

Department of Languages, Literatures, and Linguistics

Guidelines for Tenure and Promotion

Revised as of 2/7/18

In recommending candidates for tenure and/or promotion, the Department of Languages, Literatures, and Linguistics will operate within the University Criteria and Requirements for Promotion as stated in the *University Handbook*. Nothing contained herein is intended or may be allowed to abrogate these or the College of Arts and Sciences' "Guidelines for Academic Tenure and Promotion." Indeed, much of the wording is from the College Guidelines. The Department guidelines aim at providing specific, more explicit, and explanatory criteria and standards for tenure and promotion that are pertinent to the discipline. In all cases of promotion and tenure, it is the candidate's responsibility to present a clear case for his/her scholarly or creative work and reputation. All candidates are encouraged to seek guidance and mentorship from colleagues in preparation of their dossier.

The Department believes that policies and procedures provide a framework for faculty to conduct their professional activities. It is essential that a spirit of support, trust, cooperation, and shared responsibility characterize the implementation and application of these policies. The Department is committed to policies that facilitate growth and productivity, which are flexible, and which encourage excellence.

PROCEDURES

1. The appointment letter for new faculty identifies the expectations for him/her as to teaching, scholarship/creative activity, and service as well as the relative importance of each. The letter also includes years of previous service awarded and dates of eligibility for promotion and for tenure. This letter must be part of the probationary faculty member's dossier when papers are submitted. Any change or renegotiation of the probationary faculty member's responsibilities must be in writing, placed in the faculty member's official file, and accompany the dossier when papers are submitted.
2. During the first, third, fourth, and fifth years of probationary service, pre-tenure faculty must submit materials for departmental review by November 10. During the second and sixth probationary years, the submission deadline is September 15. Documents submitted during the second probationary year are part of the candidate's formative, "third-year" review by the College's Promotion and Tenure Committee. During the sixth probationary year, a Promotion and/or Tenure Application Form must accompany the supporting documents.
3. The Promotion and/or Tenure Application Form and supporting documents are then reviewed by the Personnel Committee. For candidates going up for promotion and/or

tenure, the department must complete review of the candidate by October 10 to ensure timely processing of candidates' files by the College Promotion and Tenure Committee.

4. The tenured members of the Personnel Committee (which is composed of all of the tenured and tenure-track faculty of the department) vote "Approved" or "Not Approved" by secret ballot. The Chairperson of the Department may not serve on this committee, and faculty members may participate in no more than one recommendation (department, college, or university) on a given candidate.
5. The Personnel Committee gives the department Chairperson the vote and a brief written statement either recommending or not recommending promotion and/or tenure.
6. The department Chairperson adds his or her own recommendation and explanation and sends the Promotion and/or Tenure Application Form, the vote, and the Personnel Committee's essay to the Dean. The Chair gives the nominee and the chair of the Personnel Committee a copy of these materials. The nominee should sign the evaluation form to indicate receipt, and he/she has five (5) working days after receiving the form to cite in writing to the department chairperson any areas of disagreement prior to the evaluation's being forwarded to the Dean's Office for action. The candidate's statement, if any, is added to the candidate's review materials for consideration by subsequent reviewers.
7. The department Chairperson and the Personnel Committee are obliged to make concerns and shortcomings known to pre-tenure faculty members, along with means by which the candidate might address these concerns and shortcomings. Faculty notified of performance concerns have the obligation to document their success in addressing these matters satisfactorily by the time of their next evaluation.

CRITERIA

The criteria for promotion and/or tenure in the Department of Languages, Literatures, and Linguistics follow those specified in the University Handbook and the College of Arts and Sciences Guidelines. The Department recognizes, however, that, in the case of certain faculty, departmental and individual needs may benefit from a special alignment of the duties of scholarship, teaching and service tailored specifically to the individual. Such alignments are to be approved by the Personnel Committee, the Department Chairperson, and the Dean.

As articulated in the University *Handbook*, faculty at all ranks are encouraged to develop an integrated professional identity in which the three domains (teaching, scholarship, and service) intersect and overlap in the faculty member's professional activities.

The categories for promotion or promotion and tenure are the same (time in rank, preparation, teaching effectiveness, scholarly and creative activity, and service achievement) but with more specific requirements than those set forth in the *Handbook*, as stated below:

CATEGORIES OF RANK

1. RANK of PROFESSOR

a. Requirements for Receiving TENURE at the rank of PROFESSOR:

Time in Rank:

For tenure considerations, normally a minimum of seven years of full-time service in accredited educational institutions, four years of which must have been served at Indiana State University, is required before a faculty member is eligible for tenure at the rank of Professor. In exceptional cases, however, tenure may be granted sooner due to the outstanding achievements of the candidate in question. Under no circumstances should a candidate be recommended for tenure until at least one semester of service in the Department of Languages, Literatures, and Linguistics at Indiana State University has been completed, in which case, the department review will occur in January for a faculty member or chair whose first semester was in the fall and in the fall for a faculty member or chair whose first semester was in the spring.

Teaching, Scholarship, Service:

For tenure considerations, the candidate should exhibit the same standards in preparation, teaching effectiveness, scholarly and creative activity, and service achievement that apply to promotion to the rank of Professor.

b. Requirements for PROMOTION to PROFESSOR:

Time in Rank: A minimum of ten years in university-level teaching, with at least four of them at the rank of Associate Professor, three years of which must have been served at Indiana State University, will be required for promotion to the rank of Professor.

Preparation: Except in very exceptional cases meriting suspension of this criterion, the nominee must hold an earned doctorate (Ph.D., Ed.D.) in the area in which he or she is teaching or in a closely related area.

Paths to Achieving Promotion: Following the University Handbook, we recognize two paths to achieving the necessary requirements for promotion to the rank of Professor either through substantial and effective accomplishments in all three domains, or through excellence in one domain while also demonstrating substantial and/or sustained performance in the other domains.

Teaching Effectiveness: Those aspiring to the rank of Professor must demonstrate the maturity of their teaching by showing that their instructional contributions are significant and multi-faceted and have developed to a high level which has been sustained over time. As articulated in the University *Handbook* (305.2.1.1), faculty should seek to demonstrate a record of continuous improvement in their teaching.

Documentation of teaching effectiveness must include peer and student input and evidence of on-going academic advising and/or mentoring (at the undergraduate and/or graduate level). Documentation may also include evidence of experiential learning and/or community engagement concordant with the mission, vision, and values of the University. Documentation should follow the guidelines established in Appendix A, Part II, of the College of Arts and Sciences' "Guidelines for Academic Tenure and Promotion."

Scholarly and Creative Activity: Those aspiring to the rank of professor must demonstrate that subsequent to their previous promotion, they have either established or significantly enhanced their national or international recognition in their discipline by producing a body of work, to include scholarship and/or creative work and/or translation. To clarify, a body of work may contain works of one or more of the three areas of scholarship and/or creative work and/or translation. National or international recognition will typically be reflected in accomplishments such as one or more well-reviewed books, a series of major articles in reviewed journals or reviewed anthologies, or well-reviewed creative works or translations. The examples of scholarly work given herein are not an exhaustive list and other works may be included. Documentation of scholarly and creative achievement should include copies of one's scholarly and/or creative work (published materials, electronic media, etc.) and otherwise follow the guidelines established in Appendix A, Part III, of the College of Arts and Sciences' "Guidelines for Academic Tenure and Promotion." Titles not originally in English and non-English documentation of the quality of one's scholarly and/or creative work--including reviews, abstracts, citations, awards, letters from editors or conference organizers--should be translated into English.

Service Achievement: Candidates for promotion to the rank of Professor must document a pattern of active, significant service. Service includes activities on behalf of the department, college, and University, as well as to the profession and the community. Community service includes discipline-related activities at the local, regional, national, and/or international levels. Typically, this means that the individual will have assumed leadership roles on the campus, and/or off-campus. Documentation of service achievement should follow the guidelines established in Appendix A, Part IV, of the College of Arts and Sciences' "Guidelines for Academic Tenure and Promotion."

In recognition of the role that mentorship plays in the development of responsible academics, the department recognizes the need for all faculty to be involved in the mentoring of graduate students and/or colleagues. Involvement with graduate student education can take on many forms, such as teaching graduate level courses, mentoring graduate students on research or teaching, active involvement in LLL graduate committee, and/or other functions that help graduate students progress towards graduation and furthering their individual career paths. Involvement with mentoring colleagues can take on many forms, such as providing advice on research, reviewing scholarly work, discussing/modeling effective teaching methods, sharing teaching materials, or providing suggestions for dossier preparation and service activities in order to assist colleagues in maintaining a successful career path.

2. RANK OF ASSOCIATE PROFESSOR

Since tenure and promotion are conjoined at the rank of Associate Professor, the requirements for both are the same. The Review Procedures are as outlined in the College of Arts and Sciences' "Guidelines for Academic Tenure and Promotion."

Preparation: Individuals at the rank of Assistant Professor become eligible to apply for tenure and promotion to associate professor during their sixth year of regular faculty appointment, three years of which must have been served at Indiana State University. Exceptions to this time constraint are the same as those described in the "Guidelines for Academic Tenure and

Promotion--College of Arts and Sciences." Tenure cannot be recommended if promotion to the rank of Associate Professor cannot be recommended at the same time.

A candidate for tenure and promotion must have satisfactory credentials in the areas of teaching, scholarship, and service. Any additional areas stipulated at the time of the candidate's appointment must also have been met.

Teaching Effectiveness: A candidate aspiring to the rank of Associate Professor must present a variety of significant evidence which documents excellence in teaching effectiveness, including annual peer and semi-annual student input, including official University student evaluations for all non-arranged courses taught, evidence of academic advising and/or mentoring (at the undergraduate and/or graduate level); must meet all instructional expectations established in the department and in annual performance reviews; and must meet the basic instructional expectations of University faculty specified in the *University Handbook* (3-2 to 3-5). Evidence may include documentation of experiential learning and/or community engagement concordant with the mission, vision, and values of the University. As articulated in the *University Handbook* (305.2.1.1), faculty should seek to demonstrate a record of continuous improvement in their teaching. Other documentation of teaching effectiveness should follow the guidelines established in Appendix A, Part II, of the College of Arts and Sciences' "Guidelines for Academic Tenure and Promotion." As of the 2001-2002 academic year (the year in which tenure standards in the College and the University were revised), advisement is considered under teaching effectiveness.

Scholarly Activity: A faculty member applying for tenure and/or promotion to the rank of Associate Professor must demonstrate a record of sustained scholarly achievement within his/her academic discipline in the six years prior to being awarded tenure at Indiana State University. In each case the candidate's achievements will have earned professional recognition at the national or international level. A candidate who submits co- or multi-authored publications for consideration for tenure and promotion, must be the lead author on two of the four publications. Any co- or multi-authored work must meet the same LLL standards for scholarship as single-authored publications, as defined in the LLL Guidelines for Promotion and Tenure.

For those doing traditional academic scholarship, a *Satisfactory* rating usually requires a body of published, refereed scholarship that has earned favorable peer recognition at the national or international level (typically four substantial refereed journal articles, or their equivalent, which have impacted the candidate's profession). In addition to four articles, all candidates must document an ability to do independent research. Independent research may be documented by single-authored publications, conference presentations, external research grants, and/or other related scholarly activities. For those doing translations, a *Satisfactory* rating usually requires a body of published work that has earned favorable peer recognition at the national or international level. Publication in venues outside the U.S. will be valued equally with those published within the U.S., and will be subject to the very same quality constraints. The ability to obtain support for one's scholarship and writing reflects favorably on a candidate's scholarship credentials. It is understood that peer reviews resulting in the designation 'approved but not funded' strengthen a candidate's credentials but are not substitutes for publication. Documentation of scholarly achievement should follow the guidelines established in Appendix A, of the College of Arts and Sciences' "Guidelines for Academic Tenure and Promotion." Work that specifies the faculty

member's affiliation with Indiana State University or that, absent the inclusion of an affiliation, appears while the faculty member is employed at Indiana State University will be considered as having been produced at Indiana State University.

Service Achievement: To qualify for tenure and promotion to Associate Professor, a faculty member "must make contributions to the department, the University and to either the profession or the community that are significant in quality and quantity. Such service should take the form of major departmental assignments and a range of departmental, College-level, and University-level assignments; it may also include major efforts that draw upon a faculty member's professional expertise in service to the profession or the community," as expressed in the College of Arts and Sciences' *Guidelines*. Documentation of service achievement should follow the guidelines established in Appendix A, Part IV, of the College of Arts and Sciences' "Guidelines for Academic Tenure and Promotion."

3. RANK OF SENIOR INSTRUCTOR (For the evaluation and promotion of Full-Time Instructors to the rank of Senior Instructor)

Preparation: Individuals at the rank of Full-time Instructor become eligible to apply for promotion to Senior Instructor after completion of their fifth year. Tenure is not associated with this promotion. The primary guide for the evaluation of Full-Time Instructors is the *Indiana State University Handbook* (Section 305.11.2.2) and the College of Arts and Sciences document. Materials that should be submitted for consideration for promotion to Senior Instructor are detailed below and generally involve documented evidence of sustained excellence in teaching over multiple years. The following policy and procedures are the Department's interpretation and implementation of these guidelines.

Teaching Effectiveness: A candidate aspiring to the rank of Senior Instructor must present a variety of significant evidence which documents excellence in teaching effectiveness, including annual peer observations and student evaluations for all non-arranged courses taught; must meet all instructional expectations established in the department and in annual performance reviews; and must meet the basic instructional expectations of University faculty specified in the *University Handbook* (3-2 to 3-5). Evidence may include documentation of academic advising, experiential learning and/or community engagement concordant with the mission, vision, and values of the University. Other documentation of teaching effectiveness should follow the guidelines established in Appendix A, Part II, of the College of Arts and Sciences' "Guidelines for Academic Tenure and Promotion."

Professional Development and Activities: The evaluation of Full-time Instructors is viewed as part of a process that advances the professional development of the faculty member and offers recognition of status within the University community. The evaluation includes due consideration of teaching, professional development and activities, and ability to work with others in an effective manner.

In addition to documentation of Teaching Effectiveness, applicants must provide documentation of professional development and activities related to teaching and, if applicable, non-teaching duties. Examples that may be used to document professional development and activities include:

Activities enhancing the effective teaching of the discipline

Advising and mentoring student associations and honor societies

Collaborative research and creative activity involving the community

Collaborative teaching

Coordination and leadership for study abroad trips

Creative activities in support of effective teaching

Curriculum and program development

Development of instructional materials

Development of standards and/or outcomes assessment

Editing of publications

External fundraising and resource development related to the department or the university

External grant fundraising and resource development related to the mission of the university

Grant proposals to conduct research in the discipline, and/or to support pedagogy to further the mission of the University

Increased mastery of the discipline evidenced by additional relevant education or an additional degree

Involvement of students in the research and creative processes

Internal grant funding to assist students in study abroad, and/or projects of community engagement, service or experiential learning

Leadership and special contributions to the basic instructional mission of the University

Leadership in faculty governance and campus life at the departmental, university, or college level

Mentoring of colleagues

Mentoring departmental majors and minors in career preparation and readiness

Organizing events and activities for the sharing of ideas and knowledge

Participation and/or leadership at professional meetings, organizations and conferences

Presentations at conferences

Professional contributions to the community, including professional efforts which bring the community and the campus together

Publications that advance knowledge in the discipline, including reviews of relevant academic resources

Recognition award in teaching or service from a professional, discipline-related organization, the department, the College, or the University

Recruitment and retention of students

Research and/or creative activity in discipline-related pedagogy

Research and/or creative activity in the discipline

Service to departmental committees

Thesis research and supervision

This list is not exhaustive. Rather, it is intended to be representative of typical professional activities in a variety of disciplines. The quality of performance and appropriateness shall be the primary consideration when evaluating the merit of a specific activity. Activities are listed alphabetically, with no weighting to be inferred from the order.

Actualization of the Promotion Dossier: In the organization and presentation of the promotional dossier, candidates shall follow the Promotion Application Template found in Appendix A of the College of Arts and Sciences document, "Guidelines for Academic Tenure and Promotion." The College Guidelines are available on its web page.