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.
PERFORMANCE GUIDELINES

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 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 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 and Family Studies.

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 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 promote 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 serve 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 Senate President, Coordinator/Director of a University-wide program or center, 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.