

CRITERIA FOR TENURE AND PROMOTION DEPARTMENT OF ENGLISH

General Guidelines

1. Review the procedures and follow the timetables specified in the **Faculty Handbook**. (A copy of the Promotion Calendar is appended to this document.)
2. Solicit a maximum of three letters of recommendation from your Southeast Missouri State University colleagues of equal or higher rank, who will send them directly to the Chair of the Department Tenure and Promotion Advisory Committee. The Committee Chair will inform you when each letter has arrived and will be responsible for placing the letters with your promotion application. A maximum of three outside letters may be solicited as well, following the same procedure for submission.
3. Collect the documentation that you will submit to substantiate your academic profile and performance at Southeast Missouri State University.
4. Submit your dossier to the Department Chairperson, who will forward it to the Department Tenure and Promotion Advisory Committee.

Preparation Guidelines

1. Create a document that accesses the information clearly and is easily read (do not follow a full expository style).
2. Limit the supplementary materials to include no more than that which would fill two three-inch binders.
3. Following the format of the Departmental Criteria, supply the headings and subheadings in each category whether or not the category heading or subheading is used.
4. Date all entries as appropriate and in reverse chronological order.
5. Where applicable, list names, titles, location, etc.
6. Duplication of entries should be avoided.
7. Entries must be relevant to your professional field. If the relationship is unclear, include a brief explanation.
8. Work completed at a lower rank than that currently held, whether at this institution or another, should not be included in the record of service. It is, however, appropriately listed in the curriculum vita.

Faculty Responsibilities

The main responsibility of all faculty is to be effective in the teaching-learning process. Since neither the body of knowledge nor the level of ability of students is static, effective teaching requires continuous professional growth in both subject matter and teaching strategies on the part of the individual faculty member.

Faculty are also expected to be involved in activities other than instruction. They are expected to provide evidence of scholarship or creative activity. The purpose of scholarly activity is not only to extend knowledge in the field but to improve instructional effectiveness.

Faculty are expected to render institutional service through participation in committee work and through involvement in the problem-solving/decision-making structure at the department, college, and university levels. Thus, the faculty member shares responsibility for not only the growth and quality of the department but the university as a whole.

The integration of activity in these three areas, showing a volume of activity, provides evidence of a productive, active, and contributing member of the academic community.

Departmental Criteria

Functional Areas to be Considered:

Teaching Effectiveness
Professional Growth
Service to the University

Performance Levels:

Outstanding
Superior
Good
Unacceptable

Minimum Required Performance Level for Promotion:

Post-Professorial Merit:	One rating of outstanding and two ratings of superior
Professor:	One rating of outstanding and two ratings of superior
Associate Professor:	Two ratings of superior (one of which must be in teaching effectiveness) and a rating of good
Assistant Professor:	A rating of superior in teaching effectiveness and two ratings of good in the other areas

"Achievement" is defined as an individual accomplishment or activity in Teaching, Professional Development, or University Service.

Teaching Effectiveness

- I. Evidence of Effective Teaching
 - A. Success in the classroom
 1. A variety of measures of satisfactory-level student evaluations approved by the Department
 2. Receipt of teaching award
 3. Observations by peers, the chair, the dean
 4. Teaching portfolio
 5. Student performance on nationally normed assessment instruments
 6. Student involvement in professional activity as a result of coursework
 7. Student creative/scholarly participation as a result of coursework

- B. Teaching contacts with students beyond the classroom
 - 1. Tutorials
 - 2. Conferences
 - 3. Field trips
 - C. Continuing effort to improve as a teacher
 - 1. Innovations in teaching techniques
 - 2. Invited peer reviews
 - 3. Attendance at teaching seminars or workshops
 - 4. Self-evaluation through the use of video-tapes, audio-tapes, course portfolios, or other means
 - 5. Revision of teaching techniques as suggested by subjective and objective student evaluations
 - 6. Receipt of funding to improve teaching
 - D. Other
- II. Evidence of Involvement in Curriculum Development
- A. Development of new courses
 - B. Significant revision of courses taught
 - C. Program revisions and/or development
 - D. Teaching a course not previously taught by the individual faculty member
 - E. Development of course materials (e.g., web materials, courses not yet approved)
 - F. Innovations in technology-assisted instruction (e.g., ITV, web courses, web sites)
 - G. Other
- III. Teaching-Related Activities
- A. Directing/Advising of MA thesis, doctoral dissertation
 - B. Serving on MA thesis or doctoral committee
 - C. Supervising independent studies courses
 - D. Supervising graduate papers for MA requirement
 - E. Teaching a course funded by an outside grant (e.g., NEH or MHC summer workshop)
 - F. Placing students in graduate professional schools or employment
 - G. Teaching abroad
 - H. Team teaching
 - I. Piloting new texts
 - J. Other

Performance Level:

Outstanding: A sustained record of very high quality teaching, as evidenced by at least two achievements listed in Category I.A. and at least four other achievements listed in Categories II and III.

Superior: A sustained record of high quality teaching, as evidenced by at least two achievements listed in Category I.A and at least three other achievements listed in Categories II and III.

Good: A sustained record of quality teaching, as evidenced by at least two achievements listed in Category I and at least two achievements listed in Categories II and III.

Note: "Sustained" means a demonstrable record of achievement from the time of any previous, successful application for tenure and promotion, promotion, or post-professorial merit.

Professional Growth

- I. Publications, Presentations, Grants
 - A. Peer-reviewed or juried publications in professional or discipline-related books, journals, magazines, or other print or digital media
 - 1. Book(s) authored or edited. A peer-reviewed, published book is equivalent to two publications and counts as two achievements.
 - 2. Articles or chapters in books
 - 3. Creative writings
 - 4. Professional reviews of scholarly or creative books
 - B. Peer-reviewed presentations at meetings of professional or discipline-related organizations
 - 1. Papers
 - 2. Lectures
 - 3. Seminars
 - 4. Workshops
 - 5. Readings
 - C. Grants awarded
 - D. Submissions
 - 1. Books
 - 2. Articles
 - 3. Creative writings
 - 4. Presentations
 - 5. Grant proposals
 - E. Other (available to any candidate for any achievements not currently listed within the other criteria)
- II. Other Scholarly Activities
 - A. Review of unpublished manuscript
 - B. Performance as editor or referee
 - C. Awards, honors, scholarships
 - D. Research in progress
 - E. Service as an expert consultant
 - F. Active participation in professional organizations (e.g., as an officer or as a participant in a program)
 - H. Other
- III. Other Professional Activities
 - A. Advanced study or training
 - B. Attendance at meetings
 - C. Attendance at lectures, seminars, workshops, and webinars.
 - D. Travel which contributes to professional growth
 - E. Other

Performance Level:

Outstanding: A record of sustained achievement in professional growth, as evidenced by at least two achievements listed in Category I.A, at least two achievements in Category I.B or I.C, and at least two achievements from among those listed in Categories I.D or E, II, and III. A peer-reviewed, published book is equivalent to two publications and counts as two achievements.

Superior: A record of sustained achievement in professional growth, as evidenced by at least one achievement listed in Category I.A, at least 1 achievement listed in Category I.B and I.C, and at least two achievements listed in Categories I.D or E, II, and III.

Good: A record of sustained achievement in professional growth, as evidenced by at least one achievement listed in Categories I.A and I.B and at least two achievements listed in Categories I.C-I.E, II, and III.

Note: "Sustained" means a demonstrable record of achievement from the time of any previous, successful application for tenure and promotion, promotion, or post-professorial merit.

Service

Activities such as the following may be included in the evaluation of service.

- I. Service to the Department (as required by Board policy)
 - A. Departmental committees
 - B. Departmental, administrative, or supervisory activities
 - C. Other

- II. Service to the University
 - A. Faculty Senate
 - B. College committees
 - C. University committees, task forces, review bodies, etc.
 - D. Interdisciplinary projects, programs, or assistance to other faculty members
 - E. Awards
 - F. Other

- III. Service to the Region
 - A. Area schools
 - B. Community (professionally related)
 - C. Alumni
 - D. Other

- IV. Service to Student Activities
 - A. Advisor
 - B. Faculty mentor for honors student
 - C. Sponsor of campus organization
 - D. Campus organizations (e.g., presentations, judging of writing and speech contests)
 - E. Student recruitment
 - F. Letters of recommendation
 - G. Other

Performance Level:

Outstanding: A record of sustained achievement in service to the university, as evidenced by at least five achievements listed in Categories I, II, III, and IV, one of which must be from Category I.

Superior: A record of sustained achievement in service to the university, as evidenced by at least four achievements listed in Categories I, II, III, and IV, one of which must be from Category I.

Good: A record of sustained achievement in service to the university, as evidenced by at least three achievements listed in Categories I, II, III, and IV, one of which must be from Category I.

Note: "Sustained" means a demonstrable record of achievement from the time of any previous, successful application for tenure and promotion, promotion, or post-professorial merit

CALENDAR

Materials and/or recommendations will be due by 5:00 p.m. on the listed day. Should any of the following dates fall on a weekend or university holiday, materials and/or recommendations will be due on the business day after the date specified.

Tenure and promotion, promotion, or post-professorial merit steps will be completed by the following dates:

August 15 - The provost shall inform deans, chairpersons, and the faculty member eligible to be considered for tenure and promotion, promotion, or post-professorial merit that he or she may submit a dossier to the department chairperson. If a faculty member is entering his or her final year of the probationary period, the provost must inform all parties that the faculty member must submit an application for tenure and promotion to Associate Professor.

Preliminary Review.

November 15 - The faculty member who wishes to apply for tenure and promotion, promotion, or post-professorial merit shall submit his or her dossier to the department or unit chairperson, who shall forward it to the Department Tenure and Promotion Advisory Committee. In those cases where the department or unit chairperson is applying for tenure and promotion, promotion, or post-professorial merit, the tenured and tenure track faculty of the department or unit shall select, with the assistance of the dean, an individual to fulfill the department or unit chairperson's responsibilities.

December 15 - The Departmental Tenure and Promotion Advisory Committee chair shall notify the faculty member in writing of deficiencies in or recommended modifications to the dossier.

Final Review.

A faculty member's application for tenure and promotion, promotion, or post-professorial merit will continue forward through the following process unless it receives two consecutive negative recommendations at the college level or above, with the following exceptions:

In the event that a faculty member's application receives negative recommendations from the University Tenure, Promotion, and Sabbatical Leave Advisory Committee and provost, the faculty member may appeal to the president. During this appeal, the faculty member may introduce any evidence he or she wishes.

If in the sixth or final year of the probationary period, a faculty member's application for tenure and promotion to Associate Professor has received support from the Departmental Tenure and Promotion Advisory Committee and department chairperson, but not from the College Tenure and Promotion Advisory Committee and dean, the faculty member may ask the University Tenure and Promotion and Sabbatical Leave Advisory Committee for review. If the university committee supports the application, it continues forward. Alternatively, if the university committee upholds the college recommendation, the application stops.

A faculty member may withdraw his or her dossier from further consideration at any time in the process except in the final year when tenure is involved. (Withdrawal when tenure is involved is described under Tenure and Promotion Eligibility Standards.)

January 15 -The faculty member shall submit a revised tenure and promotion, promotion, or post-professorial merit dossier to the Departmental Tenure and Promotion Advisory Committee. Once

the dossier is submitted, no further amendments to its contents may be made by the faculty member, unless in response to a recommendation as delineated below. (A letter of response shall not insert into the dossier specific information about the faculty member's professional accomplishments or performance that was not included in the dossier upon its original submission.) In addition, no evaluator may mark on the dossier or add anything to the dossier, except for the Recommendation Form, without prior consultation with and written approval by the faculty member involved.

January 25 - The Departmental Tenure and Promotion Advisory Committee shall prepare the Recommendation Form identifying its recommendation and specifically stating the reasons why the faculty member meets or fails to meet each of the departmental tenure and promotion criteria. A copy of the Recommendation Form shall be sent to the faculty member and the original added to the dossier. The dossier shall then be forwarded to the department chairperson. Within two business days of receipt of the recommendation, the faculty member shall have the option of notifying the department chairperson in writing that he or she wishes to submit a letter of response to the recommendation. The written notification shall be added to the dossier. The actual letter of response must be submitted within five business days of receipt of the recommendation (with a copy to the chairperson of the Departmental Tenure and Promotion Advisory Committee), at which time it will also be added to the dossier.

February 10 - The department chairperson shall prepare the Recommendation Form identifying his or her recommendation and specifically stating the reasons why the faculty member meets or fails to meet each of the departmental tenure and promotion criteria. A copy of the Recommendation Form shall be sent to the faculty member and the original added to the dossier. The dossier shall then be forwarded to the dean. Upon receipt of the faculty member's dossier, the dean will forward it to the College Tenure and Promotion Advisory Committee.

Within two business days of receipt of the recommendation, the faculty member shall have the option of notifying the chairperson of the College Tenure and Promotion Advisory Committee in writing that he or she wishes to submit a letter of response to the recommendation. The written notification shall be added to the dossier. The actual letter of response must be submitted within five business days of receipt of the recommendation (with a copy to the department chairperson), at which time it will also be added to the dossier.

March 1 - The College Tenure and Promotion Advisory Committee shall prepare the Recommendation Form identifying its recommendation and specifically stating the reasons why the faculty member meets or fails to meet each of the departmental tenure and promotion criteria. A copy of the Recommendation Form shall be sent to the faculty member and the original added to the dossier. The dossier shall then be returned to the dean.

Within two business days of receipt of the recommendation, the faculty member shall have the option of notifying the dean in writing that he or she wishes to submit a letter of response to the recommendation. The written notification shall be added to the dossier. The actual letter of response must be submitted within five business days of receipt of the recommendation (with a copy to the chairperson of the College Tenure and Promotion Advisory Committee), at which time it will also be added to the dossier.

March 15 - The dean shall prepare the Recommendation Form identifying his or her recommendation and specifically stating the reasons why the faculty member meets or fails to meet each of the departmental tenure and promotion criteria. A copy of the Recommendation Form shall be sent to the faculty member and the original added to the dossier. The dossier shall then be forwarded to the provost. Upon receipt of the faculty member's dossier, the provost will forward it to the University Tenure and Promotion and Sabbatical Leave Advisory Committee.

Within two business days of receipt of the recommendation, the faculty member shall have the option of notifying the chairperson of the University Tenure and Promotion and Sabbatical Leave Advisory Committee in writing that he or she wishes to submit a letter of response to the recommendation.

The written notification shall be added to the dossier. The actual letter of response must be submitted within five business days of receipt of the recommendation (with a copy to the dean), at which time it will also be added to the dossier.

April 15 - The University Tenure and Promotion and Sabbatical Leave Advisory Committee shall prepare the Recommendation Form identifying their recommendation and specifically stating the reasons why the faculty member meets or fails to meet each of the departmental tenure and promotion criteria. A copy of the Recommendation Form shall be sent to the faculty member and the original added to the dossier. The dossier shall then be returned to the provost.

Within two business days of receipt of the recommendation, the faculty member shall have the option of notifying the provost in writing that he or she wishes to submit a letter of response to the recommendation. The written notification shall be added to the dossier. The actual letter of response must be submitted within five business days of receipt of the recommendation (with a copy to the chairperson of the University Tenure and Promotion and Sabbatical Leave Advisory Committee), at which time it will also be added to the dossier.

May 5 -The provost shall prepare the Recommendation Form identifying his or her recommendation and specifically stating the reasons why the faculty member meets or fails to meet each of the departmental tenure and promotion criteria. Copies of the Recommendation Form shall be sent to the faculty member, department chairperson, and dean and the original added to the dossier. The dossier shall then be forwarded to the president.

Within two business days of receipt of the recommendation, the faculty member shall have the option of notifying the president in writing that he or she wishes to submit a letter of response to the recommendation. The written notification shall be added to the dossier. The actual letter of response must be submitted within five business days of receipt of the recommendation (with a copy to the provost), at which time it will also be added to the dossier.

The president has the responsibility of making recommendations to the Board of Regents concerning the tenure and promotion, promotion, or post-professorial merit of eligible members of the faculty. The Board shall make the final decision on granting tenure and promotion, promotion, or post-professorial merit to faculty members.

Within one week of the meeting at which the Board of Regents renders its decision on a faculty member's application for tenure and promotion, promotion, or post-professorial merit, the President will inform the faculty member in writing of the decision of the Board.