

UMD Department of English
Indices and Standards for Tenure and Promotion to Professor as Required by Section 7.12 of the
Board of Regents Policy on Faculty Tenure (June 10, 2011) and
Indices and Standards for Promotion to Associate Professor
Approved by the Faculty on May 12, 2010
Approved by Dean on May 13, 2010
Reviewed by VCAA on May 24, 2010
Reviewed by Sr VP on December 8, 2011
Approved by Chancellor on December 15, 2011

I. Introductory Statement

This document describes with more specificity the indices and standards that will be used to evaluate whether candidates meet

- the general criteria for tenure as described in Section 7.11 (Appendix 1) of the *Board of Regents Policy on Faculty Tenure* (June 10, 2011) with revisions noted in the *Tenure Code Application to the UEA Contracts*
- the general criteria for promotion to associate professor and
- the general criteria for promotion to professor as described in Section 9.2 (Appendix 2) of the *Board of Regents Policy on Faculty Tenure* (June 10, 2011) with revisions noted in the *Tenure Code Application to the UEA (University Education Association) Contracts*.

II. Departmental Mission Statement

The mission of the University of Minnesota Duluth English department is to study and teach the history, forms, theory, and practices associated with the production, reading, and pedagogy of literary and cultural texts. Our department is committed to scholarship and creative activities that increase knowledge and understanding of the world and enrich teaching, and to dedicated service to the profession, university, and community. Our goals are to acquaint students with a significant range of texts and their cultural, critical, and aesthetic contexts; to develop through the study of literature, creative writing, teaching, and language students' understanding of and respect for human diversity; to introduce them to some of the critical and scholarly approaches to the study of literature, literary history, and book production; to make them aware of the structure and history of the English language; to help them develop the ability to read perceptively, think critically and creatively, write effectively, and engage meaningfully with the complex societies in which they live. The department aims to prepare students both as professionals (teachers, writers, and editors) and as citizens capable of contributing to a broad range of cultural, creative, and professional communities, and committed to lifelong literacy and learning.

III. Criteria for Tenure

A successful candidate will demonstrate distinction in teaching and scholarship, a willingness to perform service, and the potential to continue to contribute significantly to the mission of the University and its programs. The basis for awarding indefinite tenure is the determination that the achievements of an individual have demonstrated the individual's potential to continue to contribute significantly to the

mission of the University and its programs of teaching, research, and service over the course of the faculty member's academic career. (See also Appendix 1 for a listing of general criteria for tenure as specified in Section 7.11.)

A. Teaching

Effective teachers and advisors in the Department of English make themselves accessible to students, employ pedagogical techniques that promote student learning, engage in the development and revision of courses or curricula, provide programmatic and disciplinary guidance, and direct or serve on graduate committees as the opportunity arises.

Effectiveness in teaching is determined by consideration of items such as the following:

1. the work load with regard to numbers of courses, students, advisees.
2. the difficulty, beyond numbers of the individual's teaching and advising load.
3. the level of teaching ability as indicated by student and peer evaluations.
4. the level of teaching and advising ability as evidenced by the subsequent performance of graduates.
5. the improvement of existing courses and course materials or development of valuable new ones.
6. the individual's activity in improving the quality of the teaching and advising of the department or campus.
7. the research or professional activity that demonstrates commitment to high quality teaching.
8. the awards won.
9. the individual's teaching and advising contributions to a graduate program as the opportunity exists.

Additional forms of evidence may include but are not limited to teaching-related grants or other recognition; copies of syllabi and other course materials such as handouts, lesson plans, assignments, grading rubrics, and printouts from online course sites; serving on teams evaluating teaching in other institutions; professional or public workshops or presentations related to teaching.

B. Research

Admission to the faculty and advancement within its ranks ordinarily depend on serious commitment to and contribution to the scholarly enterprise. However, some allowance must be made for variation in expectations of scholarship and artistic production within the College.

Seeking mastery of one's field and sharing one's knowledge with other members of the academic community — colleagues and students — constitute the essence of scholarly and creative work. Original contributions to the knowledge and interpretation of one's own field are the most focused and enduring products of one's scholarship and artistic achievement. Scholarly books and articles and diverse types of artistic writing published by reputable presses and journals and professionally evaluated production in the non-print media provide primary evidence.

Other scholarly activities include: reviewing manuscripts for established journals and presses, participating as speaker or discussant in the program of professional organizations, and those kinds of consulting and evaluation which involve substantial scholarly research, especially if expressed in evaluated publications or research grants. Book reviews, books and articles, and scholarly citations that

discuss an individual's work are important indications of quality as is success in obtaining grants to support research.

C. Service

The department recognizes that the successful functioning of the University depends on faculty participation and leadership. Service of unusual distinction should be recognized in evaluating applications for promotion and tenure. The documentation of service in a faculty member's file will be explicit.

Recognition of service is based on accomplishments in three areas:

1. University Service:

Faculty members are expected to participate in the work of committees and similar agencies and in the management functions of their departments. Committee chairpersons are expected to provide a specific account of especially valuable service by committee members.

2. Professional Service:

Participation in the ongoing professional activities of one's discipline is evidence of professional commitment and often of standing within the profession. Membership in professional societies, attendance at professional meetings, and participation in such meetings are expected. Holding an official position such as that of an officer, or program or section chairperson, is recognized as significant service and should be encouraged. A faculty member's contribution as a consultant to a press, journal, institution, or government may be regarded as important service.

3. Community Service:

Civic engagement activities reasonably related to the professional role of a faculty member can be an important aspect of faculty service.

IV. Promotion

A. To Associate Professor

1. Promotion to Associate Professor is based on "the determination that each [candidate] has established and is likely to continue to develop a distinguished record of academic achievement that is the foundation for a national or international reputation or both. This determination is reached through a qualitative evaluation of the candidate's record of scholarly research or other creative work, teaching, and service," as outlined Section III above. Promotion to the associate professor rank is generally associated with a positive decision regarding tenure. (See also Appendix 1 for a listing of general criteria for tenure as specified in Section 7.11.)

B. To Professor

1. Promotion to Professor is based on the determination “that each candidate has (1) demonstrated the intellectual distinction and academic integrity expected of all faculty members, (2) added substantially to an already distinguished record of academic achievement, and (3) established the national or international reputation (or both) ordinarily resulting from such distinction and achievement. This determination is reached through a qualitative evaluation of the candidate’s record of scholarly research or other creative work, teaching, and service.” (See also Appendix 2, Section 9.2 Criteria for Promotion to Professor.)

V. Procedures

The Department complies with the procedures for promotion and conferral of indefinite tenure set forth in Section 201.000 of the *Collective Bargaining Agreement between the Regents of the University of Minnesota and the University Education Association* that is in effect at the time of the promotion and tenure review and decision.

Appendix 1

Section 7.11 General Criteria (for tenure). What the University of Minnesota seeks above all in its faculty members is intellectual distinction and academic integrity. The basis for awarding indefinite tenure to the candidates possessing these qualities is the determination that each has established and is likely to continue to develop a distinguished record of academic achievement that is the foundation for a national or international reputation or both [2]. This determination is reached through a qualitative evaluation of the candidate’s record of scholarly research or other creative work, teaching, and service [3]. The relative importance of these criteria may vary in different academic units, but each of the criteria must be considered in every decision [4]. Demonstrated scholarly or other creative achievement and teaching effectiveness must be given primary emphasis; service alone cannot qualify the candidate for tenure. Interdisciplinary work, public engagement, international activities and initiatives, attention to questions of diversity, technology transfer, and other special kinds of professional activity by the candidate should be considered when applicable. The awarding of indefinite tenure presupposes that the candidate’s record shows strong promise of his or her achieving promotion to professor.

[2] "**Academic achievement**" includes teaching as well as scholarly research and other creative work. The definition and relative weight of the factors may vary with the mission of the individual campus.

[3] "**Scholarly research**" must include significant publications and, as appropriate, the development and dissemination by other means of new knowledge, technology, or scientific procedures resulting in innovative products, practices, and ideas of significance and value to society.

"**Other creative work**" refers to all forms of creative production across a wide range of disciplines, including, but not limited to, visual and performing arts, design, architecture of structures and environments, writing, media, and other modes of expression.

"**Teaching**" is not limited to classroom instruction. It includes extension and outreach education, and other forms of communicating knowledge to both registered University students and persons in the extended community, as well as supervising, mentoring, and advising students.

"**Service**" may be professional or institutional. Professional service, based on one's academic expertise, is that provided to the profession, to the University, or to the local, state, national, or international

community. Institutional service may be administrative, committee, and related contributions to one's department or college, or the University. All faculty members are expected to engage in service activities, but only modest institutional service should be expected of probationary faculty.

[4] Indefinite tenure may be granted at any time the candidate has satisfied the requirements. A probationary appointment must be terminated when the appointee fails to satisfy the criteria in the last year of probationary service and may be terminated earlier if the appointee is not making satisfactory progress within that period toward meeting the criteria.

Appendix 2

Section 9.2 Criteria for Promotion to Professor. The basis for promotion to the rank of professor is the determination that each candidate has (1) demonstrated the intellectual distinction and academic integrity expected of all faculty members, (2) added substantially to an already distinguished record of academic achievement, and (3) established the national or international reputation (or both) ordinarily resulting from such distinction and achievement [7]. This determination is reached through a qualitative evaluation of the candidate's record of scholarly research or other creative work, teaching, and service. The relative importance of these criteria may vary in different academic units, but each of the criteria must be considered in every decision. Interdisciplinary work, public engagement, international activities and initiatives, attention to questions of diversity, technology transfer, and other special kinds of professional activity by the candidate should be considered when applicable. But the primary emphasis must be on demonstrated scholarly or other creative achievement and on teaching effectiveness, and service alone cannot qualify the candidate for promotion.

[7] "**Academic achievement**" includes teaching as well as scholarly research and other creative work. The definition and relative weight of the factors may vary with the mission of the individual campus. Not being promoted to the rank of professor will not in itself result in special post-tenure review of a tenured associate professor.

References

1. Board of Regents Policy on Faculty Tenure (June 10, 2011)
2. Tenure Code Application to UEA Contracts
3. Collective Bargaining Agreement between the Regents of the University of Minnesota and the University Education Association