

Department of World Languages & Cultures

Criteria for Promotion and Tenure

2022-2023 Academic year (revised Nov 2018)

- **General Guidelines**

1. **Timeline for Applications.** During the fall semester of each year, the Department Chair will notify those faculty members who meet the normal eligibility requirements for tenure and promotion. Since the University requires strict adherence to format and criteria, the Chair will advise or assist faculty members in preparing their applications. This should be done during the latter half of the fall semester. It is recommended that faculty wishing to be considered make an early appointment to meet with the Chair and PRT Committee to discuss the guidelines and how they will be interpreted.
2. **Documents.** Faculty members must provide the Chair with one copy of completed applications in conformity with UPRT Committee guidelines. Since materials cannot be returned, submit copies only.
3. **Minimum Criteria.** No one should expect automatic tenure and promotion to associate professor upon completion of the minimum numbers of years of eligibility. Since each application for promotion to any level will be evaluated on its own merit, one should not expect promotion to be assured merely for meeting minimum performance criteria. The criteria are minimum for each area at each level, and the applicant should demonstrate performance above the minimum in at least one area.
4. **Leave.** Faculty members on leave may apply for promotion and/or tenure. The individual on leave is responsible for seeing that his or her application materials are submitted by the established due dates.
5. **Outstanding Achievement.** In keeping with the university's threefold mission of teaching, research and service, some achievement in all areas is usually expected to recommend promotion and/or tenure. However, an attempt will be made to recognize and evaluate each applicant's unique accomplishments, and exceptionally significant achievement in one area may be viewed as compensation for more limited achievement in another. (In all cases, effective teaching is essential. No amount of achievement in research and/or service will be considered to compensate for inadequate teaching.) In all cases, quality of activity will be more important than its quantity.

- a. Outstanding teaching will be documented by consistently outstanding evaluations by students, strongly positive peer evaluations, development and implementation of innovative new courses, participation in seminars and other programs to improve teaching, the receipt of teaching awards, having the work of students from one's classes receive some recognition, and other indications of teaching accomplishments beyond the competence expected of all department faculty.
 - b. Outstanding research will be documented by sustained publications of high quality (especially in refereed journals), sustained participation through presentations at professional meetings, the receipt of scholarship awards, and other indications of research accomplishment beyond that expected for promotion to the relevant rank.
 - c. Outstanding service will be documented by successful administrative service to the department, college, university, and community, leadership roles in professional organizations, the receipt of service awards, and other indications of service accomplishment beyond that expected for promotion to the relevant rank.
6. **Effective Teaching.** Effective teaching is defined as the strategies for presenting and engaging student interaction with the material in such a way that, if the students fulfill their obligations to do the required work, they have the optimal chance for learning. Teaching will be understood to mean principal responsibility for any credit and non-credit courses offered by the university, whether delivered in the classroom or via distance technologies, including supervision of independent study or other special projects.

Since appropriate teaching strategies will vary by the level and nature of the course, effectiveness in both lower- and upper-level classes will be evaluated. Typically, effectiveness in lower-level language classes will be based on teaching techniques, whereas upper-level classes require both the ability to engage students with the material as well as a high intellectual caliber and level of expertise in the subject matter.

The tenured faculty are expected to assist in the process of developing effective teaching skills among their junior colleagues. Faculty on tenure track should invite tenured faculty into their classes and consult with them on their teaching performance. Tenured faculty, including the Chair, should provide written evaluations that may be included in the applicant's review dossier. This peer intervention should occur both before and after the third-year pre-tenure review.

Faculty engaged in the supervision of interns should provide documentation attesting to their effectiveness in working with the students and with the cooperating teachers in the public schools.

Application for and receipt of grants to aid in teaching or curricular development may also be considered as a positive factor in the PRT review.

Measures of effective teaching will be included in the departmental PRT dossier that may consist of a candidate's statement of teaching philosophy and methods, class materials such as syllabi and handouts, recorded sample class sessions, evaluations by the department chair, colleagues, and students, grade distribution numbers and percentages, and/or other appropriate materials.

7. **Publication.** The most important indication of the quality of an applicant's scholarly contribution is the quality of the journal or the quality of the publishing house where the work is published.

High quality journals are defined as those that publish material that contribute significantly to developments in knowledge and understanding of the topic addressed. Papers that appear in these journals are usually scrutinized with particular care by the editors, and competition for space in the journals is intense. On-line journals will be considered as high quality if they meet the same standards of peer review as print journals.

Other measures of quality include the influence and reputation of the candidate, as demonstrated by letters of recommendation or citations to the candidate's work.

Normally, a minimum of three substantial articles in refereed publications, or a book, is considered a minimum for tenure and promotion, although the Departmental PRT committee may require more. Questions about the value of particular publications or conference presentations to the PRT process may be addressed to the Departmental PRT Committee or to the Department Chair.

Also generally considered to be high quality publications are books issued by publishers following standard peer review practices. The quality of these books can be demonstrated by the reputation of the publishing house and by positive reviews in the press or by referees.

In view of the growing interdisciplinary nature of scholarship, an applicant's research should be appropriate to one's academic appointment and may have a broad focus, as long as it relates in some way to the study of literature and/or culture, or to the teaching of world languages.

Tenured faculty, particularly the Chair, may be expected to be called upon to provide mentoring for the faculty on tenure track as the latter develop their research and publication projects.

Application for and receipt of fellowships and grants to aid in research may also be considered as a positive factor in the PRT review.

Documentation for all papers and articles read and/or published should be provided by the candidate to support the candidate's application.

The department PRT committee and the department chair will verify all publications and other research items in a faculty member's file. Predatory journals and conferences are not acceptable forms of scholarship. At any stage, the PRT committee or the chair may ask an applicant to substantiate claims about research items. It is expected that resulting explanations will be added as notes where appropriate.

8. In the interest of making effective decisions regarding promotion, retention, and tenure, deans and/or department chairs have the responsibility of counseling with each faculty member at least once a year concerning the individual's performance in teaching, working with students, research, scholarship and creative activity, and professional involvement. Further more, the department PRT Committee will review annually the progress towards tenure of pre-tenured faculty and will prepare written recommendations regarding retention that will be forwarded to the department chair. The chair will review the retention recommendations and send them to the college PRT Committee or to the dean as determined by college procedures.

Third-Year Pre-tenure Review. A Comprehensive Pre-tenure Review will be implemented that will be completed in the third year of employment at ASU for all pre-tenure faculty regardless of rank. This review will require that all third-year pre-tenure faculty members submit documentation of performance in the areas of teaching, scholarly activities, and service using the tenure application format. The Departmental PRT Committee, the Department Chair, and the Dean will formally review this documentation and provide appropriate feedback to each third-year faculty member regarding his or her progress toward tenure.

In referring to a "year" throughout this document it is understood that the policy of the university that a full semester of service under a pre-tenure-status contract that begins on or before the first day of the spring semester in an academic year counts as a full year.

9. **Composition of Departmental PRT Committee.** The Departmental PRT Committee will consist of at least five tenured faculty members representing as many areas as possible within the department. If there are fewer than five tenured faculty (including the Chair, who may serve as a non-voting member), the Chair, after consulting with the faculty in the department, will select

faculty from other departments in the college to make up the committee. Members of the committee serve three-year, renewable terms.

10. **Revision of Criteria.** This document may be revised whenever the department faculty deem such a revision necessary.

II. Tenured faculty applying for promotion will use the PRT criteria that have been in place for five years or fewer.

III. **Instructors:** Persons holding the rank of instructor are not eligible for the award of tenure, and the time spent as instructor will not be credited to the pre-tenure probationary period required by those ranks in which tenure may be earned.

IV. **Criteria for Tenure and Promotion to Associate Professor**

1. Promotion to associate professor will be awarded only after six years as assistant professor except in outstanding cases that are clearly apparent to peers within the discipline.
2. Earned doctorate in a field appropriate to the appointment.
3. Established and continuing record as an effective teacher, based on such factors as student, peer, and Chair evaluations, course development, course outlines (including reading lists and nature of assignments), and the variety of courses taught.
4. Scholarly achievement in the discipline evidenced by such activities as publications and presentation of papers at professional meetings.
5. Demonstrated willingness to serve the department, college, university, and community, through effective and active participation on committees, advisement, professionally related public service, as well as leadership roles and participation in professional organizations.
6. A minimum of six years at ASU, except as noted below.

Since it is unusual for a faculty member to amass a record of performance that reflects exemplary productivity in less than the standard probationary period, accelerated tenure is rare. However, any faculty member has the right to submit an application seeking tenure during any application period in which he or she can clearly demonstrate meeting the performance criteria that would be expected during the mandatory review. If a faculty member fails to earn tenure in this accelerated review cycle, he or she may apply for tenure again *only* after two years or in the sixth year of the pre-tenure cycle.

A prospective faculty member may negotiate the terms of initial employment with regard to tenure status and academic rank based on the professional productivity earned in previous employment. Any such terms must be approved by the Executive Vice-Chancellor and Provost of the university and be based on the thorough review and positive recommendation of the Departmental PRT committee within the academic unit in which tenure and rank will be held. Any potential adjustments to the standard PRT schedule will be in consultation with the Dean of CHSS and written copies of the agreement will be maintained in both the Dean's office and the faculty member's personnel file. Documentation of negotiated terms must be included with the application for tenure and/ or promotion.

7. Criteria for Promotion in Rank

1. Promotion from Instructor to Assistant Professor. Faculty members at the instructor rank who are currently in a tenure-track position and who complete requirements for the terminal degree should provide the Executive Vice-Chancellor/Provost and their department chair with evidence of completion. In this case, it is not necessary to apply for promotion. Upon favorable recommendations by the chair and dean and approval by the EVCP, promotion to the rank of assistant professor may be granted.
2. Promotion from Associate Professor to Professor
 - A. Earned doctorate in a field appropriate to the appointment.
 - B. Established and continuing record as an effective teacher, based on such factors as student, peer, and Chair evaluations, course development, syllabi (including reading lists and nature of assignments), and the variety of courses taught.
 - C. Continuing excellence in scholarly work appropriate to the discipline or field as evidenced by long-term, regular and recent publications in peer-reviewed vehicles of significant professional stature. High quality of publications or a solid and extensive record of publication constitutes the primary evidence of scholarly achievement. Also considered will be presentation of papers at professional meetings, application for and receipt of grants, and other appropriate service to the profession at large.
 - D. Demonstrated willingness to serve the department, college, university, and community through effective and active committee participation, advisement, and/or other appropriate activity.

- E. Except in unusual circumstances, a minimum of five years as an Associate Professor, two of which must be on the ASU campus.