

## **English Department Standards for Promotion and Tenure**

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### ***Tenure Criteria***

As the Faculty Status and Welfare Handbook notes, “For teaching faculty, tenure will be awarded primarily on the basis of one's excellence as a teacher, performance as a faculty member, and the prospect for continued meritorious contribution to the University. ... Excellence is to be construed in the fullest sense in terms of demonstrated talents in the classroom, continued scholarly growth and commitment, and professional excellence.”

The Handbook also refers to the relevance of “the professional activities set forth in Article VI. B.” for tenure applications, where it notes that “Faculty are expected to engage in the following activities, where appropriate, as part of their normal services:

1. Teaching, including the preparation of course syllabi and classes, the preparation and grading of examinations, the supervision of laboratories and other practica, and the direction of theses, honor projects, and independent study work.
2. Research, publication, and professional activity within one's field of specialization or otherwise directed towards the University's mission.
3. Student advisement, with maintenance of reasonable and scheduled office hours.
4. Participation in activities (usually through committee work) designed to advance the mission and quality of the University, School, and Departmental programs. Assignments to routine committee work will be made in consideration of other demands placed on the faculty member by the University.
5. Attendance at Department, School, and general Faculty and University meetings including commencements, convocations, and other official University exercises.
6. Community work outside the University.”

**Drawing on these guidelines, the English Department uses the following criteria for candidates applying for tenure:**

1. Ph. D. in English or related field (e.g., Rhetoric and Composition, Creative Writing, Comparative Literature).
2. Effectiveness in teaching, as evidenced by the following (a-c required; d-f optional):
  - a. Syllabi, teaching materials, and course design, with particular attention to how these materials address the department learning outcomes;
  - b. Classroom observation by tenured departmental faculty members;
  - c. Formal student evaluations;
  - d. Classroom observation by tenured faculty members from outside the department;

- e. Testimony of graduated students;
  - f. Student work samples and/or assessment of student work.
3. Scholarly achievement and its likely continuance, as evidenced in any combination of the following as deemed sufficient by the tenured members of the department (“a” or “b” required):
- a. One scholarly article or book chapter in the discipline published or accepted for publication in a peer-reviewed journal or edited collection published by a university press or publisher with an established presence in the discipline;
  - b. Multiple publications in peer-reviewed journals or edited collections not meeting the above specifications, or not peer-reviewed but germane to the candidate’s discipline;
  - c. Presentations at regional, national, or international conferences;
  - d. Invited lectures in scholarly venues;
  - e. Public-facing scholarly work, including newspaper or magazine articles and digital work such as blogs, podcasts, and websites;
  - f. Other professional/ scholarly activities that make important contributions to the candidate’s area of study and expertise.
  - g. For creative writing faculty, applicants should produce a comparable amount of writing: a minimum of 20 pages of published material. “Readings” can substitute for “presentations” and “lectures” above.
4. Service to the department, school, university, and community, with evidence of regular service contributions at target level: regular attendance at department and university meetings, events, and exercises (Convocation and Commencement required); completing department advising work; and participating in two service categories every year (see categories below).

### ***Promotion Criteria – Associate Professor***

As the Faculty Status and Welfare Handbook notes, “The Associate Professor should possess, and have demonstrated in an exceptional manner, the qualifications required for appointment as Assistant Professor. In addition, the Associate Professor should have demonstrated outstanding teaching ability as evidenced by recognized professional growth and knowledge, a salutary influence upon students under his or her tutelage, and by professional standing among his or her colleagues. Achievement in scholarship, normally evidenced by significant publication or, where appropriate, by other generally accepted significant forms of professional contribution will be required for this rank.”

### **Drawing on these guidelines, the English Department uses the following criteria for candidates applying for the rank of Associate Professor:**

1. Effectiveness in teaching, as evidenced by the same indicators described in the criteria for tenure above.
2. Intensified and focused scholarly achievement, as evidenced in any combination of the following as deemed sufficient by the tenured members of the department (“a” or “b” required):
  - a. Two scholarly articles or chapters in the discipline published or accepted for publication in peer-reviewed journals or edited collections published by a university press or publisher with an established presence in the discipline;
  - b. Several publications in peer-reviewed journals, edited collections, or other media not meeting the above specifications, or not peer-reviewed but germane to the candidate’s discipline;
  - c. Several presentations at regional, national, or international conferences;
  - d. Invited lectures in scholarly venues;
  - e. Public-facing scholarly work, including newspaper or magazine articles and digital work such as blogs, podcasts, and websites;
  - f. Other professional/ scholarly activities that make important contributions to the candidate’s area of study and expertise.
  - g. For creative writing faculty, applicants should produce a comparable amount of writing: a minimum of 40 pages of published material. “Readings” can substitute for “presentations” and “lectures” above.
3. Service to the department, school, university, and community, with evidence of regular service contributions at target level: regular attendance at department and university meetings, events, and exercises (Convocation and Commencement required); completing department advising work; and participating in two service categories every year (see categories below). Promotion to Associate Professor requires regular and substantial participation in these service commitments, such that the candidate helps advance the mission and quality of university, school, and/or departmental programs.

### ***Promotion Criteria – Full Professor***

As the Faculty Status and Welfare Handbook notes, “The Professor should possess, and have demonstrated in an exceptional manner, the qualifications required for appointment as Associate Professor and beyond these should have gained professional recognition for contributions to his or her field of knowledge.”

### **Drawing on these guidelines, the English Department uses the following criteria for candidates applying for the rank of (Full) Professor:**

1. Excellence in teaching, as evidenced by the same indicators described in the criteria for tenure above.
2. Scholarly achievement demonstrating sustained expertise as evidenced by “a” or “b”:
  - a. A scholarly monograph in the applicant’s discipline;
  - b. At least five articles or book chapters in peer-reviewed journals or edited collections published by a university press or publisher with an established presence in the discipline;
  - c. The department will also consider applicants without a scholarly monograph and with fewer than five peer-reviewed articles or book chapters if they are determined by tenured members of the department to have sufficient scholarly achievements through some combination of the following:
    - i. Peer-reviewed articles, book chapters, and/or reviews;
    - ii. Edited journals, collections, or critical editions;
    - iii. Presentations and/or invited lectures;
    - iv. Public-facing and/or digital scholarly work;
    - v. Service that draws on and demonstrates the applicant’s expertise (examples include chair or director work that is enhanced by the candidate’s research, service to the discipline through peer-reviewing or serving on editorial boards, etc.);
    - vi. Other professional/ scholarly activities that make important contributions to the candidate’s area of study and expertise.
  - d. For creative writing faculty, applicants should produce a comparable amount of writing: a minimum of 100 pages of published material. “Readings” can substitute for “presentations” and “lectures” above.
3. Recognition of the exceptional quality of the candidate’s scholarly work as demonstrated by published reviews, academic citations, and/or letters of support from other experts in the discipline.
4. Service to the department, school, university, and community, with evidence of regular service contributions at target level: regular attendance at department and university meetings, events, and exercises (Convocation and Commencement

required); completing department advising work; and participating in two service categories every year (see categories below). Promotion to Professor requires evidence of more extensive and regular service commitments such as Department Chair, Program Director, chairing committees, or service to the candidate's discipline and/or the academic profession (e.g., editorial work).

Categories of Faculty Service

| <b>University</b>              | <b>School</b>                    | <b>Department</b>      | <b>Discipline</b>            |
|--------------------------------|----------------------------------|------------------------|------------------------------|
| Faculty Senate                 | Interdisciplinary programs       | Chair                  | Editor or reader             |
| Student advising*              | Student advising*                |                        |                              |
|                                |                                  |                        |                              |
| <b>Across Levels</b>           |                                  |                        |                              |
| Committee chair or member      | Search committees                | Event organization     | Public outreach              |
| Club advisor                   | Grant applications               | Grant administration   | Admissions events            |
| Meeting with incoming students | Outreach to prospective students | Recommendation letters | Applying for student funding |

\* = Beyond departmental advising.