

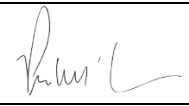


College/ Independent Unit	College of Liberal Arts and Sciences
Academic Unit/ Department, if any**	Department of Psychology
Choose document type (bylaws or criteria Document?): Criteria for Promotion of Assistant and Associate Academic Professional Ranks	
If bylaws, does it include criteria for promotion/continuing status/tenure?	
Please concisely list the ranks included in the criteria (if relevant). Associate Research Professional rank Full Research Professional rank	

Unit and college approval

Date of approval by the faculty and/or academic professionals	August 13, 2025
Date of review by the dean (or lead of independent unit)*	August 14, 2025

Provost office approval

	Patricia Friedrich	9/2/2025
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 PSYCHOLOGY PROMOTIONAL EVALUATION
CONSIDERATIONS AND CRITERIA
FIXED-TERM ACADEMIC PROFESSIONALS**

This document presents heuristic criteria and considerations for evaluations of academic professionals for promotional decisions by the Department of Psychology at Arizona State University (ASU). ASU employees may engage in or support research, teaching, and service in a variety of capacities and titles. This document addresses departmental promotion criteria, governance, and process as they apply to those with Academic Professional titles such as (but not exclusively) Clinical Professional, Instructional Professional, and Research Professional. A more comprehensive list of Academic Professional titles can be found in the Academic Affairs Manual ([ACD 505-03](#)).

Because assigned job responsibilities may vary considerably from Academic Professional to Academic Professional, promotion criteria should be applied in the context of and as appropriate to the job description. Promotion of academic professionals is warranted only when achievements are clearly demonstrable. This promotion review evaluates excellence and the promise of continued excellence.

General Criteria for Promotion of Academic Professionals

The three areas considered in evaluation of all Academic Professionals seeking promotion are excellence through position effectiveness, professional contributions, and institutional, professional, and community service. Excellence in position effectiveness is the paramount criterion.

After initial appointment in the Department of Psychology, each candidate for promotion will be judged primarily on the quality of performance in their assigned responsibilities consistent with the appropriate job description and on whether they meet the criteria for the next rank. Criteria for promotion to a higher rank will include sustained superior performance, as well as the accumulation of the necessary experience and knowledge commensurate with advanced rank. Documentation of progress toward promotion may include items such as contributions to the advancement or enhancement of their area of responsibility, professional and peer recognition, teaching evaluations (where appropriate to the position), awards, service in professional associations, and service within the academic community and professional or disciplinary contributions. The case must be made that the candidate is doing more than performing a set of assigned tasks. Rather, the candidate is expected to demonstrate initiative in integrating new avenues of professional activity.

Promotion of Academic Professionals from Assistant to Associate Rank

Candidates for promotion from Assistant to Associate Academic Professional must demonstrate excellence in position effectiveness, continued professional contributions, and growth and involvement in institutional, professional, or community service.

If **instruction** is a significant component of the job description, multiple examples of the following types of accomplishments may serve as suitable promotion criteria:

- a. A record of significant contributions to teaching, through own effective teaching and/or through the broader support of the Department's teaching mission
- b. Contributions to the design, development, and oversight of curriculum in specific courses
- c. Significant involvement in the coordination of curricula in different courses
- d. Demonstrated breadth and versatility of teaching in a range of courses
- e. Involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and curriculum in the discipline

If **research** is a significant component of the job description, a case for promotion should demonstrate how the candidate has significantly and substantively enhanced the Department's research mission. Multiple examples of the following types of accomplishments may serve as suitable promotion criteria:

- a. Demonstrated development of expertise in the area(s) of assignment consistent with the job description
- b. Demonstrated effectiveness in the management and implementation of research programs, such as day-to-day management of grant activities, budget management, and staff training.
- c. Significant contributions to the preparation of successful grant proposals, refereed scholarly manuscripts, and/or presentations/posters at national or international conferences
- d. Evidence of excellence in mentorship, teaching, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise

If **service** is a significant component of the job description, multiple examples from the following types of accomplishments may serve as suitable promotion criteria:

- a. Significant involvement in departmental, institutional, professional, and/or community service work as appropriate.
- b. A record of excellence in the management of activities used in support of the department's instructional or research missions
- c. Evidence of effective outreach to K-12 schools or the general public
- d. Demonstrated superior management of instrumentation or equipment facilities that support the research, instructional, or outreach missions of the department

Promotion of Academic Professional 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. For promotion to the highest rank of an academic title, candidates must demonstrate a substantial and sustained record of excellent performance, continued professional contributions, and evidence of continued growth and involvement in professional, institutional, or community service since the last promotion.

If **instruction** is a significant component of the job description, multiple examples of the following types of accomplishments may serve as suitable promotion criteria:

- a. A sustained record of excellence and versatility in the classroom, as well as leadership in the design, development, and oversight of curriculum in the discipline
- b. Demonstrated proficiency in the management of specific courses
- c. Documented participation in national or international discourse on evolving knowledge in the field, curricular developments, and teaching techniques
- d. Participation in the solicitation or administration of external funding to support teaching initiatives
- e. Sustained excellence in the mentorship of other teachers, including graduate assistants, other academic professionals, faculty members, or other instructional staff
- f. Substantive involvement in interdisciplinary teaching efforts or other forms of collaboration or articulation, especially those involving other university departments, community colleges, or high schools

If **research** is a significant component of the job description, multiple examples of the following types of accomplishments may serve as suitable promotion criteria:

- a. A sustained record of effective leadership in the creation, management, and implementation of research programs
- b. A sustained record of scholarly initiative and recognized contributions to their fields
- c. Distinctive contributions to nationally or internationally recognized scholarship or evidence of nationally or internationally recognized expertise, such as first authorship on research papers, articles or other research products.
- d. Demonstrated ability to write or participate significantly in the writing of successful grant proposals and refereed manuscripts
- e. Significant contributions to national or international scientific meetings
- f. Sustained excellence in mentorship, teaching, laboratory instruction, and supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise

If **service** is a significant component of the job description, multiple examples of the following types of accomplishments may serve as suitable promotion criteria:

- a. Sustained involvement in departmental, institutional, professional, and community service work as appropriate.
- b. A sustained record of leadership in support of the department's/university's instructional or research missions
- c. Evidence of a leadership role in at least some aspects of their collaborations with faculty in their instructional or research activities
- d. Demonstration of leadership roles in professional societies, such as chairing or organizing sessions at national conferences, memberships on national committees, holding offices in professional societies, appointments to important review bodies for governmental agencies

Procedure for Promotion of Academic Professionals

Promotion occurs in sequence from Assistant to Associate and from Associate to Full. Promotion cases are considered according to a schedule determined annually by the Office of the University Provost. University requirements specify 5 years of full-time university experience, the majority of which need to be at ASU to be considered for promotion to associate academic professional. University requirements specify 7 years of full-time university experience to be considered for promotion to full academic professional, provided there is sufficient time at the associate rank to demonstrate excellence and the promise of continued excellence. The year of application may be counted toward this eligibility requirement.

A three-person committee will be formed to evaluate the candidate's credentials for promotion and will include at least one tenured faculty member and one academic professional. Ideally, at least one person on the committee will have direct knowledge of the candidate's work. All committee members are required to be at or above the rank being sought by the candidate. If the candidate's supervisor is not serving on this committee, a letter of support from the supervisor should be solicited by the committee. The Committee shall review the candidate's materials. The Committee chair shall ensure that all aspects of the case are thoroughly discussed at a face-to-face meeting. The chair of the Committee shall draft a letter summarizing the strengths and weaknesses of the case and shall make a recommendation regarding promotion. This letter shall include a statement regarding collaborative efforts between the candidate and the Committee members. This letter shall be reviewed by the other Committee members and all three Committee members should affix their signature. The Committee's letter is then to be forwarded to the department chair to become part of the official case file.

For information about promotion processes once deliberations move outside the Department, please request an updated copy of the relevant process guide from Psychology Department business-office staff.