

## **1. Introduction**

Special-title faculty in the School of Information Science (SIS) hold varied roles, with their Distribution of Effort (DOE) reflecting their assigned responsibilities. Unlike regular-title faculty, special-title faculty may emphasize one or more areas based on their appointment: teaching, service, research and/or creative activity, and/or administration.

When evaluating special-title faculty for promotion and tenure, the DOE must be explicitly considered. This ensures that faculty are assessed proportionally to their assigned responsibilities. The quality, impact, and leadership in their designated areas are the primary criteria for evaluation.

Each candidate must submit narrative statements addressing their areas of responsibility. In these statements, faculty should:

- Articulate their contributions in alignment with their DOE.
- Demonstrate sustained excellence, impact, and leadership in their assigned areas.
- Provide supporting evidence as outlined in this document in order to ensure required and relevant materials are included.

## **2. Instruction and Advising**

Depending on their DOEs, special-title faculty contribute to student learning by demonstrating:

- High-quality teaching, assessed through student evaluations (TCEs, required), peer observations, and/or instructional innovations.
- Student advising and mentorship, including supporting students in internships, capstone projects, research, and career preparation.
- Curriculum development, including creating or revising courses and integrating emerging technologies and pedagogical methods.

### **Evidence of Teaching Excellence (Examples)**

- TCE reports (required if available): qualitative and quantitative student feedback.
- Peer reviews or external evaluations of teaching effectiveness (e.g., CELT, other faculty).

- Development of new courses, significantly revising existing courses, instructional materials, or pedagogical innovations.
- Recognition through teaching awards or commendations.
- Student success indicators, such as job placement, graduate program acceptance (e.g., letters from students).

### **3. Service**

Special-title faculty may contribute to the department, college, university, profession, and community through meaningful service proportional to their DOE. Examples of service contributions may include:

- Participation within Department/School, College, or University committees.
- Leadership or active engagement in professional associations.
- Organizing conferences, workshops, or public engagement initiatives.
- Contributions to accreditation, strategic planning, or policy development.
- Leadership or active engagement in community organizations.
- Other types of service that are acceptable and discussed with the Chair

#### **Evidence of Service Contributions (Examples)**

- Documentation of service roles (committee work, task forces, leadership positions).
- Contributions to accreditation reviews or program assessment.
- Recognition through service-related awards or commendations.
- Participation in professional organizations or editorial boards.

### **4. Research and/or Creative Activity**

Special-title faculty engage in research or creative work, proportional to their DOE. This work should align with professional expertise and contribute to their discipline in meaningful ways.

Examples include:

- Publications in peer-reviewed venues, trade journals, or conference proceedings.
- Applied scholarship, such as white papers, reports, technical guides, or instructional research.
- Creative works, such as multimedia projects, instructional design, or digital scholarship.
- Presentations at academic or professional conferences.

#### **Evidence of Scholarly and Creative Contributions**

Examples include:

- Peer-reviewed and professional publications.
- Conference presentations, workshops, or invited talks.
- Grants activity, including submissions, awards, and project outcomes
- Recognition through citations, invited contributions, or professional awards.

## 5. Administration

Some special-title faculty may hold administrative responsibilities, contributing to academic leadership, program development, and strategic planning. Faculty with administrative duties in their DOE should demonstrate effective leadership and impact in their administrative role. Examples of administrative responsibilities include:

- Overseeing academic programs or initiatives (e.g., directing a program, leading a center, managing curriculum changes).
- Supervising faculty, staff, or student workers.
- Managing budgets, grants, or institutional resources.
- Leading accreditation or assessment efforts.
- Developing strategic partnerships or community outreach programs.

### Evidence of Administrative Contributions (Examples)

- Documentation of programmatic improvements (e.g., curriculum revisions, new initiatives).
- Impact reports or performance evaluations related to administrative leadership.
- Recognition or awards of strategic initiatives (e.g., increased enrollments, successful partnerships, improved operations).

## 6. Criteria for Promotion

### Promotion to Associate Professor (with tenure, if applicable)

Candidates must demonstrate sustained excellence and contributions proportional to their DOE:

- **Teaching:** High-quality instruction and student engagement.
- **Service:** Meaningful contributions to the School, College, University, profession, and/or community.
- **Research/Creative Work:** If included in the DOE, a record of scholarly contributions, the scholar should have earned external recognition for excellence in their scholarly activities, including regional or national recognition as appropriate.

- **Administration:** If applicable, effective leadership and program development.

### Promotion to Full Professor

Candidates must show evidence of leadership in their primary areas of responsibility:

- **Teaching:** Mentoring junior faculty, leading curriculum initiatives, or securing instructional grants.
- **Service:** Holding leadership positions in committees, professional organizations, community organizations, or accreditation efforts.
- **Research/Creative Work:** If applicable, a sustained record of impactful scholarship where the scholar has earned external recognition for excellence in their scholarly activities, including national or international recognition as appropriate.
- **Administration:** Demonstrated strategic leadership and significant contributions to program and institutional goals.

The Statements of Evidence have been created and approved by the faculty of this school, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules do not become effective until and unless approved by the Dean and Provost as indicated by their signatures below. Any modifications to these rules must also be approved by the Dean and Provost before the modifications take effect.

*Youngok Choi*

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Director (indicated approval by the faculty)

09/10/2025

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Date

*Jennifer D. Greer*

\_\_\_\_\_  
Dean

09/10/2025

\_\_\_\_\_  
Date

*Jana L. Jasinski*

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Provost, University of Kentucky

9/29/2025

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Date