



College/ Independent Unit	The College of Liberal Arts and Sciences
Academic Unit/ Department, if any**	English
Choose document type (bylaws or criteria Document?): Criteria Document	
If bylaws, does it include criteria for promotion/continuing status/tenure? N/A	
Please concisely list the ranks included in the criteria (if relevant). Academic Professionals (assistant, associate, full)	

Unit and college approval

Date of approval by the faculty and/or academic professionals	6 November 2025
Date of review by the dean (or lead of independent unit)*	7 November 2025

Provost office approval

	Patricia Friedrich	November 13, 2025
Signature	Name	Date

*Per ACD111-02, all colleges and academic units must have bylaws, approved by a majority of the unit faculty. With the consent of all college deans to which a unit reports, the faculty of the unit may choose to utilize the college's bylaws as their unit bylaws.

**Academic units are usually departments and schools, not research centers or programs. Academic units, in this context, have criteria for promotion which were approved by its faculty and/or academic professionals.

Department of English
Spring 2025
Guidelines for the Promotion of Academic Professionals
Approved by Department of English Faculty vote November 6, 2025

This document represents the set of guidelines accepted by the Department of English for the promotion of Academic Professionals and is thus binding for promotion activity henceforth upon approval from the Provost's Office. The document is divided into two parts: the criteria for promotion and the process for promotion.

Background

Academic Professionals engage in activities that significantly support and enhance all aspects of ASU's mission. Academic Professionals typically hold an advanced degree(s) and/or specialized training, require academic and professional freedom, and have acquired a high level of expertise. There are no university-wide job descriptions for Academic Professionals, and because of this variation across the university, Academic Professionals work with their academic units to draft job descriptions that are used to measure individual excellence.

A full description of Academic Professional ranks and titles can be found in the Academic Affairs Manual ACD 505-03.

The excellence of an Academic Professional can be measured not only by individual achievement but also by contributions to the academic unit's current and future mission and objectives and the Academic Professional's specific role within the unit. Promotion of Academic Professionals is warranted only when achievements are tangibly demonstrated. Thus, promotion is based neither on promise, nor longevity, but on demonstrated excellence.

Academic Professionals are involved with research, academic and technical support, and/or teaching programs. These general categories of duties and responsibilities are applicable to all Academic Professionals at ASU; however, the assigned percentages of effort in each category and the nature of these duties and responsibilities will vary depending on the Academic Professional's specific role within an academic unit. Therefore, academic units must have a job description on file for each Academic Professional and measure excellence according to specific positions and job duties and responsibilities.

Part 1: The Criteria for Promotion of Academic Professionals

The purpose of promotion is to recognize and reward accomplishment. Academic Professionals are promoted based on the following institutional criteria (as described in the Academic Affairs Manual ACD 202-02).

- (a) proven excellence in position effectiveness
- (b) continued professional contributions and growth; and,
- (c) active involvement in institutional, professional, and community service.

Position Effectiveness

Position effectiveness is related to the specific expertise of the Academic Professional in the performance of a particular position's duties and responsibilities. Position effectiveness may include but is not limited to:

1. effective and continuous accomplishments that relate to the missions of the academic unit and the university
2. contributions to organizational goals and objectives
3. innovation and creativity in professional practices
4. professional development and growth, e.g., continuing growth in one's position and development of professional expertise; and,
5. knowledge and application of professional standards and practices, technical skills, guidelines, and protocols.

Professional Contributions

Professional contributions comprise a wide range of endeavors that draw upon the Academic Professional's expertise, talents, and interests and represent a commitment to the profession or to the discipline. Professional contributions may include but are not limited to:

1. active participation in appropriate professional or scholarly organizations
2. publication and/or dissemination of knowledge, skills, or expertise
3. efforts to transfer techniques and practices resulting from creative or professional activities in the department or at the university to others
4. consultations and evaluations drawing on the Academic Professional's expertise
5. fellowships or awards
6. grant proposals submitted or grants received; and,
7. research, teaching, mentorship, academic and technical support, leadership, management, creative activities, and/or administrative roles within the Academic Professional's specialization.

Institutional, Professional, and Community Service

Academic Professionals with continuing or probationary appointments are to actively serve the institution, the profession, and the community; fixed-term Academic Professionals may also have service requirements.

Service may include such activities as membership on academic unit committees, roles in shared governance, active contributions to unit and/or campus committees, and/or similar activities within professional organizations. Service may also include community

activities that draw upon professional expertise or subject knowledge and/or advance the university by meeting the needs of the greater public.

Excellence is achieved in the context of the program and the academic unit in which the Academic Professional works and in relation to the particular job duties and responsibilities detailed in the Academic Professional's job description.

Promotions for Academic Professionals occur in this sequence (as described in the Academic Affairs Manual ACD 507-07): from assistant to associate and from associate to full.

A. Promotion of Academic Professionals from Assistant to Associate Rank

Academic Professionals appointed at/promoted to associate rank must exceed the criteria for initial appointment at assistant rank and meet the criteria for appointment to the associate rank as defined by the job description on file in the academic unit. Academic Professionals must have attained considerable expertise in the areas of competence required of their positions. Associate Academic Professionals must demonstrate proven excellence in position effectiveness, continued professional contributions and growth, and active involvement in institutional, professional, and community service.

Time at Rank. Candidates for promotion to the associate rank will typically have a minimum of five years in the rank of assistant Academic Professional and may count the year of application for promotion toward this eligibility requirement. Although this is not an absolute requirement, exceptions to the five-year rule will require strong justification, as determined by the academic unit.

Types of Duties and Responsibilities. The criteria for promotion will be demonstrated through the Academic Professional's work in the general categories of research, academic and technical support, and/or teaching programs. Since the duties and responsibilities of Academic Professionals are specific to each position and will vary depending on their job description, a candidate could make a case for promotion based on multiple general categories or on only one category.

B. Promotion of Academic Professionals from Associate to Full Rank

The term "full" is not usually stated but it is used to designate the highest rank of an academic professional title.

Academic Professionals appointed at/promoted to full rank must exceed the criteria for associate rank, have substantial professional experience, and meet the criteria for appointment to the full rank as defined by the job description on file in the academic unit. Academic professionals at this rank must demonstrate a high level of professional effectiveness and should be considered experts in their chosen fields. At this rank, there is professional autonomy, and professional contributions and service activities may

involve the sharing of knowledge and expertise with others by providing substantial guidance, mentorship, and/or leadership in areas of professional or academic interest.

Time at Rank. Candidates for promotion to the full rank will have five years in the rank of associate Academic Professional and may count the year of application for promotion toward this eligibility requirement. Although this is not an absolute requirement, exceptions to the five-year rule will require strong justification, as determined by the academic unit.

Types of Duties and Responsibilities. The criteria for promotion will be demonstrated through the Academic Professional's work in the general categories of research, academic and technical support, and/or teaching programs. Since the duties and responsibilities of Academic Professionals are specific to each position and will vary depending on their job description, a candidate could make a case for promotion based on multiple general categories or on only one category.

Part 2: The Process for Promotion of Academic Professionals

Academic Professionals play a key role in the success of the Department of English, and their duties and responsibilities cover diverse roles and job descriptions within the academic unit. Promotion criteria for Academic Professionals depend on these specific duties and responsibilities, and so candidates for promotion should consult with the Department Chair and Associate Chair of Personnel to determine which promotion track is most suitable.

Academic Professionals should be made aware of the potential for advancement. There is no deadline for promotion, but staying on the five-year tracks described above for full-time activity is an appropriate advancement rate and should be encouraged by the academic unit.

Internal/Department of English Responsibilities

The Department of English follows processes and procedures for the promotion of Academic Professionals that are described in the Process Guide for Promotion of Fixed-term Academic Professionals and in the Academic Affairs Manual (ACD 507-07) on the Office of the Provost's website.

The internal/department promotion review process for Academic Professionals is led by the Budget and Personnel Committee – The BPC (in consultation with an advisory promotion committee of two faculty and/or staff who provide context for the candidate's work and are convened by the Department Chair). The promotion review process is conducted in the following order:

Step 1: The BPC reviews the candidate's promotion portfolio, evaluates the case, and prepares a letter of recommendation for the Department Chair.

Step 2: The Department Chair prepares an independent letter evaluating the promotion case and meets with the candidate to review their job description and their case.

Step 3: Both internal/department letters are included in the promotion portfolio and provided to the Dean of Humanities.

The evaluation processes and procedures in The College and the University after the promotion case leaves the Department of English can be found in the Process Guide for Promotion of Fixed-term Academic Professionals and in the Academic Affairs Manual (ACD 507-07) on the Office of the Provost's website.

Candidate Responsibilities

The candidate is responsible for providing the requested promotion materials to The BPC within the time frame established by the Department, The College, and the University. The promotion materials submitted by Academic Professionals will vary and will be linked to the specific duties and responsibilities outlined in their job descriptions.

Academic Professionals should review the Process Guide for Promotion of Fixed-term Academic Professionals and the Academic Affairs Manual (ACD 507-07) on the Office of the Provost's website to fully understand what promotion materials are needed (or appropriate) and how to use their job descriptions to confirm the inclusion or exclusion of materials based on their specific duties and responsibilities in the Department of English.