**TENURE AND PROMOTION CRITERIA:**

These **guidelines** are intended to demonstrate the breadth, scope and type of accomplishments expected for tenure and promotion to Associate Professor, and for promotion from Associate Professor to Professor.  Accumulating the number of contributions suggested in the **guidelines** will not in itself guarantee tenure or promotion because determining whether an individual has demonstrated excellence in teaching and scholarship and made meaningful contributions in service will require judgments of both the quantity and quality of the accomplishments by reviewers at each step of the process.  For this reason the **guidelines** should be viewed as guideposts to inform individuals seeking tenure or promotion but are not intended as a check sheet that will automatically result in tenure or promotion.

1. Criteria for Tenure and Promotion
2. Scholarship

It is incumbent on the Department’s Promotion and Tenure committee, and the **chair**, to assess the quality of the scholarship produced by the candidate. The assessment of the quality shall be made by the independent evaluation of the candidate’s submitted work, with the help of the external letters of evaluation, written by fellow scholars competent in the candidate’s area(s) of expertise. As a general guide to the amount of published work that will under normal circumstances be considered acceptable for tenure and promotion, the following criteria should be used:

1. Criteria for tenure and promotion to Associate Professor

In order to gain tenure and promotion from Assistant to Associate Professor, the candidate must demonstrate significant scholarly production. **This production will normally be demonstrated by the publication of a book or at least three substantive articles or chapters in collections. The book or articles should be judged by the Department P & T Committee, with input from the external reviewers, to be of high quality, and to demonstrate the candidate's meaningful contribution to scholarship**. These publications must involve original research, must demonstrate the competent use of primary source material, and must be published by reputable academic presses, or appear in major refereed academic journals or collections in the candidate’s field. In addition, the candidate should demonstrate active scholarly engagement in his/her field, by giving papers at major conferences, publishing review articles, encyclopedia articles or other shorter pieces, editing books, reviewing manuscripts, contributing to digital scholarly fora, or participating in similar scholarly activities. **The candidate’s published work and scholarly activities should demonstrate an active and ongoing agenda of scholarship.**

1. Criteria for promotion to Professor

In order to gain promotion from Associate Professor to Professor, the candidate must demonstrate further significant scholarly production in addition to the work produced prior to the granting of tenure and/or promotion to Associate professor. This production **will normally be demonstrated by the publication of a book or at least six substantial articles or chapters in collections. The book or articles should be judged by the Department P & T Committee, with input from the external reviewers, to be of high quality, and to demonstrate the candidate's meaningful contribution to scholarship.** These publications must involve original research, must demonstrate the competent use of primary source material, and must be published by reputable academic presses, or appear in major refereed academic journals or collections in the candidate’s field. In addition, the candidate should demonstrate active scholarly engagement in his/her field, by giving papers at major conferences, publishing review articles, encyclopedia articles or other shorter pieces, editing books, reviewing manuscripts, contributing to digital scholarly fora, or participating in similar activities. **The candidate’s published work and scholarly activities should demonstrate an active and ongoing agenda of scholarship.**

 B. Teaching

* 1. Criteria for tenure and promotion to Associate Professor

Excellence in teaching shall be demonstrated by:

1)  Student evaluations, classroom visitations, evidence from other sources, such as internal or external teaching awards, and other appropriate evaluative procedures.  The effectiveness of instruction shall be defined in terms of enhancing students' content knowledge and disciplinary skills, stimulating students' critical thinking and/or creative ability; and enhancing students' communication skills;

2) The regular revision and elaboration of existing courses, as evidenced by changes in syllabi resulting in demonstrable improvements in student learning;

3) The regular development of new courses, particularly upper-division courses and seminars and interdisciplinary courses in areas of one's research interest;

4) Supervision of graduate theses and/or undergraduate research projects, where appropriate supervision leads to successful completion.

5) In making judgments about the consistency of performance, assigned interruptions and reductions of teaching (sabbaticals, research leaves, and administrative appointments) will not be held against a candidate, nor will an increased quantity of teaching (overloads, summer) automatically count in favor of a candidate, other than by proof of outstanding performance in the extra classes.

6) Application for/reception of teaching-related grants.

* 1. Criteria for promotion to Professor

Outstanding quality in teaching may be demonstrated by the following types of evidence:

1)  Student evaluations, classroom visitations, evidence from other sources, such as internal or external teaching awards, and other appropriate evaluative procedures.  The effectiveness of instruction shall be defined in terms of enhancing students' content knowledge and disciplinary skills, stimulating students' critical thinking and/or creative ability; and enhancing students' communication skills;

2) The regular revision and elaboration of existing courses, as evidenced by changes in syllabi resulting in demonstrable improvements in student learning;

3) The regular development of new courses, particularly upper-division courses and seminars and interdisciplinary courses in areas of one's research interest;

4) Supervision of graduate theses and/or undergraduate research projects, where appropriate supervision leads to successful completion.

5) In making judgments about the consistency of performance, assigned interruptions and reductions of teaching (sabbaticals, research leaves, and administrative appointments) will not be held against a candidate, nor will an increased quantity of teaching (overloads, summer) automatically count in favor of a candidate, other than by proof of outstanding performance in the extra classes.

6) Application for/reception of teaching-related grants.

1. Service

1. Criteria for tenure and promotion to Associate Professor

In order to gain tenure and promotion to Associate Professor, the candidate must make meaningful contributions in service. It is expected that all faculty will fulfill assigned departmental responsibilities and regularly attend department meetings, and will serve on active departmental, college, or university committees. Meaningful service contributions shall also include any of the following:

* Chair of a college or university committee;
* Participation in the governance process of the institution, which means significant service on department, college, or University-wide committees and councils including UFF service, beyond that associated with the expected responsibility to participate in the governance of the institution through regular department, college, or university meetings;
* Service as reviewer of manuscripts for professional journals or abstracted articles for bibliographic services, or abstracts submitted to professional conferences;
* Service as a reviewer for a research manuscript for a national or international journal or publisher;
* Service on the editorial board of an academic journal;
* Service as book review editor for academic journal;
* Service as chair or commentator for a panel at a professional conference;
* Service as a reviewer for a proposal from a federal granting agency;
* Service to the community as an officer for a local, regional, state or national professionally related organization;
* Service as an invited consultant or spokesperson for a state or national organization;
* Service to the community by giving professionally related talks to local or regional groups, organizations, or schools;
* Service to the community by writing articles for non-juried, non-scholarly publications related to one’s discipline.

2. Criteria for promotion from Associate Professor to Professor

The candidate must make meaningful contributions in service. It is expected that all faculty will fulfill assigned departmental responsibilities and regularly attend department meetings, and will serve on active departmental, college, or university committees. Meaningful service contributions shall also include any of the following:

* Chair of a college or university committee;
* Participation in the governance process of the institution, which means significant service on department, college, or University-wide committees and councils including UFF service, beyond that associated with the expected responsibility to participate in the governance of the institution through regular department, college, or university meetings;
* Service as reviewer of manuscripts for professional journals or abstracted articles for bibliographic services, or abstracts submitted to professional conferences;
* Service as a reviewer for a research manuscript for a national or international journal or publisher;
* Service on the editorial board of an academic journal;
* Service as book review editor for academic journal;
* Service as chair or commentator for a panel at a professional conference;
* Service as a reviewer for a proposal from a federal granting agency;
* Service to the community as an officer for a local, regional, state or national professionally related organization;
* Service as an invited consultant or spokesperson for a state or national organization;
* Service to the community by giving professionally related talks to local or regional groups, organizations, or schools;
* Service to the community by writing articles for non-juried, non-scholarly publications related to one’s discipline.