

## GUIDELINES FOR PROMOTION & TENURE

### College of Arts and Humanities

The granting of tenure and promotion are two separate decisions. The former represents a commitment by the University to continued employment of faculty members, and the latter represents recognition of substantial scholarly and professional achievement in academic disciplines.

#### Categories of Guidelines for Promotion and Tenure

The mission of the College of Arts and Humanities is the creation, enhancement, preservation, and transmission of knowledge, information, understanding, and ideas through teaching, research, creative activity, service, and professional development. Therefore, the College acknowledges three basic categories of activities as essential to the promotion and tenure process.

- I. Teaching. The following activities may be included:
  - a) Classroom instruction.
  - b) Field work and internship direction and supervision.
  - c) Direction of independent studies, student research projects, theses, and dissertations.
  - d) Academic advising.
  - e) Involvement and participation in workshops, seminars, and other forums which have as their principal themes or foci curricular interests, teaching or the learning process.
  - f) Program and course development.
  
- II. Research. The following activities may be included:
  - a) Published research.
  - b) Scholarly activity.
  - c) Creative activity.
  - d) Performing activity.
  - e) Exhibit activity.
  - f) Acquisition of grants and contracts.

III. Professional Development and Service. The following activities may be included:

- a) Activity devoted to the administrative function of the department, College, and University.
- b) Activity which facilitates the objectives of the University, College, and department.
- c) Participation in professional organizations related to faculty members' disciplines or general faculty roles.
- d) Participation in conferences, courses, workshops, seminars, and acquisition of academic degrees designed to enhance competence and understanding of academic or scholarly material.
- e) Seeking and developing new ways to improve performance and make contributions to the department, College, and University.
- f) Activity which utilizes professional background and expertise in the community outside of the University.

Activities other than those listed in the above categories may be included by departments. Except for invitations of distinction, unassigned activities compensated by sources other than the University generally will not be credited for tenure or promotion.

#### Guidelines for Tenure

The granting of tenure represents a commitment by the University to continued employment of faculty, and it is incumbent upon the faculty to demonstrate that, prior to earning tenure, they have established a strong record of successful teaching, research, professional development and service activity that will be sustained throughout their academic careers. Faculty members seeking tenure shall provide evidence of achievement in the three basic categories of performance. Evidence of academic performance shall be consistent with their years of experience and opportunities, and shall meet University, College and department requirements. Substantial achievement in both teaching and research, and indications of excellence in these categories in the future, are necessary for tenure. An appropriate amount of activity in professional development and service is also required. Outstanding performance in the professional development and service category alone is insufficient for tenure. To acquire tenure, faculty members must demonstrate the potential for making a positive contribution to their discipline, department, College and University.

All tenure-earning faculty will be reviewed by the department chair annually in accordance with University requirements. In addition, at the end of the third year of a tenure-earning appointment, a comprehensive, internal review of the faculty member's progress and performance will be conducted by the department chair and a written report submitted to the Dean and the faculty member. The report may recommend appointment for another year, notice of unlikely prospect of tenure achievement, or objectives which must be achieved in order to be subsequently tenured.

### Guidelines for Promotion

Associate Professor: In addition to the guidelines for tenure and the guidelines for rank of assistant professor, the guidelines for associate professor shall include the demonstration of excellence in the quality of all three basic categories of performance and the potential for continued excellence.

Professor: The guidelines for rank of professor shall include those applicable to preceding ranks. To qualify for promotion to professor, faculty members must demonstrate sustained excellence in teaching and sustained performance in research activity which provides them national recognition, distinguishes them from faculty of other ranks, and reflects the potential for continued excellence.

### Development of Department Guidelines

The quality of faculty performance is associated with the resources and general well-being of respective departments. Guidelines for tenure and promotion produced by departments shall be framed with consideration for those circumstances, as well as the unique and special missions of the departments.

Each department shall develop Guidelines for Promotion and Tenure which must be reviewed and approved by the department and the Dean at least once every five years.

The Guidelines shall address the three basic categories of performance and the levels of necessary and sufficient activity required of faculty members in order to achieve tenure and promotion to all ranks.

If the Dean of the College does not approve the Guidelines provided by the department, the Guidelines will be returned to the department for revision. If the Dean returns the Guidelines to a department for revision, the department will resubmit its Guidelines within three weeks of receipt of the request to revise. If the department does not resubmit its Guidelines within that period of time, or if the second submission of the Guidelines is unacceptable, the Dean reserves the right to provide Guidelines to department.