

**Department of Kinesiology and Health Promotion**  
**Tenure and Promotion Guidelines**  
**Special Title Series Associate Professor and Professor**

The *Statement of Evidence for Special Title Series Faculty* for the department is intended to be consistent with the Administrative Regulations of the University of Kentucky.

Employment in a Special Title Series position does not normally imply a specific responsibility to engage in research. Consequently, appointment or promotion to the rank of Associate Professor or Professor in this series does not automatically qualify an individual for membership in the Graduate Faculty. In all other respects, the conditions and benefits of employment related to appointments in the Special Title Series are the same as those related to appointments in other tenure-eligible title series. Therefore, at the minimum, faculty serving in a Special Title Series position are expected to demonstrate excellence in the areas of teaching and service/engagement.

The evaluation of a faculty employee's performance should be commensurate with his or her approved distribution of effort agreement".

These criteria should be viewed as a general guide versus a rigid checklist. The Department recognizes and affirms that an individual's scholarly and creative agenda and discipline reflect unique characteristics, and these factors may necessitate different—but equally appropriate— patterns of productivity. It is incumbent upon the candidate to make a compelling case for the strength of the scholarly and creative record in all cases, but particularly in those that differ from the standards outlined in this document. This case should be made in the candidate's scholarship statement. Furthermore, while these guidelines describe the baseline level of accomplishment, the simple attainment of this level of productivity does not guarantee promotion.

**Special Title Series Assistant Professor**

Appointment to the rank of special title series assistant professor shall be made after it has been determined that the individual has the appropriate terminal degree. The individual will have licensure or certification, as appropriate. The individual must have the potential for significant professional growth in their field. The candidate will have demonstrated competency in teaching with the potential to demonstrate excellence in teaching. They will have the capability for excellent instruction as measured by teaching evaluations, and/or oral presentation(s) and or documented teaching experiences and/or letters of recommendation. They will display evidence of professional participation such as service for professional associations, reviewing abstracts, serving on committees, etc., and the ability to contribute to the area of service.

**Special Title Series Associate Professor**

In addition to meeting the criteria for assistant professor, appointment or promotion to the rank of associate professor shall require an indication of continuous improvement and contribution by the individual in all areas of responsibility. This individual will demonstrate high achievement in the areas of teaching, advising, and other instructional activities. They will demonstrate significant contributions in professional, university, and/or public service and be recognized for professional and/or scholarly activities. For teaching, the individual will show growth in abilities related to teaching, advising, and/or mentorship of students as evidenced through a teaching portfolio and CV. The individual will receive

recognition of teaching abilities through student evaluations, teaching awards or commendations and/or invited consultations and presentations. For service, the individual will be expected to participate in department and college committees and governing bodies, community activities related to professional expertise and university mission, and contribute to relevant state, regional, and/or national professional organizations.

#### **Expectations for Promotion to Associate Professor with Tenure**

Faculty at the rank of Assistant Professor who choose or are obligated by policy to apply for tenure and promotion to Associate Professor (or those initially appointed to the rank of Associate Professor but without Tenure) are expected to have demonstrated effectiveness in classroom and/or laboratory instruction as evidenced by peer-review and student evaluations of teaching as well as student advisement. Additionally, the faculty member will have shown a strong commitment to serving the University/College/Department, the profession and the community.

#### **Special Title Series Professor**

In addition to meeting the criteria for associate professor, appointment or promotion to the rank of professor shall require demonstration of high achievements in the areas of teaching, advising, and other instructional activities. This individual will demonstrate significant contributions in professional, university, and/or public service. They will earn external recognition for excellence in professional, educational, and/or scholarly activities in the field of assignment. For teaching, the individual will display continued growth in abilities related to teaching, advising, and/or mentorship of students as evidenced through a teaching portfolio and CV; receive recognition for teaching expertise through student evaluations; receive teaching awards, commendations, and/or invited consultations and presentations; and demonstrate mentorship of faculty, staff, and students in teaching. For service, the individual will be expected to participate in university committees, task forces, governance bodies; display administrative leadership at the University of Kentucky; display substantial participation in community activities related to professional expertise and mission of the university; and contribute to relevant national and/or international professional organizations.

#### **Expectations for Promotion to Professor**

Faculty at the rank of Associate Professor who choose to apply for promotion to Professor are expected to have met all the requirements for Associate Professor with Tenure. It is further emphasized that this rank is in recognition of attainment rather than length of service. Furthermore, the faculty member must have demonstrated outstanding effectiveness in classroom and/or laboratory instruction as evidenced by peer-review and student evaluations of teaching as well as a track record of supporting student-related research/education by serving on thesis/dissertation and doctoral student committees. Lastly, the faculty member will have shown a commitment to serving the University/College/Department, the profession and the community.

#### **Documenting for Tenure and/or Promotion**

1. **Effectiveness in Teaching and Mentoring:** Types of evidence for effectiveness in teaching and mentoring include the following:
  - Command of the subject
  - Ability to organize and present subject matter in a logical and meaningful way
  - Ability to motivate undergraduates
  - Ability to stimulate creativity in graduate students
  - Creative and effective use of innovative teaching methods and curricular innovations

**Examples of documentation for teaching and mentoring** include the following:

- Statement of teaching philosophy
- Course materials
- Systematic student evaluations for each course each semester (including summer and previous spring)
- Systematic peer evaluations for one or more courses each academic year (including summer and previous spring)
- Grade distribution (and comments, if desired, about relationship of grades and nature of course)
- Evidence of supervision of student projects and other forms of mentorship
- Evaluation by department chairs
- Comments of pedagogical experts
- Teaching awards
- Utilization of campus or external resources for improving and innovating teaching practices (such as CELT)

2. **Effectiveness in Professionally Related Service:** Types of evidence and documentation for professionally related services include the following:

- Service to the University; e.g., participation and leadership roles in departmental, college or school and university committees; participation in university governance; administrative service; advising students; recruitment activities; service to student organizations; other related activities
- Service to one's discipline; e.g., memberships and leadership roles in professional organizations at state, regional, or national levels.
- Service to the larger society; e.g., presentations related to the discipline; professional advice and counsel to groups or individuals; other types of service, particularly in the university's service area.

3. **Other Factors for Consideration:** Other types of evidence and examples of documentation that may be considered include the following:

- Collegiality. Collegiality is an intrinsic part of the review of any candidate. It should not, however, be considered apart from teaching, scholarship/research, and service. Rather, it should be considered to be essential to the role that the faculty member plays in each of the areas.
- Professional growth. e.g., courses taken for credit, courses audited, seminars attended and independent study activities (much of this evidence will be submitted on the section related to teaching and service).

Rank	KHP Criteria	Evidence
Assistant Professor	<ul style="list-style-type: none"> <li>● Appropriate terminal degree related to area of appointment</li> <li>● Professional certification (if appropriate)</li> <li>● Demonstrated competency in teaching with the potential to demonstrate excellence in teaching</li> <li>● Evidence of substantive professional participation with potential for growth in professional/scholarly recognition</li> <li>● The ability to contribute in the area of service</li> </ul>	<p><i>Required specifications</i></p> <ul style="list-style-type: none"> <li>● Minimum of terminal degree in field or a related area</li> <li>● Licensure, certification as appropriate</li> <li>● Capability for excellent instruction as measured by teaching evaluations, and/or oral presentation(s), and/or documented teaching experiences, and/or letters of recommendation</li> </ul>
Associate Professor	<ul style="list-style-type: none"> <li>● Meets the criteria for assistant professor</li> <li>● Demonstrates high achievement in the areas of teaching and/or mentorship (guidance in programs, research activities, committees, etc.), and other instructional activities</li> <li>● Demonstrates significant contributions in professional, university, and/or public service</li> <li>● Is recognized for professional and/or scholarly activities</li> <li>● Research is not a requirement of the Special Title Series line but may be pursued to further develop knowledge, improve teaching and keep the faculty member current, or allow for additional student mentoring opportunities</li> </ul>	<p><i>Required: Teaching</i></p> <ul style="list-style-type: none"> <li>● Growth in abilities related to teaching, advising, and/or mentorship of students as evidenced through teaching portfolio and CV</li> <li>● Recognition of teaching abilities <i>through student</i> evaluations and student learning outcomes</li> </ul> <p><i>Additional Evidence: Teaching</i></p> <ul style="list-style-type: none"> <li>● Teaching awards, commendations, and/or invited consultations and presentative use of innovative teaching methods and curricular innovations</li> <li>● Educational contributions to other disciplines or community events (e.g., continuing education, invited presentations, workshops, and demonstrations)</li> <li>● Contributions to teaching mission within program; curriculum development</li> <li>● Participation in graduate programs through instruction, mentoring and graduate level committees</li> </ul>

		<ul style="list-style-type: none"> <li>● Participation in accreditation activities related to own program</li> <li>● Expanding curricular offerings in the Department (e.g., creating new majors, certificates, courses, etc.)</li> </ul>
		<p><i>Required: Service</i></p> <ul style="list-style-type: none"> <li>● Participation in department and college committees and governing bodies</li> <li>● Participation in community activities related to professional expertise and university mission</li> </ul> <p><i>Additional Evidence: Service</i></p> <ul style="list-style-type: none"> <li>● Contributions to relevant state, regional, and/or national professional organizations</li> <li>● Leadership or administrative roles in the Department, College, or University</li> <li>● Volunteering for and fulfilling departmental and college needs for serving the students (e.g., KHP 151 panels, EPE 174 Meet the Researcher groups, Postcard recruitment campaigns, prospective student visits, letters of recommendation, etc.)</li> </ul> <p><i>Optional: Research</i></p> <ul style="list-style-type: none"> <li>● Authorship and/or participation in publications, presentations, grants at the state/regional level</li> <li>● Presentations at state/regional, national, and/or international conferences</li> <li>● Contributions to continuing education/ professional practice /invited presentations</li> <li>● External funding from state /regional level funding agencies</li> </ul>

		<ul style="list-style-type: none"> <li>● Journal editor/reviewer for publications or grant funding</li> </ul>
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<p>Professor</p>	<ul style="list-style-type: none"> <li>● Meets the criteria for Associate Professor</li> <li>● Demonstrates high achievements in the areas of teaching, mentoring and other instructional activities</li> <li>● Demonstrates significant contributions in professional, university, and/or public service</li> </ul>	<p><i>Teaching, Advising, and Other Instructional Activities Expected</i></p> <ul style="list-style-type: none"> <li>● Continued growth in abilities related to teaching, advising, and/or mentorship of students as evidenced through teaching portfolio and CV</li> <li>● Recognition of teaching expertise through student evaluations</li> <li>● Teaching awards, commendations, and/or invited consultations and presentations</li> <li>● Demonstrated mentorship of faculty, staff, and students in teaching</li> </ul> <p><i>Additional Evidence: Teaching</i></p> <ul style="list-style-type: none"> <li>● Recognized teaching contributions to educational programs outside of primary appointment (interprofessional contributions)</li> <li>● Recognized educational contributions to other professionals and community members (e.g., continuing education, invited presentations, workshops, and demonstrations)</li> <li>● Participation in masters or doctoral committees</li> <li>● Relevant contributions to evaluation/assessment programs (e.g., overall curriculum assessment, graduate outcomes, student learning outcomes)</li> </ul>
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Revised 2/27/25



**Special Title Series Statements of Evidence**  
**College: Education**  
**Unit: Kinesiology and Health Promotion**  
**Approved by Provost: Thomas, 1/15/2026**  
**Approved by College Dean: 2/27/2025**  
**Approved by Unit Director (Indicating Approval by Faculty): 2/27/2025**