

TENURE AND PROMOTION GUIDELINES APPLICABLE TO ALL CASE FACULTY

(Approved February 1, 2012; Title Amended September 25, 2017; Updated September 1, 2020; approved by College Chairs, September 29, 2020; updated to reflect college name change June 11, 2021; Updated and approved by College Chairs, March 8, 2022)

All college and departmental guidelines are intended to provide guidance to faculty members seeking to meet the University's criteria for tenure and promotion set forth in the *Faculty Handbook*, section 2.6. All faculty

Criteria for Professor Merit:

DEPARTMENT OF ENGLISH PROMOTION AND TENURE GUIDELINES

Approved by English Department 10/15/20; 10/26/21

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2.6.3 Procedure for Promotion and/or Tenure

Faculty whose employment began prior to the 2017-18 academic year are covered by the promotion and/or tenure policies found at Appendix 2.E, unless a request to opt in to the current promotion and/or tenure policies is made to the department chair, dean, and the Provost and Executive Vice President for Academic Affairs no later than the end of the 2021-22 academic year. Opting in to the new policies does not allow for a combination of the two 2- 12 policies. The policy contained herein is effective for all new faculty hires beginning with the 2017-18 academic year. An award of promotion and/or tenure is not a right but a privilege that must be earned by a faculty member on the basis of his or her performance and promotion during a probationary period. The granting of promotion and/or tenure is never automatic. Promotion and/or tenure is granted after a faculty member has been evaluated by a committee made up of tenured faculty members in a department, the department chair, the dean, the University-Wide Promotion and Tenure Portfolio Review Committee, the Provost and Executive Vice President for Academic Affairs, and the President. However, the President may, after appropriate consultation, grant tenure at any time if a sufficient reason exists for doing so. Approved leaves may count toward years of service toward promotion and/or tenure if negotiated with the department chair, dean, and the Provost and Executive Vice President for Academic Affairs at the time leave is granted.

The initiation of the promotion and/or tenure review process is the responsibility of the faculty member. It begins when the faculty member submits by e-mail to the department chair, dean, and the Provost and Executive Vice President for Academic Affairs a notification of intent to apply by May 1 prior to the fall semester the application will be evaluated. The dean will confirm, with the Office of the Provost and Executive Vice President for Academic Affairs, whether the candidate is eligible for promotion and/or tenure and notify the candidate by May 15. This notice to the candidate shall be made in writing and sent through official university communication methods, including email. Failure to notify the candidate by this deadline does not automatically constitute a grant of promotion, tenure or extension of the employment contract. In such situations, appropriate adjustment of deadlines for notification and portfolio submission will be recommended by the dean to the Provost and Executive Vice President for Academic Affairs. For faculty seeking promotion and/or tenure, an electronic portfolio will be submitted via the online database that UNA has established for this purpose by October 1 of the final academic year of probationary status. For those seeking promotion only, the faculty member will present via the online database that UNA has established for this purpose by October 1 an electronic portfolio that provides evidence of accomplishments. Candidates can withdraw their application

promotion and/or tenure. This choice by the candidate may have an impact on continuation of employment if the decision to withdraw a promotion and/or tenure application is in the final academic year of probationary status (See Section 2.5.5). The timeline for reviewing promotion and/or tenure materials can be found in Appendix 2.D/2.D.1. The electronic portfolio will

from the three areas. The total of **six** (6) points may not include any Unsatisfactory (0 points) scores, and must include at least two (2) points in Teaching, one (1) point in Service and one (1) point in Research, Scholarship, and Creative Performance.

For Promotion from Associate to Professor:

The Department of English Promotion Review Committee, consisting of all tenured faculty at the rank of Professor, will evaluate the quality and quantity of professional accomplishments in the three areas identified in section 2.6.1 of the *Faculty Handbook* to make its recommendation for or against the granting of promotion to Professor.

Department of English evaluation for promotion in all ranks will consider the candidate's accomplishments in teaching, research, scholarship, and creative performance, and in service since the last promotion. For promotion from Associate Professor to Professor, a candidate must have a total of seven (7) points, wis. 190.70 G4(Tm0 G3510)-2ate

Performance in this area can take a number of forms and may include a combination of can

x Service as consultant in candidate's relevant specialty

Professional memberships

Membership in professional organizations can indicate faculty engagement in discipline specific fields. The two major umbrella groups in English studies are the Modern Language Association and the National Council of Teachers of English. Involvement in field-specific organizations and groups is encouraged and will be evaluated as potential evidence of faculty engagement by the Tenure Review Committee.

For a recommendation of tenure and promotion to Associate Professor, the candidate must have

- x Advising of student organizations
- x Leading/participating in assessment

For a recommendation of tenure and promotion to Associate Professor, the candidate must have a total of at least six (6) points. This total must include a minimum one (1) point in service.

For a recommendation of promotion to Professor, the candidate must have a total of at least seven (7) points. This total must include a minimum of two (2) points in service.

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Third-Year Review

Near the end of the second year of continuous employment, the tenure-track faculty member should prepare the tenure/promotion portfolio for the third-year review. In early spring semester of the third year of continuous employment, the tenure-track faculty member will submit his or her portfolio for review by the Tenure and Promotion Review Committee. The Tenure and Promotion Review Committee will then submit a report to the Department chair on the strengths and weaknesses of the candidate as reflected in the portfolio. After discussing the report with the Department chair, the tenure-track faculty member will prepare an action plan to enhance the strengths and correct the weaknesses indicated in the report.

x Participating in an international teaching exchange

For a recommendation for the professor merit raise the candidate must have a total of at least six (6) points. This total must include a minimum of two (2) points in teaching.

2. Research, Scholarship and Creative Performance

Performance in this area can take a number of forms and may include a combination of publication, professional activities, and professional memberships.

Publications

Published scholarship or work accompanied by verified acceptance for future publication will be counted for the professor merit raise. The chair will evaluate scholarship in electronic forms in

- x Development of field-specific web sites that reflect scholarly expertise and engagement
- x Holding office in professional organizations
- x Membership on editorial and advisory boards to scholarly, creative, or journalistic book series and/or serial publications
- x Participation in professional workshops
- x Attendance at professional conferences
- x Service as consultant in candidate's relevant specialty

Professional memberships

Membership in professional organizations can indicate faculty engagement in discipline specific fields. The two major umbrella groups in English studies are the Modern Language Association and the National Council of Teachers of English. Involvement in field-specific organizations and groups is encouraged and will be evaluated as potential evidence of faculty engagement by the chair.

For a recommendation for the professor merit raise, the candidate must have a total of at least six (6) points. This total must include a minimum one (1) point in research, scholarship, and creative performance. The candidate must also have one publication from the list above, with greater weight given to peer-reviewed or refereed publication, monograph, or book-length edited texts.

3. Service to the University and the community

Service to the Department, college, university, and community may take a variety of forms, including collegiality. Faculty express collegiality through a willingness to support Department, College, and University goals.[†]

Possible areas of service include but are not limited to:

- x Departmental committees
- x College-wide committees
- x University-wide committees
- x Academic Senate
- x Shared Governance
- x Writing Center
- x Academic Resource Center
- x UNA Speakers' Bureau

[†] Webster's New World College Dictionary defines collegiality as “ 1. the sharing of authority among colleagues. . . 3. considerate and respectful conduct among colleagues or an atmosphere, relationship, etc. characterized by this” (2009). The courts have characterized collegiality as “the capacity to relate well and constructively to the comparatively small bank of scholars on whom the fate of the university rests” **Mayberry vs. Dees, 633 f.2d at 514**. For the purposes of tenure and promotion in the Department, collegiality should be understood primarily as the impact of professional cooperation on the productivity of colleagues with respect to the goals of the Department, its College, and the University.

- x Charitable and non-profit board memberships
- x University and community fundraising
- x Advising of student organizations
- x Leading/participating in assessment

For a recommendation for the professor merit raise, the candidate must have a total of at least six (6) points. This total must include a minimum one (1) point in service.