

COLLEGE OF ARTS AND SCIENCES

DEPARTMENT OF ENGLISH

GUIDELINES FOR TENURE AND PROMOTION

TENURE AND PROMOTION GUIDELINES APPLICABLE TO ALL COLLEGE OF ARTS AND SCIENCES FACULTY
(Approved February 1, 2012)

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*, sections 2.5.1 - 2.5.4. All faculty members should familiarize themselves with those principles, which govern the processes and standards for all departments and colleges of the University. This document is intended to provide clarity to the appropriate sections of the *Faculty Handbook*.

As UNA's largest and most diverse college, the College of Arts and Sciences is composed of seventeen academic departments encompassing more than twenty disciplines. Methods of demonstrating professional performance may vary with the traditions and goals of distinct disciplines. Teaching methods vary, as do the forms of scholarly or artistic performance, but all tenure-track faculty members are expected to demonstrate a pattern of sustained cumulative accomplishment in teaching, scholarly or creative performance, and service.

All faculty members in the College of Arts and Sciences should recognize the following common expectations:

Teaching is a foundational professional function of faculty members at the University of North Alabama. A record of demonstrable success in teaching, as a UNA faculty member, is expected of every successful applicant for tenure or promotion in the College of Arts and Sciences.

Scholarship and creative accomplishment are essential to the academic profession. Every successful candidate for tenure or promotion is expected to provide convincing evidence of a pattern of scholarly or creative accomplishment appropriate to his or her discipline during the period of employment at UNA. Scholarship should include research or other forms of intellectual discovery made available to professional peers through publication and/or presentation beyond this university and the local area. For those in the performing or visual arts, creative performance should include performances or exhibitions for audiences beyond the local area. Peer review or review by qualified critics is a proper consideration in the assessment of both scholarship and creative performance. Departments may consider professional consulting as an appropriate form of scholarship if the results of the consultation are made available to a professional audience beyond the proprietary interests.

Service is an indispensable element in the professional performance of each UNA faculty member. The operation of a university is dependent on services provided by its faculty members beyond their classrooms, laboratories, and studios. Applicants for tenure or promotion are expected to present a record of effective service to the university, the community, and the profession during their period of employment at UNA.

While previous accomplishments will be recognized, special consideration will be given to accomplishments during the period of employment at UNA and since the faculty member's last promotion. In evaluating teaching, scholarly or creative performance, and service, it is appropriate to consider both the quality and the extent of each element. Especially in scholarly and creative performance, there are recognized hierarchies of organizations, journals, publishers, forms of dissemination, and venues for performance or exhibition in each discipline. It is appropriate to take into account the professional recognition of the instrument or venue through which scholarship or creative performance is presented.

More specific interpretation is provided by departmental guidelines. Faculty members are invited to discuss questions or concerns in advance of application for tenure or promotion with the department chair, tenured members of the department, and the dean.

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(Criteria for promotion are identical to those for tenure)

Introduction

3.5.4 Tenure (*UNA Faculty Handbook*)

2. By May 1 of the academic year prior to the final academic year of probationary status, the faculty member will present to the department chair an updated tenure review portfolio which describes the following about the faculty member:
 - a. Teaching or other professional effectiveness;
 - b. Scholarly or creative performance; and
 - c. Service to the University and the community.

Applicants for tenure will limit their portfolios to 10 pages.

Department of English Tenure Evaluation

The Department of English Tenure Review Committee will evaluate the quality and quantity of professional accomplishments in the three areas identified in section 3.5.4.2 of the *Faculty Handbook* to make its recommendation for or against the granting of tenure.

Teaching

Evidence of teaching performance may be demonstrated through student evaluations*, observation of teaching by a tenured faculty member, course and curriculum development, teaching innovations, teaching awards, student achievements, and directing graduate theses.

Professional effectiveness may be demonstrated through, scholarly/creative performance, professional activity, and collegiality.**

*(student evaluations alone are insufficient to create a complete understanding of classroom performance and should never be considered apart from grade distribution, class size, and class type)

(Collegiality is defined as “ 1.the sharing of authority among colleagues. . . 3.considerate and respectful conduct among colleagues or an atmosphere, relationship, etc. characterized by this” “collegiality.**” **Webster's New World College Dictionary. 2009.** It has been defined by the courts 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.** In considering collegiality within the tenure process, care must be taken to not define collegiality in terms of a disagreeable personality, lifestyle, habits or personal values. Rather, collegiality is defined by the effects on the professional productivity of colleagues pursuant to the goals of the department, its college, and the university.)

- participation in professional workshops
- attendance at professional conferences

Professional memberships

Membership in professional organizations is one way that faculty members may remain current in their specific fields of training and interest. The two major umbrella groups in English are the Modern Language Association and the National Council of Teachers of English. Individual faculty members will be familiar with organizations and publications in their specific fields (Hemingway Society, The John Donne Society, Victorian Studies, *Victorian Review*, *Journal of Modern Literature*, etc.)

Service

Service to the University and the community

Service to the department, college, university, and community may take a variety of forms.

Possible areas of service (including, but not limited to):

- departmental committees
- Academic Senate
- Shared Governance
- Writing Center
- Academic Resource Center
- UNA Speakers' Bureau

Appendix (optional)

GENERAL DEPARTMENTAL PROCEDURES

Upon accepting a contract and joining the department faculty, tenure-track new faculty will be assigned a tenured faculty member as a mentor. Ideally, the individual faculty members will develop relationships that provide a natural mentoring situation, and it is not unexpected that tenure-track faculty will change mentors as they become more familiar with their colleagues and the needs of the department. This assignment is intended only as a measure to aid new faculty in their transition into the department. There is no reason to expect, however, that new faculty will not develop a mentoring relationship with the faculty members originally assigned to them.

PORTFOLIO:

New tenure-track faculty should begin immediately upon arrival on the UNA campus to build a tenure/promotion portfolio. With guidance from a mentor, the departmental guidelines, and the department Chair, the tenure-track faculty members should gather, collate, and arrange materials in such a way as to address specifically the three (3) areas of faculty performance outlined in the UNA Faculty Handbook and the specific departmental guidelines pertaining to those three (3) areas.