

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 and department number June 11, 2021; updated to include all schools January 30, 2024)

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 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, Sciences, and Engineering is composed of the School of the Arts, the School of Humanities and Social Sciences, and the School of Natural Sciences, Engineering, and Mathematics, encompassing more than twenty-five 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, Sciences, and Engineering 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 and/or promotion in the College of Arts, Sciences, and Engineering.

Scholarship and creative accomplishment are essential to the academic profession. Every successful candidate for tenure and/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 activity should include performances, presentations, 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 and/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.

Criteria for Professor Merit:

Those seeking Professor Merit after five years in or in the fifth year of the rank of Professor should demonstrate ongoing, excellent, and significant activity over the past five years in the areas of teaching, research/creative activity, and service.

For teaching, self-assessment, chair evaluations, peer review, and student evaluations should reflect effective teaching, syllabi should contain appropriate student learning outcomes with effective assessments that match the learning outcomes, and there should be evidence that the candidate continues to be abreast of recent developments or activity in the field during the past five years.

For research/creative activity, there should be documented and ongoing evidence of a national and/or international presence in venues deemed by their department to be of appropriate and high quality in the discipline during the past five years.

For service, there should be evidence of continued service at the department, college, and university levels as well as an indication of professional service during the past five years.

Criteria for Senior Lecturer:

Those seeking Senior Lecturer after five years in or in the fifth year of the rank of Lecturer should demonstrate ongoing, excellent, and significant activity over the past five years in the areas of teaching and service.

For teaching, self-assessment, chair evaluations, peer review, and student evaluations should reflect effective teaching, syllabi should contain appropriate student learning outcomes with effective assessments that match the learning outcomes, and there should be evidence that the candidate continues to be abreast of recent developments or activity in the field during the past five years.

For service, there should be evidence of continued service at the department, college, and university levels as well as an indication of professional service during the past five years.

DEPARTMENT OF ENGLISH PROMOTION AND TENURE GUIDELINES

Approved by English Department: 10/15/20; 10/26/21; 2/15/24 (to reflect updated university handbook)

University Policy and Procedure for Promotion and Tenure:
From **2.6.4 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 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 their 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.

A. Faculty Members Who Are Not Department Chairs

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 by October 1 of the final academic year of probationary status via the online database that UNA has established for this purpose. For faculty seeking promotion only, an electronic portfolio that provides evidence of accomplishments will be submitted by October 1 via the online database that UNA has established for this purpose. Candidates can withdraw their application at any time in the process with the understanding that a final decision will not be made for 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 2.6.4](#)). The timeline for reviewing promotion and/or tenure materials can be found in [Appendix 2.D/2.D.1](#).

The electronic portfolio will contain the information set forth by the University, plus the college and/or departmental guidelines. The information will be housed on the online database that UNA has established for this purpose and will be accessible only by the administration and committee members involved in the promotion and/or tenure review process.

Application for Promotion and/or Tenure (Refer to [Appendix 2.F](#))

1. A narrative in which the faculty member indicates alignment with departmental guidelines and expectations. Additionally, the faculty member should discuss the degree of merit or level of prestige or quality of work specific to their area in order to demonstrate quality of teaching/effectiveness in role as library or educational technology services faculty, research, scholarship, and other creative activities, and service as consistent with departmental guidelines for university-wide committee members who may be unfamiliar with the field (maximum of 15 pages)
 2. Current Resume or Vita submitted by the faculty member via the online database that UNA has established for this purpose
 3. Faculty Qualifications Report pulled into application via the online database that UNA has established for this purpose
 - a. Education (Institution, major, minor, degrees awarded, and dates degrees were awarded)
 - b. College/university teaching or library/educational technology services experience as appropriate to field (include position and dates)
 - c. Other teaching or library/educational technology services experience (describe and include dates)
 - d. Other related experience (describe and include dates)
 4. Supporting information for the following items, as outlined in [section 2.6.1](#), submitted via the online database that UNA has established for this purpose
 - a. Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Services Faculty
 - b. Effectiveness in Research, Scholarship, and Other Creative Activities
 - c. Effectiveness in Rendering Service
 - d. Any other relevant information pertaining to the college or department
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Department of English Tenure and Promotion Evaluation

For Tenure and Promotion to Associate Professor:

The Department of English Tenure and Promotion Review Committee, consisting of all tenured faculty, 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 tenure and promotion to Associate Professor.

Committee members will rate candidates for tenure and promotion in each of the three areas as Excellent (3 points), Above Average (2 points), Satisfactory (1 point), or Unsatisfactory (0 points). The committee members' scores in each area will be averaged. In order to be recommended for tenure and promotion the candidate must have a total of at least **six** (6) points 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 who are not applying for promotion 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, with at least two (2) points earned in service.

In accordance with the faculty handbook, applicants are evaluated in the following areas:

1. Effectiveness in Teaching

Evidence of teaching performance may be demonstrated through observation of teaching by a tenured faculty member, course and curriculum development, teaching innovations, teaching awards, student achievements, letters of endorsement, directing graduate theses, and course evaluations. (N.B. Course 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.)

Excellence in teaching occurs in the traditional classroom but also may be demonstrated through activities which include, but are not limited to:

- Leadership of experiential learning
- Mentoring of undergraduate and/or graduate students
- Innovative online pedagogy
- QM certification
- Leading study abroad and study away
- Interdisciplinary teaching collaborations

- Adapting OER in the classroom
- Participating in an international teaching exchange

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 of two (2) points in teaching.

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 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 tenure and promotion. The Tenure Review Committee will evaluate scholarship in electronic forms in accordance with the MLA “Guidelines for Evaluating Work with Digital Media in the Modern Languages” (mla.org) and the CCC “Promotion and Tenure Guidelines for Work with Technology.” (ncte.org). Refereed electronic publications will be considered equivalent to print publications.

Possible areas of research and publication include but are not limited to

- Peer-reviewed, single-author scholarly, creative, or journalistic monographs
- Edited texts, translations, or book-length annotated bibliographies
- Collaborative publications (evaluated on the candidate’s contribution to the overall effort)
- Edited collections of scholarly essays either as single volumes or special issues of scholarly journals
- Edited anthologies of creative work either as single volumes or special issues of creative periodicals
- On-going editorial work at scholarly or creative journals
- Textbooks
- Refereed articles in professional journals
- Refereed book chapters
- Refereed creative and journalistic work in suitable periodicals and collections
- Major review essays
- Book reviews, dictionary and encyclopedia entries, and article-length annotated bibliographies
- Peer-reviewed digital media and/or digital humanities projects
- Instructional software, video productions, and/or tool innovations published in an academic venue

Professional activities

Weight given to professional activities will generally correspond to the level at which it occurred, i.e., local, state, regional, national, or international.

Possible areas of activities include but are not limited to:

- Receipt of major honors and awards, including fellowships
- Service as Principal Investigator (PI) for funded grant awards
- Presentation of scholarly papers, creative work, invited papers or lectures
- Development of field-specific web sites that reflect scholarly expertise and engagement
- Holding office in professional organizations
- Membership on editorial and advisory boards to scholarly, creative, or journalistic book series and/or serial publications
- Participation in professional workshops
- Attendance at professional conferences
- 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 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.

For a recommendation of promotion to Professor, the candidate must have a total of at least seven (7) points. This total must include 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:

- Departmental committees
- College-wide committees

* 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.

- University-wide committees
- Academic Senate
- Shared Governance
- Writing Center
- Academic Resource Center
- UNA Speakers' Bureau
- Charitable and non-profit board memberships
- University and community fundraising
- Advising of student organizations
- 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.

Department of English Procedures for Tenure and Promotion

Upon accepting a contract and joining the Department faculty, the Department chair will assign a mentor to each new tenure-track faculty member. Ideally, the faculty members will develop a professional rapport that encourages a natural mentoring relationship. New faculty may change mentors upon request, but every care will be taken to match faculty with appropriate mentors for the duration of the probationary period. The assignment of a mentor is intended to assist new faculty in their transition to Department life. The assignment of an official mentor does not preclude mentoring relationships with other Departmental faculty.

Portfolio

New tenure-track faculty should immediately begin developing an electronic tenure/promotion portfolio upon arrival at UNA. With guidance from a mentor, Department chair, and in keeping with Departmental guidelines, the portfolio should present materials that directly address the three areas of faculty performance outlined in the Faculty Handbook and the corresponding Departmental guidelines. UNA utilizes Faculty Success as the electronic repository of materials for tenure and promotion.

Yearly Renewals

Each year prior to the year in which the tenure portfolio is submitted, tenure-track faculty will submit an updated curriculum vitae and one-page narrative describing recent research, teaching, service, and any other relevant information pertaining to the college or department. These documents will be distributed via email and in hard copy in the department main office at least one week prior to the date that the chairperson must submit the letter to the dean. Comments may be submitted by tenured faculty to the chair no later than forty-eight (48) hours before said due date. (Per Section 2.6.4 of the *Faculty Handbook*, "Written notice of renewal or termination of a probationary appointment will be March 1.")

Observations

During each of the first three years, tenure-track faculty will be observed in the classroom by a tenured faculty member of their own choosing. Portfolios must include observations by at least two different tenured faculty members. Observations are to be conducted at a mutually convenient class time chosen and arranged by the tenure-track faculty member. The Department chair may make additional classroom observations. Observation forms are available from the Department office.

Mid-Tenure Review. UNA Faculty Handbook

2.6.3 Annual and Mid-Tenure Review

The department chair is responsible for meeting annually with each faculty member seeking promotion and tenure to discuss their annual evaluation (Appendix 3.D). Additionally, all departments will conduct an internal mid-tenure review, convening a committee of all tenured faculty, using the department's tenure and promotion guidelines. For faculty members granted one year of prior service, as well as those commencing their tenure at UNA without any credited years of service, the mid-tenure portfolio submission will be submitted in the spring of their third year. Those granted two years of prior service will submit their mid-tenure portfolio in the spring of their second year, while those with three years of prior service will submit in the spring of their inaugural year. Faculty members starting their employment during the spring semester will commence this timeline in the subsequent fall semester. The mid-tenure review will not be tied to reappointment or non-reappointment, as the normal annual review serves that purpose.

Faculty members will submit a digital portfolio during the spring semester. By February 9, the candidate is responsible for submitting a digital portfolio via the online database that UNA has established for this purpose consisting of the following (applications will open January 9):

1. A narrative in which the faculty member indicates alignment with departmental guidelines and expectations. Additionally, the faculty member should discuss the degree of merit or level of prestige or quality of work specific to their area in order to demonstrate quality of teaching/effectiveness in role as library or educational technology services faculty, research, scholarship, and other creative activities, and service as consistent with departmental guidelines for university-wide committee members who may be unfamiliar with the field (maximum of 15 pages).
2. Current Resume or Vita submitted by the faculty member via the online database that UNA has established for this purpose
3. Faculty Qualifications Report pulled into application via the online database that UNA has established for this purpose
 - a. Education (institution, major, minor, degrees awarded, and dates degrees were awarded)
 - b. College/university teaching or library/educational technology

services experience as appropriate to field (include position and dates)

c. Other teaching or library/educational technology services experience (describe and include dates)

d. Other related experience (describe and include dates)

4. Supporting information for the following items, as outlined in section 2.6.1, submitted via the online database that UNA has established for this purpose

a. Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Services Faculty

b. Effectiveness in Research, Scholarship, and Other Creative Activities

c. Effectiveness in Rendering Service

d. Any other relevant information pertaining to the college or department

The mid-tenure review process will consist of reviews by the department's tenured faculty, the department chair, and the dean's office. The department chair shall convene a mid-tenure review committee, consisting of all tenured faculty. The department chair or designee will supervise the election of a committee chairperson.

After all members have reviewed each portfolio, the committee will meet en masse to discuss each portfolio. By March 1, it is the responsibility of the mid-tenure review committee chair to compile formative comments regarding strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure and report to the department chair. By March 8, the department chair will provide the candidate with the peer committee's summary and offer the opportunity for the candidate to submit (within one week on March 14) additional information for the department chair to consider prior to completing their own review.

By March 22, the department chair should prepare a written review covering the findings of the faculty committee, characterizing the faculty recommendations, and provide an evaluation of the candidate's progress toward tenure and promotion. The evaluations from the faculty committee and department chair with the candidate's materials will be submitted to the dean's office by the department chair.

By April 15, the dean's office will prepare an evaluation of the candidate's progress toward tenure and promotion after review of the materials submitted by the candidate, faculty committee, and chair. After all feedback is provided, at minimum the department chair and/or dean will meet with the candidate to discuss their progress towards earning tenure and promotion.

Faculty should understand that the mid-tenure review process does not constitute a commitment to grant or deny tenure in the future. Mid-tenure review discussions and decisions should be based on the departmental and college tenure and promotion guidelines and the requirements and procedures set forth in the Faculty Handbook

Tenure and Promotion Application

The decision to apply for promotion should be made based on years of service, applicable employment, and in consultation with the faculty mentor and the Department chair. It is advisable that faculty seeking promotion enlist the guidance of faculty colleagues in preparation of the final portfolio of materials. Application for tenure and promotion in the Department conforms with the policy outlined in the Faculty Handbook, viz., *“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. [...] For faculty seeking promotion and/or tenure, an electronic portfolio will be submitted to the Department chair and to promotions@una.edu by October 1 of the final academic year of probationary status.”* Once submitted, the Tenure and Promotion Review Committee will review the portfolio and make a recommendation to the chair, who forwards the recommendation along with a separate chair’s recommendation to the Dean. Notification of tenure and promotion is made through the Office of the President.

Professor Merit Raises

Faculty members who have served in the rank of Professor for a minimum of five years may elect to submit a portfolio highlighting accomplishments since their last promotion/review for internal review and assessment. The portfolio, due by April 1 of the candidates’ fifth year, allows for inclusion of accomplishments from year five and must be consistent with the expectations of teaching, research, and service as outlined in the Faculty Handbook. The portfolio is reviewed by the department chair, dean, Vice President for Academic Affairs and Provost, and a subcommittee of the University-Wide Promotion and Tenure Portfolio Review Committee (consisting of full Professors). No departmental review occurs in order to mitigate the possibility of lower-ranked faculty members reviewing full Professors; however, department chairs would solicit feedback from departmental peers as part of his/her rating. Department chairs undergoing review would be evaluated by a collective rating of three department chairs from other departments as selected by the college deans and agreed upon by the candidate.

Candidates choose the following percentages for each category, based upon their preference and accomplishments, but accomplishments must occur in all three evaluative areas to be considered:

50% teaching, 25% research/creative performance, 25% service
50% research/creative performance, 25% teaching, 25% service
50% service, 25% teaching, 25% research/creative performance

The chair of the Department of English will evaluate the quality and quantity of professional accomplishments in the three evaluative areas to make determinations for or against forwarding

the candidate's portfolio to the dean, Vice President for Academic Affairs and Provost, and a subcommittee of the University-Wide Promotion and Tenure Portfolio Review Committee. The chair will rate candidates for the professor merit raise in each of the three areas as Excellent (3 points), Above Average (2 points), Satisfactory (1 point), or Unsatisfactory (0 points). In order to be recommended for the professor merit raise the candidate must have a total of at least **six** (6) points from the three areas. The total of **six** (6) points may not include any Unsatisfactory (0 points) scores. Depending on the area that the candidate would like to weigh most heavily, that area must have at least 2 points, with the other areas including at least 1 point each.

Successful candidates for the professor incentive compensation receive a flat \$5,000 salary increase. Unsuccessful candidates will receive feedback from the chair and be eligible to apply in subsequent years. Final determination for successful candidates would be made by the President, in consultation with the Vice President for Academic Affairs and Provost. Successful faculty members must wait five years before submitting another portfolio for review.

In accordance with the faculty handbook, applicants are evaluated in the following areas:

1. Effectiveness in Teaching

Evidence of teaching performance may be demonstrated through observation of teaching by a tenured faculty member, course and curriculum development, teaching innovations, teaching awards, student achievements, letters of endorsement, directing graduate theses, and course evaluations. (N.B. Course 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.)

Excellence in teaching occurs in the traditional classroom but also may be demonstrated through activities which include, but are not limited to:

- Leadership of experiential learning
- Mentoring of undergraduate and/or graduate students
- Innovative online pedagogy
- QM certification
- Leading study abroad and study away
- Interdisciplinary teaching collaborations
- Adapting OER in the classroom
- 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 tenure and promotion. The chair will evaluate scholarship in electronic forms in accordance with the MLA “Guidelines for Evaluating Work with Digital Media in the Modern Languages” (mla.org) and the CCC “Promotion and Tenure Guidelines for Work with Technology.” (ncte.org). Refereed electronic publications will be considered equivalent to print publications.

Possible areas of research and publication include but are not limited to

- Peer-reviewed, single-author scholarly, creative, or journalistic monographs
- Edited texts, translations, or book-length annotated bibliographies
- Collaborative publications (evaluated on the candidate’s contribution to the overall effort)
- Edited collections of scholarly essays either as single volumes or special issues of scholarly journals
- Edited anthologies of creative work either as single volumes or special issues of creative periodicals
- On-going editorial work at scholarly or creative journals
- Textbooks
- Refereed articles in professional journals
- Refereed book chapters
- Refereed creative and journalistic work in suitable periodicals and collections
- Major review essays
- Book reviews, dictionary and encyclopedia entries, and article-length annotated bibliographies
- Peer-reviewed digital media and/or digital humanities projects
- Instructional software, video productions, and/or tool innovations published in an academic venue

Professional activities

Weight given to professional activities will generally correspond to the level at which it occurred, i.e., local, state, regional, national, or international.

Possible areas of activities include but are not limited to:

- Receipt of major honors and awards, including fellowships
- Service as Principal Investigator (PI) for funded grant awards
- Presentation of scholarly papers, creative work, invited papers or lectures
- Development of field-specific web sites that reflect scholarly expertise and engagement
- Holding office in professional organizations
- Membership on editorial and advisory boards to scholarly, creative, or journalistic book series and/or serial publications
- Participation in professional workshops
- Attendance at professional conferences
- 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:

- Departmental committees
- College-wide committees
- University-wide committees
- Academic Senate
- Shared Governance
- Writing Center
- Academic Resource Center
- UNA Speakers' Bureau
- Charitable and non-profit board memberships
- University and community fundraising
- Advising of student organizations
- 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.

Senior Lecturer

After five (5) years of uninterrupted, meritorious service, Lecturers may immediately apply for promotion to Senior Lecturer, via submission of a dossier/portfolio to be evaluated through the

[†] 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.

UNA tenure and promotion processes. Upon promotion to Senior Lecturer, incumbents would receive a \$5,000 salary increase and a five-year (renewable) employment contract. After five additional years of service, Senior Lecturers are eligible to apply for a \$3,000 performance incentive, based upon excellence in teaching and/or service; and can do so every five years thereafter.

Current, full-time, non-tenure-track faculty members with over five years of uninterrupted service to UNA as of June 30, 2018, or in any academic year following that date, can apply for promotion to Senior Lecturer in the spring of the year in which they become eligible. Those with fewer than five years' service can count their service years towards the five-year minimum for promotion to Senior Lecturer. All current full-time, non-tenure-track faculty members will have a standard 5-5 teaching load the academic year following implementation of this policy. Promotions awarded will take effect in the fall of the year in which they are awarded" (*Faculty Handbook* 2.5.2).