

ENGLISH DEPARTMENT PROMOTION AND TENURE DOCUMENT
APPROVED BY ENGLISH DEPARTMENT FACULTY 2/12/2016

The Promotion and Tenure Committee (PTC) and chair will evaluate applicants for Promotion and Tenure according to the following guidelines:

A. Basic Workload in the English Department. All tenure-line faculty in the English department have responsibilities in the areas of teaching, research and service. The basic workload for tenure-line faculty members generally consists of the following:

1. Teaching: Teaching three courses (or their equivalent) per semester and sharing equitably in the advising responsibilities of the department.

Exceptions: (1) Some faculty may have a reduction in teaching load in exchange for administrative responsibilities; (2) Faculty who do not meet the university's course release for research policy (two peer-reviewed, scholarly articles or equivalent research/creative products every three years) may be given a fourth course to teach; (3) Other exceptions such as but not limited to medical leave, OSCA, etc. to be agreed upon in writing by faculty member and chair (via memo, annual report, chair summary of annual report meeting or faculty reply to chair summary).

2. Research: Two peer-reviewed, scholarly articles or the equivalent (peer-reviewed, refereed, or editorial board reviewed, etc. as appropriate) research/creative product every three years, for every three years that the faculty member gets course release for research every semester. Faculty products will be reviewed by the chair as part of the annual report process and by the PTC as part of contract renewal, promotion and tenure processes.

Acceptable variations to producing two articles every three years include but are not limited to the following: (1) Several sizable encyclopedia entries or book review essays in lieu of an article; (2) A translation, film, CD, short story or play in lieu of an article; (3) Three poems published in journals in lieu of an article; (4) An NEH or other competitive external grant award in lieu of an article; (5) A scholarly monograph, edited collection of scholarly essays, scholarly edition of a novel or other equivalent text, scholarly anthology of literary texts, textbook, or book of creative writing in lieu of several (four to six) articles; (6) Other exceptions to be agreed upon in writing by faculty member and chair, including but not limited to reduced research expectations for faculty who, due to administrative or other responsibilities, do not receive a course release per semester for research.

Because often publication schedules for research/creative products may be delayed for reasons beyond the faculty member's control, research/creative products accepted for publication (forthcoming articles, books in press, etc.) at the time of evaluation will count toward basic workload, merit, tenure and promotion.

3. Service: Participation on two departmental committees OR chairing one departmental committee OR participation on one departmental and one university committee per year.

Where possible, the chair will protect junior faculty members from service obligations in excess of the basic load.

Exceptions will be agreed upon in writing by faculty member and chair.

4. Administrative (if applicable): Those faculty members who are hired into or who step into administrative responsibilities (such as but not limited to Assistant Chair, Writing Center Director, Director of Composition, Graduate/Undergraduate Director, Director at Loft or AppHouse, Associate Dean, etc.) will have responsibilities particular to their posts. It is the joint responsibility of those faculty members and the chair/immediate supervisor to agree upon in writing what the duties of the particular administrative post entails and what adjustments, if any, need to be made to their teaching, research and service expectations.

Each year, the chair will inform each faculty member how he or she is progressing toward tenure and/or promotion, will document this in writing, will advise faculty how to meet their goals and will permit faculty to provide a written response. In the unlikely event that an individual is performing below par despite meeting the basic workload, the chair should inform him or her at their Annual Meeting, if not before, and in writing.

B. Tenure and Promotion to Associate Professor. Candidates for tenure and promotion to Associate Professor have demonstrated that they are and will continue to be accomplished teacher-scholars in the discipline as well as committed and effective departmental citizens.

1. Timetable. Generally, faculty will submit their materials in support of promotion and tenure in the fall of their sixth year of employment. Faculty will be given full consideration for promotion and tenure prior to the completion of five years of full-time, tenure-track employment if

- (a) they negotiated with the chair and dean, prior to accepting their position, to have previous experience “count” toward tenure (in cases in which the amount of time negotiated exceeds one year, the PTC must approve the negotiated time); or
- (b) they can demonstrate exceptional performance by exceeding departmental criteria. In this case they can request review for promotion and tenure one year earlier than the mandatory year.

While promotion and tenure must be applied for simultaneously, they are separate votes and may be granted independently of one another. When the PTC and chair consider an application for *promotion*, more weight will be given to the applicant’s performance and ongoing potential as an accomplished teacher-scholar in his/her discipline. When the PTC and chair consider an application for *tenure*, more weight will be given to the applicant’s performance as a committed and effective departmental citizen and his/her potential for helping the department meet its long-term needs and goals.

2. Criteria. In order to be eligible for tenure and promotion to Associate Professor, faculty must fulfill ALL of the following requirements:

- (a) have a terminal degree from an accredited institution and at least five years of appropriate experience, unless there are exceptional circumstances;
- (b) have a record of meeting the basic workload in EACH of the three areas (teaching, research, and service);
- (c) demonstrate excellence in teaching AND recognized accomplishment in at least one other area;
- (d) demonstrate willingness to participate in departmental and institutional affairs.

3. Materials. Faculty will submit a portfolio (in electronic form, printed form, or combination) in support of their application for tenure and promotion, documenting their performance since their time of hire. As per the faculty handbook, portfolios will be reviewed by the PTC and the chair; PTC recommendations about a faculty member's promotion and/or tenure, along with chair recommendations, will be forwarded to the Dean during faculty review processes. The portfolio should demonstrate the ways in which faculty have met/exceeded the basic workload and demonstrate the faculty's skills and accomplishments.

As explained in the Faculty Handbook, the University template for promotion and tenure portfolios shall be followed by all faculty seeking tenure and/or promotion. The Promotion and Tenure portfolio consists of two parts: a Promotion and Tenure (P&T) dossier and a Collection of Artifacts/Documentation appropriate to the faculty member's discipline. Particular requirements for faculty completing the P&T Portfolio are as outlined below:

The P&T Dossier

The P&T Dossier in its entirety shall be approximately 35 pages plus a curriculum vita (CV). The candidate's P&T dossier shall consist of the following and be placed in the following order:

1. cover letter, in which the candidate applies for tenure and promotion, contextualizes the contents of the portfolio, addresses duties and performance, and makes a case for why the faculty member meets departmental and University criteria for tenure and promotion;
2. summary one-page vita;
3. candidate's vita, including evidence related to teaching, research/creative endeavors, and service. The organization of these entries is up to the candidate, but the outline should include education and experience; awards and honors; peer-reviewed/juried products (grant/contract funding, publications, presentations, exhibits, etc.); course development and teaching responsibilities and innovations; outreach and/or service to the department, college, school, University, and discipline;
4. candidate's departmental P&T policies;

(Sections 5-7 below should be no more than a total of 18 pages and each section should be no less than 2 pages.)

5. evidence of quality and effective teaching:

- a. A narrative statement describing the candidate's teaching philosophy and experience.
 - b. A discussion of three particularly notable indicators.
- 6. evidence of quality research/creative activities:
 - a. A narrative statement describing the candidate's plans for continuing research/creative activities and how these activities contribute to the discipline.
 - b. A discussion of three particularly notable indicators.
- 7. evidence of contributions to the department/college/university and/or the profession through service or outreach:
 - a. A narrative statement describing the candidate's commitment to service.
 - b. A discussion of three particularly notable indicators.
- 8. for faculty hired after 2015, three letters of external review addressing scholarship or professional standing (external reviewers to be selected by the department chair from a list of at least five potential reviewers agreed upon in advance between the candidate and the chair);
- 9. copies of Annual Reviews by the department chair;
- 10. written recommendations of the departmental promotion and tenure committee, chair, dean, and provost and executive vice chancellor will accompany the P&T dossier forward at each appropriate stage of the review;
- 11. graduate faculty membership (optional): If also requesting graduate faculty membership, faculty shall submit with the dossier an independent packet: the graduate faculty membership form (<http://www.graduate.appstate.edu/facultystaff/>), a CV, and a letter summarizing evidence of engagement in graduate education and of staying current in the discipline; and evidence of effective teaching and mentoring at the graduate level. These materials will be considered by the departmental promotion and tenure committee in a separate vote at the same time as the P&T review. The graduate faculty membership application will be sent forward to the academic dean for approval, and then to the graduate dean for final action.

The Collection of Artifacts/Documentation

The Collection of Artifacts/Documentation may include books, articles, recordings, videos, texts of grants and /or works in progress, other creative scholarly work, students' evaluations of teaching, peer reviews of teaching, syllabi, sample student work, letters documenting service, etc. Candidates are strongly advised to consult closely with their department chairs for guidance on selecting appropriate materials for the collection of artifacts/documentation.

Materials summarized in the Dossier and documented in the Collection of Artifacts might include but are not limited to the following:

Teaching: list of courses taught; list of participation on theses, exams and independent studies; copies of student and peer evaluations; syllabi and sample instructional materials; documentation of course, curricular, or program development; documentation of learning or teaching new pedagogical skills; and documentation of teaching awards.

Research: copies of all published works and manuscripts under review; copies of conference papers and invited talks; documentation of applications/awards for grants, fellowships and other research honors; documentation of editorial involvement with professional journals; and documentation of responsibilities as conference, workshop, panel or session organizer.

Service: documentation of departmental and university committee work, involvement in professional and/or student organizations, and participation in new faculty or new student recruitment or orientation activities; documentation of faculty mentoring and peer observations.

Administrative (where applicable): documentation of duties and accomplishments; letter from immediate supervisor.

4. Evaluation:

Teaching. Demonstration of excellence in the area of teaching includes but is not limited to: (1) Positive peer and/or student evaluations; or (2) Receipt of teaching awards, fellowships, etc.; or (3) Effectively developing new courses, programs or instructional materials; or (4) Experimentation with teaching methods and techniques; or (5) Effectively participating on M.A. and/or honors theses committees; or (6) Effectively mentoring students, either through independent study or other means; or (7) Effectively advising an overload of students; or (8) Participating in, leading or organizing faculty development programs to improve pedagogical performance.

Research. Using the basic workload expectation for research as a guide, faculty who apply for tenure after five years of employment, and who have received course release every semester for research, will be expected to submit a minimum of three peer-reviewed research/creative products at the time of application, plus evidence that a fourth is in progress or under consideration. (2 research/ creative products or their equivalent every 3 years is proportional to 3.3 products for 5 years.) Applicants whose research release time differs will be prorated. As stated in the basic workload section of this document, these numbers are a guide; thus one book or other large project will be considered the equivalent of several articles.* Research products accepted for publication (forthcoming articles, books in press, etc.) at the time of application will count toward tenure and promotion.

Demonstration of recognized accomplishment in the area of research/creative activity includes but is not limited to: (1) Producing exceptionally excellent research/creative products as evidenced by reprints, reviews, citations by others in the profession, invited talks to other universities, letter(s) from scholars in the discipline outside of Appalachian, etc.; or (2) Having more than three research/creative products; or (3) Receipt of research grants, fellowships, awards, etc. or (3) Presenting at or organizing refereed scholarly conferences; or (4) Reviewing manuscripts for journals and scholarly presses; or (5) Effective performance in an editorial position for a professional journal.

* R1 English departments require a peer-reviewed book for tenure; some accept six articles in lieu of a book.

Service: Demonstration of recognized accomplishment in the area of service includes but is not limited to: (1) Awards, letters, or other documentation of excellent service to the department, university or profession; or (2) Exceeding the basic service workload.

Administrative (where applicable): Demonstration of recognized accomplishment in administrative duties includes but is not limited to: (1) Effectively developing new or existing programs, procedures, coalitions across university entities, etc.; or (2) Improving/augmenting the quality and visibility of the program; or (3) Improving/augmenting the efficacy of deliverables, products or outcomes; or (4) Effectively leading and working with those under your management and providing opportunities for their development; or (5) Letter with statement of excellence from immediate supervisor.

C. Promotion to Full Professor. Candidates for Full Professor have demonstrated that they have attained recognition and respect as accomplished teacher-scholars within and beyond Appalachian, have been consistently engaged in scholarship throughout their careers, and have played leadership roles in the discipline, department or university.

1. Timetable. Generally, faculty at the rank of Associate Professor will be eligible to apply for promotion to Full Professor after five years of tenure in the department. Faculty will be given full consideration for earlier promotion to Full Professor if:

- (a) they were hired at the Associate Professor level and negotiated with the chair and dean, prior to coming to ASU, to have previous experience “count” toward promotion; or
- (b) at the discretion of the faculty member and chair in consultation with one another.

2. Criteria. In order to be eligible for promotion to Full Professor, faculty must fulfill ALL of the following requirements:

- (a) have a terminal degree from an accredited institution and at least ten years of appropriate experience, unless there are exceptional circumstances;
- (b) have a record of meeting the basic workload in EACH of the three areas (teaching, research and service);
- (c) demonstrate excellence in teaching AND outstanding accomplishment in at least one other area;
- (d) for faculty hired prior to 2015, provide one letter of external review, and for faculty hired after 2015, provide three letters of external review addressing scholarship or professional standing (external reviewers to be selected by the department chair from a list of at least five potential reviewers agreed upon in advance between the candidate and the chair);
- (e) demonstrate willingness to participate in departmental and institutional affairs; and at some point during their employment, to have assumed a leadership role in their discipline, department or university. Leadership roles include administrative appointments, appointments to chair university-wide committees, election to Faculty Senate, appointments to chair a committee of a professional organization, etc.

3. Materials. See section on materials for tenure and promotion to Associate Professor. Applicants for Full Professor will also provide records of their post-tenure reviews.

4. Evaluation. See section on evaluation for tenure and promotion to Associate Professor.