

STANDARDS, CRITERIA, AND PROCEDURES FOR INITIAL APPOINTMENT,  
EVALUATION, REAPPOINTMENT, PROMOTION, AND TENURE

Department of English University of Arkansas

April 6, 2001

I. Criteria and Procedures for Initial Appointment

A. Criteria for Initial Appointment

Initial appointment at the rank of lecturer will customarily require the degree of M.F.A. or Ph.D. and satisfactory teaching experience at the college or university level.

Initial appointment at the rank of instructor will customarily require the degree of Ph.D. and satisfactory teaching experience at the college or university level. Exceptions may be made at the discretion of the chairperson.

Initial appointment at the rank of assistant professor will customarily require the degree of Ph.D. or D. Phil. for faculty assigned mainly to literature, language, and composition courses or the degree of M.F.A. or Ph.D. for faculty assigned mainly to creative writing and literature courses, and evidence of potential for effective teaching and potential for excellence and industry in research or creative writing leading to substantial publications.

Initial appointment at the rank of associate professor will customarily require the degrees specified for assistant professors, a strong record of effective teaching at the college or university level, and excellence and industry in research or creative writing as demonstrated by substantial publications.

Initial appointment at the rank of professor will customarily require a major national reputation for excellence in teaching and research, in addition to the requirements specified for the rank of associate professor.

Initial appointment to the position of university professor will customarily require a reputation of sustained excellence and maturity in addition to the requirements specified for the rank of professor. Outstanding service to the university, as well as service to one's organized profession or discipline, and professionally relevant public service (where such opportunity exists) will be considered as some part of the existing criteria, in addition to or in reasonable combination with these criteria.

Initial appointment to the position of distinguished professor will customarily require a major international reputation in addition to the requirements specified for the rank of professor.

#### B. Departmental Procedures for Recommendation for Initial Appointment of Tenured or Tenure-Track Faculty

After applications for a position have been received as the result of advertising in professional publications, a screening committee appointed by the chairperson will select candidates to be invited for interviews in which all faculty may participate. After the interviews, the chairperson will call a meeting of all tenured and tenure-track faculty, who will discuss the persons interviewed and make recommendations to the chairperson. The chairperson will forward his or her recommendation and the faculty recommendation to the dean.

#### II. Annual Review and Evaluation

Annual review and evaluation shall follow criteria and procedures contained in the Faculty Handbook and in the Fulbright College personnel document. Each faculty member will submit to the chairperson a full annual report covering teaching, scholarly or creative activity, and relevant professional service. Student evaluations of teaching will also be available. A three-member advisory committee elected annually by the faculty will review each faculty member's yearly performance in accordance with the Fulbright College guidelines and submit its ratings to the chairperson. After receiving all material and reports and with direct knowledge of the quality of each faculty member's professional performance, the chairperson will provide an annual merit evaluation to the dean after giving each faculty member a copy of the evaluation and providing an opportunity for each faculty member to discuss it and to appeal the chairperson's evaluation to the three-member advisory

committee. A written record will be made of any evaluation conference between a faculty member and the chairperson. The faculty member will be able to review the record and include any objections or additions she or he may have. Each non-tenured, tenure-track faculty member must discuss the evaluation with the chairperson. Documents forwarded to the dean will include the chairperson's recommendation and, if it differs significantly from that of the chairperson, the advisory committee's evaluation. Any appeals left unresolved at the Department level will be submitted to the dean within ten working days of the deadline for submission of the chairperson's recommendations to the dean. Temporary faculty, except those on terminal appointments of one year or less, will be evaluated annually by the chairperson. This evaluation will consider both the quantity and quality of the faculty member's teaching, research, and/or service, depending on the terms of the appointment.

### III. Reappointment

The Department endorses the standards and procedures for successive appointment of its faculty members as contained in the Faculty Handbook and the Fulbright College personnel document. In implementing these standards, we require that each faculty member submit to the chairperson a full annual report covering teaching, scholarly or creative activity, and relevant professional service. Student evaluations of teaching will also be available for each faculty member. The chairperson's recommendations concerning reappointment or non-reappointment of non-tenured, tenure-track faculty will be made only after consultation with the three-member advisory committee elected annually by the faculty. The criterion for reappointment is satisfactory progress toward a favorable tenure recommendation, but it should be understood that substantial publications may not appear early in the probationary period.

Furthermore, the chairperson's decision not to recommend a tenure-track faculty member for reappointment will be made only after consultation with the Department's faculty at the rank of associate professor and higher following an established review procedure as stated in paragraph III.B.6. of the section in the Faculty Handbook (July 1991) titled "Evaluative Criteria, Procedures, and General Standards for Initial Appointment, Successive Appointments, Promotion, and Tenure." This group of faculty will recommend reappointment or non-reappointment to the chairperson. A tenure-track faculty member not recommended for reappointment by the chairperson may appeal that decision to the Department's tenured faculty at the rank of associate professor or higher.

Documents forwarded to the dean will include the chairperson's recommendation, the advisory committee's recommendation, and, when applicable, the faculty recommendation, along with any response the faculty member wishes to make.

At least every third year, a tenure-track faculty member will receive a thorough review to assess progress toward a positive recommendation for tenure and to provide analysis and advice resulting from the review.

#### IV. Promotion

The Department endorses the criteria and procedures for promotion as contained in the Faculty Handbook and Fulbright College personnel document. Our primary criteria for promotion to associate professor and professor are effectiveness in teaching and demonstrated excellence and industry in research or, when relevant, creative writing. Teaching will be evaluated by students and colleagues. A standard evaluation form will be used for student evaluations. Colleague evaluations will be written and should be based on direct observation as well as secondary sources (see A.3. below). Published scholarly or creative writing will be evaluated by three expert referees outside the University as well as by the chairperson and the candidate's senior departmental colleagues. General standards for promotion to associate professor and professor are the same as those for initial appointment to those ranks. Service to the Department, Fulbright College, the University, and the profession will also be considered in promotion and tenure deliberations, but the emphasis will be placed on scholarship or creative writing and on teaching.

A. A candidate for promotion from assistant professor to associate professor will be reviewed according to the following procedure:

1. Nominations for promotion will be made by the chairperson in compliance with policies in the Faculty Handbook and in the Fulbright College personnel document. After nomination, the candidate will submit materials for evaluation. Nominations will customarily be made not earlier than the second year of service as assistant professor. Normally, a positive recommendation for promotion for a non-tenured assistant professor will not be made after the sixth year of service.

2. For each candidate three extramural referees will be supplied with the curriculum vitae and will be asked to read and comment in writing on all the candidate's publications and manuscripts submitted for publication.

3. For each candidate the chairperson will select two reviewers from the associate professors and professors in the Department. At least one of these will be chosen from a list submitted by the candidate. These reviewers will read the candidate's publications and manuscripts submitted for publication, review other available written materials, visit the candidate's classes and review prior evaluations of the candidate's teaching, discuss completed and proposed work with the candidate, and present their findings and recommendations to the chairperson in writing.
  
4. The chairperson will call a meeting or meetings of the associate professors and professors to consult on promotions. Reports of extramural referees and intramural reviewers will be read, and each candidate will be discussed. The associate professors and professors will be asked to submit their written advice to the chairperson, including a ballot distributed at the meeting on which they vote, excluding the chairperson, to promote or not to promote the candidate. The advisory committee will count the ballots and announce the results to the associate professors and professors.
  
5. Each candidate will be strongly encouraged to present as part of his/her tenure and promotion materials a teaching portfolio that may include any of the following or any other relevant information or materials the candidate chooses to include.

## Syllabi

Course overviews or descriptions

Assignments of all kinds

Exams

Study

Student papers, perhaps with teacher comments

Classroom materials such as overheads or handouts

Innovative instructional materials (computer programs, etc.)

Logs from class visits

Student evaluations

Reflections on peer observations

Videotapes

Reflections on course evaluations

Self-evaluations of all kinds

Narrative accounts of problem solving

Responses to case studies and scenarios about teaching

Journals documenting thoughtfulness about instructional issues

Goal statements and philosophies

6. After full consideration of all relevant information, including that resulting from the three preceding stages of review, the chairperson will forward to the dean each nomination along with her or his positive or negative recommendation, a written statement of rationale for the recommendation, and all materials evaluated, including the vote of the associate professors and professors. From this point steps 8 through 18 of the campus procedures for considering promotions will be followed.

7. A candidate for promotion may appeal a negative recommendation by the chairperson to the associate professors and professors who earlier evaluated the candidate's qualifications for promotion. Documents forwarded to the dean will include the chairperson's recommendation, the faculty group's recommendation, and any response which the candidate wishes to make to either recommendation.

B. A candidate for promotion from associate professor to professor will be reviewed according to the following procedure:

1. Nominations for promotion will be made by the chairperson. After nomination, the candidate will submit materials for evaluation. Nominations will customarily be made not earlier than the second year of service as associate professor.

2. Same as IV. A. 2.

3. Same as IV. A. 3., except that the reviewers will be selected from the professors in the Department.

4. Same as IV. A. 4., except that associate professors will not participate.

6. Same as IV. A. 6.

7. Same as IV. A. 7., except that associate professors will not participate.

## V. Tenure

### A. Criteria

In addition to the criteria for initial appointment and promotion to the rank in which the faculty member may receive tenure, the candidate must have a sustained record of performance indicating that the candidate will continue to make significant contributions in teaching, research, and academically related service.

### B. Procedures

The procedures for tenure recommendations are the same as those for promotion, except that in each case the tenured faculty shall evaluate the candidate's qualifications for tenure. A candidate may appeal a negative recommendation by the chairperson to the tenured faculty.