

**Department of Modern Languages
Tenure/Promotion Policies and Procedures
Spring 2008**

INTRODUCTION

The Department of Modern Languages is committed to effective teaching, quality scholarship, and professional service. Tenured and tenure-track faculty are expected to be active in all three areas. Faculty members should consult PPS 8.01 "Development/Evaluation of Tenure-track Faculty," PPS 8.10 "Tenure and Promotion Review," LA PPS 2.02 "Tenure and Promotion Policies: College of Liberal Arts," and relevant sections of the *Faculty Handbook* and rules and regulations of the Texas State University System for policies governing appointment, promotion, academic freedom, responsibility, tenure, due process, and additional pertinent information.

Faculty members being considered for tenure or promotion complete the Texas State Vita form (see Appendix) and provide documentation in support of the quality of their teaching, scholarly/creative activities, and leadership/service, including their collegial contributions to the university community. Collegial faculty members are expected to contribute to the positive functioning of the department and the university. In its "Statement of Professional Ethics," AAUP addresses collegiality and states,

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchanges of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

Evaluation of faculty members being considered for tenure will consider all of their accomplishments but will emphasize those accomplishments in the time period from the initial date of appointment to tenure track at Texas State to the present. Faculty members whose rank is below that of Associate Professor must apply for promotion to Associate Professor at the same time they apply for tenure. Faculty members spend five years in rank before being eligible for promotion. The year in which the promotion is reviewed will count as one of the years in rank. The evaluation of faculty members being considered for promotion to full professor will consider all of their accomplishments but will emphasize those in the time period from the last promotion to the present.

In the categories below, faculty members must "consistently meet expectations" in Teaching, Scholarly/Creative Activities, and Leadership/Service to be minimally eligible for consideration for tenure or promotion.

TEACHING

The faculty member's teaching is evaluated by the members of the Personnel Committee and the Chair on the basis of classroom performance and other related activities such as class preparation, effective testing, course/curriculum development, advising, and course/section coordination.

- (3) exceeds expectations for tenure/promotion
A documented, sustained record of very high quality teaching
- (2) meets expectations for tenure/promotion
A documented, sustained record of high quality teaching
- (1) does not meet expectations for tenure/promotion
The bulk of available documentation indicates a lack of quality teaching.

Materials submitted for evaluation shall include student evaluations for at least half of the faculty member's classes; classroom observation reports; and samples of course syllabi, tests, course materials, instructional innovations, curriculum development materials, and graded assignments. At the discretion of the faculty member, additional relevant documentation may be submitted.

Beginning in the second year of a tenure-track faculty member's appointment at Texas State, a classroom observation report shall be completed by members of the Personnel Committee for one class per year over the course of the faculty member's probationary period. Two members of the Personnel Committee, one chosen by the tenure-track faculty member and the other by the Personnel Committee, shall visit a class agreed upon by all three parties. As far as possible, different members of the Personnel Committee will visit the faculty member's class each year. The classroom observation report shall consist of a letter written by the classroom observers to the Chair, with a copy to the faculty member, in which the observers address the quality of the faculty member's teaching in reference to generally accepted criteria such as use of the foreign language, organization of material, clarity of presentation, and rapport with the students in the class.

In the evaluation process, student evaluations and classroom observation reports, taken together, shall be considered of equal importance to all other materials combined.

SCHOLARLY/CREATIVE ACTIVITIES

To be eligible for consideration for tenure and promotion to Associate Professor, faculty members must have had accepted for publication a refereed book, or five refereed articles, or equivalent publications (e.g., scholarly transcriptions, scholarly translations, edited works, annotated bibliographies, or creative works). Only scholarship or creative work that is in print or documented as forthcoming will be counted as part of the Scholarly/Creative record. Written work that is under review, under contract, being revised, or being resubmitted will not count and should not be listed. A funded, refereed grant of substantial size and/or prestige may substitute for one article if the faculty member is the principal investigator. In addition, candidates may include evidence of achievements such as further externally funded grants nonrefereed publications and refereed/nonrefereed papers presented at professional meetings. To indicate whether a publication is refereed or invited, candidates are to write R (for refereed) or I (for invited), with the latter designation being accompanied by an explanation, beside the entry for each publication/presentation listed in the Texas State Vita. Finally, candidates are to provide a two-page assessment of the impact of their scholarly/creative activities on the profession.

Promotion to Professor requires roughly the same quantity and quality of scholarly/creative activity as that required for promotion to Associate Professor. Candidates are to identify publications/presentations listed in the Texas State Vita after promotion to Associate Professor by an asterisk (*) beside each entry and by a footnote at the bottom of each page: *Since promotion to Associate Professor.

It should be noted that mere numbers of publications/papers do not assure positive evaluation of a candidate's scholarship. The Personnel Committee and the Chair will provide a qualitative assessment of the candidate's scholarship based on factors such as professional quality, acceptance rates of journals in which articles appear, and opinions of experts outside the university if considered necessary in the judgment of the Personnel Committee or Chair (required in the case of promotion to Professor, see LA/PPS 2.02, para. 8).

The department establishes the following definitions:

- (3) exceeds expectations for tenure/promotion
A sustained record of published scholarly/creative activities substantially exceeding the guidelines described in the introduction to this section
- (2) meets expectations for tenure/promotion
A sustained record of published scholarly/creative activities meeting the guidelines described in the introduction to this section
- (1) does not meet expectations for tenure/promotion
Very few or no scholarly/creative activities

Documentation shall include copies of the faculty member's published works, official letters of acceptance with the date of publication clearly indicated, and other appropriate documentation. Candidates are encouraged to provide a brief statement of the acceptance rates of publications in which their work appears.

LEADERSHIP/SERVICE

The department defines service as any activity related to the faculty member's area of expertise (other than teaching or scholarship) which contributes to the well being of the university both on and off campus. Examples of service activities include holding office in professional organizations; chairing sessions at professional meetings; acting as a consultant; conducting workshops; serving on departmental, school, and university committees; and, in general, any other activity that advances the best interests of the university. Faculty members being considered for promotion to Professor should carefully describe and document Leadership/Service contributions because an outstanding record of leadership and service is normally expected for promotion to this rank (but is less critical for promotion to Associate Professor).

The department establishes the following definitions:

- (3) exceeds expectations for tenure/promotion
A sustained record of very effective service
- (2) meets expectations for tenure/promotion
A record of effective service
- (1) does not meet expectations for tenure/promotion
Little or no record of effective service

Documentation submitted for evaluation shall include evidence of holding professional offices, chairing sessions at professional meetings, consultant activities, committee memberships, and other activities.

Appendix

Texas State Vita

TEXAS STATE VITA

I. Academic/Professional Background

A. Name: _____ Title: _____

B. Educational Background

Degree	Year	University	Major	Thesis/Dissertation

C. University Experience

Position	University	Dates

D. Relevant Professional Experience

Position	Entity	Dates

II. TEACHING

A. Teaching Honors and Awards:

B. Courses Taught:

C. Graduate Theses/Dissertations or Exit Committees (if supervisor, please indicate):

D. Courses Prepared and Curriculum Development:

E. Funded External Teaching Grants and Contracts:

F. Submitted, but not Funded, External Teaching Grants and Contracts:

G. Funded Internal Teaching Grants and Contracts:

H. Submitted, but not Funded, Internal Teaching Grants and Contracts:

I. Other:

III. SCHOLARLY/CREATIVE

A. Works in Print

1. Books (if not refereed, please indicate)

a. Scholarly Monographs

- b. Textbooks:
 - c. Edited Books:
 - d. Chapters in Books:
 - e. Creative Books:
 - 2. Articles
 - a. Refereed Journal Articles:
 - b. Non-refereed Articles:
 - 3. Conference Proceedings:
 - a. Refereed Conference Proceedings:
 - b. Nonrefereed Conference Proceedings
 - 4. Abstracts
 - 5. Reports:
 - 6. Book Reviews:
 - 7. Other:
- B. Works not in print
- 1. Papers Presented at Professional meetings
 - 2. Invited Talks, Lectures, Presentations:
 - 3. Consultancies:
 - 4. Workshops:
 - 5. Other:
- C. Grants and Contracts
- 1. Funded External Grants and Contracts:
 - 2. Submitted, but not Funded, External Grants and Contracts:
 - 3. Funded Internal Grants and Contracts:
 - 4. Submitted, but not Funded, Internal Grants and Contracts:

D. Fellowships, Awards, Honors:

IV. SERVICE

A. University:

B. Departmental:

C. Community:

D. Professional:

E. Organizations

1. Honorary:

2. Professional:

F. Service Honors and Awards:

Please note: For all entries, list most recent items first.