

COLLEGE OF Arts and Sciences

DEPARTMENT OF Sociology and Family Studies

GUIDELINES FOR TENURE AND PROMOTION

Introduction

A brief overview of the departmental (A&S and COE) or college (COB and CONAH) adopted guidelines for tenure and promotion. May include a statement of the annual evaluation process as applied in the department.

The UNA Faculty Handbook identifies university approved policies and procedures for applying for reappointment, tenure and promotion. The Sociology Department's guidelines emphasize the value the Sociology faculty place on quality teaching, scholarship and service. Faculty seeking tenure will find the Department's guidelines helpful in defining professional obligations and in measuring attainment of such. Probationary tenure-track faculty are expected to annually prepare a written report detailing their accomplishments and evaluating them in light of the guidelines presented in this document. This report will be provided to the Department Chair and the tenured faculty and evaluated before an annual reappointment decision is made. This annual exercise will clearly show the tenured faculty members what the probationary tenure-track faculty member has accomplished and where additional effort is required. Faculty seeking promotion are not obligated to produce an annual report. They are expected to use the Department's guidelines in defining their professional obligations and in measuring attainment of such. Their record of accomplishment will be expressed in their promotion portfolio (as specified in the Faculty Handbook) and supporting documentation. Formal application for tenure and/or promotion begins with the submission of this portfolio with a proper application form to the Chair of the Department of Sociology.

Teaching

A summary of the expectations in the area of teaching for the department or college. This section may be sub-divided by rank (instructor, assistant professor, etc.) and/or by the categories of tenure and promotion.

All Sociology faculty members are expected to be effective as instructors of assigned courses, academic advisors, and mentors for students' academic and career development, and to contribute to the enhancement of the instructional and academic programs of the department.

All faculty members regardless of the type of appointment or rank are subject to the university wide “Student Evaluations of Instructor/Course” at the frequency set by the Faculty Handbook. However, these are a source of input for the assessment of teaching effectiveness, and thus should not serve as the sole basis for the evaluation. Strong student evaluations will carry the greatest weight when accompanied by evidence that the faculty member maintains reasonable academic and grading standards consistent with those of the department in terms of course materials (e.g., syllabi, exams, handouts, etc.).

Unsatisfactory Rating

Failure to achieve a “satisfactory” described below will earn an “unsatisfactory” rating in the Teaching Effectiveness category.

Satisfactory Rating

To maintain a “satisfactory” rating, the faculty member is expected to clearly demonstrate evidence of commitment to teaching. Evidence of commitment to teaching includes, but not limited to, the following:

- Evidence of effective teaching shown by university mandated student evaluations (in the quantitative component as well as positive written comments).
- Evidence of students’ success in achieving expected learning outcomes as demonstrated in the results of Pre-Instruction and Post-Instruction Mastery Tests in all required courses for sociology major and in the results of the Exit Exam as mandated by the department.
- Evidence of accessibility to students by maintaining office hours required by the university.
- Evidence of student success in a subsequent course.
- Documented collaborative activities for instructional and student development.
- Cooperation in departmental efforts to assess and improve multi-section courses with which the faculty member has been involved.

Favorable Rating

A rating of “favorable” requires the faculty member additional efforts directed toward teaching beyond a “satisfactory” rating. The following kinds of activities are examples of such additional efforts:

- Evidence of teaching effectiveness clearly above the college and/or the university average as shown by the university mandated student evaluations.

- Mentoring students to promotes further education or career preparation beyond regular academic advising as evidenced by letters from recent graduates or former students, or other relevant data.
- Availability to academic advisees through regular and convenient office hours as well as through appointment in addition to regular office hours.
- Evidence of knowledge of program requirements and academic regulations.
- Awareness of advisee's progress and needs including sensitivity to advisee's abilities and academic goals.
- Submitting or providing support work for a grant that supports the teaching mission of the university.
- Assuming difficult teaching assignments and achieving positive results. The difficulty may arise from the subject matter, the audience involved, or both.
- Direction of successful student independent study.
- Substantial efforts to maintain/update a course through related readings, scholarship, and/or travel.
- Conducting workshops or seminars that substantially enhance teaching within the department
- Preparation and presentation of a conference paper on a pedagogical issue.
- Participation in departmental efforts to assess, standardize, improve, and monitor the delivery of multi-section courses with which the faculty member has been involved.
- Effectively teaching one or more courses that are cross-listed as Sociology and another academic discipline such as Criminal Justice, Psychology and Women's Studies.
- Effectively teaching an overload assignment consisting of three or more semester hours.
- Preparing teaching materials such as students' solution manuals, worksheets, handouts or class-related website.
- Developing and proposing a new course to serves students' dynamic academic needs as evidenced by stable number of enrollment.
- Development of innovative teaching materials.
- Identification of potential majors and minors and appropriate communication with such students.

To earn the "favorable" rating, the faculty member should demonstrate consistent engagement in these activities.

Excellent Rating

To earn the "excellent" rating, the faculty member should demonstrate a substantial accumulation of "favorable" activities over time, rather than a one-time achievement. For a tenure candidate, an accumulation of noteworthy successes over the probationary period will be reviewed. For a candidate for promotion, an accumulation of noteworthy

successes since the candidate's initial appointment with the department will be reviewed. Other substantial accomplishments are also possible, such as consistently earning high student evaluation scores while upholding department academic standards or receiving a notable teaching award.

Scholarly or Creative Performance

A summary of the expectations in the area of scholarly or creative performance for the department or college. This section may be sub-divided by rank (instructor, assistant professor, etc.) and/or by the categories of tenure and promotion.

All full-time faculty members, tenured or untenured, are expected to maintain a program of professional development in the area of research and scholarship. Professional development in this area includes participation in professional meetings to acquire active knowledge and engage in original research or scholarly activities.

Unsatisfactory Rating

Failure to achieve a "satisfactory" described below will earn an "unsatisfactory" rating in the Research and Scholarship category.

Satisfactory Rating

To maintain a "satisfactory" rating, the faculty member is expected to attend at least one professional meeting, workshop, or short course during each academic year. Alternatively, the faculty member may elect to perform at least one "favorable" or higher rating activity during an academic year.

Favorable Rating

A rating of "favorable" requires the faculty member additional efforts directed toward research and scholarship beyond a "satisfactory" rating. The following kinds of activities are examples of such additional efforts:

- Writing a proposal for internally or externally funded grant that will support original research.
- Submission of a paper for publication in refereed journal.
- Serving as a referee for publication.
- Expert review of a textbook or scholarly book.
- Presenting research in a colloquium within the university.

To earn the "favorable" rating, the faculty member should demonstrate consistent engagement in these activities.

Excellent Rating

Activities that rise above “favorable” rating may be rated as “excellent.” Examples of such activities include the following:

- Effective implementation of an internal or external research grant.
- Conducting institutional research for improving the university’s institutional effectiveness.
- Presentation of a research paper at a professional meeting.
- Acceptance of a paper by a refereed publication.
- Publication of a scholarly book or chapter(s) of a book.
- Editing work for a scholarly journal or book.

To earn the “excellent” rating, the faculty member should demonstrate a substantial accumulation of these activities over time, rather than a one-time achievement. For a tenure candidate, an accumulation of noteworthy successes over the probationary period will be reviewed. For a candidate for promotion, an accumulation of noteworthy successes since the candidate’s initial appointment with the department will be reviewed. Other substantial accomplishments are also possible, such as receiving a notable award for research or scholarly work.

Service

A summary of the expectations in the area of service for the department or college. This section may be sub-divided by rank (instructor, assistant professor, etc.) and/or by the categories of tenure and promotion.

All full-time faculty members, tenured or untenured, are expected to render services to the department, the university, the discipline and the community as scholars and educators.

Unsatisfactory Rating

Failing to achieve a “satisfactory” described below will earn an “unsatisfactory” rating in the Service category.

Satisfactory Rating

To maintain a “satisfactory” rating, the faculty member is typically expected to engage in all of the following:

- Regular participation in all relevant departmental committees and meetings.
- Assumption of a fair share of department’s advising responsibilities (excludes first year faculty).

Favorable Rating

A rating of “favorable” requires the faculty member additional efforts directed toward service beyond a “satisfactory” rating. The following kinds of activities are examples of such additional efforts:

- Conduct of advising duties considerably above the normally expected level.
- Serving as the faculty advisor for a university recognized student organization (RSO) or the local chapter of Alpha Kappa Delta (i.e., International Honor Society for Sociology Majors and Minors).
- Acting as Chair of at least one department level committee other than the departmental search, curriculum/program, peer review or department head evaluation committee.
- Serving as a department representative to the Faculty Senate.
- Serving on a university level Institutional, Shared Governance, Task Committees or special Task Force.
- Community service activity that involves the faculty member’s expertise or enhances the reputation of the department or the university including media interview and commentary.

To earn the “favorable” rating, the faculty member should demonstrate consistent engagement in these activities.

Excellent Rating

Activities that rise above “favorable” rating may be rated as “excellent.” Examples of such activities include the following:

- Chair or Vice Chair of a university level Institutional, Shared Governance or Task committee, or a special Task Force.
- Chair of a departmental search, curriculum/program, peer review or department head evaluation committee.
- Coordinating or directing curriculum that have a demonstrably significant impact on an academic program specially relevance to the department.
- Taking on additional duties that merit release time or an additional stipend such as Faculty Athletic Representative, Faculty Senate President, or Coordinator/Director of the University Honors Program, etc.
- Administrative role within the department, college, or university such as Department Chair.
- Serving as an officer of a professional organization related to the discipline.
- Serving as a member of the editorial board of a referred journal in the discipline.

To earn the “excellent” rating, the faculty member should demonstrate a substantial accumulation of these activities over time, rather than a one-time achievement. For a tenure candidate, an accumulation of noteworthy successes over the probationary period will be reviewed. For a candidate for promotion, an accumulation of noteworthy

successes since the candidate's initial appointment with the department will be reviewed. Other substantial accomplishments are also possible, such as receiving a notable award for distinguished services.

Appendix (optional)

*Departments or Colleges **may** opt to include additional information in this section.*

Requirements for Reappointment, Tenure, and Promotion

For any full-time faculty member seeking to obtain the departmental recommendation for reappointment, tenure or promotion, "satisfactory" rating in all three categories is a necessary, but not sufficient, condition. Beyond "favorable" or higher rating, the categories may be weighted. It is the faculty member's responsibility to designate the value or weight for each of the three categories. In addition, it is the responsibility of the faculty member to furnish sufficient evidence for the determination of a rating in each category.

Additional requirements to obtain the department's recommendation for reappointment, tenure, or promotion vary depending on the status sought. Specifically, a tenure track full-time faculty member seeking a reappointment beyond the first two probationary reappointments or applying for tenure should have a "favorable" or higher rating in all of the three categories. All candidates for promotion regardless of the rank should also a "favorable" or higher rating in all of the three categories. Additionally a candidate for promotion to the rank of Associate Professor should have earned a rating of "excellent" at least once in one or more of the three categories since promotion to the current rank. A candidate for promotion to the rank of Full Professor should have earned a rating of "excellent" at least once in two or more categories since promotion to the current rank.

The department's recommendation for reappointment of a part-time adjunct faculty is based solely on performance in the teaching effectiveness category. Thus, for a part-time adjunct faculty to obtain the department's recommendation for reappointment, the candidate must have a "favorable" or higher rating in the teaching effectiveness category.