored and co-authored peer-reviewed publications are viewed equally by the HES DPC. Single-authored publications for original investigations are rare in HES. It generally takes a team of researchers and students to precisely perform research involving human subjects. Thus, single-authored publications usually exist in the forms of books, chapters, review articles, and non-refereed articles. Peer-reviewed original research articles carry more weight than other publications although HES faculty members are highly encouraged to publish all types. The order of authorship is another matter of interest. Although first-author publications are highly desirable, the HES DPC recognizes publications where faculty members are not first authors. For example, it is common practice for HES faculty members to assume a second-author position on publications that were master's theses or student projects. Often a faculty member may assume the last author position when the research has been conducted in the faculty member's laboratory under his/her supervision. Faculty collaborations yield authorship ranging between first and last positions. Although first author publications are given more weight, all co-authored peer-reviewed publications are considered in the promotion and reappointment process. These authorship guidelines also apply to local, regional, national, and international conference presentations and speaking engagements.

HES faculty members are encouraged to collaborate with internal and external scientists and conduct interdisciplinary research when opportunities arise. Collaboration enables the faculty member to conduct high-quality research with other experts in the field with the potential to generate a peer-reviewed publication well-accepted by scientists in the faculty member's respective field. Collaborations are common in the HES field and TCNJ's HES department has provided a model framework for developing a team-based research approach. Interdisciplinary collaborations enable the faculty member to conduct research with colleagues in a different field of study. The outcome has the potential to benefit multiple fields of study. Collaborations will be evaluated in a similar manner to non-collaborative work. The quality of the work will be determined by the breadth and

relevance to the discipline, significance of the findings and potential outcomes, author position (in a co-authored peer-reviewed publication), and journal selection.

HES DPC values the contributions of undergraduate students to the research process. It is a goal of the HES department, and strongly emphasized in the mission of the College that undergraduate students have opportunities to participate in faculty research. Thus, undergraduate student involvement in research is strongly recommended. Student involvement may occur in a number of ways and is up to the discretion of faculty members how to best utilize student assistance in research. For example, HES faculty members are highly encouraged to participate in the College's Mentored Undergraduate Summer Experience (MUSE) program. This program provides student and faculty stipends for conducting research over an 8-week period during the summer. Other ways include (but are not limited to) recruitment of students to serve as participants, laboratory research assistants, data entry analysts, and teaching and assessment assistants in local schools. Students who assume a substantial role in the research process and make a meaningful contribution to the final manuscript may earn co-authorship on presentations and subsequent research publications.

HES faculty members are expected to publish their research in a variety of journals. Because HES is a hybrid field, it is common for HES professionals to publish research in an array of journals including those that specialize in biology, neuromuscular and systemic physiology, endocrinology, rehabilitation, biomechanics, sports medicine, nutrition, pediatrics, physical education, and pedagogy, in addition to exercise science-specific journals. The HES DPC recognizes publication in all peer-reviewed journals as a major accomplishment and all peer-reviewed publications are given equal weight regarding journal selection under most circumstances. Under special circumstances, the HES DPC may give priority to peer-reviewed publications in journals with very high impact factors, large readership, and high rejection rates. One instance is when the faculty member's curriculum vita is on the "borderline" for promotion. For example, if a faculty member has only one publication (and two are required for reappointment or promotion) in a highly-prestigious journal, the journal quality may be used as criterion in this situation. HES faculty members are encouraged to publish their research in journals with high impact factors, high circulation and readership, and those easily accessed with high visibility via Pub Med.

HES faculty members are expected to be dedicated to the profession and should demonstrate a commitment to excellence. Active membership and participation in the faculty member's professional organization is encouraged. This includes regular attendance and presentations at local, regional, national, and international conferences. HES faculty members are encouraged to hold membership in at least one major organization such as the American College of Sports Medicine, Society of Health and Physical Educators America, American Physiological Society, National Strength and Conditioning Association, National Athletic Trainers Association, International Society of Biomechanics in Sports, International Society of Sports Nutrition, and other similar organizations. It is expected that HES faculty actively participate in conferences via

research poster or slide presentations, lectures (invited or queried), workshops, and/or seminars.

HES faculty are encouraged to apply for internal and external research or pedagogy grants. Although the failure to attain grants will not negatively influence a faculty member's application for reappointment and promotion, they are critical for the faculty member's career development and can benefit the department as a whole via funding for equipment, travel requests, publication costs, programs, and research assistants. In addition, they may be used for additional support when the faculty member is applying for associate and professor status.

### ***For Reappointment, Tenure, and Promotion to Associate Professor***

According to the College's Promotion and Reappointment Document<sup>1</sup>, "the College values scholarship that crosses departmental boundaries and that integrates a variety of approaches, theories, methodologies, and practices and that is uniquely suited to our institution, such as projects that involve TCNJ students in a scholarly manner or are connected to our role in the larger community" In addition, the College recommends that "finished works will be submitted to an appropriate jury of peers for rigorous evaluation and the finished works will be published, presented, or performed in a respected venue consistent with accepted scholarly standards." TCNJ requires "this level of accomplishment and is the most important evidence for reappointment and tenure within the scholarly/creative/ professional activity area." The faculty member should demonstrate "strong evidence of accomplishment." In addition, faculty members are required to "continue scholarly/creative/professional achievement since initial appointment" and should demonstrate "strong evidence of accomplishment." In the HES department, this includes:

- Developing and continuing a clear research agenda. This should be outlined in the faculty member's letter to the DPC and evident from the current projects the faculty member is currently engaged in. The faculty member's research should involve undergraduate students to the best extent.
- Faculty member having at least four publications in peer-reviewed journals with original data since their TCNJ appointment. Articles "in press" will also be considered. Although review articles are highly encouraged, they will not be included. First-author publications are highly desirable but consideration will be given to co-authored publications depending on the scope and quality of the project. The faculty member should be the first author on at least two of the peer-reviewed publications with an original data set.
- Faculty members having at least four presentations at either a local, regional, national, or international professional conference. First-author presentations will only be considered although faculty members are highly encouraged to collaborate with other colleagues that may result in co-authored presentations. At least one of the presentations should be at a national conference.

- Consideration of other scholarship when applicable. The HES DPC will consider other scholarship such as internal/external grants, books, chapters, and monographs, media productions, consulting, equipment design, research currently in progress, and peer-reviewed articles “in review” when completely evaluating the candidate. Although the lack of any of these scholarship endeavors will not reduce the faculty member’s chance of reappointment and promotion, they can be used to build a stronger case for the candidate during the review process.
- Reappointment, tenure, and promotion to the rank of Associate Professor will be evaluated by the DPC, Dean, Provost, and the College Promotions Committee based on the magnitude of accomplishment in the areas of teaching, scholarship, and service.

***For Promotion to Professor***

According to the College’s Promotion and Reappointment Document<sup>1</sup>, faculty members are required to “sustain a pattern of achievement since attaining the rank of Associate Professor, with evidence indicating the maturation of the scholarly/creative/professional record.” Faculty members are also required to “provide external reviews as a mandatory component of evidence for promotion to Professor.” The faculty member should demonstrate a high level of achievement in each of the following areas:

- Faculty members are encouraged to continue the research agenda established during their first few years at TCNJ. Faculty members should clearly demonstrate progression from the time they received the rank of associate professor.
- Faculty member should have at least eight publications in peer-reviewed journals with original data since their TCNJ appointment. Articles “in press” will also be considered. First-author publications are preferred but consideration will be given to co-authored publications depending on the scope and quality of the project. The faculty member should be the first author on at least three of the peer-reviewed publications with an original data set. There should be a consistent pattern of publications without large gaps in productivity. If large gaps (> 5 years) in publications exist, the faculty member must provide a reasonable explanation (i.e. increased teaching or service load, department chairperson responsibilities, assigned time for committee work, etc.). In accordance with the College’s Promotion and Reappointment Document<sup>1</sup>, “periods of relatively less activity in one area should be complemented by greater activity in the others, producing a consistently high level of accomplishment and balance overall.”
- Faculty members should have at least ten presentations at either a local, regional, national, or international professional conference. First-author

presentations will only be considered. At least five of the presentations should be at a national or international conference.

- Faculty members are encouraged to have published one or more books. The books may be single- or co-authored. If the faculty member has not published a book then the faculty member's research publication record may be considered in lieu of book publications.
- Faculty members are encouraged to have written and obtained internal or external grants. Monetary and equipment grants and research/pedagogy awards will be considered.
- Faculty members are encouraged to have assumed leadership roles in consulting activities or in professional practice.
- Other scholarship will be considered when applicable. The HES DPC will consider other scholarship such as chapters, review articles, media productions, equipment design, research currently in progress, and peer-reviewed articles "in review" when completely evaluating the candidate.
- Promotion to the rank of Professor will be evaluated by the DPC, Dean, Provost, and the College Promotions Committee based on the magnitude of accomplishment in the areas of teaching, scholarship, and service. Total accomplishments will be considered but accomplishments since promotion to Associate Professor will be preferred.

### **III. DOCUMENT REVIEW**

The HES Disciplinary Standards for Scholarship document shall be reviewed at a minimum of every five years by the chair of the department in conjunction with all tenured faculty members that have achieved Professor status. In the event that no faculty exist with such distinction or there are less than three faculty members that have been promoted to the rank of Professor then the DPC will include faculty that have achieved the rank of Associate Professor with tenure.