

**TENURE AND PROMOTION GUIDELINES APPLICABLE TO ALL CASE FACULTY**

(Approved February 1, 2012; Title Amended September 25, 2017; Updated September 1, 2020; approved by College Chairs, September 29, 2020; updated to reflect college name change June 11, 2021; Updated and approved by College Chairs, March 8, 2022)

All college and departmental guidelines are intended to provide guidance to faculty members seeking to meet the University's criteria for tenure and promotion set forth in the *Faculty Handbook*, section 2.6. All faculty members should familiarize themselves with those principles, which govern the processes and standards for all departments and colleges of the University. This document is intended to provide clarity to the appropriate sections of the *Faculty Handbook*.

As UNA's largest and most diverse college, the College of Arts, Sciences, and Engineering is composed of nineteen academic departments and the School of the Arts encompassing more than twenty disciplines. Methods of demonstrating professional performance may vary with the traditions and goals of distinct disciplines. Teaching methods will also differ, as will forms of scholarly or artistic performance, but all tenure-track faculty members are expected to demonstrate a pattern of sustained cumulative accomplishment in teaching, scholarly or creative performance, and service.

All faculty members in the College of Arts,

**Criteria for Professor Merit:**

Upon reaching the fifth year of service at the rank of Full Professor, faculty are eligible to seek designation as a Professor of Merit by demonstrating sustained, successful, and professionally significant activity over the most recent five years in the areas of teaching, research/creative activity, and service.

In the area of teaching, a demonstrable record of self-assessment, chair evaluations, peer review, and student evaluations should reflect effective teaching; syllabi should contain appropriate student learning outcomes with effective assessments that match the learning outcomes; and evidence should be provided that the candidate remains abreast of recent developments or activity in their field throughout the most recent five-year period since their last promotion.

In the area of research/creative activity, there should be documented evidence of ongoing engagement over the most recent five years with recognized national and/or international organizations, publications, and venues of professional significance respected and deemed appropriate by their department as highly relevant to the candidate's individual discipline.

In the area of service, there should be a professional record of continual service at the departmental, college, and university levels in addition to evidence of sustained professional service during the most recent five year period.

In the area of

self-

## **Department of Foreign Languages** **Faculty Tenure and Promotion Guidelines**

**The department of Foreign Languages adheres to the general criteria for faculty appointment and performance guidelines as established in the following three areas in the *UNA Faculty Handbook*:**

1. **Effectiveness as a Teacher** The individual is judged upon knowledge of subject matter, including current developments; active concern for the student's academic progress; and ability to organize and effectively present and evaluate coursework, including effectiveness in oral and written communication, ability to motivate student interest and participation, ability to relate coursework to other fields with a view to broadening the student's general awareness, evidence of conscientious preparation for all instructional situations, and use of effective methodology and teaching techniques.

**For tenure and promotion to Associate Professor in the department of Foreign Languages, a faculty member will be deemed to have met the criteria by:**

- Teaching an average of at least 9 credit hours per semester, not counting summer terms or independent studies, during the probation years
- Receiving peer evaluation (to be conducted in a minimum of one class per semester by a tenured member of the department faculty, following a departmental rubric)
- Receiving appropriate course evaluations from students. (Portfolio narrative must include evidence of reflective teaching based on comments and scores received.)
- Maintaining a portfolio of syllabi that shows the faculty member is current in teaching and learning, and other relevant instructional technologies and methodologies
- Holding regularly scheduled office hours, and satisfying advising duties as outlined in the Faculty Handbook
- Providing documentation of other activities/achievements that include at least two of the following:
  - Developing a new course
  - Developing and/or leading a study abroad trip or other experiential learning opportunities
  - Advising/mentoring undergraduate students in research projects, including Honor's Capstone Projects, Research Day presentations, 3 Minute Thesis (3MT) presentations, and other such activities
  - Earning certification in relevant professional development opportunities that have a direct impact on teaching
  - Receiving a development grant once it yields the enhancement to a course or to the department
  - Receiving a college-level (or higher) teaching or advising/mentoring award

**For tenure and promotion to Professor in the department of Foreign Languages, a faculty member will be deemed to have met the criteria by:**

- Teaching an average of at least 9 credit hours per semester (6 credit hours, if department chair), not counting summer terms or independent studies during the time served as Associate Professor
- Receiving peer evaluations (to be conducted in a minimum of one class per year by a tenured or tenure-track member of the department faculty, following a departmental rubric)
- Receiving

OR

- Publish a monograph through a recognized academic publisher

OR

- Receive an external research grant or fellowship during the probationary years
- Publish a minimum of two articles in peer-reviewed journals during the probationary years

**The criteria for a faculty member to receive tenure and promotion to Professor in the department of Foreign Languages are:**

- Present at a minimum of four academic conferences at the regional level or higher while at the rank of Associate Professor<sup>2</sup>
- Publish a minimum of one article in a peer-reviewed journal while at the rank of Associate Professor or since the last promotion

OR

- Publish a minimum of two articles in peer-reviewed journals while at the rank of Associate Professor
- Present at a minimum of two academic conferences at the regional level or higher since the last promotion

OR

- Publish a monograph through a recognized academic publisher while at the rank of Associate Professor

OR

- Receive an external research grant or fellowship during the probationary years
- Publish a minimum of two articles in peer-reviewed journals during the probationary years

**The criteria for a faculty member to receive promotion to Professor of Merit in the**



Departmental approval: