

CRITERIA FOR RETENTION, TENURE AND PROMOTION

DEPARTMENT OF FOREIGN LANGUAGES

The department will judge a faculty member worthy of retention, tenure, and promotion only if the faculty member demonstrates sufficient achievement in the categories of teaching, scholarship, and service. For a faculty member to earn a departmental recommendation for early tenure or early promotion, he or she must demonstrate outstanding accomplishment in all three, particularly in teaching.

A. Evidence of Teaching Performance

The Department of Foreign Languages gives teaching effectiveness the highest priority as a RTP criterion. The department will:

1. Review and analyze both the statistical summaries and the written comments from the Perceived Teaching Effectiveness (PTE) forms for the courses chosen for inclusion in the personnel action file.
2. Review and evaluate syllabi, examinations, and grading criteria for specific types of assignments and exams.
3. Consider taking part in teaching and learning enhancement activities. Conduct when necessary for peer evaluation of a class session.

The department may decide to argue against retaining, promoting or granting tenure to a faculty member who consistently proves deficient in this category:

B. Evidence of Scholarly and Creative Activity

The department will consider the following types of scholarly and creative activity when evaluating a faculty member.

1. **Publications.** This would include: a book; an article in a refereed journal; an article in the proceedings of a conference; a contribution to an anthology; editorial notes to a text, a short article in a newsletter, website, and so on. The department will consider also serving on an editorial board or acting as a referee. Creative works, such as fiction, poetry, and essays will also be considered.
2. **Participation at Professional Conferences.** This would principally include giving a paper at a conference/workshop, serving as an invited panel member at a conference, and this also includes attendance at conferences, chairing panels and sessions.
3. **Manuscripts in Progress.** This would include work either under review or undergoing preparation for review.
4. **Other Research in Progress.** This would include: pursuing research through a fellowship; conducting sabbatical-based research; taking part in seminars; preparing research proposals, and the like.

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5. **Activity in Professional Organizations.** This would include: holding an office or serving on a committee within a professional organization, or (less importantly) membership in professional organizations.
6. **Other Professional Contributions.** This would include such things as: giving an invited colloquium or other presentation; receiving an award within the academic discipline; earning relevant credentials or licenses; organizing a conference, colloquium, symposium panel, workshop, and so on. The department will remain open-minded with respect to what counts as a professional contribution.

The department may decide to argue against retaining, promoting or granting tenure to a faculty member who does not provide sufficient evidence of scholarly and creative activity.

C. Evidence of Meaningful Service within the Institution and Community

Meaningful service can of course take many forms, and include:

Departmental Service

- Serving on department committees
- Serving as a coordinator for other programs (Humanities, etc.)
- Proposing curricular modifications
- Creating new courses
- Collecting and analyzing data that assist departmental decisions
- Serving on search committees

Campus-wide Service

- Serving on CAS or University Committees
- Serving on committees for other programs (General Studies, Liberal Studies, IEC, etc.)
- Performing University advising
- Serving as a mentor
- Serving as an adviser to student clubs-organizations

Community Service

- Holding office in a community organization
- Consulting for community groups within one's field of expertise
- Coordinating symposia, workshops and the like for the public
- Giving a public lecture, publishing in a newspaper or website or media interviews
- Participating in campus outreach efforts and activities

The department may decide to argue against retaining, promoting or granting tenure to a faculty member who does not provide sufficient evidence of service to the department, campus, and/or community.

The above information lists do not exhaust the possibilities. The department will consider the above and other relevant activity for which the faculty member under review provides evidence.