

Department of English Tenure & Promotion
Procedures and Criteria

Revised on May 18, 2016

Approved by UCTP – January 20, 2017

The procedures herein detailed are consistent with the Faculty Manual in force at the time of the UCTP approval of the unit criteria.

I. PROCEDURE

A. Definitions

A-1. The Tenure and Promotion Committee. Composed of all tenured members of the department and chaired by the chair of the Tenure and Promotion Secretarial Committee. The Tenure and Promotion Committee convenes at the chair's notice to review the candidates in research (scholarship and creative activity), teaching, and service, evaluating their performances according to this set of procedures and criteria. For consideration of candidates for promotion to associate professor the Committee consists of all tenured members of the department. For consideration of candidates for promotion to full professor the Committee consists of department members with the rank of full professor.

The English Department's tenured and tenure track faculty will approve all alterations to the unit tenure and promotion procedure and criteria by a two-thirds "yes" vote. Such a vote must be conducted by written ballots.

A-2. The Secretarial Committee. Composed of five tenured faculty members, at least two of whom must be full professors, elected during the spring semester for two-year terms. By April 15 of each year, the Tenure and Promotion Committee shall elect a chair of the secretarial committee for the upcoming year and report the chair's name to the provost and Faculty Senate office. The chair of the secretarial committee will hold the rank of full professor and has the following duties related to tenure and promotion:

A-2-1 Assisting candidates in preparing their files

A-2-2 Securing outside evaluators of the candidates' records, and

A-2-3 Overseeing the process of revising unit criteria for tenure and promotion.

A-3. Tenure and Promotion File. The file is the record of performance in research, teaching, and service. The candidate will compile the Candidate Form (available on the

Provost's website) and all secondary materials. The unit will arrange for a colleague to provide the Teaching Summary (see B-3, below). The unit Secretarial Committee will supplement the candidate's primary file with the letters and reports detailed below and submit it to the department's Tenure and Promotion Committee, the department chair, the dean of the College of Arts and Sciences, the University Committee on Tenure and Promotion, and the provost for evaluation.

A-3-1 **The primary file** contains all of the materials required by the UCTP guidelines and provost, including:

- 1 The current memorandum of understanding in case of a joint appointment
- 2 The summary record of a candidate's performance in research, teaching, and service formatted in accordance with the current instructions of the provost and the dean
- 3 A summary of the candidate's teaching record supplemented by four peer classroom observations
- 4 The assessments of external evaluators of the candidate's dossier solicited by the Secretarial Committee
- 5 If the candidate has a joint appointment, the primary file will also include a letter of evaluation from the program director or unit head of the secondary unit.

The primary file will be submitted electronically and supplemented by the ballots of the Tenure and Promotion Committee and the department chair's summary evaluation when the chair submits it to the dean.

A-3-2 **A secondary file** documents the claims contained in the primary file. This may contain paper documents, electronic media, and other materials substantiating a candidate's record of performance. Neither the candidate nor any other person may bar or remove from the file any document or any other evidence deemed relevant by the department chair, dean, or provost. Nothing can be added by the department to the file once submitted to the dean, except material information arising as a consequence of actions taken before the vote—late letters from outside evaluators, publications listed as forthcoming in the file, notices of acceptance of manuscripts listed as having been submitted before the vote, review of work published before the vote, letters from faculty members in the unit, or letters from the secondary units in the case of joint appointments.

A-4. Eligibility. The Department of English will abide by the timetable for tenure and promotion laid out in the Faculty Manual.

A-4-1 In accordance with the Faculty Manual, candidates appointed at the rank of assistant professor who have not previously held tenure-track positions at another institution of higher learning normally will not be recommended for tenure until they are in at least their fourth year at the University of South Carolina. There is

no difference between the standards applied to candidates who apply for tenure in the penultimate year of the probationary period and those who apply for tenure prior to the penultimate year.

- A-4-2 Time and accomplishments in a faculty position at another institution of higher learning may be considered in evaluating a candidate for tenure or promotion. If a candidate hired from another institution has experienced substantial time at rank, the probationary period may be shortened as per an agreement at time of appointment and specified in the letter of appointment. The English Department does not require a minimum time at our institution before a candidate applies for tenure and/or promotion.
- A-4-3 When hiring at the rank of associate or full professor, the English Department will hire with tenure, provided the candidate meets the standards specified in this document. While the entire faculty votes on the hiring of such a candidate, only those at or above the rank at which the candidate is to be hired will vote on his or her eligibility for tenure and rank. The senior candidate's record of research and letters from three outside evaluators will inform the Tenure and Promotion Committee's balloting.

A-5. Evaluation of Performance. A candidate's performance will be assessed in accordance with the unit criteria for tenure and promotion provided in Section II of this document. Each eligible member of the voting faculty will vote on whether or not a candidate meets the unit criteria ('yes' or 'no'), and each ballot will include a narrative justification.

The unit criteria are written in accordance with the requirements in the Faculty Manual in effect at the time of the approval of these criteria, including the University's standard adjectives describing levels of quality, as follows:

- A-5-1 Outstanding: the candidate's performance is far above the minimally effective level. In regard to research and scholarship, output is of very high quality, and a national/international reputation is evident.
- A-5-2 Excellent: the candidate significantly exceeds the minimally effective level of performance. In regard to research and scholarship, output is already of high quality, and a national/international reputation is clearly possible, if not likely.
- A-5-3 Good: the candidate's performance is clearly above the minimally effective level. In regard to research and scholarship, he or she shows promise of high quality in the future.
- A-5-4 Fair: the candidate meets the minimally effective level of performance.
- A-5-5 Unacceptable: the candidate has accomplished less than the minimally effective level of performance.

We note that the ‘minimally effective level of performance,’ above, establishes a candidate as ‘Fair’ and therefore not qualified for tenure and promotion.

In Section II of this document, we define the relevant categories of ‘Excellent’ and ‘Good’ performance as they pertain to satisfying the requirements for Tenure and Promotion in each category and at each rank in the English Department.

For the purposes of evaluating whether a candidate should be promoted to or tenured at the rank of full professor the determinative assessment will be whether he or she meets the requirement for ‘excellence’ in research (scholarship and/or creative activity) and teaching, and whether he or she has a ‘good’ record of service. When evaluating a candidate for promotion to and/or tenure at the rank of associate professor, the determinative assessment will be whether he or she meets the requirement for ‘excellence’ in research, and whether he or she has a ‘good’ record in teaching and service.

B. Major Steps in Procedure

B-1. Notification. Candidates will be notified by the appropriate deadline noted on the Provost’s calendar. In the Spring, the department chair will notify all eligible faculty and ascertain whether they intend to be reviewed for tenure and/or promotion in the coming cycles. For candidates going up in the Fall, the chair of the Secretarial Committee will provide a written notification of the timetable for submission and consideration of a candidate’s files by April 15. For candidates on the mid-year calendar, the chair of the Secretarial Committee will provide a written notification of the timetable for submission and consideration of a candidate’s files by September 1.

B-2. Class Observation. Peer evaluations of teaching are typically conducted periodically throughout the faculty member’s tenure-track or tenured appointment at the university. In addition, the Secretarial Committee in consultation with the departmental Teaching Committee will arrange for four colleagues to observe two of the candidate's classes. These observations will typically occur during the semester previous to the candidate submitting his or her file. The observers must be tenured faculty of higher rank than the candidate. The two observers for each class will consult with the candidate prior to the visit in order to receive a copy of the syllabus and any other information the candidate wishes them to have to place the class in context of the entire semester. After the visits, each observer will write a detailed description addressed to the department chair about the class, noting its strengths and weaknesses. These reports will become part of the tenure and promotion file to be considered by the Tenure and Promotion Committee.

B-3. Preparation of Teaching Summary. The Secretarial Committee will assist the candidate in arranging for a colleague to prepare a comprehensive summary analysis of all student evaluations for the candidate's courses. [See Faculty Manual for the form and contents of the teaching summary.]

B-4. Determination of Applicable Criteria. The completed tenure and promotion file will include a copy of the relevant criteria. The Secretarial Committee will determine that the candidate has chosen the set of criteria that are permissible in his or her case.

Faculty members shall be responsible within their probationary period for meeting the unit tenure and promotion criteria and university standards in effect at the time of their hiring unless the faculty member elects to be considered under the unit criteria and university standards in effect at the time of the application for tenure. For all subsequent promotions the faculty member shall be responsible for meeting unit criteria and university standards in effect at the time of their application for that promotion.

B-5. Enlistment of External Evaluators. For each faculty member requesting review, the Secretarial Committee will solicit names of potential external evaluators from all members of the Tenure and Promotion Committee except the candidate. For each candidate, the Secretarial Committee will gather a minimum of five external evaluators. A summary of the professional qualifications of each outside evaluator or a copy of each evaluator's curriculum vita must be included in the file, along with a copy of the letter sent to the evaluator.

B-5-1 For candidates for associate professor all external evaluators must hold the rank of associate or full professor. While the expectation is that an evaluator will be from a peer or peer aspirant institution, a leading scholar in the field from an institution that is not peer or peer aspirant may be consulted.

B-5-2 For candidates for professor all external evaluators must hold the rank of full professor. While the expectation is that an evaluator will be from a peer or peer aspirant institution, a leading scholar in the field from an institution that is not peer or peer aspirant may be consulted.

B-5-3 In the case of faculty with a joint-appointment, the secondary unit will be given an opportunity to propose outside evaluators and to comment on evaluators proposed by the primary unit. An evaluation will be solicited from at least one evaluator nominated or approved by each secondary unit.

B-5-4 None of the outside reviewers should have any vested interest in the candidate's career. Persons who have co-authored publications, collaborated on research, or been colleagues or advisors of the applicant normally should be excluded from consideration as outside evaluators. All evaluators must be asked to disclose any relationship or interaction with the candidate.

B-5-5 The Chair of the Secretarial Committee will solicit the outside evaluators through letters that provide each evaluator with the unit's relevant criteria for tenure or promotion, the candidate's vita and publications, and other materials evidencing the candidate's research or such portion of the candidate's research as the evaluator is being asked to evaluate. The evaluator will be asked to evaluate the

quality of the research and scholarship, including the quality of publication venues. Where appropriate, the evaluator will be asked to evaluate the quantity of the candidate's research and scholarship. This letter will inform the evaluator that the department currently pays an honorarium, and the deadline (August 15 for candidates for tenure and promotion to associate professor, or January 15 for mid-year appointments and candidates for promotion to professor) by which a report is due.

B-5-6 A copy of the applicable criteria, all published books, articles, and evidences of creative activity, and all submitted unpublished manuscripts will be sent to the external reviewers by June 15 for candidates for tenure and promotion to associate professor; for candidates to professor these materials will be sent as early as June 15 and no later than October 15.

B-6. Advisement of Candidates. The Chair of the Secretarial Committee will meet with each candidate to discuss the compilation of the tenure and promotion file. Candidates will be encouraged to attend the information meeting for candidates conducted by the University Committee on Tenure and Promotion.

While the Secretarial Committee will assist the candidate in any appropriate way as requested by the candidate, the ultimate responsibility for a complete and persuasive file remains with the candidate.

B-7. Monitoring External Evaluators. In the weeks before the submission deadline, the Secretarial Committee will monitor progress on obtaining all the letters from outside reviewers.

B-8. Consolidating Candidates' Files for Review. The chair of the Secretarial Committee will place the letters from the external evaluators and the peer reports on classroom visits in the candidate's file and ascertain that the file is ready for review by the Tenure and Promotion Committee. By the College and University deadline, the Secretarial Committee will make available the candidate's tenure and promotion file to the Tenure and Promotion Committee. When confidentiality can be assured, the Secretarial Committee will make available to the Tenure and Promotion Committee an identical electronic copy of the primary tenure and promotion file via a secure access system provided by the University (Blackboard or other). This password-protected file will be read-only. Members of the Tenure and Promotion Committee shall not produce or circulate copies by any means whatsoever and shall ensure the confidentiality of contents at all times.

B-9. Processes for Joint Appointments. In order to ensure that the voice of the secondary unit registers in the deliberations over the tenure and promotion of jointly appointed candidates, the department will do the following:

- B-9-1 At the beginning of the review cycle, the department chair will notify the secondary unit chair that a joint faculty member intends to be a candidate for tenure and/or promotion.
- B-9-2 As described in B-5-3 above, primary and secondary units will work together to obtain a suitable and representative group of evaluators.
- B-9-3 As soon as the file is complete, and not less than two weeks before the vote, the Secretarial Committee will make it available for review to the T&P Review Committee of the secondary unit.
- B-9-4 As soon as possible thereafter, and not less than five working days before the vote, the chair of the secondary unit T&P Review Committee will submit a letter summarizing the assessments of the candidate's file by that unit's eligible faculty. This letter will be included in the candidate's tenure and promotion file. The chair of the secondary unit's T&P Committee will present this evaluation at the primary unit's meeting to discuss the candidate's file.

B-10. Meeting of the Tenure and Promotion Committee. In accordance with the timetable established by the Provost's Office, the Tenure and Promotion Committee will meet to discuss each candidate's file. Prior to the meeting all members will have given a thorough and conscientious review of all publications and other materials in the files. The meeting will be chaired by the chair of the Tenure and Promotion Secretarial Committee. Members of the Tenure and Promotion Committee will have pledged not to discuss in any manner with anyone not a member of the committee, faculty member or otherwise, any of its proceedings or deliberations.

B-11. Vote of the Tenure and Promotion Committee. With regard to tenure recommendations, all tenured committee members of rank equal to or higher than the candidate shall vote by secret ballot. With regard to promotion recommendations, all committee members of higher rank than the candidate shall vote by secret ballot. Ballots will be submitted to the department chair by the deadline set by the Secretarial Committee. Ballots cannot be accepted after the deadline. All votes, including votes of abstention, must be accompanied by a written justification. Each faculty member may vote affirmatively, negatively, or in abstention. A faculty member on sabbatical leave will be released from the obligation to vote for tenure and promotion cases, but may opt to vote in accordance with the standard unit vote procedure and deadline. A person eligible to vote who does not vote will be listed among the number not voting; a person who wishes to abstain must vote to abstain, not merely fail to vote. A voter may sign or not sign his or her ballot. Any otherwise eligible faculty member who has a conflict of interest or a family or other close personal relationship with the candidate that could affect his or her objectivity shall not vote or otherwise participate in the process.

B-12. Vote Tally. The ballots will be tallied by the department chair in conjunction with the Secretarial Committee. The chair will indicate his or her vote in a letter summarizing and evaluating the unit vote.

B-13. Majority Defined. A favorable recommendation is a simple majority of "yes" votes from among all written ballots. Abstentions do not count toward the total votes in determining the existence of a majority vote.

B-14. Chair Notification of Vote Result. The department chair will notify the candidate of the positive or negative nature of the departmental vote as soon as possible after the voting is concluded so that an unsuccessful candidate will have time to consider an appeal, according to the process outlined in the Faculty Manual.

II. CRITERIA

A. For Tenure at the Rank of Professor and/or Promotion to Professor

Tenured faculty members at the rank of professor will evaluate candidates for tenure at the rank of professor and/or promotion to professor on the basis of three kinds of professional work: research (which includes both scholarship and creative activity), teaching, and service. The overall quality of the candidate's entire record will always be of paramount importance in making recommendations for promotion. For promotion to professor and for tenure at the rank of professor, the Faculty Manual requires excellence in research and teaching, and at least good service. Candidates must likewise have national or international stature in their fields and provide evidence of consistency and durability of performance.

In its evaluations the Tenure and Promotion Committee will prioritize research, teaching, and service in the order here listed.

A-1. Research

A-1-1 The quality of all research, whatever its nature, quantity, or format, will be the single most important factor. The successful candidate will demonstrate excellence in research with published, accepted, performed, or exhibited pieces of original work that have made and will continue to make a significant contribution to his or her field. The Tenure and Promotion Committee's evaluations about whether a candidate's published research is excellent will be based on the assessments of the external evaluators and on the evidence of quality and stature in the candidate's promotion file. These evaluations will be rendered in narrative justifications contained in the voting faculty's ballots.

A-1-2 While performance over a candidate's entire career will be reviewed, the candidate for promotion to professor will be expected to have made substantial additional achievements in research since promotion to associate professor and to have established national or international stature in his or her field.

A-1-3 The English Department recognizes the importance of collaborative scholarship and creative activity, but the candidate must indicate the nature and proportion of his or her contribution to any collaborative research.

A-1-4 The English Department recognizes and values the fact that its faculty members work in multiple fields, subfields, and even disciplines. It also recognizes that the nature and form of research across these fields varies considerably, and continues to evolve. The Tenure and Promotion Committee will, therefore, evaluate each candidate according to the expectations for original, peer-reviewed research or creative work in his or her field.

Evidence of research excellence provided by the candidate will thus be expected to be field appropriate. The lists below are neither weighted nor ranked, and candidates are not expected to offer materials in every category listed; nor is the list intended to be exhaustive.

A-1-5 Documents placed in the candidate's file may include primary materials, such as:

- 1 Books or monographs evaluated by recognized scholars in the field (Evaluations may include press readers' reports, published reviews, and/or reports of outside evaluators solicited by the Secretarial Committee.)
- 2 Substantial refereed articles in respected scholarly journals (The candidate should indicate the quality and readership of journal publication.)
- 3 Creative activity disseminated in appropriate media: poetry and prose in books and periodicals; plays, screenplays, and performance pieces on stage, screen, or television, as well as in print (Although creative work can have a wide range of appropriate outlets, the significance of the venue will be taken into account.)
- 4 Textual editions or bibliographical scholarship
- 5 Original textbooks that make a significant contribution to a field
- 6 Translations of significant texts
- 7 Web-based research sites presenting, for example, scholarship, digital editions, databases, or archives (The candidate should provide evidence of the value and influence of digital productions.)
- 8 Edited collections of essays, fiction, or poetry
- 9 Primary material accepted and in production but not yet published
- 10 Other substantial primary materials

Evidence of national or international stature in his or her field, such as

- 11 Favorable and/or significant scholarly reviews

- 12 Award of grants
- 13 Award of fellowships
- 14 Honors and awards
- 15 Citations and references
- 16 Election to membership on boards or as officer of a professional organization
- 17 Appointment as editor of a scholarly or literary journal
- 18 Membership on editorial boards of important journals, governing boards of foundations or research institutes
- 19 Invitations to deliver plenary talks, keynote addresses, and/or other major presentations at conferences or academic institutions
- 20 Reprints and translations of one's own research
- 21 Refereed and/or invited papers read at scholarly meetings
- 22 Invitations by mass media outlets to serve as an authority in his or her field
- 23 Invitations by other institutions to review tenure and promotion candidates
- 24 Invitations to review book manuscripts and journal submissions
- 25 Other demonstrations of recognition submitted by the candidate.

Additional materials, such as:

- 26 Unrefereed articles and conference proceedings
- 27 Editorial board work for a scholarly or literary journal or press
- 28 Notes in scholarly journals
- 29 Public readings
- 30 Reviews of books, plays, or films
- 31 Scholarly book reviews.

A-1-6 All materials relevant to determining whether the candidate satisfies the criteria for tenure and promotion will be included in the candidate's file. Candidates will be responsible for documenting the scholarly or creative importance of their work.

A-2. Teaching

A-2-1 The department expects all candidates for tenure at the rank of professor and/or promotion to professor to demonstrate excellence in teaching. An excellent teacher's classes regularly display clarity and rigor, are taught at an appropriate level, and motivate students to learn. In addition, the record of an excellent teacher testifies to consistently high standards and pedagogical dedication. The

Tenure and Promotion Committee will determine the excellence of teaching by reviewing peer evaluations (including class observations as specified above in paragraph I-B-2), course syllabi, paper assignments, exams, student evaluations (both narrative and quantitative) and a comprehensive summary, composed by a colleague, of all student evaluations. See Faculty Manual for the scope and character of this summary.

A-2-2 The department will also consider other optional aspects of the record, such as:

- 1 A teaching portfolio, which may include a statement of teaching philosophy, additional peer teaching observations, reading lists, and samples of student work
- 2 Involvement as a teacher, curriculum developer, or administrator in the graduate program, including formulating and grading masters- and doctoral-level comprehensive exams
- 3 Directing dissertations and theses
- 4 Reading dissertations and theses as a committee member
- 5 Student letters unsolicited by the candidate
- 6 Involvement of graduate or undergraduate students in joint research projects
- 7 Innovations in teaching and curriculum development, such as proposals for new courses, programs, or technologies
- 8 Mentoring of students and student groups at the undergraduate and graduate level
- 9 Publications and activities that assist other faculty in developing classroom instruction
- 10 Participation in the Center for Teaching Excellence and in other pedagogical initiatives
- 11 Demonstrations of a positive impact on the teaching and curriculum development of colleagues in the profession
- 12 Any other relevant information the candidate offers to indicate his or her expertise as a teacher.

A-2-3 This list of optional materials is unweighted and unranked. Candidates will not be expected to offer materials in every category listed, nor is the list intended to be exhaustive. Rather, it illustrates the diversity of accomplishments and materials that the Tenure and Promotion Committee might consider in reaching a decision about teaching excellence. When reviewing this record, the Tenure and Promotion Committee will look for evidence of sustained excellence inside the classroom and in other teaching-related activities.

A-3. Service

A-3-1 The successful candidate for tenure at and/or promotion to professor will offer a sustained record of good service. Good service is defined as regular, conscientious, and effective contributions to departmental, college, or university programs and to national and/or international academic communities. In addition to an ongoing record of effective departmental service (split between the primary and secondary units in the case of a joint appointment), candidates for tenure at or promotion to professor should have a continuing record of meaningful service at the college or university level and/or within the profession at large.

A-3-2 Letters of evaluation from the department chair, program directors, or other appropriate individuals, including chairs of committees on which a candidate has served, will be used as documentation in the tenure and promotion file, as well as any other relevant documentation of service. The Tenure and Promotion Committee will determine the effectiveness of service by considering the evidence of good performance in any of the following unweighted, unranked categories:

- 1 Participating consistently in faculty meetings and in any other faculty decision-making bodies
- 2 Serving on departmental, college, or university committees
- 3 Performing ad hoc responsibilities assigned by the department chair or other administrators
- 4 Presenting to colleagues information on new technologies, or new developments in pedagogy
- 5 Advising students
- 6 Evaluating manuscripts for journals and presses
- 7 Holding offices in academic organizations
- 8 Evaluating grant proposals
- 9 Serving on editorial boards
- 10 Organizing conferences and symposia
- 11 Serving on conference program committees
- 12 Organizing panels and workshops at conferences
- 13 Serving on awards committees
- 14 Serving the profession in other capacities
- 15 Collaborating in K-12 education projects
- 16 Serving local, state, or national organizations
- 17 Working with or for non-profits engaged in public initiatives.

B. For Tenure and Promotion to Associate Professor

The Tenure and Promotion Committee will evaluate candidates for tenure and promotion to associate professor on the basis of three kinds of professional work: research (which includes both scholarship and creative activity), teaching, and service. The overall quality of the candidate's entire record will always be of paramount importance in making recommendations for tenure and promotion. The primary criterion for achieving the rank of associate professor will be excellence as a scholar with an ongoing program of research. Candidates must likewise show progress toward establishing national or international stature in their field. Finally, tenure and promotion to associate professor requires that the candidate be a good teacher and have a record of good service.

In its evaluations the Tenure and Promotion Committee will prioritize research, teaching, and service in the order here listed.

The criteria for tenure are identical to those for promotion to associate professor.

B-1. Research

B-1-1 The quality of all research, whatever its nature, quantity, and format, is the single most important factor. The successful candidate will demonstrate excellence in published, accepted, performed, or exhibited pieces of original research. The research record should demonstrate the candidate's potential to make a significant contribution to his or her field and document progress toward establishing national or international stature. Evaluations about the quality and promise of a candidate's published research will be based on the assessments of the external evaluators and on the evidence in the candidate's tenure and promotion file. These evaluations will be rendered as narrative justifications contained in the Tenure and Promotion Committee's ballots.

B-1-2 The English Department recognizes the importance of collaborative scholarship and creative activity, but the candidate must indicate the nature and proportion of his or her contribution to any collaborative research.

B-1-3 The English Department recognizes and values the fact that its faculty members work in multiple fields, subfields, and even disciplines. It also recognizes that the nature and form of research across these fields varies considerably, and continues to evolve. The Tenure and Promotion Committee will, therefore, evaluate each candidate according to the expectations for original, peer-reviewed research or creative work in his or her field.

Evidence of research excellence provided by the candidate will thus be expected to be field appropriate. The lists below are neither weighted nor ranked, and candidates are not expected to offer materials in every category listed; nor is the list intended to be exhaustive.

B-1-4 Documents placed in the candidate's file may include primary materials, such as:

- 1 Books or monographs evaluated by recognized scholars in the field (Evaluations may include press readers' reports, published reviews, and/or reports of outside evaluators solicited by the Secretarial Committee.)
- 2 Substantial refereed articles in respected scholarly journals (The candidate should indicate the quality and readership of journal publications.)
- 3 Creative activity disseminated in appropriate media: poetry and prose in books and periodicals; plays, screenplays, and performance pieces on stage, screen, or television, as well as in print (Although creative work can have a wide range of appropriate outlets, the significance of the venue will be taken into account.)
- 4 Textual editions or bibliographical scholarship
- 5 Original textbooks that make a significant contribution to a field
- 6 Translations of significant texts
- 7 Edited collections of essays, fiction, or poetry
- 8 Web-based research sites presenting, for example, scholarship, digital editions, databases, or archives (The candidate should provide evidence of the value and influence of digital productions.)
- 9 Primary material accepted and in production, but not yet published
- 10 Other substantial primary materials.

Evidence of growing national or international stature in his or her field, such as:

- 11 Favorable and/or significant scholarly reviews
- 12 Award of grants
- 13 Award of fellowships
- 14 Honors and awards
- 15 Citations and references
- 16 Invitations to appear on conference panels
- 17 Election to membership on boards or as an officer of a professional organization
- 18 Invited talks to scholarly institutions or groups
- 19 Requests to referee submissions for significant scholarly journals
- 20 Membership on an editorial board
- 21 Refereed and/or invited papers read at scholarly meetings
- 22 Requests from mass media outlets for expert commentary.

Additional materials, such as:

- 23 Unrefereed articles and conference proceedings
- 24 Notes in scholarly journals
- 25 Public readings
- 26 Reviews of books, plays, or films
- 27 Scholarly book reviews.

B-1-5 All materials relevant to determining whether the candidate satisfies the criteria for tenure and promotion will be included in the candidate's file. Candidates will be responsible for documenting the scholarly or creative importance of their work.

B-2. Teaching

B-2-1 The department expects any candidate for tenure and promotion to associate professor to be a good teacher. A good teacher is defined as one whose classes display clarity and rigor, are taught at an appropriate level, and motivate students to learn. The Tenure and Promotion Committee will determine the quality of teaching by considering peer evaluations (including class observations), course syllabi, paper assignments, exams, student evaluations (both narrative and quantitative), and a comprehensive summary, composed by a colleague, of all student evaluations. See Faculty Manual for the scope and character of this summary.

B-2-2 The department will also consider other optional aspects of the record, such as:

- 1 A Teaching Portfolio, which may include a statement of teaching philosophy, additional peer teaching observations, reading lists, examinations and samples of student work
- 2 Involvement as a teacher, curriculum developer, or administrator in the graduate program, including formulating and grading masters- and doctoral-level comprehensive exams
- 3 Directing dissertations and theses
- 4 Reading dissertations and theses as a committee member
- 5 Student letters unsolicited by the candidate
- 6 Involvement of graduate or undergraduate students in joint research projects
- 7 Innovations in teaching and curriculum development, such as implementation of new courses, programs, or technologies
- 8 Mentoring of students and student groups at the undergraduate and graduate level
- 9 Publications and activities that assist other faculty in developing classroom instruction

- 10 Participation in the Center for Teaching Excellence and in other pedagogical initiatives
- 11 Demonstrations of a positive impact on the teaching and curriculum development of colleagues in the profession
- 12 Any other relevant information the candidate offers to indicate his or her expertise as a teacher.

B-2-3 The list of materials is unweighted and unranked. Candidates are not expected to offer materials in every category listed, nor is the list intended to be exhaustive. Rather, it illustrates the diversity of accomplishments and materials that the Tenure and Promotion Committee reviews in reaching a decision about the good quality of teaching.

B-3. Service

B-3-1 The successful candidate for tenure and promotion to associate professor will offer a sustained record of good service. Good service is defined as regular, conscientious, and valuable contributions to department, college, or university committees and programs and/or university, national, and international academic community.

B-3-2 Candidates must have a record of good service within the department. Good service beyond the department, i.e., within the college, the university, and the profession, as well as professionally related contributions to the community, state, or nation, will also be recognized but are not required for tenure and/or promotion to associate professor.

B-3-3 The department recognizes that candidates for tenure and promotion to associate professor may have a less extensive record of service than current associate professors and professors because probationary faculty are deliberately given time at the beginnings of their careers to establish themselves professionally; however, the Tenure and Promotion Committee also expects whatever service appears in the record to have been effectively carried out.

B-3-4 Letters of evaluation from the department chair, program directors, or other appropriate individuals, including chairs of committees on which a candidate has served, will be used as documentation in the tenure and promotion file, as well as any other relevant documentation of service. The Tenure and Promotion Committee will determine the quality of service by reviewing the evidence of good performance in:

- 1 Consistent participation in faculty meetings or in other faculty decision-making bodies
- 2 Committee assignments

- 3 Performing ad hoc responsibilities assigned by the department chair or administrators
- 4 Academic advising.

B-3-5 The Tenure and Promotion Committee also recognizes supplementary evidence of service to the college, university, and profession, including:

- 1 Presenting to colleagues information on new technologies, or new developments in pedagogy
- 2 Serving on academic program committees
- 3 Serving on a college committee
- 4 Serving on a university committee
- 5 Evaluating manuscripts for journals and presses
- 6 Holding offices in an academic organization
- 7 Evaluating grant proposals
- 8 Serving on conference program committees
- 9 Organizing panels and workshops at conferences
- 10 Serving on awards committees
- 11 Serving the profession in other capacities
- 12 Collaborating in K-12 education projects
- 13 Serving local, state, or national organizations
- 14 Working with or for non-profits engaged in public initiatives.