

Department of Health and Exercise Science
The College of New Jersey
Disciplinary Standards for Scholarship

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

In order to maintain consistency and transparency for candidates seeking reappointment, the disciplinary standards in effect during a faculty member's first year of employment will be used for reappointment and tenure/promotion applications in years 1-5. Candidates seeking promotion will use the disciplinary standards in effect the year in which they apply for promotion.



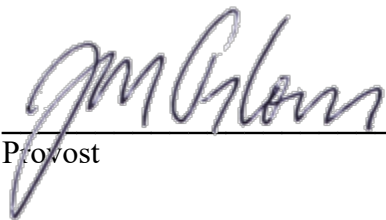
Department Chair

6/15/2020
Date



Dean

06/08/20
Date



Provost

07/08/2020
Date

The Department of Health and Exercise Science will next review its disciplinary standards in Academic Year 2024-2025.

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.

Applicants may request early tenure due to exceptional action. Those applying for early tenure will follow the same submission timeline as those who apply for tenure at the normally required time. A candidate who wishes to apply for tenure on an earlier-than-normal timeframe must determine if the minimum standards for early tenure outlined in the TCNJ Reappointment and Promotions Document have been met and discuss the process with the PRC and School Dean. Unsuccessful early tenure reviews will result in notice of non-reappointment. Additionally, all faculty, including those who are not tenured, meeting the minimum rank requirements at the time the promotion would take effect are eligible to apply for promotion. This is in accordance with the College's Promotion and Reappointment Document¹.

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 Document¹, 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. Non peer-reviewed articles may be used to establish a research agenda or specialization, but will not be considered during the tenure or 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 Department Promotions and Reappointment Committee (PRC).

Iia. Individual, Collaborative, & Interdisciplinary Scholarship

Single-authored and co-authored peer-reviewed publications are viewed equally by the HES PRC. 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 PRC recognizes publications where faculty members are not first authors. For example, it is common practice for HES faculty members to assume a co-author position on student-led publications. 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 PRC 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.

Iib. Standard and Evidence for Productivity

Primary Evidence of Productivity

Category 1: Peer-reviewed Publications

HES faculty members are expected to publish their research in a variety of scholarly printed and online journals. Because HES is a hybrid field, it is common for HES professionals to publish research in an array of health-science and pedagogy journals, including but not limited to: neuromuscular and systemic physiology, endocrinology, rehabilitation, biomechanics, sports medicine, nutrition, nursing, public health, pediatrics, health & wellness, and health & physical education, in addition to exercise science-specific journals. The HES PRC 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.

Publications submitted to **pre-print servers will not be considered** by the HES Department. A preprint is a version of a scholarly or scientific paper, not peer-reviewed.

By using this service, authors establish precedent; can solicit feedback, and can work on revisions of their manuscript. **Pay-for print articles will be considered** if a rigorous peer-review process is in place. There are many journals in our field that do require payment, however, all still require a rigorous review process.

Category 2: Presentations

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

Category 3: Grants

HES faculty are encouraged to seek and obtain internal and external research or pedagogy grants. Grants support 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.

III. HES Expectations For Reappointment, Tenure, and Promotion to Associate Professor

According to the College's Promotion and Reappointment Document¹, "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 PRC and evident from the current projects the faculty member is currently engaged in. The faculty member is encouraged to involve students in research when appropriate.
- Faculty member having at least four publications in peer-reviewed research journals or books/book chapters. HES faculty research may include: research with an original data set, a mix of pedagogy based articles, review articles or content specific to the health-sciences. The faculty member should be the first author on at least **two** of the peer-reviewed publications. Articles "in press" will be counted toward the required number. Only one article "in review" will be considered.
- Faculty members having at least four presentations at either a local, regional, national, or international professional conference. The faculty member should be the lead presenter on at least two of the presentations. Faculty are 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.
- HES faculty are encouraged to seek and obtain grants. This can include internal or external, and focus on pedagogy, research, equipment, or programming. Other non-traditional grants can be considered. Grants can assist in establishing a research agenda or specialization. Obtaining an external grant may count as a maximum of one publication. The failure to attain grants will not negatively influence a faculty member's application.
- Other types of scholarship considered when applicable. The HES PRC will consider other scholarship including, but not limited to, program review reports or program certification reports, grant reports, and monographs, media productions, consulting, equipment design, and research currently in progress when thoroughly evaluating the candidate.

IV. For Promotion to Professor

According to the College's Promotion and Reappointment Document¹, 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 by an expert in the candidate's field 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: by an expert in the candidate's field.

- 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 members having **at least four** publications in peer-reviewed research articles, books/book chapters or chapter-length manuscripts since the last

promotion. HES faculty research may include: research with an original data set, a mix of pedagogy based articles, review articles or content specific to the health-sciences. First-author publications are preferred but consideration will be given to co-authored publications depending on the scope and quality of the project.. Articles “in press” will be counted toward the required number. Only **one** article “in review” will be considered. There should be a consistent pattern of publications without large gaps in productivity. If large gaps 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, medical leave, etc.). In accordance with the College’s Promotion and Reappointment Document¹, “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 six presentations at either a local, regional, national, or international professional conference since last promoted. First-author presentations are preferred but consideration will be given to co-authored presentations depending on the scope and quality of the project. At least three of the six presentations should be at a national or international conference.
- HES faculty are required to obtain at least one grant since time of appointment. The grant may be internal (e.g., NHES Seed Grant, SOSA, MUSE) or external, and focus on pedagogy, research, equipment, or programming. Other non-traditional grants can be considered. After obtaining the required grant, any additional external funding may be counted as a publication (e.g., one additional externally funded grant may count as one publication).
- Faculty members are encouraged to have assumed leadership roles in consulting activities or in professional organizations.
- Other scholarship will be considered when applicable. The HES PRC will consider other scholarship, including, but not limited to, program review reports or program certification reports, media productions, equipment design, research currently in progress, and peer-reviewed articles “in review” to thoroughly evaluate the candidate.

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 HES PRC will include faculty that have achieved the rank of Associate Professor with tenure.