**Administrative guidance on scholarship expectations for NTID faculty preparing for mid-tenure, tenure, and promotion review**

Tenured and tenure-track faculty members are expected to develop a scholarship/research agenda and the results of this work should be disseminated in a manner that involves the review by peers in the faculty member's field of scholarly endeavor. Given the multiple discipline areas that NTID serves, there are many different ways in which NTID faculty can develop, produce, and contribute to scholarship and research efforts. It is incumbent upon each faculty member to determine discipline-appropriate avenues (including, but not limited to, publication in recognized and reputable peer-reviewed journals, presentation at professional conferences, and public performance and exhibition of artistic creations) that can be clearly documented as involving a rigorous review by professionals in the field. The NTID Administrative Guidelines for Tenure and Simultaneous Promotion to the Rank of Associate Professor and the NTID Policy on Promotion in Rank of Tenured Faculty provide a list of appropriate scholarly activities.

Determining whether or not a scholarly product will undergo an appropriately rigorous peer review is the responsibility of the individual faculty member who should consult with others (e.g., department chairperson, journal editor, conference and event organizer, etc.) to document the manner in which a research/scholarship effort has been peer-reviewed. In submitting a portfolio for consideration for a mid-tenure, tenure, or promotion review, faculty members should present evidence to clarify the nature of the peer review their scholarship has undergone. Ultimately, it is the responsibility of the university provost, through recommendations provided by a faculty member's departmental peers and chairperson, the tenure/promotion review committee, and the NTID president to determine whether or not such products have indeed been peer-reviewed and disseminated in a manner consistent with expectations for tenure or promotion.

The NTID guidelines for tenure and promotion in rank state, in part, that "tenure-track faculty are required to demonstrate excellence in the pursuit of scholarship and professional activities in accordance with both the RIT definition of scholarship and the individual candidate's annual expectations." For post-tenure promotion, the guidelines state that “all tenured faculty are expected to engage in scholarship. In general, the successful candidate for promotion to associate professor will be able to demonstrate significant contributions in this domain, whereas the candidate for promotion to professor will be able to demonstrate a more advanced level of sustained and impactful work.” Given the breadth not only of faculty members' disciplines but also the ways in which research and scholarship can be conducted in any of these fields, there can be no single way to define the phrases "excellence in pursuit of scholarship," “significant contributions,” and “a more advanced level of sustained and impactful work” within NTID. Rather, faculty members themselves bear the responsibility of determining a successful research agenda and in explaining how their resulting scholarly efforts satisfy the stated criteria.

NTID faculty members enjoy wide latitude in the kind of scholarly projects that they pursue and how they work with others to accomplish those projects.  Work may be based on a faculty member's field of training or fields of study associated with their primary job responsibilities, whether or not these areas directly relate to the field of deaf education.  Faculty should be mindful that scholarly contributions are typically assessed on significance, impact on the field, and attention to the missions of the department and the college.  Therefore, candidates for tenure and promotion should indicate the manner in which their research benefits the education of deaf and hard-of-hearing students, whether directly or indirectly.  Further, faculty members often will collaborate on scholarly projects such that the resulting products have multiple co-authors. The nature of co-authorship depends heavily on a given field of study as do the concepts of "sole authorship" and "first authorship." Providing a single NTID-wide definition of the relative importance of any of these methods of authoring a scholarly product is impossible. Instead, faculty members bear the responsibility of explaining the importance of their contributions to the overall product, as well as the impact of that product when submitting a portfolio for the mid-tenure, tenure and promotion, or post-tenure promotion review.

The **minimum scholarship expectations** for tenure-track and tenured faculty, as outlined in the NTID Faculty Workload Guidelines, are described below:

* At the time of the third-year review, pre-tenure faculty members should have produced at least three peer-reviewed scholarship products, one of which must be a publication. Similarly, at the time of review for tenure, faculty members should have completed a minimum of six peer-reviewed products, at least half of which are peer-reviewed publications in recognized academic/professional journals or the equivalent (e.g., monographs, book chapters and major creative works). Scholarship products other than publications may consist of peer-reviewed presentations at professional conferences or the equivalent (e.g., creative works). The faculty member must demonstrate that they have made a significant contribution and played a leadership role in the production of each scholarship product by providing specific details concerning the nature of their contributions.
* Tenured assistant professors seeking promotion to the rank of associate professor should demonstrate a clear record of professional activities since the award of tenure and have a minimum of two peer-reviewed publications in recognized academic/professional journals or the equivalent (e.g., monographs, book chapters and major creative works) and two conference presentations or the equivalent (e.g., creative works). The promotion candidate must demonstrate that he or she has made a significant contribution and played a leadership role in the production of each scholarship product by providing specific details concerning the nature of their contributions.
* Tenured associate professors seeking promotion to the rank of professor should demonstrate a sustained record of scholarship, having a minimum of three peer-reviewed publications in recognized academic/professional journals or the equivalent (e.g., monographs, book chapters and major creative works) and two conference presentations or the equivalent (e.g., creative works) in the five years prior to seeking promotion to professor. The promotion candidate must demonstrate that he or she has made a significant contribution and played a leadership role in the production of each scholarship product by providing specific details concerning the nature of their contributions.

Whether or not “excellence in pursuit of scholarship,” “significant contributions,” and “a more advanced level of sustained and impactful work” can be achieved by satisfying the minimum expectations indicated above as they pertain to research and scholarship depends will depend on factors such as the following: a faculty member’s specific contribution to each scholarship product, the length and scope of each contribution in relation to discipline norms, the quality of contributions in terms of the publication/presentation venue, the impact of the product, and the rigor of peer review as well as other indices of quality, such as scholarship-related awards. A faculty member is responsible for clarifying and describing the venues and impact of each scholarly contribution. Finally, for specific guidance, individual faculty members should attend to feedback provided by the chairperson in the annual review.

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