

Department of Technological Studies
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.

Steve O'Brien 9/28/2015
Department Chair Date

Steve Schreiner 10/7/15
Dean Date

Jacqueline Taylor 10/9/15
Provost Date

Unless there is an earlier need, the Department of Technological Studies will next review its disciplinary standards in Academic Year 2017-18.

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Department of Technological Studies
The College of New Jersey

Disciplinary Standards for Faculty
Scholarly, Creative, and Professional Activities
May 2015

1.0 Introduction

The College of New Jersey (TCNJ) expects faculty seeking reappointment and promotion to demonstrate exemplary achievement in their scholarly, creative, and professional activities. To fairly and equitably apply this standard to all faculty, the *TCNJ Promotion and Reappointment Document* (Nov. 2014 version) calls for each department to describe the standards that mark excellence in scholarly, creative, and professional activities for faculty in the department. As scholars in technology & engineering education, the faculty members in the Department of Technological Studies embrace the opportunity to outline the standards in our fields that are appropriate for assessing excellence in our disciplines.

To provide the institutional context for these standards, we begin with excerpts from the mission statements of the College and School, which describe the role of a teacher-scholar at The College of New Jersey.

The College of New Jersey Mission Statement

The faculty in the Department of Technological Studies are committed to serving the mission of the college, and as such are committed to the model of the “*teacher-scholar...dedicated to free inquiry and open exchange, to excellence in teaching, creativity, scholarship....*” (TCNJ Mission Statement). We embrace the model presented in this mission statement whereby students are substantially impacted by professors’ scholarship works, so that the experience we provide each student through our role as teacher-scholars “*prepares students to excel in their chosen fields and to create, preserve and transmit knowledge.*” (TCNJ Mission Statement).

The School of Engineering Mission Statement:

The application of the College’s Mission Statement to educational experience in technology & engineering education is outlined in the School of Engineering Mission Statement, which states that “*The mission of the School of Engineering is to develop highly competent professionals, preparing them for entry-level positions in engineering or teaching, or for further study in graduate or professional school. Allied with the College’s mission, the School of Engineering is proud of its public service mandate to educate leaders of New Jersey and the nation, fostering intellectual growth of our students so that they may become productive citizens in the service of humanity. The School is dedicated to providing a dynamic learning environment that emphasizes open-*

ended design, problem-solving skills, teaming, communication, and leadership skills.” The Department of Technological Studies supports this School mission by producing highly skilled teaching professionals in Science, Technology, Engineering & Mathematics (STEM) fields in the full K–12 spectrum at both the undergraduate and graduate levels. Furthermore, the department’s teacher preparation programs, all centering on design pedagogies (via technology & engineering methods), are national models in STEM teacher preparation, as recognized by several national organizations including National Academy of Engineering (NAE), National Council for the Accreditation of Teacher Educators (NCATE) {to be replaced by The Council for Accreditation of Education Preparation (CAEP) in ~2016} and the International Technology and Engineering Teachers Association (ITEEA).

2.0 Standards for Scholarly Activity

Our multidisciplinary department supports a model whereby the scholarly record of a teacher-scholar in the department will be reflected by suitable accomplishments in scholarly activity. Two of our Department’s major goals include (i) delivering high-quality education in both content and teaching & learning methods to our undergraduate and graduate Science, Technology, Engineering and Mathematics (STEM) teacher candidates and (ii) producing quality scholarship in any of the STEM content fields or in STEM education. Candidates for tenure and/or promotion are expected to establish a viable research program within one or more of the disciplines within the content areas of STEM or in STEM education. Metrics used to judge the quality of the scholarly work include impact on the field, impact on educational practice & policy, impact on K–12 and college students, and standard journal / publication impact factors. It is expected that a research program will lead to publication in peer-reviewed venues. Inter/multidisciplinary research is certainly valued. Examples of measures of an established research program include:

1. Peer-reviewed journal articles.
2. Publication of books, monographs or book chapters.
3. Peer-reviewed conference papers and presentations at the National and/or International level.
4. Peer-reviewed conference papers and presentations at the local or regional level.
5. Grant proposals that are funded or given high review marks. Grants should support the research program of the faculty member, support the enhancement of the educational experience of students, or support the mission of the Department, School of Engineering or the College.
6. Engagement and mentoring of undergraduates in discipline-appropriate research experiences. Whenever possible, this activity should result in student presentations and/or papers of their work at external regional, national, and/or international meetings.
7. Presentations of scholarly work at local, regional, national and/or international meetings.
8. Consultancy that results in scholarship (outlined in the *TCNJ Promotion and Reappointment* Document, Nov. 2014 version)

3.0 Role of the Department Promotion and Reappointment Committee (DPRC)

The DPRC consists of all tenured faculty members in the department, as well as external tenured faculty members from other departments that are elected to be on the DPRC. The DPRC has the on-going responsibility to maintain the department's standards for scholarship. Starting with the date of hire of a new faculty member, the DPRC is responsible for monitoring a probationary faculty member's progress in meeting the department's disciplinary standards for reappointment and tenure.

The Department expects candidates for tenure and promotion to have peer-reviewed publications in selective venues. All candidates for tenure and promotion are required to submit to the DRPC for approval the names of the venues in which they intend to publish their work. The DPRC will initiate a consultative process involving the individual and the evaluation of the intended peer-reviewed venue. The DPRC is expected to give responses to publication venue requests in an efficient, and timely manner.

In evaluating the venue in which research might be published, the DPRC may consider acceptance rate, impact factors, and other quantitative measures of the strength of the journal. However, these measures are recognized to vary widely so that no precise minimum standards can be specified. The conclusion of the consultative process will inform the individual how the intended venue for publication will be viewed as far as meeting the disciplinary standards.

The Department endorses and supports collaborative work. However, candidates for tenure and promotion are expected to have a significant role in their published work and should clarify in their reappointment, tenure and promotions documents their contributions to their publications, if jointly authored.

4.0 Scholarly, Creative, and Professional Activity Expectations for Pre-tenure Reappointment

The Department expects that candidates should show steady progress toward a productive program of scholarship or creative activity in their discipline throughout their probationary period. By the time of the tenure decision, there should be a record of finished work conducted while at TCNJ and clear promise of continued scholarship.

Guideline for pre-tenure candidates:

- Year 1 – During the first year there should be evidence that the faculty member has begun doing research at TCNJ.
- Year 2 – By the time of the second year review there should be evidence of progress toward productive scholarship. At a minimum, a faculty member should be able to demonstrate ongoing or concluded studies, planning for manuscript preparation or preferably submission of manuscript by the end of year 2,

completed grant writing, and/or attendance at a professional conference, ideally for presentation.

- Year 3 –During the third year there should be clear evidence of productivity as shown by a submitted manuscript to an approved peer-reviewed venue based at least in part on work done at TCNJ, as well as other measures of an established research program.
- Year 4 –During the fourth year there should be clear evidence of productivity including a published journal article, and preparation of several works ready to be submitted or submitted to approved, peer-reviewed venues based at least in part on work done at TCNJ, as well as other measures of an established research program.

5.0 Expectations for Tenure and Promotion to Associate Professor

Candidates hired after Fall 2014 are expected to be reviewed for tenure at the end of their 5th year. For these candidates the expectations for reappointment with tenure and promotion to Associate Professor are identical. The Department's expectations for reappointment with tenure and promotion to Associate Professor are to meet the following three criteria:

1. A journal paper accepted for publication in an approved peer-reviewed venue.
2. Any two of the following scholarly events:
 - a. A journal paper accepted for publication in an approved peer-reviewed venue.
 - b. An accepted book manuscript or monograph.
 - c. A book chapter.
 - d. A significant grant proposal that is either funded or given high review marks. (Grants should support the research program of the faculty member, support the enhancement of the educational experience of students, or support the mission of the Department, School of Engineering or the College.)
3. One or more conference presentations of scholarly activity in an approved juried or peer-reviewed regional, national or international conferences.

6.0 Expectations for Promotion to Professor

TCNJ's *Promotion and Reappointment Document* states, "Promotion to Professor requires a sustained pattern of achievement since attaining the rank of Associate Professor, with evidence indicating the maturation of the scholarly/creative/professional record." The quantity of output is not specified, but it is the expectation that a faculty

member has a sustained, productive research or creative program when the criteria listed below are met.

Criteria for Promotion to Professor

From the time of their promotion to Associate Professor, candidates for promotion to Professor must satisfy criteria (1) and (2) below.

[The DPRC, through a consultative process involving the candidate, will determine if the venues for scholarly work are acceptable.]

1. Any three of the following scholarly events:
 - a. A journal paper accepted for publication in an approved peer-reviewed venue.
 - b. An accepted book or monograph whose quality is reflected in reviews, adoptions or citations.
 - c. A book chapter.
 - d. A significant grant proposal that is funded. (Grants should support the research program of the faculty member, support the enhancement of the educational experience of students, or support the mission of the Department, School of Engineering or the College.)

2. Demonstrated recognition of the candidate's scholarly work at the regional, national, and/or international level. Evidence of this recognition could be one or more of the following:
 - a. Invited presentations at regional, national and/or international conferences or professional organizations.
 - b. Taking a leadership role in consulting activities or other professional practices. Demonstrating recognition of one's scholarly/ creative work at the regional, national and/or international level.
 - c. Writing and obtaining grants.
 - d. Serving as a member of a dissertation committee.

The above standards for promotion to Professor may be relaxed under circumstances when, as stated in the *Promotion and Reappointment Document* (2014 version), "there may be periods when the level of scholarly activity is somewhat reduced (but not eliminated) due to a significant increase in teaching or service, such as serving as Department Chair." Other examples of service could include directing or leading substantial College activities or substantial regional/national professional service.

Approved by the Department of Technological Studies
May 28, 2015

Department of Technological Studies
The College of New Jersey

**Disciplinary Standards for Faculty
Scholarly, Creative, and Professional Activities**
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- Year 3 –During the third year there should be clear evidence of productivity as shown by a submitted manuscript to an approved peer-reviewed venue based at least in part on work done at TCNJ, as well as other measures of an established research program.

5.0 Expectations for Tenure

All candidates for Tenure must satisfy criteria (1), (2) and (3) below.

[The DPRC, through a consultative and documented process involving the candidate, will determine if the venues for scholarly work are acceptable.]

1. A journal paper accepted for publication in an approved peer-reviewed venue.
2. At least one of the following scholarly events:
 - a. A journal paper accepted for publication in an approved peer-reviewed venue.
 - b. An accepted book manuscript or monograph.
 - c. A book chapter.
 - d. A significant grant proposal that is either funded or given high review marks. [Grants should support the research program of the faculty member, support the enhancement of the educational experience of students, or support the mission of the Department, School of Engineering or the College.]
3. One or more conference presentations of scholarly activity in an approved juried or peer-reviewed regional, national or international conferences.

6.0 Expectations for Promotion to Associate Professor

As indicated in the *TCNJ Promotion and Reappointment* Document: “Promotion to Associate Professor requires a pattern of continuing achievement since initial appointment.” Candidates for promotion to Associate Professor must have a demonstrated record of recent scholarship along with a demonstrated ability to continue a scholarly program.

Promotion to Associate Professor requires meeting the tenure requirements, and then one additional criteria from the following list.

[The DPRC, through a consultative process involving the candidate, will determine if the venues for scholarly work are acceptable.]

- a. A journal paper accepted for publication in an approved peer-reviewed venue.
- b. An accepted book manuscript or monograph.
- c. A book chapter.

- d. A significant grant proposal that is either funded or given high review marks. [Grants should support the research program of the faculty member, support the enhancement of the educational experience of students, or support the mission of the Department, School of Engineering or the College.]

The above standards for promotion to Associate Professor may be relaxed under circumstances when, as stated in the *Promotions and Reappointment Document* (2011 version), “there may be periods when the level of scholarly activity is somewhat reduced (but not eliminated) due to a significant increase in teaching or service, such as serving as Department Chair.” Other examples of service include directing or leading substantial College activities or substantial regional/national professional service.

7.0 Expectations for Promotion to Professor

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From the time of their promotion to Associate Professor, candidates for promotion to Professor must satisfy criteria (1) and (2) below.

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