

**Statement of the Department of Interdisciplinary Studies**  
**Faculty Promotion and Tenure**  
**Approved April 28, 2021**

**Department Mission**

The Department of Interdisciplinary Studies provides a progressive, open model for an academic department that promotes creative and imaginative investigations of complex systems and problems. We support innovative scholarship and teaching that is responsive to changes in fields of study inside and outside of academia. We foster courses and programs of study that are engaged with the needs of global and local communities as well as social justice issues. We support new modes of teaching, learning, and research that cut across disciplinary boundaries and explore interstitial areas of concern. Our department recognizes the diversity of our students, faculty, staff, and community, and we cultivate diversity in our teaching, scholarship, and community engagement.

**Promotion and Tenure Committee (PTC)**

The Department PTC functions in accordance with the provisions of the Faculty Handbook. Only tenure--line faculty in the department, or jointly appointed faculty that have declared IDS as their base department, are eligible to serve on the Department PTC and to vote in PTC elections.

**Promotion and Tenure Materials**

- Faculty are responsible for consulting the current year's Faculty Handbook for any changes in requirement for Promotion & Tenure Dossiers. See 4.4.5. The P&T Dossier, along with the Collection of Artifacts/Documents, should be submitted in digital form if reasonably possible, although physical copies may be included if needed by the candidate.
- The candidate's narrative should include a brief explanation for each substantial entry of discipline-specific research and creative activity and/or service, which is necessary to provide context and significance to the multidisciplinary faculty composing the Promotion and Tenure Committee.
- Candidates will provide a list of no more than five external references willing to provide letters of recommendation. A total of three reference letters will be included in the promotion and tenure packet. The department chair will contact references in the order listed and provide them to the P&T committee confidentially.

## **General Criteria for Status and Rank**

### **Instructor**

Minimal criteria for consideration of appointment to the rank of instructor are:

- A. a master's degree from an accredited institution in an appropriate field or special competencies in lieu of the master's degree; and
- B. evidence of potential in teaching.

### **Assistant Professor**

Minimal criteria for consideration of appointment/promotion to the rank of assistant professor are:

- A. the appropriate earned terminal degree from an accredited institution, unless there are exceptional circumstances;
- B. demonstrated ability in teaching;
- C. evidence of ability for research or other germane creative activity;
- D. willingness to participate in institutional affairs and professional service to the University and/or to the public.

### **Associate Professor**

Minimal criteria for consideration of appointment/promotion to the rank of associate professor are:

- A. the appropriate earned terminal degree from an accredited institution, unless there are exceptional circumstances, and at least five (5) years of appropriate experience;
- B. recognized skill in teaching;
- C. recognized accomplishment in research or other germane creative activity;
- D. recognized accomplishment in professional service to the University and/or to the public; and
- E. demonstrated willingness to participate in institutional affairs.

### **Professor**

Minimal criteria for consideration of appointment/promotion to the rank of professor are:

- A. the appropriate earned terminal degree from an accredited institution, unless there are exceptional circumstances, and at least ten (10) years of appropriate experience;
- B. recognized skill in teaching;
- C. evidence of at least one of the following:
- D. outstanding accomplishment in research or other germane creative activity with ongoing, recognized accomplishment in professional service to the University and/or public; or
- E. outstanding accomplishment in professional service to the University and/or to the public with ongoing, recognized accomplishment in research or other germane creative activity; and
- F. demonstrated ability and participation in institutional affairs.

For tenure-track positions all faculty are expected to demonstrate achievement in teaching, scholarship and service according to guidelines in the faculty handbook.

### **Evaluative Criteria**

This section lists the evaluative criteria by which faculty work is assessed. This document follows the Faculty Handbook and the College of Arts and Sciences Guidelines for Reassigned Time for Scholarly and

## Creative Activities

### **Teaching**

Teaching is core to the role of faculty at Appalachian State University. The Department of Interdisciplinary Studies affirms the following four shared principles: support for differing—and at times divergent—pedagogical approaches to our interdisciplinary fields of study; commitment to pedagogical approaches that challenge disciplinary borders; approaches to the classroom that invite students to dwell with questions, challenge assumptions, and explore new ideas and new perspectives; modes of teaching and learning that call attention to the contingency of knowledge, and call upon students and faculty alike to question “the how and the what and the when and the why” of knowledge acquisition.

A faculty member’s teaching performance will be assessed using a variety of indicators. These may include, but are not limited to, the following:

- Peer evaluation
- Student evaluations; student letters of support
- Receipt of teaching / advising awards
- New course design / syllabi revisions
- Collaborative teaching including team teaching / service learning / community-based research
- Mastery of substantial new material and integration into coursework and teaching
- Service on graduate thesis / Honor’s thesis committees at Appalachian or other institutions
- Integrating one's own research and scholarship into courses
- Participating in workshops / seminars at ASU or off-campus dedicated to improving pedagogy / classroom techniques
- Providing Guest Lectures in colleague’s classes
- Coordinating independent study / internships

### **Scholarship**

For purposes of this document, scholarship shall be considered to include research, creative activity, community outreach, and clinical work. Because of the diverse character of scholarship in the Department, the relative importance of each item below may vary from individual to individual. Given the diversity of work undertaken by faculty in the department, we acknowledge that “peer review” needs to be broadly interpreted. In all instances, however, work that is counted as peer reviewed must have received external, competitive, merit-based validation. Examples of external, competitive, merit-based validation in non-text forms may include: juried or invited exhibitions, curated exhibitions, invited or featured performances, juried screenings, broadcast screenings, external grant-based digital humanities projects. For co-authored, co-edited, or co-created products faculty members will clearly delineate their individual contribution.

The Department acknowledges that not all products have equal weight, nor can products easily translate into numerical equivalencies. That said, more substantial works, such as, but not limited to monographs, individual exhibitions, or solo screenings, may count as more than one product.

Other factors, such as journal impact, international exhibitions, competitive criteria for awarded grants, etc. may factor into the assessment.

At a minimum all Assistant Professors seeking tenure and promotion to Associate Professor will have no fewer than four peer reviewed publications, creative works or other scholarly academic products accepted / published/ produced, and demonstrated evidence of ongoing productivity. While more

substantial works may count as more than one work, candidates must submit at least two separate/unique/distinct artifacts for promotion to Associate Professor.

At a minimum all faculty members seeking promotion from Associate to Full Professor will have no fewer than seven cumulative scholarly academic products accepted / published / produced and peer reviewed assessed using the same criteria for tenure. While more substantial works may count as more than one work, candidates must submit at least four separate/unique/distinct artifacts for promotion to Professor.

Products acceptable for seeking promotion and tenure include:

- Publishing or having in press scholarly or creative books or equivalent work in other media that have received peer review
- Publishing or having in press journal articles, creative writing, or other creative works in additional media that have received peer review
- Publishing or having in press book chapters, essays, or creative work in books of collected essays that received peer review
- Solo or group exhibitions that received peer review
- Screenings or live performances at festivals or competitions that received peer review
- Submitted as Principal investigator or co-PI on significant external grants or fellowships that received peer review

### **Service**

Forms of service will vary considerably from faculty member to faculty member, and between various programs. At a minimum, faculty are expected to provide consistent service to support the well-being of the department, its programs, and its students. Faculty are also expected to provide support to the college, the university, and their profession.

Products acceptable for seeking tenure include:

- Participation in Program, Department, College, or University Committees
- Leading an overseas or off-campus domestic trip
- Serving as Faculty Resident at the New York Loft
- Activities that support the existence and/or appreciation of diversity among faculty, students and staff
- In-house ASU publication
- Advising honor societies, clubs, etc.
- Leadership position in professional organizations / societies
- Serving as peer reviewer for scholarly or creative journal or professional society
- Serving as external reviewer for a department or program
- Participation in community oriented non-credit bearing educational activities such as lectures, radio and television appearances, symposia and colloquia, etc.
- Providing professionally-based citizen service to the community
- Organizing and hosting professional board meetings

- Organizing or serving on a committee to coordinate scholarly or pedagogical meetings
- Publishing reviews for academic books, exhibitions, films, or performances.

**Dossier Guidelines (Section 4.4.5.1 of the Faculty Handbook, 2020-2021)**

**Faculty are responsible for consulting the current year's Faculty Handbook for any changes in requirement for Promotion & Tenure Dossiers.**

**The candidate's P&T dossier shall consist of the following and be placed in the following order:**

1. cover letter (maximum 3 pages);
2. summary one-page vita(s);
3. candidate's vita, including evidence related to teaching, research/creative endeavors, and service. The organization of these entries is up to the candidate, but the outline should include education and experience; awards and honors; peer-reviewed/juried products (grant/contract funding, publications, presentations, exhibits, etc.); course development and teaching responsibilities and innovations; outreach and/or service to the department, college, school, University, and discipline;
4. candidate's departmental P&T policies;

**(Sections 5---7 below should be no more than a total of 18 pages and each section should be no less than two pages.)**

5. evidence of quality and effective teaching:
  - a. A narrative statement describing the candidate's teaching philosophy and experience.
  - b. A discussion of three particularly notable indicators.
6. evidence of quality research/creative activities:
  - a. A narrative statement describing the candidate's plans for continuing research/creative activities and how these activities contribute to the discipline.
  - b. A discussion of three particularly notable indicators.
7. evidence of contributions to the department/college/university and/or the profession through service or outreach:
  - a. A narrative statement describing the candidate's commitment to service.
  - b. A discussion of three particularly notable indicators.
8. copies of Annual Reviews by the department chair;
9. written recommendations of the departmental promotion and tenure committee, chair, dean, and provost and executive vice chancellor will accompany the P&T dossier forward at each appropriate stage of the review;
10. graduate faculty membership (optional): If also requesting graduate faculty membership, faculty shall submit with the dossier an independent packet: the graduate faculty membership form (<http://www.graduate.appstate.edu/facultystaff/>), a CV, and a letter summarizing evidence of engagement in graduate education and of staying current in the discipline; and evidence of effective teaching and mentoring at the graduate level. These materials will be considered by the departmental promotion and tenure committee in a separate vote at the same time as the P&T

review. The graduate faculty membership application will be sent forward to the academic dean for approval, and then to the graduate dean for final action (for more information see section 4.5 The Graduate Faculty).