

## **Evaluating Teaching, Scholarship, and Service for Tenure and Promotion Decisions**

### **Department of English (Spring, 2009)**

#### **I. General Principles and Procedures**

The English Department recognizes a variety of pedagogies, avenues for scholarly achievement, and opportunities for service to the department, the college, and the university. While it is clearly not possible or desirable to codify these, this document offers guidelines prepared by the English department Personnel Advisory Committee for assessment of teaching, scholarship, and service.

In compliance with the *James Madison University Faculty Handbook*, section III.E. I., the English Department establishes the following criteria for evaluating faculty in tenure and promotion decisions. The criteria listed below are different from the criteria used in Annual Evaluations. Annual Evaluations can provide probationary faculty and faculty seeking promotion one means of tracking their achievements, but their purpose is to assess annual performance for the purpose of determining merit pay. For probationary faculty the evaluations done at the end of the first year by the department head and at the end of the third year by both the department head and the Personnel Advisory Committee will provide the most detailed guidance about progress towards tenure.

One of three valuations, "Excellent," "Satisfactory," or "Unsatisfactory," is assigned in each of the three categories, teaching, scholarship, and service. The requirement for tenure and promotion to associate

professor is that at least one of the three categories be rated "Excellent" and none "Unsatisfactory."

Since the requirements for tenure and promotion to the rank of associate professor are identical, faculty members should apply for both simultaneously, using one set of application materials. Faculty should state in their application letters that they are applying for both tenure and promotion to associate professor.

For promotion to full professor at least two of the three categories—teaching, scholarship, and service—must be ranked "Excellent" and none "Unsatisfactory."

In tenure and promotion decisions the college of Arts and Letters only considers those materials published or presented close to and after the time of the faculty member's hiring by the university.

Application materials are due to the chair of the Personnel Advisory Committee by October 1 in the penultimate year of the probationary period. By November 15 the PAC will submit a letter to the dean either recommending or not recommending the candidate for tenure and promotion. The provost will approve or not approve sometime in mid-December, and the president in mid-January. Everything will be official after the Board of Visitors takes action, often as late as April. The PAC knows of no cases in which the recommendation of the dean has been rejected.

Candidates for tenure and promotion should read 1) the university guidelines for tenure and promotion, 2) the College of Arts and Letters guidelines and procedures for tenure and promotion, and 3) the English department Personnel Advisory Committee's guidelines and procedures for tenure and promotion. Questions about these three documents should be

directed to, respectively, the VPAA's office, the dean's office, or the chair of the English department PAC. Please notice that the materials that the PAC wants to see are somewhat different than those the dean wants to see.

This document intends to be in accord with the College of Arts and Letters guidelines for tenure and promotion, which can be found on the English department website in the section marked "Archive" on the faculty page.

## **II. Teaching**

The candidate for tenure and promotion to associate professor must provide to the PAC all student evaluations and records of observations of classroom teaching. Candidates for promotion to full professor need only provide student evaluations from representative classes, and these candidates decide whether or not to provide the PAC with records of classroom observations.

The candidate may give the PAC supporting documents such as sample syllabi, sample assignments, student work, evidence of student success, and the like.

Please note that the dean's request for materials is slightly different. The dean asks for "evidence of performance in teaching; e.g., peer reviews, student accomplishments, and both quantitative and qualitative summaries of student evaluations over the years since the last personnel action. Here it would be good practice to submit for review (in addition to the overall summaries) the responses of all

students in a number of recent classes” (Memo, April 1, 2009).

According to the dean, the quantitative summary is the sheet of numbers returned to you with your student evaluations. The qualitative summary can consist of the department head's annual reviews of your teaching, any observations of your teaching by colleagues, and any narrative comments from students or alumni. (Email to Bruce Johnson, March 30, 2009).

### *Satisfactory Teaching*

Criteria for satisfactory teaching include, but are not limited to

- Receiving generally satisfactory peer evaluations. Faculty may invite several members of the PAC, and any other faculty, to observe their teaching in the first year; they should do so for the third year review and in the year they apply for tenure and promotion
- Receiving generally satisfactory student evaluations
- Preparing and executing well-organized courses that challenge students to achievements at the appropriate college level
- Meeting classes as scheduled
- Posting and keeping regular office hours

### *Excellent Teaching*

Beyond meeting all criteria listed for a rating of Satisfactory, the argument for Excellent teaching may include, but is not limited to

- Receiving generally superior student evaluations
- Supervising independent studies, MA theses, internships, Honors projects, and graduate assistants
- Developing new courses or new content for existing courses
- Receiving teaching awards or other recognition of excellence in teaching
- Receiving letters of appreciation from students, and/or other evidence of student success
- Participating in JMU overseas education projects
- Receiving grants in support of teaching, and/or participating in teaching workshops or conferences

### **III. Scholarship**

The Personnel Advisory Committee requires copies of all published material. For forthcoming work, PAC needs copies of letters of acceptance and typescripts or page proofs. The PAC doesn't ask to see in the candidate's tenure and promotion materials more than a list of the candidate's presentations, but the PAC strongly advises junior faculty to keep copies of all conference presentations and programs, from the most informal (JMU brown bag lunch presentations, e.g.) to the most prestigious, in the unlikely event that those additional materials might be called for.

Please note that the dean wants only “copies of the **three** items the candidate considers his or her best efforts” (Memo, April 1, 2009).

### *Satisfactory Scholarship*

In most cases the scholarship required for tenure and promotion consists of one or more of the following:

- A book published by a recognized press
- A monograph published by a recognized press
- An edited volume published by a recognized press
- At least three scholarly essays or creative works in media of international, national, or regional distribution (including refereed journals, refereed electronic publications, chapters in books, or juried or refereed competitions)

In addition to the above, the PAC will consider

- The receipt of a major external grant
- An organized program of research or writing with clear promise of substantial results

### *Excellent Scholarship*

The scholarly work completed in order to achieve a rating of Satisfactory may be ultimately rated Excellent by the department head and the PAC. Other evidence for Excellent scholarship may include, but is not limited to

- Peer-reviewed publications such as monographs, articles or creative work in major national or international journals, books, chapters in books, reprints, editing work that involves significant research and writing
- National or international scholarly or creative grants, prizes, and the like
- Papers or presentations at international, national, and regional professional meetings, including invited lectures
- Organization of and presiding at panels for international, national, and regional professional meetings
- Judgment in the refereeing of research manuscripts and other scholarly material
- Publication of book reviews
- Participation in departmental or campus-wide seminars, colloquia, or conferences
- Publication of a study guide

#### IV. Service

The Personnel Advisory Committee requests a list of the candidate's service tasks and a description of those tasks, as well as a brief discussion of those that have had the most significant impact on the department, college, or university.

This echoes the dean's request that the candidate's application "should include evidence that the candidate's participation in a service activity made a favorable difference. That is, more than an enumeration of activities is sought" (Memo, April 1, 2009).

##### *Satisfactory Service*

In most cases Satisfactory service may include, but is not limited to

- Service on a department, college, or university committee
- Service as Faculty Senator
- Participation in events such as the Madison Conference, the Undergraduate Paper Conference, career and majors fairs, assessment activities and the like
- Service as the faculty advisor to student organizations

- Invitation and organization of a speaker's visit to campus
- Receiving relevant grants
- Advising students

### *Excellent Service*

Evidence for Excellent service may include, but is not limited to such activities as

- Holding responsible office in national or regional
- academic organizations
- Serving as chair of standing departmental, college, or university committees
- Serving on or chairing search committees for the department, college, or university
- Serving as an officer of the Faculty Senate
- Serving on university task forces or ad hoc committees
- Serving on SACS committees
- Sponsoring a conference or playing a significant role in organizing a conference