

Aviation

Promotion and Tenure Guidelines

Guidelines for promotion and tenure for the Department of Aviation were developed by a work group of all current faculty during the 2024/25 academic year. Drafts were reviewed by all faculty and the final draft approved in March 2025. It is expected these guidelines will be reviewed every five years or as needed to ensure appropriateness and alignment with university and college expectations.

This document expands upon the Harmon College of Business and Professional Studies (HCBPS) and the University of Central Missouri promotion and tenure guidelines to include specific expectations and definitions for Aviation. It is expected that faculty seeking promotion and/or tenure will consult and follow the university, college, and program guidelines as they prepare their dossier. The HCBPS Promotion and Tenure document is our primary standard; for any items not explicitly mentioned in the Aviation guidelines the HCBPS document is the guide.

Teaching

Aviation concurs with the University and HCBPS stance that teaching is the main mission of the program, college, and university. For teaching, Aviation will utilize the requirements outlined in the HCBPS and University Promotion and Tenure Guidelines.

Service

For Service, Aviation will utilize the requirements outlined in the HCBPS and University Promotion and Tenure Guidelines.

Scholarship

Definition of Scholarship

Congruent with the HCBPS definition of scholarship, Aviation recognizes the multi-disciplinary nature of our faculty and their research interests. All research methods are acceptable, including, but not limited to, quantitative, qualitative, the use of secondary/archival data, case study, problem/policy analysis, and content analysis. Acceptable journals include all reputable peer-reviewed outlets appropriate for the topic and sub-discipline.

In addition to publications and presentations, Aviation believes that student outcomes and professional growth for our students would most benefit from professors increasing their pedagogical knowledge and skills through additional certifications and ratings. Aviation has created a list of government and industry certifications that meet the standards of scholarship as it applies to the aviation industry.

Continuum of Achievement in Scholarship

Assistant Professor to Associate Professor

The HCBPS P&T Guide specifies a minimum of three refereed, scholarly publications in the candidate's professional area while in the rank of Assistant Professor with an allowance for

various substitutions. One or more of the following from Table 1 can substitute for two of these three required publications.

Associate Professor to Professor

The HCBPS P&T Guide specifies a minimum of four refereed, scholarly publications in the candidate's professional area while in the rank of Associate Professor with an allowance for various substitutions. One or more of the following from Table 1 can substitute for two of these four required publications.

Promotion Opportunity for Instructors

Although there is no requirement from University or HCBPS guidelines for an Instructor to demonstrate scholarship for promotion, Aviation believes that all faculty should be encouraged to ensure their pedagogical knowledge and skills continue to meet the standards of scholarship as it applies to the aviation industry. In addition to University and HCBPS guidelines, Instructor promotion will be as follows:

Promotion from Assistant Instructor to Associate Instructor will require a minimum of one credit from Table 1.

Promotion from Associate Instructor to Senior Instructor will require a minimum of three credits from Table 1. If the candidate was previously promoted to Associate Instructor, the single credit from Table 1 used for that promotion may be used as one of the three credits required for promotion to Senior Instructor.

For Instructors, any equivalency to these credits earned prior to service at UCM will be considered acceptable for promotion upon review and approval by the Department Chair.

As a supplement to the HCBPS Promotion & Tenure guideline, Aviation offers Table 1 to clarify exemplary or substantial scholarship. The chart is not meant to be an exhaustive list but a guide for faculty as they choose scholarship opportunities. The Department Chair has the discretion to approve any additional certifications for scholarship substitutions.

Table 1

Column A – 1/3 Credit	Column B – ½ Credit	Column C – 1 Credit	Column D – 2 Credit
General	Significant	Exemplary	*Exceptional
• AAAE Airport Certified Employee • NBAA Safety Manager Certificate	• Flight Instructor – Instrument • Flight Instructor – Multiengine • Instrument Rating • Commercial Pilot Certificate • Commercial Pilot Certificate Add-on ○ Multiengine ○ Seaplane	• Airline Transport Pilot Certificate • Aircraft Dispatcher Certificate • Aircraft Type Rating • Helicopter Commercial Certificate/Add-On • Lighter-Than-Air Commercial certificate/Add-on • Glider Pilot Commercial certificate/Add-on • Flight Instructor • AAAE Certified Member • NAFI Associate Master Flight Instructor • NBAA Certified Aviation Manager • Airframe Mechanic Certificate • Powerplant Mechanic Certificate	• AAAE Accredited Airport Executive • NAFI Master Flight Instructor • NAFI Master Ground Instructor *Rationale for Exceptional Credit provided below Table 1

Rationale for Exceptional Credit:

AAAE Accredited Airport Executive (AAE) – The AAAE Accredited Airport Executive (A.A.E.) designation is the highest professional mark in the airport industry and signifies that they understand the breadth and complexities of the airport environment. Candidates in the A.A.E. program will obtain the designation by completing the following three-step process, 1) A 180-question, multiple choice examination (this step is often completed during the Certified Member certification process), 2) A management research paper, case study, proctored essay examination, or proof of an advanced degree, and 3) A final interview with a panel of A.A.E.s. The interview is designed to test a candidate's knowledge in four main areas of airport management including Administration and Finance, Operations and Maintenance Planning, Construction, and Environmental, and Communications and Community Relations. The prospective candidate must have worked full time for a public-use airport for 3 consecutive years upon completing the program.

NAFI Master Flight Instructor – Earning the NAFI Master Flight Instructor Accreditation requires that an individual have at least 1,000 hours of flight instruction given to students, been a flight instructor for two years, and have **completed 32 Continuing Education Units (CEUs)** of professional activity within a two-year time span. Approximately 15 hours of work equals 1 CEU. The eligible CEUs must be earned in four categories in at least two different types of activities. The list below gives an insight into the different types of opportunities but is not exhaustive:

- At least 16 CEUs in Instructor activities from at least two different activities
 - Active flight instruction including pilot endorsements and proficiency checks
 - Teaching college classes
 - Serving as a FAA Designated Pilot Examiner (DPE)
 - Certify FAA Safety Team WINGS credit
- At least 4 CEUs in the Educator category from at least two different activities
 - Teaching aviation seminars
 - Developing seminars
 - Published magazine/journal articles
 - Develop a training course outline
 - Write an aviation textbook
 - Conduct original research
 - Develop an aviation curriculum
 - Develop an aviation related computer program
- At least 2 CEUs from “Service to the Aviation Community” from at least two different activities
 - FAA Safety Team Representative
 - Youth Activities (Civil Air Patrol, Boy Scouts, Young Eagles, etc.)
 - Aviation Committee/Organization Chair/Officer
 - Serve on a Board of Directors of an Aviation Organization
 - Attend High School/College Career Fairs
 - Write aviation related grants
 - Produce an aviation related website
- At least 2 CEUs from “Professional Activity” from at least two different activities
 - Attend safety seminars
 - Earn an additional FAA or industry certification
 - Construction of a homebuilt aircraft
 - Renewal courses for currently held certifications
 - Attend conferences
 - Own or manage a flight school

NAFI Master Ground Instructor – Earning the NAFI Master Ground Instructor Accreditation requires that an individual have been an FAA certified Ground Instructor for at least four years and have **completed 32 Continuing Education Units (CEUs)** of professional activity within a two-year time span. Approximately 15 hours of work equals 1 CEU. The eligible CEUs must be earned in four categories in at least two different types of activities. The list below gives an insight into the different types of activities but is not exhaustive:

- At least 16 CEUs in the Educator category from at least two different activities

- Active flight instruction including pilot endorsements and proficiency checks
- Teaching college classes
- Serving as a FAA Designated Pilot Examiner (DPE)
- Certify FAA Safety Team WINGS credit
- Teaching aviation seminars
- Developing seminars
- At least 2 CEUs from “Service to the Aviation Community” from at least two different activities
 - FAA Safety Team Representative
 - Youth Activities (Civil Air Patrol, Boy Scouts, Young Eagles, etc.)
 - Aviation Committee/Organization Chair/Officer
 - Serve on a Board of Directors of an Aviation Organization
 - Attend High School/College Career Fairs
 - Write aviation related grants
 - Produce an aviation related website
- At least 2 CEUs from “Participant” category from at least two different activities
 - Attend safety seminars
 - Earn an additional FAA or industry certification
 - Construction of a homebuilt aircraft
 - Renewal courses for currently held certifications
 - Attend conferences
 - Own or manage a flight school
- At least 2 CEUs from “Creator of Media” category from at least two different activities
 - Published magazine/journal articles
 - Develop a training course outline
 - Write an aviation textbook
 - Conduct original research
 - Develop an aviation curriculum
 - Develop an aviation related computer program

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