

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 Foreign Languages Faculty Tenure and Promotion Guidelines

The department of Foreign Languages adheres to the general criteria for faculty appointment and performance guidelines as established in the following three areas in the *UNA Faculty Handbook*:

1. **Effectiveness as a Teacher** The individual is judged upon knowledge of subject matter, including current developments; active concern for the student's academic progress; and ability to organize and effectively present and evaluate coursework, including effectiveness in oral and written communication, ability to motivate student interest and participation, ability to relate coursework to other fields with a view to broadening the student's general awareness, evidence of conscientious preparation for all instructional situations, and use of effective methodology and teaching techniques.

For tenure and promotion to **Associate Professor** in the department of Foreign Languages, a faculty member will be deemed to have met the criteria by:

- Teaching an average of at least 9 credit hours per semester, not counting summer terms or independent studies, during the probation years
- Receiving peer evaluation (to be conducted in a minimum of one class per semester by a tenured member of the department faculty, following a departmental rubric)
- Receiving appropriate course evaluations from students. (Portfolio narrative must include evidence of reflective teaching based on comments and scores received.)
- Maintaining a portfolio of syllabi that shows the faculty member is current in teaching and learning, and other relevant instructional technologies and methodologies
- Holding regularly scheduled office hours, and satisfying advising duties as outlined in the Faculty Handbook
- Providing documentation of other activities/achievements that include at least two of the following:
 - Developing a new course
 - Developing and/or leading a study abroad trip or other experiential learning opportunities
 - Advising/mentoring undergraduate students in research projects, including Honor's Capstone Projects, Research Day presentations, 3 Minute Thesis (3MT) presentations, and other such activities
 - Earning certification in relevant professional development opportunities that have a direct impact on teaching
 - Receiving a development grant once it yields the enhancement to a course or to the department
 - Receiving a college-level (or higher) teaching or advising/mentoring award

For tenure and promotion to **Professor** in the department of Foreign Languages, a faculty member will be deemed to have met the criteria by:

- Teaching an average of at least 9 credit hours per semester (6 credit hours, if department chair), not counting summer terms or independent studies during the time served as Associate Professor
- Receiving peer evaluations (to be conducted in a minimum of one class per year by a tenured or tenure-track member of the department faculty, following a departmental rubric)
- Receiving appropriate course evaluations
- Teaching a variety of courses across his/her academic discipline
- Holding regularly scheduled office hours, and satisfying advising duties as outlined in the Faculty Handbook
- Providing documentation of other activities/achievements that include at least two of the following (**one for Professor of Merit promotion**):
 - Developing a new course
 - Developing and/or leading a study abroad trip or other experiential learning opportunities
 - Advising/mentoring undergraduate students in research projects, including Honors Capstone Projects, Research Day presentations, 3MT presentations, and other such activities
 - Earning certification in relevant professional development opportunities
 - Receiving a development grant once it yields the enhancement to a course or to the department
 - Receiving a college-level (or higher) award recognizing excellence in teaching or advising/mentoring

2. **Effectiveness in Research, Scholarship, and Other Creative Activities** The individual is judged upon the quality of scholarly attitude, the capacity for independent thought, originality and quality in published and unpublished contributions to knowledge, creativity in approach to new problems, effectiveness in planning for future research and study for himself or herself and for students, professional recognition of research efforts, and effectiveness in the administration of research projects.

The criteria for a faculty member to receive tenure and promotion to Associate Professor in the department of Foreign Languages are:

- Present at a minimum of three academic conferences at the regional level or higher during probationary years¹
 - Publish a minimum of one article in a peer-reviewed journal during the probationary years
- OR
- Publish a minimum of two articles in peer-reviewed journals during the probationary years
 - Present at a minimum of one academic conference at the regional level or higher during probationary years

¹ Mentoring undergraduate or graduate students in research projects or graduate conference presentations may serve as a substitute for up to two conference presentations, if the student presents the paper with the faculty member at a regional or higher conference or publishes the project in a peer-reviewed journal and lists the faculty member as co-author. Additionally, an invited national research talk may substitute for one conference presentation.

OR

- Publish a monograph through a recognized academic publisher

OR

- Receive an external research grant or fellowship during the probationary years
- Publish a minimum of two articles in peer-reviewed journals during the probationary years

The criteria for a faculty member to receive tenure and promotion to Professor in the department of Foreign Languages are:

- Present at a minimum of four academic conferences at the regional level or higher while at the rank of Associate Professor²
- Publish a minimum of one article in a peer-reviewed journal while at the rank of Associate Professor or since the last promotion

OR

- Publish a minimum of two articles in peer-reviewed journals while at the rank of Associate Professor
- Present at a minimum of two academic conferences at the regional level or higher since the last promotion

OR

- Publish a monograph through a recognized academic publisher while at the rank of Associate Professor

OR

- Receive an external research grant or fellowship during the probationary years
- Publish a minimum of two articles in peer-reviewed journals during the probationary years

The criteria for a faculty member to receive promotion to Professor of Merit in the department of Foreign Languages are:

- Present at a minimum of three academic conferences at the regional level or higher while at the rank of Professor

OR

² Mentoring undergraduate or graduate students in research projects or graduate conference presentations may serve as a substitute for up to two conference presentations, if the student presents the paper with the faculty member at a regional or higher conference or publishes the project in a peer-reviewed journal and lists the faculty member as co-author. Additionally, an invited national research talk may substitute for one conference presentation.

- Publish one article in a peer-reviewed journal while at the rank of Professor or since the last promotion
- 3. **Effectiveness in Rendering Service.** The individual is judged upon recognition in the professional field; consultation of high professional quality in business, cultural, educational, governmental, and industrial endeavors; activities in learned and professional societies; potential for continuing professional growth; contribution to total university development and growth; performance on committee assignments; performance on administrative assignments; and contributions to the improvement of student life.

For tenure and promotion to Associate Professor in the department of Foreign Languages, a faculty member will be deemed to have met the criteria by:

- Serving on an average of one college- or university-level committee per year during the last four years of the probation period
- Providing service to the department through off-site recruitment of students, advising an RSO or other student group, ROAR, assisting with the departmental website or social media sites, publication of the departmental newsletter, outreach to alumni, or other appropriate activities as approved by the chair
- Providing service to the profession by completing any of the following: giving presentations to local or regional groups, interpreting for professional organizations, translating documents, or other such activities

For tenure and promotion to Professor in the department of Foreign Languages, a faculty member will be deemed to have met the criteria by:

- Serving on an average of one college- or university-level committee per year while in rank as an Associate Professor
- Chairing a minimum of one college- or university-level committee while in rank as Associate Professor
- Providing documentation of other activities/achievements that include at least two of the following:
 - Providing service to the department by spearheading efforts in the recruitment of students
 - Serving as chair of the department for at least one semester (**one year for Professor of Merit promotion**)
 - Providing service to the University as a departmental liaison. Examples include QEP Liaison, General Education Liaison, and Graduate Liaison for the M.A.Ed in Spanish
 - Reaching out to alumni of the department, editing the departmental newsletter, overseeing the departmental website or social media sites
 - Providing service to the profession by completing any of the following: giving presentations to local or regional groups, interpreting for professional organizations, translating documents, including academic articles written outside of the faculty member's academic discipline, providing professional consulting or advising services, participating in organizing an academic or professional conference, or participating in other nationally recognized committees or professional entities

The criteria for a faculty member to receive promotion to Professor of Merit in the department of Foreign Languages are:

- ▲ Serving on at least one university- or college-level committee in the five-year review period
- ▲ Active participation in departmental activities/achievements. See list above for examples.

All requirements in each of the three areas for promotion to Professor must be met during the time in rank as Associate Professor. All requirements in each of the three areas for **Professor of Merit promotion** must be met during the time in rank as Professor.