

Department of Foreign Language
Promotion and Tenure Evaluation
Guidelines

Approved: 2018

Department of Foreign Languages, Literatures & Cultures

Promotion and Tenure Policies

I. Personnel Advisory Committee

A. Composition of Committee

All of the FLLC Department's tenured members except its Chairperson.

B. Vote of the Committee

All decisions of the PAC shall be based on the three areas of performance, Teaching, Scholarship and Service, and shall be made by a majority vote: Unanimity is not required.

Promotion to Associate Professor will require that the majority of the PAC members agree on an excellent rating in Teaching or Scholarship and at least a satisfactory rating in the other two areas.

Promotion to the rank of Full Professor will require that the majority of PAC members agree on an excellent rating in two of the three areas and at least a satisfactory rating in the third one; a) for teaching faculty not in administrative positions one of the excellent areas must be Teaching; b) for faculty in administrative positions one of the excellent areas must be Service.

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 must give written notice to the department head and PAC by March 15. Application materials are due to the chair of the Personal Advisory Committee by October 1st in the penultimate year of the probationary period. By November 15th the PAC will submit a letter to the dean either recommending or not recommending the candidate for tenure and promotion. PAC will deliver its letters of recommendation on the same day to the applicants and to the dean. The dean may consult with his or her college personnel body (see Faculty Handbook, Section IV.A.3.) and shall make a recommendation after reviewing the recommendations of the AUH and the AUPAC. The written recommendation of the dean shall include a justification of his or her conclusions. The recommendations of the AUH, AUPAC and dean shall be submitted to the provost by **December 15**. After the recommendations have been received by the provost, a copy of the dean's recommendation shall be provided to the AUH, AUPAC and faculty member. Then the PAC will notify the department head that the letters have been delivered. The provost

will approve or not approve sometime in mid-December, and the president in mid-January. Tenure and promotion decisions will be official after the Board of Visitors takes action, often as late as April. Changes in rank will commence in the new academic year.

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 FLLC 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 FLLC department PAC. Please notice that the materials that the PAC wants to see are somewhat different than those the dean wants to see.

The PAC urges candidates for tenure and/or promotion to invite committee members to observe teaching in the twelve months prior to the tenure application deadline.

This document intends to be in accord with the College of Arts and Letters guidelines for tenure and promotion.

When applying for promotion to associate or full professor, one should offer evidence of research and publication over a period of five years. Evaluation of research is based on evidence of quality as well as on the number of years of sustained effort. Every faculty member who seeks tenure and/or promotion is reminded that the departmental office must keep **ALL** of his or her student evaluations from all his/her classes. The candidates must annually submit an activity report to the Department Head.

III. Faculty Evaluation Criteria

The following three lists are not absolutely exhaustive. Furthermore, rarely would a candidate demonstrate excellence in every criterion. Intended to identify indicators of achievement for both candidate and committee, the lists do not generally imply ranking in order of importance. Not to be applied mechanically, they will allow for some specificity in the evaluation process.

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.

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

- All student evaluations for the last several years.
- Quality of syllabi.
- Effective organization of courses.
- Revising and updating old courses.
- Innovative teaching techniques.
- Creation and teaching of new courses. (when applicable)
- Commitment to student advising.
- Peer evaluation upon invitation by candidate.
- Willingness, during the first or adaptive years, to teach only courses prescribed by department head in light of section needs.
- Openness and positive response to colleagues' constructive criticism (optional).
- Preparation of special workshops and instructional programs (optional)
- Attendance at workshops, seminars, programs on teaching. (optional)

Scholarly Achievement and Professional Qualifications

In addition to other evidence, the PAC will consider:

- Continuing study in one's field, both formally and informally.
- Attendance at relevant professional meetings.
- Presentation of papers at said meetings.
- Publication of book(s), book chapter(s), articles (at least 3) by recognized national or international press.
- Membership in at least two major professional organizations.
- Noteworthy scholarly production ascertained by at least three evaluations:
 - Two qualified internal scholars*of the JMU community approved by the PAC.
 - One to two outside JMU scholars affiliated with a reputable institution of higher learning and not acquainted with the candidate. If the candidate is applying for tenure and the rank of associate professor, the evaluators must be associate professors or above. If the candidate is applying for the rank of full professor, the evaluators must be full professors.
- Publication of book reviews. (optional)
- Writing of grants proposals. (optional)
- Award of fellowships and research grants. (optional)
- Letters of scholarship evaluation requested by the candidate. (optional)

In judging the relative value of scholarly production, the PAC will take into account the reputation of the journals and publishing houses in which the manuscripts have been published or accepted for publication.

The candidate should provide a copy of the full program of any professional meeting at which he/she has read a paper or served on a panel.

* If only one person or no one in the JMU community is qualified to assess the candidate's scholarship, the one or two evaluators will be chosen from the candidate's list of preferred external alternates.

Professional Service

The PAC will consider

a) for teaching faculty:

- Service at department, college, and university levels.
- Service as an officer of a professional organization at any level.
- Service as officially appointed representative of JMU to an outside group.
- Attendance at all department and divisional meetings.
- Demonstrated genuine interest in the department's welfare and its members.
- Intellectual exchanges with colleagues in one's own section and department.
- Professional and discipline-related service to the community. (optional)

b) for a faculty member in an administrative position, the above factors will be relevant, but the PAC will pay particular attention to the candidate's performance of her/his administrative duties.