Herberger Institute for Design and the Arts

The Design School

Approved by The Design School Faculty on May 9, 2016

Approved by the Dean’s Office, Herberger Institute, May 18, 2016

**PROMOTION CRITERIA FOR FIXED-TERM FACULTY**

Fixed-term faculty in The Design School include lecturers, clinical faculty and professors of practice. It is usual for fixed-term faculty in The Design School at Arizona State University to have responsibility assignments that are 100% teaching and service combined. However, there are exceptions where faculty have expectations for research/creative activity in addition to teaching and service. When expectations for research/creative activity are listed, it is understood that these expectations are only for faculty who have these assignments in their agreement. However, evidence of career development outside of teaching as well as research/creative activity will be seen as positive for all faculty. Eligibility for promotion for fixed-term faculty is determined by the latest version of university policies. Eligible candidates will be evaluated using the criteria outlined below and the qualifications outlined for the individual job titles.

**Teaching**

**If teaching is a significant component of the job description**, candidates shall demonstrate excellence in teaching effectiveness. Teaching effectiveness includes but is not limited to the accomplishments in the following areas:

(The list is not ranked and is not exclusive)

* Knowledge of the subject matter: The candidate has the qualifications and experience to teach the subject matter.
* Course development: The candidate has demonstrated the ability to develop course content, appropriate assignments, and methods to evaluate student comprehension.
* Effective communication: The candidate has demonstrated the ability to communicate and impart knowledge effectively.
* Interpretation of course objectives: The candidate has demonstrated the ability to effectively interpret course objectives established by faculty consensus.
* Intellectual and creative abilities of students: The candidate has demonstrated the ability to cultivate intellectual and creative abilities of students.
* Student participation: The candidate has demonstrated concern for student participation and progress.
* Fairness: The candidate has been fair and impartial in the evaluation of student work.
* Standards: The candidate has maintained high academic and ethical standards.

**Research/Creative Activities**

**If research/creative activities is a significant component of the job description,** research/creative activities must show logical progression and increasing competence in a field of expertise or scholarship. Moreover, it must also show promise for continued excellence in the future.

Research may include funded or non-funded research of a scholarly, theoretical, philosophical, applied, or pedagogical nature. Similarly, Creative Activities provide important academic value, especially in areas such as the designing process, discovery through design practice, and case studies.

Research and Creative Activities must clearly demonstrate competitive peer-reviewed outcomes and/or professional awards in a sustained and high-quality manner.

Research and Creative Activities can be demonstrated and disseminated via the following means.

(The list is not ranked and is not exclusive)

Research proposals: written, approved, funded, and non-funded

* Sponsored projects
* Articles in recognized peer-reviewed journals
* Articles in recognized professional periodicals
* Papers in peer-reviewed conference proceedings
* Papers presented at professional meetings
* Reports resulting from sponsored grants
* Juried or retrospective exhibitions
* Articles or reviews by others about specific work
* Competitive awards
* Professional awards
* Patents
* Invited lectures
* Curator of exhibits
* Books
* Textbooks
* Monographs
* Chapters in books
* Exhibition catalogs
* Encyclopedia entries

**Service**

**If service is a significant component of the job description,** candidates shall demonstrate sustained accomplishments which benefit either the school, university, professional or other communities.

Service is defined as performing duties for the benefit of the school, the college, the university, the community, and/or professional design and research organizations other than teaching and research/creative activities. Contribution to service occurs in several ways but normally involves the dissemination of knowledge within the field of design expertise to the public. Service contributes an important element of cohesion, citizenship, and community embeddedness.

The following list typifies evidence of public service.

(The list is not ranked and is not exclusive)

* Appointments to local, state, national, and international boards that serve the public interest
* Appointments to committees or task forces that serve the public interest
* Appearing as expert witness to legislative bodies

The following list typifies methods of service to the institution and the profession.

(The list is not ranked and is not exclusive)

* Effective academic advising to student organizations
* Membership and chairing of School committees or task forces
* Membership and chairing committees or conferences of state and national professional or academic organizations, or acting as representative to these events for professional journals or conferences
* Editorial position as reviewer and/or member of an editorial board
* Moderator or panel member as professional or academic meetings
* Participation on an accreditation team

**Lecturer, Senior Lecturer, Principal Lecturer**

Lecturers are fixed-term faculty members with responsibilities that may include teaching and service responsibilities, supervising supplemental kinds of student learning, professional development, and/or administrative duties related to teaching. While teaching and service are typically the focus of lecturer appointments, research/creative activities can be a component of the appointment. Candidates for positions as Principal or Senior Lecturers generally hold terminal graduate degrees or equivalent professional practice experience appropriate to the assignment to be filled. To be considered for promotion to senior lecturer, a candidate must have five years or more of full-time service as a lecturer at ASU or a peer institution. For promotion to principal lecturer, the candidate must have seven years or more of full-time service as a senior lecturer at ASU or a peer institution. Candidates must demonstrate excellence in position effectiveness, including excellence in teaching, sustained involvement in school, university, and/or community service, and if a component of the candidate’s job description, appropriate sustained accomplishments in research and/or creative activites.

Minimum qualifications for the Academic Rank of Lecturer:

1. Candidate has a graduate degree or equivalent professional practice experience appropriate to the assignment to be filled.
2. Candidate demonstrates commitment to and evidence of excellence in teaching and in service and/or administrative responsibilities related to teaching.
3. There is evidence of potential for effective teaching in the area of specialization.
4. There is evidence of potential for effective service to the unit and school.
5. If research and creative activity is part of the assignment, then candidate shows evidence of potentially establishing a program of research and/or creative activity.

Minimum qualifications for the Academic Rank of Senior Lecturer:

1. Candidate has a terminal degree or equivalent professional practice experience appropriate to the assignment.
2. Candidate demonstrates evidence of at least five years of successful teaching in the unit or in a similar position at the rank of Lecturer or equivalent, and evidence of providing instructional innovation.
3. There is evidence of effective teaching in the area of specialization for five years or more.
4. There is evidence of effective service to the unit and school.
5. Candidate has contributed to curriculum development in the candidate’s area of specialization.
6. If research and/or creative activity is part of the assignment, then candidate has achieved a program of research and/or creative activity that is attracting regional attention.

Minimum Qualifications for the Academic Rank of Principal Lecturer:

1. Candidate has a terminal degree or equivalent professional practice experience appropriate to the assignment.
2. Candidate has demonstrated evidence of at least seven years of successful teaching in the unit or in a similar position at the rank of Senior Lecturer or equivalent, evidence of providing instructional innovation to the unit, and regional or national recognition for leadership in teaching and service related to teaching.
3. There is evidence of ongoing effective teaching in the area of specialization for seven years or more.
4. Candidate has provided leadership in curriculum development in the candidate’s area of specialization.
5. If research and creative activity is part of the assignment, then candidate maintains a program of research and/or creative activity that remains well known within the region.

Clinical Assistant, Clinical Associate and Clinical Professor

Clinical faculty are fixed-term faculty members who are qualified by training, experience or education to direct or participate in specialized university functions including teaching, student internships, training or other practice components of degree programs. Responsibilities of clinical faculty may encompass any area of professional practice and/or technical expertise and may include professional development. Candidates for positions as Clinical Assistant, Clinical Associate, or Clinical Professor appointments generally hold an appropriate terminal graduate degree or bachelor’s degree and equivalent professional practice experience appropriate to the assignment to be filled. To be considered for promotion to Clinical Associate Professor, a candidate must have five years or more of full-time service as a Clinical Assistant Professor at ASU or a peer institution. For promotion to Clinical Professor, the candidate must have seven years or more of full-time service as a Clinical Associate Professor at ASU or a peer institution. Candidates must demonstrate excellence in position effectiveness, including excellence in teaching, sustained involvement in school, university, and/or community service, and if a component of the candidate’s job description, appropriate sustained accomplishments in research an/or creative activites.

Minimum Qualifications for the Academic Rank of Clinical Assistant Professor:

1. Academic and/or professional qualifications: Bachelor’s degree required. Master’s or terminal degree in the area of specialization preferred.
2. There is evidence of effective teaching in the subject field of the candidate’s training and experience and a potential for effective service to the unit.
3. If research and creative activity is part of the assignment, candidate shows evidence of potentially establishing a program of research and/or creative activity.

Minimum Qualifications for the Academic Rank of Clinical Associate Professor:

1. Academic and/or professional qualifications: Bachelor’s degree required. Master’s or terminal degree in the area of specialization preferred.
2. There is evidence of excellent teaching in the subject field of the candidate’s training and experience, and excellent service to the unit and school over at least five years.
3. If research and creative activity is part of the assignment, candidate shows evidence of excellence in research and/or creative activity.

Minimum Qualifications for the Academic Rank of Clinical Professor:

1. Academic and/or professional qualifications: Bachelor’s degree required. Master’s or terminal degree in the area of specialization preferred.
2. There is evidence of sustained excellence teaching in the subject field of the candidate’s training and experience that has gained national awareness in the candidate’s field of expertise and that extends for at least seven years.
3. If research and creative activity is part of the assignment, the candidate has demonstrated sustained excellence in research or creative activity that has gained national awareness in the candidate’s field of expertise.

**Assistant Professor of Practice, Associate Professor of Practice, Professor of Practice**

Professors of practice are fixed-term faculty members whose expertise, achievements, and reputation developed over a sustained period of time qualify them to be distinguished professionals in an area of practice or discipline, although they may not have academic credentials or experience.

Minimum Qualifications for the Academic Rank of Assistant Professor of Practice:

1. Teaching: Evidence of effective teaching is expected. Potential for effective service to the unit and the school is expected.
2. If research and creative activity is part of the assignment, candidate shows evidence of potentially establishing a program of research and/or creative activity.
3. Academic and/or professional qualifications: A degree in area of expertise is desired. Demonstrated professional practice experience desired. Where professional experience is substancial, no specific degree is required.

Minimum Qualifications for the Academic Rank of Associate Professor of Practice:

1. Teaching: Excellent teaching is expected. Excellence in teaching effectiveness is measured in student evaluations, peer evaluations, student achievements and curricular innovations.
2. If research and creative activity is part of the assignment, the candidate should demonstrate current and ongoing excellence in research and/or creative activity leading to an established regional reputation.
3. Effective service to the unit and the school is expected.
4. Academic and/or professional qualifications: No specific degree required. A degree in area of expertise is desired.

Minimum Qualifications for the Academic Rank of Professor of Practice:

1. Teaching: Superior, masterful teaching is expected. Excellence in teaching effectivenes is measured in student evaluations, peer evaluations, student achievements and curricular

innovations.

1. If research and creative activity is part of the assignment, the candidate should demonstrate current and ongoing excellence in research and/or creative activity leading to an established national reputation.
2. Ongoing effective service to the unit and the school is expected.
3. Academic and/or professional qualifications: No specific degree required. A degree in area of expertise is desired.