

# Academic Affairs Manual

## Department Definition of Scholarship and Creative Activity

(Supercedes PM 90-05)

The tenured faculty members in each department/division/school shall produce a statement describing with some specificity, but not necessarily exhaustively, the activities that they deem to be scholarly or creative. Procedures shall be established within each unit for the periodic review and revision of the statement.

Each department/division/school shall also set up procedures to provide, for a faculty member who requests it, an annual conference with the dean and the department/division chair or school director for the purpose of reviewing the faculty member's scholarship and creative activity. These procedures shall provide directions for making a written record of such conferences; a copy of this record shall be given to the faculty member who requested the conference.

The dean of each college in the University shall furnish new, tenure-track faculty with a copy of this policy and of the departmental statement on scholarship and creative activity.

Each faculty member who is subject to review for reappointment, tenure, or promotion shall receive early and specific feedback through the departmental RTP process. The feedback shall indicate clearly whether the faculty member's scholarly and creative activity meets the departmental requirements for reappointment, tenure, and promotion.

A copy of each departmental statement shall be kept on file in the department office, the college office, and the Office of Academic Affairs Personnel Services.

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