

**Tenure and Promotion Guidelines
Department of Human Capital Development
The University of Southern Mississippi**

I. Introduction

Research, graduate education, and community service are the core missions of the Department of Human Capital Development at The University of Southern Mississippi. The Department strives to (1) provide high quality graduate education that prepares students either to enter the workforce with skills necessary for life-long professional achievement, or for masters graduates to pursue doctoral degrees, (2) advance the body of scientific knowledge through the

preparation for classroom instruction. Normally, an individual will teach two courses per semester and maintain a minimum of ten hours of preparation time in the office. Preparation includes but is not limited to: preparing lectures and syllabi; grading and otherwise assessing student work; the creation of electronic and alternative delivery formats; advising students; and keeping abreast of one's major academic interests.

Although the ability to instruct varies from individual to individual, each member of the faculty is expected to maintain a professional level of instruction that contributes to the department's reputation. Since effective teaching is an essential criterion for tenure and promotion, evidence of a sustained pattern of good teaching needs to be documented. For example, these may include: letters of recommendation from students, students receiving awards, publications, co-author, co-present papers, etc. In accordance with University policy, faculty will conduct student evaluations of their classes each semester during an academic year. The faculty will use the on-line course/instructor evaluation provided by the University. Because of the applied nature of the Department's several academic programs, it is expected that certain classes will involve field work. In most cases, field exercises or projects are a normal part of an individual's instructional responsibility. On occasion, however, normal expectations can be exceeded

submitted to a funding agency through grant or contract, where the document has been subjected to rigorous review and approval, and exhibits new or innovative approaches to the solving of a problem, or the reporting of an outcome learned from lengthy and rigorous

IV. Service

Academic service is a necessary faculty activity for the Department, College, and University.
Responsible service act

4. Supervision of graduate research
 - a) Direction of student these

1. Institutional: Accept leadership roles on Department, College and University