

THE SYBIL B. HARRINGTON COLLEGE OF FINE ARTS & HUMANITIES
PROMOTION & TENURE STANDARDS
(Version 1.5)

(Revised December 7, 2017)

To be eligible for consideration for tenure and/or promotion, a candidate should show evidence of success in the categories of Instructional Responsibilities, Intellectual Contributions/Creative Works, and Professional Service that meets or exceeds the disciplinary standards set forth by the candidate's department. Tenure-track faculty members seeking promotion and/or tenure, or tenured faculty members seeking promotion are strongly encouraged to work with their department head to ensure that they meet departmental expectations regarding the promotion and tenure process.

The guidelines listed below are considered minimum criteria for consideration for promotion and/or tenure in the College of Fine Arts & Humanities.

Refer to the West Texas A&M University *Faculty Handbook* for operational policies regarding tenure and promotion and guidelines and procedures for processing promotion and tenure recommendations.

Evaluation Scale

The scale for evaluation is found in "Annual Review of Faculty Procedure" in WTAMU's *Faculty Handbook*.

Promotion Criteria

The promotion criteria set forth below conform to the promotion criteria set forth in WTAMU's *Faculty Handbook*.

To be eligible *for Promotion to the Rank of Associate Professor*, a faculty member must be considered "Outstanding" or "Excellent" in the evaluation categories of Instructional Responsibilities, Intellectual Contributions, and Professional Service based on the definitions for each of these ratings in the Annual Review of Faculty Performance. Faculty members with evaluations lower than "Excellent" are not eligible for promotion and/or tenure.

To be eligible *for Promotion to the Rank of Professor*, a faculty member must have served a minimum of four years in the rank of Associate Professor. The applicant must be considered "Outstanding" in at least one of the two evaluation categories of Instructional Responsibilities or Intellectual Contributions and "Excellent" in the other of these two categories and in the category of Professional Service based on the definitions for each of these ratings in the Annual Review of Faculty Performance. Faculty members with evaluations lower than "Excellent" must not be considered eligible for promotion and/or tenure.

Tenure Expectations

The tenure expectations set forth below conform to the tenure expectations set forth in WTAMU's *Faculty Handbook*.

An Assistant Professor must be considered "Outstanding" or "Excellent" in the evaluation categories of Instructional Responsibilities, Intellectual Contributions, and Professional Service based on the definitions for each of these ratings in the Annual Review of Faculty Performance. Faculty members with evaluations lower than "Excellent" are not eligible for promotion and/or tenure.

An Assistant Professor who does not qualify for promotion to Associate Professor may not be recommended for tenure.

Candidates for tenure who were employed at the rank of Associate Professor or (full) Professor must achieve the performance standards required for promotion to the rank that they presently hold to be eligible for tenure consideration.

A tenure-track candidate who holds the rank of Associate Professor and who chooses to seek both the award of tenure and promotion to the rank of Professor may be awarded tenure even if promotion is denied.

Faculty members are evaluated by their students, their peers, and by their department head each year. In determining a faculty member's annual ratings and their application for promotion and tenure, a holistic approach is employed. While activity in each category is expected, it is the totality of a faculty member's accomplishments that must be evaluated.

Evaluative Criteria

Instructional Responsibilities

Teaching is considered to be at the forefront of the College of Fine Arts and Humanities' mission. It is the area in which faculty members devote the majority of their time, talents and energy in contribution to the university and its students. FAH faculty members should continuously make strides to develop and maintain high personal and professional standards in this aspect of their careers at this university. Instructional Responsibilities should be given considerable weight in determining tenure and promotion at all levels.

Though departmental standards may vary, the College of FAH expects effective teachers to:

- demonstrate a command of the subject;
- be prepared for all scheduled classes;
- establish, communicate and respect policies, procedures, and learning objectives appropriate for the course as outlined in a distributed syllabus;
- distribute assignments that can effectively evaluate a student's performance in a manner appropriate for the degree of difficulty of the topic and course;
- be available to assist students outside of the scheduled class time;
- improve teaching by attending workshops, seminars and other venues aimed at teacher development; consult with peers, colleagues, and supervisors within and outside of the university to gather and share ideas concerning teaching;
- when appropriate, apply technology to enhance the scope and accessibility of the course;
- conduct and apply approved university measures of teaching evaluation such as student evaluations (e.g. the Alemoni scale—CIEQ) or other measures designated by the university);
- conduct self-evaluations, peer evaluations, or annual evaluations by the respective department head.

Intellectual Contributions/Creative Works

Intellectual Contributions/Creative Works in the College of Fine Arts & Humanities involve scholarly work that can be documented by its creator and observed, examined and/or evaluated by others and encompass many forms of scholarly achievement and artistic creativity not common to other disciplines. Intellectual Contributions or Creative Works are the result of a process that demands scholastic and/or creative inspiration, research, the application of that research, scholastic and/or creative ingenuity, and results in a work that contributes significantly to the university community and beyond.

Though departmental standards may vary, the College of Fine Arts and Humanities recognizes, but does not restrict, the following activities as constituting Intellectual Contributions/Creative Works:

- Intellectual contributions/Creative Works can take the forms of research, artistic production and/or performance writing, oral presentation, design, public exhibitions of scholarly and/or creative activity, the criticism or review of a published, exhibited or performed work, or a form appropriate to a specific discipline.
- Intellectual Contributions/Creative works include pedagogical publications, particularly those concerned with the scholarship of teaching and learning
- Grants or other forms of external funding for the research and production of Intellectual Contributions/Creative Works are highly encouraged; moreover, compensation to the creator for his/her work is allowable;
- Intellectual Contributions/Creative Works should be reviewed, juried and/or auditioned by peers;
- Intellectual Contributions/Creative Works delivered by a faculty member who has been invited to participate in a form of Intellectual Contributions/Creative Work based on her/his acknowledged professional competency is considered and evaluated in the same way as work that was juried or peer reviewed;
- Intellectual Contributions/Creative Works documentation and/or participation must occur in one or more of the following form(s): publications, portfolios, peer reviews, performances, compositions, books, exhibitions, the presentation of papers, the conducting of workshops in area of expertise, panel discussions, evaluating grant applications on behalf of other entities, serving as a scholarly reviewer for professional publications and/or presentations, and other means appropriate to the discipline as set forth by the department.
- Intellectual Contributions/Creative Works can be produced by an individual or in collaboration with others

A faculty member must provide consistent evidence of annual and ongoing Intellectual Contributions/Creative Works in compliance with departmental standards.

Professional Service

The College of Fine Arts & Humanities recognizes professional service as the giving of one's time and talents for the benefit of the university, civic, and professional communities. Professional Service pertains directly to the faculty member's role as an educator and/or expert in his/her discipline.

Departmental standards define and clarify the expectations of professional service in all areas within one's specific discipline. But, the following general guidelines apply:

- Professional Service to the college means the faculty member is an active participant and/or leader on departmental, college and/or university committees.
- University service also includes attendance and participation in student-centered activities, organizations and ceremonies encouraging and/or recognizing student achievement.
- Service to the profession means that the faculty member is an active participant and/or leader in professional organizations or associations pertaining to the individual's area of expertise.
- Professional Service to the community means that a faculty member gives of his/her time and/or talents for the benefit or enlightenment of a civic group whether compensated or uncompensated.
- Professional service includes the faculty member's collaboration, communication, participation and professionalism.