

DEPARTMENT OF MODERN LANGUAGES

TENURE AND PROMOTION CRITERIA

May 15, 2017

The Department of Modern Languages standards for tenure and promotion are a more precise definition of the broader University-wide criteria. Candidates should seek the guidance of the Chair of the department, the Dean of the college and senior faculty to determine the appropriateness of any activity or product that may be used to support a petition for either tenure or promotion.

Tenure

Tenure is awarded to the candidate who has demonstrated a record of effective and successful teaching, progress towards a program of research, and discipline-related service. By granting tenure, the department, College, and University judge the candidate to be academically strong, professionally committed, and personally responsible to meet the rigors of intellectual leadership. Generally, the candidate is eligible to petition for tenure during the sixth year of full-time employment in the department. However, under unusual circumstances, a candidate may petition early, or may enter the department with negotiated years towards tenure. The requirements for tenure include, but are not limited to, the following:

- Ph.D. in the primary language to be taught
- A probationary period not to exceed 6 years
- Evidence of effective and successful teaching could include, but is not limited to, a pattern of consistently positive ratings on department and college student perception forms and positive peer/chair evaluations; letters of support from students, graduates, faculty; student products; use of innovative instructional methods; development and implementation of new courses or programs; and other appropriate evidence of teaching success.
- Evidence of a consistent record of progress in research could include, but is not limited to, at least one peer-reviewed publication in a refereed journal (printed or online); presentations at professional national and regional conferences which are relevant to his/her discipline; book reviews; certain translation projects may also be considered scholarly material.
- Service includes those beneficial activities that depend upon the professional expertise of the individual faculty member and that are beyond the normal classroom and scholarly activities. Evidence of service could include, but is not limited to, academic and career advising of students; language club advisor; documented contributions to departmental activities, including, but not limited to recruiting; documentation of contributions to departmental, college, university, and community committees; construction and maintenance of individual and/or departmental Web Pages, and other appropriate evidence. To obtain tenure, the candidate should be at least in two committees per academic year (on average).

Promotion

The minimum requirements for promotion are:

Assistant Professor Rank is awarded at the time of hiring to a candidate who holds a Ph.D. in his/her discipline, who has less than 6 years of experience and is hired with the prediction that the candidate is capable of earning tenure.

Associate Professor Rank

- A minimum of 6 years of full-time university teaching, four of which must have been at the rank of Assistant Professor.
- Successful teaching as defined for tenure, with additional emphasis on development of courses, curricular leadership, and demonstration of innovation in classroom performance.
- Research and scholarly activity as defined for tenure, which must include, but is not limited to, two publications in refereed journals (printed or online) in the candidate's field while employed at Washburn University (the publication required for tenure counts as one). It will be the candidate's responsibility to indicate in his/her application for promotion, the importance of the particular publications in his/her field. In our area of Modern Languages, a lot of professional journals prefer and encourage submissions in the foreign language. This should not be held against the candidate. In addition, the candidate must show a pattern of on-going research and scholarship as demonstrated by presentations at conferences (one per year on average), other types of publications (book reviews, interviews, and/or encyclopedia entries), and/or translations.
- Leadership in committee work within the department and the potential for leadership roles at the college and/or university level (e.g.: chair, secretary, or similar in at least one committee during a year).

Professor rank

- A minimum of 10 years of full-time college level teaching, four of which must have been at the Associate Professor rank.
- Continued successful teaching, as defined for the Associate Professor rank. Evidence of sustained interest in the development and enrichment of the academic offerings of the department and continued effort in advising of students.
- Research and scholarly activity as defined for Associate Professor that demonstrates a sustained pattern of publications of refereed articles, and/or requested articles, and/or translations, and/or book reviews. The candidate must be active in his/her field by presenting papers at local, national, and international conferences, publish 2 or 3 additional articles (or have acceptance of publication) in refereed journals, or an academic book. It is likely that he/she will be asked to submit articles for specific issues of professional journals, or that he/she will be asked to review new books; or may also publish a translation work. All of these would be a reflection of the notoriety of the candidate in his/her field.

- Service to the department, college, university and community which may include the following:
 - Holding offices of leadership in some local, regional, national, or community, professional or academic organizations.
 - Providing expertise to local, regional or national groups which reflects positively on the discipline and the University.

GUIDELINES FOR ANNUAL EVALUATION OF FACULTY

Each year all faculty members will be evaluated for the purposes of improving individual performance, determining merit increases, and departmental success. The individual faculty member will be given merit increases based on individual productivity. Considerations for merit raises will place the greatest emphasis, approximately 70%, on the primary faculty responsibility of effective teaching. In general, faculty contributions will be weighted more heavily in the area of research and scholarship (15-20%) than in the area of service (10-15%). Occasionally, the needs of the department may require a different weighing distribution determined by prior agreement between the faculty and the chairperson.

1. Evaluation will be done for all full-time faculty members.
2. Prior to the start of the process in which salary recommendations are developed, each faculty member will submit an annual report (support material required only if requested by the chairperson) to the chairperson, listing accomplishments and contributions for the year in the three areas of: Teaching, Research, Scholarship, Professional Activities and Service.
3. The chairperson will schedule a conference with each faculty member to review the faculty activity report and to plan appropriate activities for the faculty member for the following year.
4. After this conference with each faculty member, the chairperson will fill out the form entitled "Yearly Evaluation of Faculty". Under the three major headings, the chairperson will summarize and evaluate the contributions of the faculty member.
5. The chairperson will evaluate the completed evaluation form with the faculty member. The faculty member then signs the form in the presence of the chairperson thus indicating that he/she has seen the evaluation and has had an opportunity to discuss it with the chairperson. This signature does not necessarily indicate agreement with the evaluation.
6. The chairperson will also sign the evaluation form and forward it to the Dean for his/her signature. The evaluation forms will be transmitted along with salary recommendations if budgetary considerations are required at that time.
7. The original copy of the evaluation form will be kept in the faculty member's file in the dean's office. A photocopy will be returned to the Department chairperson, to be filed in the faculty member's file in the department office.