

## TENURE AND PROMOTION

### COLLEGE OF ARTS AND LETTERS

Faculty members in the College of Arts and Letters are evaluated for tenure and promotion using the criteria outlined in the *Faculty Handbook* (III.E.). Faculty members are evaluated on the basis of their performance in the areas of teaching, scholarly achievement and professional qualifications, professional service, and the potential for continued professional development in each area.

Teaching performance may be evaluated by self-evaluation, peer evaluation, unit head evaluation, student evaluation, and/or portfolio evaluation. (Generally, untenured faculty members are expected to distribute student evaluations to all of their classes each semester; tenured faculty members are expected to distribute student evaluations to at least one of their classes every semester.) In order to evaluate whether a faculty member's teaching is excellent, satisfactory, or unsatisfactory, the departmental PAC and the unit head may also examine syllabi, course grade distribution, letters/e-mails from former students, and exams and other teaching resources. The PAC and the unit head may also take into account the development of new courses or other evidence of curricular development; evidence of supervision of special studies or theses; evidence of student mentoring; evidence of effective academic advising; evidence of assistance to students in finding employment or internships; and/or attendance at workshops or conferences on teaching, for example.

Scholarly achievement and professional qualifications “may differ according to discipline,” as noted in the *Faculty Handbook*. Normally the faculty member will be expected to hold the appropriate terminal degree. In order to evaluate whether a faculty member’s scholarly achievement is excellent, satisfactory, or unsatisfactory, the departmental PAC and the unit head will examine the faculty member’s record of scholarly publication or creative activity. That record should show a continuing scholarly/creative agenda and the promise of future productivity. Of primary importance in this area are the following: A book published by a recognized press; a monograph published by a recognized press; edited volumes published by a recognized press; at least three scholarly essays or creative works in media of international, national, or regional distribution (including refereed journals, refereed electronic publications, or chapters in books, juried or refereed competitions); and/or the receipt of a major external grant. These will satisfy the college standard in this area. Departmental PAC’s and unit heads will consider the publication of textbooks and books of readings by the standards of the unit. The departmental PAC and the unit head may also consider, as evidence of secondary importance, papers or presentations given at international, national, and regional professional meetings; organizing and presiding at panels for international, national, and regional professional meetings; refereeing of research manuscripts and other scholarly material; publication of book reviews; participation in departmental or campus-wide seminars, colloquia, or conferences; writing a published study guide; and/or other relevant evidence of scholarly achievement. No matter the quantity, scholarly achievement “of secondary importance” cannot outweigh scholarly achievement listed above as “of primary importance.”

Professional service, according to the *Faculty Handbook*, “shall include committee service and leadership at James Madison University or in professional or educational organizations, or service otherwise enhancing the profession, academic unit, college or university.” The college expects some service to the unit and its students. In order to evaluate whether a faculty member’s professional service is excellent, satisfactory, or unsatisfactory, the departmental PAC and the unit head will take into account the faculty member’s attendance at departmental faculty meetings; participation in departmental discussion concerning curriculum and instruction, hiring, and departmental policy changes; student advising; sponsorship of student organizations; service as coordinator of a graduate, major, or minor program; service as a member of university, college, or departmental committees; service as chair of university, college, or departmental committees; service as an officer of national, regional, or state professional organizations, and/or professional consultations, for example.

This document is intended to establish standards for a satisfactory rating in the three areas in which faculty members will be evaluated for tenure and for promotion to either associate or full professor. It is not intended to supercede the standards of the individual units of the college, and indeed these individual units may establish higher standards for a rating of satisfactory.