

## Criteria for Tenure Department of Modern Languages

Last revised October 2008

In matters of tenure and promotion, the Department of Modern Languages adheres to University Policy and Procedures as stated in Policy E-50A and E-3A; to the policies and procedures of the College of Liberal and Applied Arts relating to pre-tenure review, tenure and promotion; and to the additional guidelines for preparation of the tenure portfolio provided by the office of the Provost. The following elaboration of standards is discipline-specific, and is intended to clarify departmental expectations for faculty who seek tenure and promotion.

**Teaching:** The department regards demonstrably effective teaching as a faculty member's most important single contribution. Evaluation of effective teaching is based on a broad range of evidence, including, but not limited to, classroom observation by members of the department; course design (syllabi) and methods of assessment (assignments, examinations, oral interviews or presentations); student evaluations; student success in vertically-integrated sequences; and student retention. The department expects faculty members to demonstrate awareness of current trends in their respective fields, including language pedagogy, through application in the classroom.

**Research:** The department requires evidence of consistent scholarly activity, typically in the areas of pedagogy, linguistics, literature or culture. Evidence of research includes, but is not limited to, publication of books, articles, essays and book reviews; presentation of workshops or papers at scholarly conferences; publication of creative works; translations; and preparation of grant proposals and projects. Research will be evaluated in accordance with the departmental criteria established in its merit policy.

**Service:** The department requires active participation in service. Candidates should present evidence of active participation and regular contributions in the area of service during each year of the probationary period. Such service may include participation in committees, panels, councils, workshops; consulting services; and other areas related to the profession. The importance of committee work is evaluated on the basis of the description submitted by the faculty member.

Materials to be included in portfolios:

Application portfolios for tenure and promotion, first-year review and third-year review should include those materials indicated in the guidelines distributed by the Office of the Provost. Materials demonstrating teaching effectiveness, research and service are as follows:

- 1) Statement of teaching philosophy.
- 2) List of courses taught for relevant period. If Independent Studies were directed, candidates should attach a brief description of what was done by both the instructor and the student for the study. Enrollment figures should be included.
- 3) Student evaluations. Evaluations should be conducted once every semester for non-tenured faculty and once every year for tenured faculty. Faculty members should submit evaluations for each different course taught. Comments by the instructor about the classes may be attached.
- 4) Classroom observations. The observation should be done by tenured members of the faculty, including the chair. Each observer should discuss her or his evaluation with the faculty member and provide the faculty member with a copy.
- 5) Sample syllabi. Applications should include syllabi from each different course taught during the relevant time period. Syllabi should include a course description and outline of grading policy as well as a class schedule.
- 6) Sample assignments/exams from classes. The faculty member should include an example of some item he or she has developed and used as a means of instruction and/or evaluation of students in a class or classes. An explanation of the purpose/results of the assignment may be attached.

Note: Teaching will be evaluated on the basis of the faculty member's performance in the courses taught under the circumstances herein stipulated. The fact that a faculty member has received a course reduction or taken a leave of absence during all or part of a semester for a university-approved reason will not negatively affect the evaluation of that faculty member's teaching: that is, the faculty member will not be penalized for having taught fewer classes.

Research: In accordance with College policy, faculty members seeking tenure are expected to demonstrate regular engagement in scholarly activity. Documentation of all such activity should be included. Copies of all published materials should accompany the application.

In the case of publications, the quality of both the work and the publisher or journal will be considered. Areas include pedagogy/methodology, linguistics, literature and culture. Faculty members should present evidence of scholarly activity for each year of the period to be evaluated. This requirement should not be construed to mean that faculty members must publish each year; it does mean that faculty members are expected to engage in demonstrable scholarly activity. Examples of scholarly activity are: books; chapters in books; articles published in or submitted to refereed journals; creative works; translations; papers read or workshops conducted at national, regional or local meetings; book reviews; grants, research leaves, or other research directed toward publication.

Service:

Faculty members should include a description of the work of the committee, including purpose of the committee, number of meetings, faculty member's responsibilities in the committee, results of the committee's work. Importance of committee work will be evaluated on the basis of the description submitted.

This category includes the following:

Committee service on the University, College or Department level; specific University assignments (which should be described); serving as a reader or Graduate School representative on theses; committee service and/or positions held in a professional organizations; consulting services; papers, presentations or speeches delivered for civic groups; other service.