

PERFORMANCE GUIDELINES APPLICABLE TO ALL COLLEGE OF ARTS
AND SCIENCES FACULTY

(Approved February 1, 2012; Title Amended February 17, 2014)

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.

College of Arts and Sciences
Department of Sociology and Family Studies

Guidelines for Tenure and Promotion

(Amended October 9, 2017)

Introduction

The UNA Faculty Handbook identifies university approved policies and procedures for applying for reappointment, tenure and promotion. The Sociology and Family Studies Department's guidelines emphasize the value the 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 begins with faculty emailing notification of intent to apply for promotion and/or tenure to the Department Chair, Dean, and VPAA/Provost. The subsequent step is the submission of his/her portfolio with a proper application form to the Department Chair and promotions@una.edu.

TEACHING

All faculty members are expected to be effective as instructors of assigned courses, academic advisors, and mentors for students' academic 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.).

The faculty member is expected to clearly demonstrate evidence of commitment to teaching and demonstrate a substantial accumulation of activities over time.

The faculty member's portfolio section on Teaching will be assessed based on performance in a substantial number of activities:

- Teaching achievements and/or awards
- Student advisement
- Evaluations by students via formal instruments, such as university mandated student evaluations (student evaluations alone are insufficient to assess effectiveness of classroom performance)
- Discursive student evaluations
- Written testimony from former students
- Development of new courses added to the curriculum
- Development of an innovative undergraduate or graduate course or teaching materials
- Delivery of study abroad programs and/or courses
- Supervision of Master's theses (as committee chair)
- Serving on Master's theses committees
- Supervision of student research projects
- Direction of student independent study or capstone projects
- Teaching one or more courses that are cross-listed as Sociology and another academic discipline such as Criminal Justice, Psychology or Women's Studies
- Teaching overload assignments as needed consisting of three or more semester hours
- Active participation in workshops, seminars, programs or other relevant instructional issues.
- Innovations in teaching and learning concepts, applications, technologies, etc.
- Written materials, workbooks, lab manuals, and other documents prepared by the instructor that enhances teaching in one's field
- Authoring a textbook that is published by a reputable source.
- Refereed publication on teaching and learning and of teaching materials.
- Other related activities that support this area

SCHOLARLY OR CREATIVE PERFORMANCE

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.

Faculty are expected to demonstrate consistent engagement in scholarly activity and should demonstrate a substantial accumulation of these activities over time.

The faculty member's portfolio section on Scholarly Performance will be assessed based on performance in a substantial number of activities:

- Research achievements and/or awards
- Publications in peer-reviewed journals
- Publication of books, encyclopedia entries, textbooks, or book chapters
- Publication of research or pedagogy in other professionally acceptable venues

- Presentation of research at conferences or scholarly meetings
- Presentation of research in a colloquium within the university
- Interdisciplinary research
- Submission of grant proposals
- Funded grant proposals
- Other related activities that support this area

SERVICE

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. The faculty member should demonstrate consistent engagement in these activities.

The faculty member's portfolio section on Service will be assessed based on performance in a substantial number of activities:

- Serving as the chair of a departmental committee
 - Serving as the coordinator/director of an academic program
 - Providing leadership on significant departmental initiatives
 - Organizing departmental seminars, activities, or arranging for speakers
 - Serving as an advisor for a departmental student organization (e.g., RSO, Honor Society, etc.)
 - Activities related to recruitment of students
 - Letters of recommendation written for students
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- Serving as Chair or Vice Chair of a university level Institutional, Shared Governance or Task committee, or a special Task Force.
 - Organizing college-wide and/or campus-wide events, seminars, or arranging for speakers
 - Serving in a leadership role in a campus-wide organization
 - Serving in the Faculty Senate or Graduate Council
 - Serving on college and/or university committees, including departmental search committees throughout the college and university
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- Serving as an officer of a professional society or organization
 - Serving on an editorial board of a refereed journal
 - Serving as editor of a book
 - Service on professional advisory boards
 - Serving as a peer blind reviewer for a refereed journal
 - Serving as a reviewer for a book chapter or book manuscripts
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- Serving as a speaker for a community organization or event
 - Serving as a board or committee member for a community organization
 - Other related activities that support this area

REQUIREMENTS FOR TENURE AND PROMOTION

Tenure

In order to be recommended for tenure, a person should have completed the Ph.D. and have a total of at least seven (7) points. The total points must include a minimum of two points in teaching, two points in scholarly activities, and two points in service. In regards to scholarship faculty must have at least one publication.

Promotion

Assistant Professor to Associate Professor

In order to be recommended for promotion from assistant professor to associate professor, a person should have a total of at least nine (9) points. In the area of scholarly activities, faculty must have at least one publication.

Associate Professor to Professor

In order to be recommended for promotion from associate professor to professor, a person should have a total of ten (10) points. In the area of scholarly activities, faculty must have at least two publications, at least one of which must be a peer-reviewed/refereed publication.