

Statement of the Department of Cultural, Gender and Global Studies on Faculty Promotion and Tenure

Department Mission:

Individually and collectively, the constituent programs of the Department:

- Value global learning and promote educational experiences that facilitate both local-to-global and global-to-local connections,
- Promote and support peer-reviewed and/or juried disciplinary, multidisciplinary, cross-disciplinary, and interdisciplinary research and creative activity,
- Develop and maintain innovative academic programs at both the undergraduate and graduate levels,
- Celebrate diversity in their students, faculty, staff, and community supporters and promote diversity in teaching, scholarship, and community engagement,
- Encourage and value both individual and collaborative scholarly and pedagogical projects,
- Foster an environment for the exploration and investigation of new modes of teaching, research, and learning.

Department Personnel Committee (DPC):

- The Department Personnel Committee functions in accordance with the provisions of the Faculty Handbook.
- Only tenure-line faculty assigned 50% or more to the department are eligible to serve on the Department DPC and to vote in DPC elections.
- DPC members serve staggered terms of three years.
- The DPC consists of 4 voting faculty members and 2 Alternates (one tenured and one untenured).
- Where practicable, Department faculty will elect at least one member from among the Department faculty in each program.
- The Department faculty elects an EOA from among the tenured members of the DPC, as mandated by the Faculty Handbook

This document follows the Faculty Handbook and the College of Arts and Sciences Guidelines for Reassigned Time for Scholarly and Creative Activities

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; and
- (c) evidence of potential in at least one of the following:
 - (i) research or other germane creative activity; or
 - (ii) professional service to the University and/or to the public.

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:
 - (i) outstanding accomplishment in research or other germane creative activity with ongoing, recognized accomplishment in professional service to the University and/or public; or
 - (ii) 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
- (d) demonstrated ability and participation in institutional affairs.

For tenure track positions all faculty are expected to demonstrate achievement in teaching, scholarship and service. Typically, the relative weights for the three areas of evaluation are 60% teaching, 20-30% scholarship and 10-20% service, with a total not exceeding 100%. This presumes $\frac{1}{4}$ reassigned time for scholarly activity. The Chair and the faculty member negotiate the specific percentages annually and negotiate specific workload requirements for non-typical situations.

Evaluative Criteria

This section lists the evaluative criteria by which faculty work is assessed.

Teaching:

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
- Designing new courses / syllabi revisions
- Participating in collaborative teaching activities including team teaching / service learning / community based research
- Mastery of substantial new material and integrating that material into departmental coursework and teaching
- Involvement in curriculum development
- 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.

For all elements there is a hierarchy as to the "audience" with international / national relevance being more significant than regional / local relevance. For co-authored or co-edited products faculty members will clearly delineate their individual contribution.

At a minimum all Assistant Professors seeking tenure and promotion to Associate Professor will have no fewer than three peer reviewed publications, creative works or other scholarly academic products accepted / published/ produced.

Products acceptable for seeking tenure include:

- Publishing or having in press scholarly or creative books or equivalent work in other media including performance, video, internet, visual art, etc. that have received peer review. One book qualifies for two of the required three products.
- Publishing or having in press journal articles or creative writing or works in other media that have received peer review.
- Publishing or having in press book chapters or essays in books of collected essays that received peer review.

- Principal investigator or co-PI on funded significant external grants or fellowships that received peer review.

At a minimum all faculty members seeking promotion from Associate to Full Professor will have no fewer than three (post tenure) scholarly academic products accepted / published/ produced.

Products acceptable for seeking promotion to Full Professor include:

- Publishing or having in press scholarly or creative books or equivalent work in other media including performance, video, internet, visual art, etc. that have received peer review. One book qualifies for two of the required three products.
- Publishing or having in press journal articles or creative writing or works in other media that have received peer review.
- Publishing or having in press book chapters or essays in books of collected essays that received peer review.
- Principal investigator or co-PI on funded significant external grants or fellowships that received peer review.

The following factors may not count for more than one of the three required products when seeking promotion to Full Professor:

- Invited presentations to a national or international academic forum
- Having one's work the subject of journal articles, books or book chapters, or works in other media that have received peer review
- Editing scholarly or creative books or comparable work in other media that require peer review
- Editing scholarly or creative journals or comparable work in other media of that require peer review at international, national or regional significance
- Receipt of awards in recognition of scholarship requiring peer review
- Performing substantial community outreach
- Performing substantial clinical services

Service:

Factors used to assess service include:

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- Participation in Department, College or University Committees
- Serving as Faculty Resident at the New York Loft, the Appalachian House, or overseas
- Activities that support the existence and/or appreciation of diversity among faculty, students and staff
- In-house ASU publication
- Advising honor societies, clubs, etc.
- Attending university guest lectures and asking students to attend

Off-campus

- Leadership position in professional organizations / societies
- Serving as manuscript reviewer for scholarly or creative journals

- 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, such as serving on boards, commissions, etc., either within or without area of specialized professional expertise
- Organizing and hosting professional board meetings
- Sponsoring scholarly or pedagogical meetings
- Publishing book reviews

ASU guidance for document structure:

1. Cover letter
 2. Summary One Page Vita
 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 DPC, chair, dean and Provost 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 Application for Graduate Faculty Membership, 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 DPC 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)