



Sociology and Anthropology

Tenure and Promotion Guidelines

Revised December 10, 2020

The Department of Sociology and Anthropology at Washburn University takes Tenure and Promotion seriously and subsumes criteria for them under University guidelines focusing on Teaching; Scholarship; and Service to the Department, University, Discipline, and Community. Teaching, scholarship, and service are calculated according to the format indicated below. To obtain tenure or achieve promotion, the petitioner must have been hired into a full-time tenure-track position. In addition, Sociology faculty must hold a Ph.D. in Sociology and Anthropology faculty must hold a Ph.D. in Anthropology.

TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

Teaching

To be recommended for Tenure and promoted to Associate Professor, the candidate must meet each of these requirements:

1. Demonstrate a record of pedagogical training by: actively participating in C-TEL; obtaining Certificate of Teaching and Learning; obtaining Certificate of Inclusive Teaching and Learning; and/or attending external teaching workshops, conferences, or webinars.
2. Contribute to the department's course offerings through: developing new, or significantly revising existing courses, and teaching courses that meet program needs; supervising independent study courses; and/or incorporating innovative pedagogy (e.g., active learning, community-based learning, inclusive teaching and learning, innovative technology, substantial focus on the development of student writing, etc.).
3. Demonstrate a commitment to teaching by improving courses through the use of peer observational feedback from at least three separate tenured Washburn University faculty members and/or C-TEL.
4. Attain positive student evaluations with quantitative scores at or above the midpoint for the range of possible scores for at least the last two years of the probationary period. The candidate could also include for consideration qualitative evaluations from students that are collected and transcribed by a third party.

Candidates not meeting one or more of the standards above may include an explanation of any extenuating circumstances that could justify an exception to the standard.

Research and Scholarship

To be recommended for Tenure and promoted to Associate Professor, the candidate must meet each of these requirements:

1. Publish authored or co-authored pieces in scholarly outlets. Using Table 1, candidates must obtain THREE points with at least TWO points designated as peer-reviewed sources. Copies of publications are required.

Table 1: Authored or co-authored publications in scholarly outlets	
3 points	<ul style="list-style-type: none"> • Authored or co-authored book or textbook
1 point	<ul style="list-style-type: none"> • Peer-reviewed journal article • Book chapter in an academic or scholarly text • Peer-reviewed technical report of substantial length to an external agency • Edited book • Textbook revisions of a substantial amount • Jury selected documentary film • Peer-reviewed photo essay
0.5 point	<ul style="list-style-type: none"> • Peer-reviewed research note or short technical report in a journal • Non-peer-reviewed technical report to external agency • Study guide, laboratory manual, field guide, or instructor's manual • Documentary film • Non-peer-reviewed photo essay • Published book review selected • Edited journal volume or issue
0.25 point	<ul style="list-style-type: none"> • Manuscript review for peer-reviewed journals • Archaeological site or forensic case reports to external agency • Discipline periodicals • Encyclopedia entries • Academically affiliated blog post

2. Present research and scholarly work. Using Table 2, candidates must obtain FIVE points with at least THREE points designated as presentations at international or national scholarly meetings. Copies of meeting programs and letters of acceptance are required.

Table 2: Presentation of research and scholarly work	
1 point	<ul style="list-style-type: none"> • Present paper or poster at international, national, or regional scholarly meetings
0.5 point	<ul style="list-style-type: none"> • Workshop leader at international, national, or regional scholarly meetings • Panel member or discussant at international, national, or regional scholarly meetings • Roundtable participation at international, national, or regional scholarly meetings • Participant and presenter at the WU Faculty Colloquium series
0.25 point	<ul style="list-style-type: none"> • Session organizer at international, national, or regional scholarly meetings

Candidates not meeting one or more of the standards above may include an explanation of any extenuating circumstances that could justify an exception to the standard.



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Service

To be recommended for Tenure and promoted to Associate Professor, the candidate must meet each of these service requirements at the Department, University, Profession, and Community levels:

Department

1. Chair at least one department committee and/or serve as the SOAN club faculty advisor.
2. Serve on at least one department committee.
3. Contribute to department visibility and outreach activities.
4. Actively participate in department business in a professional manner.

College/University

1. Serve on at least two college/university committees and ably report to the department on committees' deliberations.
2. Represent the department at college/university retention and recruitment events.
3. Attend division, college, and university meetings regularly and in a professional manner.

Discipline

Serve one's discipline, which may include, but is not limited to: officer or board member for professional organizations; and, advisory position for disciplinary committees.

Community

Serve the community as a representative of the University where professionally appropriate, which may include, but is not limited to: active participant in a community organization that utilizes professional expertise; presenter and/or facilitator of lectures, exhibits, or panels based on academic and professional expertise.

Candidates not meeting one or more of the standards above may include an explanation of any extenuating circumstances that could justify an exception to the standard.

PROMOTION TO FULL PROFESSOR

Teaching

To be promoted to Full Professor, the candidate must meet each of these requirements:

1. Continue to perform to the above tenure requirements for teaching.
2. Provide evidence of mentoring of other faculty including, but not limited to: observing and providing feedback on teaching to junior faculty; serving as a C-TEL fellow; and/or other mentorship roles to junior faculty.



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Research and Scholarship

To be promoted to Full Professor, the candidate must meet each of these requirements:

1. Publish authored or co-authored pieces in scholarly outlets. Using Table 1, candidates must obtain FIVE points with at least THREE points designated as peer-reviewed sources. Copies of publications are required.
2. Present research and scholarly work. Using Table 2, candidates must obtain SEVEN points with at least FIVE points designated as presentations at international or national scholarly meetings. Copies of meeting programs and letters of acceptance are required.

Service

To be promoted to Full Professor, the candidate must continue to perform to the above tenure criteria for service.

Candidates not meeting one or more of the standards above may include an explanation of any extenuating circumstances that could justify an exception to the standard.