

**STANDING PROCEDURES,  
GUIDELINES FOR ANNUAL FACULTY EVALUATION, AND  
PROCEDURES FOR TENURE AND PROMOTION CASES**

**PERSONNEL AFFAIRS COMMITTEE  
AND  
PROMOTION AND TENURE COMMITTEE  
DEPARTMENT OF ENGLISH  
UNIVERSITY OF NORTH TEXAS  
Last Revised: Spring 2008**

In compliance with Section VII ("Standing Procedures"), pages 21-22, of the *Department of English Charter* (Revised Spring 1997), the Personnel Affairs Committee and the Promotion and Tenure Committee of the Department of English submit, for certification, their proposed Standing Procedures to the Executive Committee of the Department of English.

These guidelines are in accordance with and subordinate to those issued by the Board of Regents, the University (see the *Faculty Handbook* and relevant policy manuals), and the College of Arts and Sciences.

The Department of English annually evaluates all tenured or tenure-track members of the Department in the three areas of Teaching, Professional Activities, and Service. The Personnel Affairs Committee and/or the Promotion and Tenure Committee evaluate everyone except for the Chair of the Personnel Affairs Committee, who is evaluated by the Department Chair.

**Standards for Teaching, Professional Activity, and Service**

**Teaching**

Faculty members in the Department of English must remain current in their area(s) of expertise and must demonstrate high standards of quality in instruction. Evaluation of teaching may be based on quality of instruction, interaction with students, and student learning and achievement.

Evidence of teaching excellence must include student evaluations and may include peer evaluations and instructional materials. Evidence of teaching excellence may include, but is not limited to, some combination of the following factors.

**Students' Evaluations**

- Quantitative students' evaluations of teaching
- Qualitative students' evaluations of teaching

**Instructional Materials**

- New courses/curriculum added to departmental offerings
- Substantive course/curriculum revision
- Creative instructional strategies and materials
- Applied textbooks and workbooks
- Syllabi, bibliographies, textbooks, test questions, and grading policies

**Advising and Counseling of Students**

- Direction of M.A. Theses or Ph.D. Dissertations
- Membership on Thesis or Dissertation Committees
- Directing of Teaching Fellows and Academic Assistants
- Direction of Multi-Section Courses

**Kinds of Courses**

Megasections  
Service courses  
Undergraduate  
Graduate  
Supervising interns  
Special problems

**Teaching Awards****Other Instructional Activity****Professional Activities**

As a part of its mission, the Department of English supports research, including scholarly or creative activities, that advances knowledge, bolsters classroom instruction, and promotes the application of knowledge for the benefit of society. Consequently, faculty members in the department are expected to engage actively in a program of research and publication. The Department recognizes that to be recommended for tenure, and to reflect continuing growth, a faculty member must be engaged in a significant program of research and publication of sufficient quality and quantity to ensure that the faculty member is committed to the scholarly development of the discipline. The faculty member's program of research and publication should be on-going throughout the probationary period.

Generally speaking, faculty members in the Department of English are expected to engage in scholarship or creative production that leads to publication in scholarly or creative journals, to presentation before academic peers in professional societies, and eventually to book-length works published by respectable university or commercial presses.

The department places the highest premium on peer-reviewed published research.

A faculty member cannot rely entirely on presentation of scholarly or creative productions before learned societies for the awarding of tenure and/or promotion.

It is expected that a substantial portion of the faculty member's program of research and scholarship will be published and presented at the national or international level to scholars in his or her area. Tenure-track faculty are expected to publish primarily in the research, creative, and teaching areas for which they were employed. Significant collaborative research also is valued.

Generally, the value assigned to items of research and scholarship will be determined by dissemination. Items will be given greater or lesser weight according to the following scale of dissemination:

International > National > Regional > State > Local

A faculty member is expected to provide documentation that he/she is engaged in a significant program of research and scholarship. The faculty member should be prepared to document the significance of each entry (such as: rejection rate, editorial policy statement, editorial board, evidence of peer review). Appropriate forms of documentation include:

Peer-reviewed scholarly or creative books  
Peer-reviewed monographs  
Peer-reviewed research-based textbooks  
Peer-reviewed individual scholarly or creative works in journals  
Peer-reviewed chapters in books

Peer-reviewed chapters in scholarly conference proceedings  
Peer-reviewed external grants  
Peer-reviewed intramural grants  
Other grants, fellowships and scholarships  
Invited chapters in books  
Invited chapters in scholarly conference proceedings  
Book reviews in scholarly or creative journals  
Editorship of scholarly materials  
Editorship of scholarly journals  
Peer-reviewed presentation of scholarly papers at professional conferences  
Invited presentation of scholarly papers at professional conferences  
Professional consulting  
Serving as panelist on special conference programs  
Critiquing scholarly or creative presentations  
Refereeing competitive convention papers and programs  
Refereeing of books, journal articles, and grant proposals  
Abstracts  
Translations  
Bibliographies  
Citations by other scholars or creative artists  
Membership on editorial boards  
Grant proposals  
Other

### **Service**

Faculty members in the Department of English must demonstrate a commitment to quality service to the department, the college, and the university. The department recognizes the merit of service to local, state, regional, national, and international constituencies. **While some service is expected of probationary faculty, such service should not be allowed to interfere with the faculty member's duty to fulfill research and teaching obligations.**

Professional service activities may include but are not limited to the areas listed below. Although this list is not exhaustive, additional service activities should be evaluated in light of whether the candidate serves by virtue of professional education and expertise in the fields associated with membership in the Department of English.

#### **Service to the Department, College, and University**

University Committees  
College Committees  
Departmental Standing Committees  
Departmental Ad Hoc Committees  
Task Forces  
Councils  
Faculty Senate  
Development Programs  
Recruitment  
Special Presentations  
Departmental Administration  
Direction of Departmental Subdivisions

#### **Service to the Profession**

Offices in Scholarly Societies  
Program Planning  
Committee Work

### **Special Functions**

The Department of English recognizes that faculty members perform numerous special functions that do not fit neatly into traditional categories; that these special functions are essential to the Department's fulfilling its mission; and that the performance of these special functions deserves to be included in the considerations regarding the awarding of tenure. Documenting the performance of these special functions should include a description of the responsibilities, activities, and accomplishments included in the special function.

### **PROCEDURES RELATING TO PROMOTION AND TENURE CASES**

1. During September of a tenured or tenure-track faculty member's first year, the Department Chair is responsible for seeing that the faculty member is provided with documents that are pertinent to the tenure and promotion process. These documents include:

The University of North Texas *Faculty Handbook*  
The College of Arts & Sciences *Guidelines and Standards for Tenure and Promotion*  
The "Recommendation for Probationary Faculty" Form  
The College of Arts & Sciences Calendar  
The Department of English Charter  
This document

2. The candidate for tenure and/or promotion is responsible for submitting documentation in accordance with deadlines set by the PATC in anticipation of the annual College of Arts & Sciences Calendar.
3. The English Department Promotion and Tenure Committee and the Department Chair will follow the annual College of Arts & Sciences Calendar regarding deadlines related to tenure and/or promotion cases.
4. The English Department Promotion and Tenure Committee will review the dossier of the candidate for tenure and/or promotion in accordance with the schedule established in the annual College of Arts & Sciences Calendar. The Committee's written recommendation to the Department Chair will be signed by all members of the committee.
5. Upon reviewing the dossier of the candidate for promotion and/or tenure and the departmental Promotion and Tenure Committee recommendation, the Department Chair will make an independent recommendation to the Dean of the College of Arts & Sciences. Both the departmental Promotion and Tenure Committee recommendation and the Department Chair's recommendation will be forwarded to the Dean in accordance with the schedule established in the annual Arts & Sciences calendar.
6. During their first year to be evaluated, tenure-track faculty members will receive--in the categories of Teaching, Professional Activities, Service, and Overall Evaluation--the average score for the annual evaluations of that period.
7. In its deliberations and recommendations regarding promotion and/or tenure, the English Department Promotion and Tenure Committee will conform as closely as possible to the following general guidelines.

## GUIDELINES AND STANDARDS FOR TENURE AND PROMOTION

In its determination to excel in the selection and development of faculty to facilitate its mission, the Department of English has established these guidelines and standards for use in evaluating faculty for tenure and promotion.

These guidelines are in accordance with and subordinate to those issued by the Board of Regents, the University (see pertinent sections of the *Faculty Handbook*, particularly Appendices B-1, B-2, B-8, and B-11), and the College of Arts and Sciences (see *Guidelines for Documentation of Promotion and/or Tenure Cases*).

Tenure and/or promotion is not guaranteed by the Department of English as a function of University employment or years of professional experience. The awarding of tenure announces a special relationship between the university and the faculty member. As an extension of annual faculty review and merit evaluation of faculty (see *Faculty Handbook*, Appendices B-3, B-4), the Department's decision regarding tenure and/or promotion is viewed as a process that engenders academic freedom and professional stability for experienced faculty members. Moreover, through the application of these guidelines and standards, the Department seeks faculty excellence which facilitates the accomplishment of its mission (see Mission Statement).

To these ends, the Department of English evaluates the quality of teaching, the quality and quantity of research and publication, and the significance of service in the granting of promotion and/or tenure to faculty members. These guidelines and standards are designed, therefore, to function as expectations for persons seeking tenure and/or promotion within the Department.

**Consideration for Promotion/Tenure to the Rank of Associate Professor.** Consideration for promotion to the rank of Associate Professor and a decision regarding tenure, except in unusual cases, will be made concurrently. Therefore, the criteria for promotion regarding teaching, research/scholarship, service, and special functions are the same as those for tenure decisions, and standards for documentation and evidence to support promotion are the same as those to support tenure. To achieve tenure and promotion, Assistant Professors should write a scholarly or creative book and have it refereed and published by a reputable academic or commercial press. Alternatively, they may instead produce a series of creative works or scholarly articles comparable to a book-length work and publish these in reputable refereed periodicals. Whether or not a given series of periodical publications is comparable to a book – and whether or not a given press or periodical is 'reputable' – will be determined by the Department Chair and the PATC. Assistant Professors should consult regularly with them about such matters. Generally speaking, a series of periodical publications will be judged as comparable to a book if its bulk is similar and if it evinces a similar capacity for sustained intellectual and/or creative effort. In other words, Assistant Professors must demonstrate the ability to publish a major body of work, one that will establish them as an up-and-coming presence in their field. Assistant Professors also must publish primarily in the field (Creative Writing, Linguistics, Literature, or Technical Communications) they were hired to work in.

**Consideration for Promotion/Tenure to the Rank of Professor.** Neither the University nor the College of Arts & Sciences currently establishes a minimum time-in-rank requirement for the Associate Professor seeking promotion to Professor. The expectation of the Department of English is that, except in unusual cases, the Associate Professor seeking promotion should have held the rank of Associate Professor for a minimum of five years. Consideration for promotion to or tenure at the rank of Professor places strong emphasis on research/scholarship. Promotion to the rank of Professor, therefore, is based primarily on the research/scholarship of the faculty member since promotion or appointment to the rank of Associate Professor. Associate Professors are expected to continue the quality and quantity of research/scholarship that warranted promotion to Associate Professor; promotion to Professor requires that an Associate Professor exceed, in a meaningful way, these research/publication expectations. Moreover, the candidate for promotion to the rank of Professor must demonstrate a continuous, highly productive program of research/publication that is recognized and respected by authorities in the field. It is the expectation of the

Department of English that, except in unusual cases, an Associate Professor seeking promotion to Professor should have produced a book-length work that is published by a reputable university press or respected commercial press. Although the Department of English places this strong emphasis on research/scholarship, it also expects demonstrated excellence in teaching and expanded service activities during the time-in-rank as Associate Professor. The standards for documentation and evidence to support promotion are the same as those to support tenure.

### **Rating System for Faculty Members Department of English PAC/PATC**

Each PAC member will, based on the faculty's annual updates, rank each member of the faculty (except himself or herself) in the areas of teaching, professional activity, and service. The rankings will be weighted for workload percentages, then compiled to create an overall ranking for each faculty member in each of the three areas. These rankings will then be compiled to form a composite ranking.

**The workload percentages in each category are governed by the UNT Faculty Workload policy as described in the *Faculty Handbook 2001-2002* section II.C.**

- 1. Teaching (20%-50%):** Any faculty member teaching a minimum of eight courses per academic year (two long semesters) may count 70%-90% toward teaching.

Teaching rank will be based partly on the scores from student evaluation forms. In calculating student evaluations, the Committee will divide the total number of numerical responses to the student evaluation questionnaire over the three years of the faculty evaluation period (not including the Fall Semester of the last year of the evaluation period) by the total number of students responding during the semesters included in the evaluation period.

Each fall semester, the PAC/PATC will examine the teaching materials for the preceding fall, spring, and summer evaluations. Thus for the 2000-2001 academic year, the Committee will examine student evaluations of faculty for Fall 1999, Spring 2000, and Summer 2000. For new faculty members, the current Fall semester only will be reported for evaluation purposes.

The PAC/PATC will not re-calculate teaching scores for past years that have already been decided by past committees.

- 2. Research, Publication and Professional Activity (30-60%):** Any tenured faculty member teaching a minimum of eight courses per academic year (two long semesters) may count less than 30% toward publication and professional activity. Books count for a four-year period. All other professional activity counts for a three-year period.
- 3. Service (10-30%):** Administrative assignments may count up to 50% of total workload.

**Probationary faculty are usually expected to apply 30% effort to Teaching, 60% effort to Research, and 10% effort to Service. Little service is expected of probationary faculty.**

**Although faculty members may suggest percentages, those used to arrive at averages in each category will be assigned by members of the PAC and PATC to give each member of the department the most accurate ranking, consistent with the maximum and minimum permissible teaching percentages.**

### **Post-Tenure Review**

University Policy 15.1.2.4 (Supplemental Policy on Evaluating Tenured Faculty) requires that tenured faculty rated as "unsatisfactory" by both the PAC and the department chair participate in either a "Near-Term" professional development plan (first occurrence) or a "Comprehensive" professional plan (subsequent occurrences). In either case the goal is to provide counseling to the faculty member and to

develop a plan to remedy his/her deficiencies. The policy further states that each department must establish criteria that defines satisfactory and unsatisfactory performance by department standards. Applying the standards specified in our PAC/PATC Standing Procedures, the English PAC rates every faculty member on a 5 point scale where 1.00 is the best possible score. We usually interpret it to mean the following:

- 1 = excellent (like a grade of "A")
- 2 = good ("B")
- 3 = satisfactory ("C")
- 4 = unsatisfactory ("D")
- 5 = failing ("F")

Any faculty member who receives a score of 4.00 or below shall therefore be regarded as having been rated unsatisfactory by the PAC and shall be referred to the department chair for appropriate application of Policy 15.1.2.4