

Department of Theology and Franciscan Studies
Standards for tenure and promotion

Standards for tenure

- A terminal degree; PhD, ThD.
- Evidence of engagement with the larger scholarly community. Such evidence might include regular attendance at and participation in academic conferences, workshops, symposia, etc. Performance of service to the guild (as an editor for a journal, as a peer reviewer for journal submissions, and leadership role for scholarly societies, etc.), and publishing reviews of recent publications in the field, etc.

The following three are considered the main areas of responsibilities for all professors in the department:

1. Teaching
2. Professional activity and scholarship
3. Service to the university, local community, and to the larger scholarly academy.

The primary focus for each professor in this list is teaching. Next is scholarship, followed by service. In determining tenure, the department weighs the importance of these three areas in the following way:

- A. Teaching – 65%
- B. Professional activity and scholarship – 25%
- C. Service – 10%

Evaluation of teaching includes:

Each professor must be able to teach the required freshman course, *The Way of Francis and Clare*, as well as various other course offerings required as electives in the general education program of the university. This will involve peer observation of teaching once an academic year. Review of student course evaluations, annual faculty self-evaluation, as well as chair's annual evaluation letter to the Dean, and the Dean's annual evaluation letter. Finally, consultation and recommendation of tenured faculty from the department of Theology and Franciscan Studies.

Evaluation of professional activity and scholarship includes:

Evaluation of professional activity and scholarship for tenure must include the following:

- i. Two peer reviewed academic articles/essays
- ii. Attendance at three academic conferences
- iii. Three book reviews in peer review journals

Evaluation of service includes:

For the university, to have volunteered on at least one committee

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- A significant contribution to the field: this will typically be achieved by the publication of at least two peer reviewed essay-length publications; such publications may also include chapters in edited collections published by academic presses. The publication of a scholarly monograph with an academic press exceeds this expectation and thus is more than sufficient for promotion. Given that our department is not only theology but also Franciscan studies, other significant contributions could include the production of editions of previously unedited manuscripts (or previously poorly edited manuscripts) or the translation of previously untranslated texts (or previously poorly translated texts).

Evaluation of teaching includes:

Each professor must be able to teach the required freshman course, *The Way of Francis and Clare*, as well as various other course offerings required as electives in the general education program of the university. This will involve peer observation of teaching once an academic year. Review of student course evaluations, annual faculty self-evaluation, as well as chair's annual evaluation letter to the Dean, and the Dean's annual evaluation letter. Finally, consultation and recommendation of tenured faculty from the department of Theology and Franciscan Studies.

Evaluation of professional activity and scholarship includes:

Evaluation of professional activity and scholarship for tenure must include the following:

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Evaluation of service includes:

For the university, to have volunteered on at least one committee.

Note to tenure committee:

The production of theological essays and monographs require a great amount of research which can be time consuming. A typical monograph, for example, can take from 2 to 5 years from start to publication. Furthermore, especially in historical theology and where editions and translations in the Franciscan manuscript and archives are involved, the time required to produce published works may even take longer. Editions and translations are important scholarly contributions for Franciscan studies since many texts in the Franciscan intellectual tradition are not available to scholars without skills in paleography or reading Latin.