College of Family and Consumer Sciences

**Department of Financial Planning, Housing and Consumer Economics
Supplement to the University Promotion and Tenure Guidelines**

*Revised September 2020
Approved by Faculty October 5, 2020
Approved by Dean October 9, 2020
Approved by Provost May 3, 2021*

I. INTRODUCTION

The mission of the Department of Financial Planning, Housing and Consumer Economics (FHCE) is to provide leading-edge teaching, research, and outreach that improves the economic well-being for families, increases the quality of life in communities, and prepares future leaders and entrepreneurs. The scholarship, teaching, and public service of FHCE faculty are the foundation for achieving this mission. Faculty are selected, appointed, and promoted to faculty ranks for FHCE to carry out the mission of the Department, the College of Family and Consumer Sciences (http://www.fcs.uga.edu/college/about), and the University of Georgia (http://www.uga.edu/profile/mission/).

In all matters related to promotion and tenure, the Department of Financial Planning, Housing and Consumer Economics will carefully adhere to the University of Georgia Guidelines for Appointment, Promotion and Tenure [https://provost.uga.edu/faculty-affairs/UGA_Guidelines_for_APT_approved_2_2020.pdf]. The standards, criteria, and processes presented in this document are intended to supplement and/or extend the University's Guidelines. All faculty are expected to be familiar with both this PTU document and the University Guidelines. If any inconsistency or discrepancy is found in this document or if this PTU document does not address a certain issue, the University's Guidelines will supersede this document.

II. DOCUMENTATION OF CONTRIBUTIONS TO TEACHING, RESEARCH, AND SERVICE

The following sections provide more detail on the documentation accepted by FHCE. In addition to what is listed here, FHCE accepts the documentation listed in the UGA Guidelines for Appointment, Promotion and Tenure (pages 14 – 21). When the candidate's situation has unique circumstances that do not fit the assumptions of the forms of documentation contained in the UGA guidelines, candidates for promotion and tenure can work with their department to make adjustments to the documentation listed.

A candidate may have documentation that fits more than one category. When this happens, it will be up to the candidate to decide where it will be included. For example, grants/contracts/foundation funding that addresses more than one of the University' missions (research, teaching, and public service) may be documented in the section of the candidate's

choice. However, such funding that addresses more than one mission should be listed in only one of the three sections of the dossier.

A. Contributions to Teaching

The Standard
The department places a high value on exemplary teaching and mentorship of undergraduate and graduate students. Excellence in teaching can denote a faculty member's professional stature and contribution to the field in conjunction with research and service.

Course content should be evolving with changes in policy, laws, research, technology, and societal shifts. Teaching includes classroom instruction as well as experiential learning. Advising and mentoring undergraduate and graduate students also falls within teaching. Interdisciplinary and collaborative work related to teaching is valued. In interdisciplinary and collaborative instructional endeavors, the evidence should specify the nature of collaboration and the extent of the candidate's contribution.

Assistant to Associate
Documentation of teaching effectiveness in FHCE should include, but is not limited to:
1. A record of teaching commensurate with their assigned teaching allocation.
2. Demonstrated effectiveness and innovation in teaching.
3. Service on graduate student committees.
4. Student and peer evaluations and comments that demonstrate strength as an instructor, or sufficient improvement over time.
5. Contribution to programmatic growth and enrollment.
6. Participation in formal or informal professional development activities relating to teaching.
7. *For faculty with all of their time assigned to teaching*, a sustained record of scholarship that is unique, peer validated, and disseminated in a focused area of research is expected.
8. *For faculty with all of their time assigned to teaching,* a record of attempting to secure external grant/contract/foundation funding related to their scholarly activities.

Associate to Full
Documentation of minimum teaching effectiveness in FHCE should include, but is not limited to:
1. A record of teaching commensurate with their assigned teaching allocation.
2. Demonstrated effectiveness and innovation in teaching.
3. Service as chair of graduate student committees to completion.
4. Student and peer evaluations and comments that demonstrate strength as an instructor.
5. Leadership in program advancement, curriculum design, and instruction.
6. Participation in formal or informal professional development activities relating to teaching.
7. *For faculty with all of their time assigned to teaching*, a sustained record of scholarship that is unique, peer validated, and disseminated in a focused area of research is expected.
8. *For faculty with all of their time assigned to teaching,* a record of successful external grant/contract/foundation funding related to their scholarly activities.

B. Contributions to Research
The Standard
The department places a high value on research activity. Candidates should have a **focused area of research** and should make a convincing case that most of the research activities relate to one or at most a limited number of areas of research. Excellence in research supports a candidate's professional stature and contribution to the field in conjunction with teaching and service.

The primary metrics used for research productivity are: 1) the quality and quantity of peer-reviewed journal articles published in high quality journal outlets, 2) pursuit and securing of funds to support research activities, and 3) the candidate's reputation and stature within the field of study. In pursuit of these activities, candidates should demonstrate mentorship of students in these endeavors through co-publications, grant-funded work with graduate students, and supporting students' active participation in the larger field of study through academic societies and presentations. In collaborative endeavors, the degree of the faculty member's contributions should be identified

Additional research activities such as conference presentations, book chapters, books, and other research-oriented endeavors are important and valued, and bolster the candidate's reputation and stature. However, the primary research activities should focus on peer reviewed journal articles and external funding supporting the candidates work. Together with the department head, the candidate for tenure and promotion should make the case for the body of scholarship in the dossier.

Assistant to Associate
Requirements for Faculty with Research Appointment (These criteria assume a 50% research allocation)

1. Journal articles. The candidate should have 10 peer-reviewed journal articles in quality outlets for the given field of study. Source normalized impact per paper (SNIP) and impact factors, when available, should be included for each journal at the time of publication. Some fields of study, for a variety of reasons, may have one or two leading journals that currently do not have SNIP or impact factors. If this is the case, each field of study within the department should maintain a short list of leading journals that currently do not have impact factors. For other journals, candidates should justify the importance and appropriateness of publishing in a specific journal. The candidate's publication record should provide evidence of a focused area of research. It should also show mentorship of students through co-authorship with students. The candidate's publication record should also provide evidence of consistent research effort and the candidate's leadership in research through first author, sole author, corresponding author, or papers with students as first author. The department acknowledges that in unusual situations the minimum requirement may not be met, such as when slightly fewer, but extremely high-quality publications are achieved, or when large grant awards have been obtained for projects and data are not yet available for analysis and publication. That candidate should work with the department head to justify these situations.

a. Candidates should seek to document the impact of their research. Evidence supporting research impact may include, but is not limited to, the following: the impact of the journal, citation counts for articles, Google Scholar metrics, the number of paper downloads, media coverage of research, social network mentions, use of research in program or product development, and others. No one measure of impact or quality is "the best" and candidates should use the best measures for their research focus.

b. For some fields of study, certain published conference proceedings may be more prestigious and have higher impact factors than peer-reviewed journal publications. Candidates should document the peer review process and SNIP/impact factors for those prestigious conference proceedings and justify inclusion of these papers in the journal article count.

c. Candidates can count up to two externally funded proposals toward the journal article publication requirement. The candidate should demonstrate significant contribution toward the grant proposal and also demonstrate how the grant aligns with the candidate's focus area of research.

2. Grant, contract, or foundation funding. Securing external funding that is awarded to UGA for projects and programs that advance the impact of our research on society should be sought. Each candidate should either demonstrate: 1) a record of securing $25,000 of total external funding, or 2) a consistent record of submitting competitive funding proposals (at least two per year). External funding for teaching and public service that contains a research component may be reported under research. It is not necessary for the candidate to be the PI on a grant for it to demonstrate the candidate's activities in this area. Interdisciplinary and collaborative work related to external funding is valued. In interdisciplinary and collaborative funding endeavors, candidates should document their role on the project (i.e., percent time or percent credit) and how it relates to their focus area of research.

3. Emerging regional or national reputation. Candidates are encouraged to be actively engaged in their professional societies and organizations to develop their reputation. Many factors contribute to a candidate's reputation in the field. These factors may include, but are not limited to: research-based awards and recognition; Google Scholar metrics; organizational participation or leadership in professional organizations; service as a reviewer for peer-reviewed papers; service on the Editorial Board of a peer-reviewed journal; invited national or international presentations; appointment to boards or advisory committees for organizations in the candidate's research area; service as a grant reviewer; consultation on projects, and media coverage.

Associate to Full
Requirements for Faculty with Research Appointment (These criteria assume a 50% research allocation) Expectations will be adjusted based on percent appointment.

1. Journal articles. The candidate should have 20 peer-reviewed journal articles in quality outlets for the given field of study (with 10 since promotion). SNIP and impact factors, when available, should be included for each journal at the time of publication. Some fields of study, for a variety of reasons, may have one or two leading journals that currently do not have SNIP or impact factors. If this is the case, each field of study within the department should maintain a short list of leading journals that currently do not have impact factors. For other journals, candidates should justify the importance and appropriateness for publishing in a specific journal. The candidate's publication record should provide evidence of a focused area of research. It should also show mentorship of students through co-authorship with students. The candidate's publication record should also provide evidence of consistent research effort and the candidate's leadership in research through first author, sole author, corresponding author, or papers with students as first author. The department acknowledges that in unusual situations the minimum requirement may not be met, such as when slightly fewer, but extremely high-quality publications are achieved, or when large grant awards have been obtained for projects and data is not yet available for analysis and publication. That candidate should work with the department head to justify these situations.

   a. Candidates should seek to document the impact of their research. Evidence supporting research impact may include, but is not limited to, the following: the impact of the journal, citation counts for articles, Google Scholar metrics, the number of paper downloads, media coverage of research, social network mentions, use of research in program or product development, and others. No one measure of impact or quality is "the best" and candidates should use the best measures for their research focus.

   b. For some fields of study, certain published conference proceedings may be more prestigious and have higher impact factors than peer-reviewed journal publications. Candidates should document the peer review process and SNIP/impact factors for those prestigious conference proceedings and justify inclusion of these papers in the journal article count.

   c. Candidates can count up to four externally funded proposals toward the cumulative journal article publication requirement (with two funded proposals counting since promotion). The candidate should demonstrate significant contribution toward the grant and also demonstrate how the grant aligns with the candidate's focus area of research.

2. Grant, contract, or foundation funding. Securing external funding that is awarded to UGA for projects and programs that advance the impact of our research on society should be sought. Each candidate should demonstrate a successful record of securing $150,000 of total external funding awarded to UGA, with $50,000 awarded since promotion. Multi-year awards that include years before and after promotion should be prorated. External funding for teaching and service that contains a research component may be reported under research. It is not necessary for the candidate to be the PI on a grant for it to demonstrate the candidate's activities in this area. Interdisciplinary and collaborative

work related to external funding is valued. In interdisciplinary and collaborative funding endeavors, candidates should document their role on the project (i.e., percent time or percent credit) and how it relates to their focus area of research.

3. National and/or international reputation. Candidates should be actively engaged in the leadership of their academic disciplines, professional societies, and/or organizations and strive to further develop their fields of study. Many factors contribute to a candidate's reputation in the field, these factors may include, but are not limited to: leadership in professional organizations; Google Scholar metrics; service as Editor or Assistant Editor; service on multiple Editorial Boards of a peer-reviewed journal; invited national or international presentations; service as a grant reviewer; appointment to boards or advisory committees for organizations in the candidate's research area; service as a grant reviewer; consultation on projects, and media coverage or research.

C. Contributions in Service to the University

Service to the University includes, but is not limited to, participating in departmental, college, and/or University committee work and/or governance; contributing to administrative support work (such as serving as a college representative on a major University committee or task force); and developing, implementing, or managing academic programs or projects. This applies to all candidates for promotion and/or tenure, regardless of EFT.

Documentation of professional service in FHCE should include, but is not limited to:

1. Service on department, college and university committees proportionate to candidate's rank and responsibilities.
2. Regular participation in monthly department meetings.
3. Regular attendance at department seminars when the candidate's teaching schedule does not conflict with the seminar schedule.
4. Regular participation at Graduate Faculty meetings when the candidate's teaching schedule does not conflict with the seminar schedule.
5. Participation in the implementation of the department's strategic plans.

Requirements in Public Service/Outreach/Extension
The criteria below assume a 50% Public Service/Outreach/Extension appointment. Expectations will be adjusted based on percent appointment.

Assistant to Associate
Requirements for Faculty with Public Service/Outreach/Extension Appointment

1. Program and Project Development. Public Service/Outreach/Extension faculty should be actively engaged in improving the well-being of Georgia residents through programming and projects. The impact of these programs and projects on the residents of Georgia should be demonstrated by: economic impact, changes in test scores, increased production or widespread adoption of a product or technique, individuals served, new or modified policies or best-practices for consumers, qualitative evidence (e.g., testimonials

from clients, reviews by knowledgeable scholars/critics etc.), and/or impact measured by number of direct and indirect beneficiaries and actions taken by beneficiaries.

    A. Program and project evaluation reports are very important in this process.

2. Grant, contract, or foundation funding. Securing external funding that is awarded to UGA to support projects and programs that are beneficial to Georgia residents should be sought. Each candidate should either demonstrate: 1) a record of securing $50,000 of total funding, or 2) a consistent record of submitting competitive funding proposals (at least two per year). It is not necessary for the candidate to be the PI on a grant for it to demonstrate the candidate's activities in this area. Interdisciplinary and collaborative work related to external funding is valued. In interdisciplinary and collaborative funding endeavors, candidates should document their role on the project (i.e., percent time or percent credit) and how it relates to their focus area of research.

3. Professional activity demonstrated by peer-reviewed publications (at least 1 per year, on average), presentations, curricula and other products designed for targeted outreach audiences. Applied research resulting from projects is included in these publications.

4. National and/or international reputation
    1. Membership and participation in professional organizations
    2. Reviewer for peer-reviewed publications
    3. Service awards

Associate to Full
Requirements for Faculty with Public Service/Outreach/Extension Appointment

1. Program and Project Development. Public Service/Outreach/Extension faculty should be actively engaged in improving the well-being of Georgia residents through programming and projects. The impact of these programs and projects on the residents of Georgia should be demonstrated by: economic impact, changes in test scores, increased production or widespread adoption of a product or technique, individuals served, new or modified policies or best-practices for consumers, qualitative evidence (e.g., testimonials from clients, reviews by knowledgeable scholars/critics etc.), and impact measured by number of direct and indirect beneficiaries and actions taken by beneficiaries.

    A. Program and project evaluation reports are very important in this process.

2. Grant, contract, or foundation funding. Securing external funding that is awarded to UGA to support projects and programs that are beneficial to Georgia residents should be sought. Each candidate should demonstrate a successful record of securing $300,000 of total external funding awarded to UGA, with $100,000 awarded since promotion. Multi-year awards that include years before and after promotion should be prorated. It is not necessary for the candidate to be the PI on a grant for it to demonstrate the candidate's activities in this area. Interdisciplinary and collaborative work related to external funding is valued. In interdisciplinary and collaborative funding endeavors, candidates should

document their role on the project (i.e., percent time or percent credit) and how it relates to their focus area of research.

3. Professional activity demonstrated by peer-reviewed publications (at least 1 per year, on average), presentations, curricula and other products designed for targeted outreach audiences. Applied research resulting from projects is included in these publications.

4. National and/or international reputation
   a. Reviewer for peer-reviewed publications
   b. Leadership in professional organizations
   c. Service on an editorial board or as editor for peer-reviewed publication
   d. Service awards