Department of Languages, Cultures, and Communication
Standards for Tenure & Promotion

Tenure is awarded to eligible faculty who have completed a Ph.D. in the relevant field and who have demonstrated, during the probationary appointment period, a potential to consistently make significant contributions in all of the evaluation categories: teaching, research and scholarly activity, and service. The department 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 dossier 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.

I. Teaching

The department regards demonstrably effective teaching as a faculty member’s most important single contribution. To be eligible for tenure consideration, a faculty member must present a good to outstanding overall record of teaching activities.

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 pedagogy in the relevant field, through application in the classroom.

In addition, the tenure portfolio should include evidence of well-organized, relevant and current subject matter; innovative projects or assignments; student evaluations; professional development; student load; teaching load and preparations. Candidate may also include evidence of teaching awards, graduate teaching, service on thesis committees, and results from assessment of student learning outcomes if applicable.

Materials to be included in dossiers:

Application dossiers 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 per college policy. Comments by the instructor about the classes may be attached.

4) Classroom observations. The observation should be done by tenured members of the faculty in the relevant field during the fall the candidate’s third year, including the chair. Each observer should discuss her or his evaluation with the faculty member and provide the faculty member with a copy. All tenured members of the department will, however, vote on the candidate’s dossier.

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, instructional material and 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. Candidates may also include sample student assignments with grades or comments, evidence of work on thesis committees.

7) Materials used in advising (if applicable)

8) Teaching Awards and nominations/Teaching Grants or proposals (if applicable)

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.

II. Research and Scholarly Activity

In accordance with the College of LAA policy, faculty members seeking tenure must present evidence of consistent and regular contributions for tenure consideration.

To be awarded tenure, a faculty member must present a minimum of five research achievements. Of the five, at least two must be refereed, peer reviewed* publications,
such as journal articles or book chapters, in the candidate’s appropriate field. A scholarly, peer-reviewed book may substitute for the two refereed publications.

At least three additional research achievements should be completed from one or more of the following scholarly activities:

- Publication of a scholarly peer reviewed book
- Editing of scholarly journal or essay collections
- Scholarly articles focused on the study of the appointed candidate’s discipline in refereed journals
- Books, textbooks, or chapter contributions in scholarly or pedagogical publications.
- Competitively selected, peer-reviewed papers or presentations at an international, national, or regional conference clearly relevant to the discipline.
- Scholarly book reviews.
- Creative works that are related to a relevant discipline.
- Workshops conducted at international, national, regional or local conferences or meetings.
- Preparation of grant proposals, projects and the successful awarding of substantial extramurally funded research grants.

* “Peer-reviewed” implies that the work was reviewed by one or more “peers” before its publication and that it would not have been published (or its publication would not be pending) without the approval of the reviewer(s). While the “peer(s)” in question may also be the editor, this does not imply that editing per se equates with “refereeing” or “peer-review.” For creative works, acceptance generally equates with peer-review.

**Materials to be included in dossiers:**

Documentation of all such activity should be included in the dossier. Candidate should include a narrative statement outline his/her research agenda. Copies of all published material and abstracts of papers presented should accompany the application. Candidate may also include copies of conference papers at his/her discretion.

**III. 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. Service achievements may include but are not limited to:
• 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
• Evaluation of the work you have done on program/department/division, college, or university committees
• Involvement with student organizations
• Leadership roles you have taken in regional, statewide, national, or international committees
• Activities related to accreditation
• Student recruiting or retention efforts
• Liaison work with schools or community colleges
• Work representing the university in the community, regionally, nationally or internationally
• Speaking engagements, civic engagements and consulting related to the discipline of communication. Provide a brief abstract of indicating the topic and content of the service.
• Candidates seeking tenure should have a demonstrated record of working effectively with colleagues.

Materials to be included in dossiers:

Brief narrative outlining how your service to your program/division/college, the university, and/or community supports the progression of the appropriate discipline, university mission and/or your own professional development (recommended)

Standards for Promotion to Associate Professor

According to university policy, to be promoted to the rank of Associate Professor, an individual must demonstrate excellence in teaching and excellence in either research/scholarly/creative accomplishments or in service. At least satisfactory performance shall be demonstrated in the other category. Excellence in one category will not compensate for poor performance in any of the other categories. To apply for the rank of Associate Professor, an individual should have held the rank of Assistant Professor for at least three years at SFASU. The portfolio shall document all years in service at SFASU at the rank of Assistant Professor.

Standards for Promotion to Professor

According to university policy, to be promoted to the rank of Professor, candidates shall demonstrate excellence in all categories appropriate to promotion: teaching, research
and/or scholarly/creative accomplishments, and service. To apply for the rank of Professor, an individual should have held the rank of Associate Professor for at least three years at SFASU. The portfolio shall document all years in service at SFASU at the rank of Associate Professor. The following accomplishments should also be evident.

I. Teaching

For promotion to the rank of Full Professor, a faculty member must present all that is required to attain the rank of associate professor and the following:

A. A consistent engagement with current and cutting edge pedagogy or research in teaching effectiveness, technological advances and student success.

B. Innovative course proposals, teaching methods and curricular changes.

II. Research and Scholarly Activity

A candidate for Professor in the Department of Languages, Communication and Culture must present a minimum of 7 achievements in this category completed as an Associate Professor. Included in these achievements must be at least two refereed articles related to the candidate’s field in journals with a national or international circulation, or one discipline-related book. In addition, the candidate will have a record of recent activities in this category of not less than two years old.

These achievements may be accumulated by a combination of any of the criteria listed in the Research and Scholarly Activity category under the Standards for Tenure.

III. Service

A candidate for Full Professor must have met all the criteria for Service under standards for tenure and should demonstrate a continued commitment to serving at the departmental, college, university and/or community level. Candidates for promotion to Full Professor should provide a narrative delineating their contributions.