

Department of Foreign Languages and Literature

Promotion and Tenure Policies

I. Personnel Advisory Committee

a. Composition of Committee

The committee will constitute itself annually by cast ballot of all full-time members of the department, as stated in the Faculty Handbook. The committee shall consist of at least 5 faculty members. Only tenured faculty members should be making recommendations for tenure.

b. Vote of the Committee

All decisions of the PAC shall be made by majority vote; unanimity is not required.

Promotion to Associate Professor will require that the majority of PAC members agree on an exceptional rating in one of the criteria and satisfactory ratings in the others before promotion can be recommended.

Promotion to the rank of Professor will require that the majority of PAC members agree on an exceptional rating in two of the criteria, one of which must be in teaching, and a satisfactory rating in the other before promotion can be recommended.

All members of the PAC are expected to adhere to a strict code of professional ethics regarding the confidentiality of all their deliberations.

II. Candidates for Promotion and Tenure

Faculty members who intend to become candidates for promotion should give formal (written) notice to the department head and PAC by March 1 before the Fall semester in which the evaluation will take place, and submit materials for consideration. These will normally include the student evaluations for the Spring semester. Especially important is timely receipt of the list of references that the candidate wishes the committee to contact. The department head will then notify the chair of the PAC of the faculty member's intention.

When applying for promotion to associate professor, one should offer evidence of research and publication over a period of at least 5 years, but preferably longer. For promotion to full professor, scholarly achievement becomes almost as important as teaching. Evaluation of research is based on evidence of quality as well as on the number of years of sustained effort. Faculty members who seek tenure and/or promotion are reminded that they must keep ALL student evaluations.

III. Faculty Evaluation Criteria

The following lists of indicators are not considered exhaustive. Furthermore, it would be a rare candidate who demonstrated excellence in all items. The criteria are meant to serve as indicators of achievement for both candidate and committee. The following items constitute a list only and do not generally imply a ranking in order of importance; however they do not constitute a list of items which will normally be considered. They are not intended to be applied mechanically, but will allow for some specificity in the evaluation process.

Teaching

In keeping with the mission of the university, faculty should maintain a commitment to superlative teaching. The PAC will consider:

- student evaluations over a period of several years;
- final examinations along with students' scores;
- quality of syllabi, handouts, and exams;
- effective organization of courses;
- creation and teaching of new courses;
- revision and updating of contents of old courses;
- innovative teaching techniques;
- commitment to student advising;
- preparation of special workshops and instructional programs;
- attendance at workshops, seminars, programs on teaching;
- self-evaluation, including interview with PAC members;
- peer evaluation upon invitation by candidate;
- participation in Freshman Seminar & other interdisciplinary courses.

Scholarly Achievement and Professional Qualification

In addition to other evidence, the PAC will consider:

- continuing study in one's field, both formally and informally;
- attendance at professional meetings;
- presentation of papers at professional meetings;
- publication in professional journals;
- publication of books;
- writing of grants proposals;
- award of fellowships and research grants.

In judging the relative value of scholarly activity, the PAC will give greater weight to papers read at national conference than to those read at regional

(Dept. of Foreign Languages & Literatures
Promotion and Tenure Policies)

meetings, and greater weight to the latter than to those read at state or local gatherings. (The PAC should be provided with a copy of the full program of the professional meeting at which the candidate read a paper or served on a panel.) The quality of publications will be judged, in part at least, by the reputation of the journals and publishing houses by which the manuscripts have been accepted. A significant consideration is whether the books and articles have first been evaluated by independent scholars serving as anonymous referees. The PAC may consult recognized scholars in the field outside the JMU community.

Professional Service

The PAC will consider:

- service on departmental and university-wide committees;
- service as an officer of a professional organization at any level;
- service as officially appointed representative of JMU to an outside group.

Professional service carries greater weight if it is based on the holding of office in a national organization rather than a regional association, and a greater weight if in a regional association rather than in a state or local group.