

Personnel Document
on
Evaluative Criteria, Procedures, and General Standards
for
Initial Appointment, Successive Appointments, Promotion, Tenure, and
Annual Review of Faculty
and
Appointment and Annual Review of Professional Staff
Department of Foreign Languages
Fulbright College of Arts and Sciences
University of Arkansas

This document governs departmental procedures in the selection, retention, promotion, granting of tenure to and evaluation of faculty and in the selection and evaluation of non-classified staff, effective July 1, 1996. It has been approved by the faculty and chairperson of the department, the Dean of Fulbright College, the Vice Chancellor for Academic Affairs, the Chancellor, and the President of the University of Arkansas as indicated by the signatures below.

These department policies are required to be consistent with and complementary to policies and procedures of the College as set forth in Fulbright College's *Evaluative Criteria, Procedures, and General Standards for Initial Appointment, Successive Appointments, Promotion, Tenure and Annual Review of Faculty and Appointment and Annual Review of Professional Staff*; those of the institution, as set forth in three campus policy statements, those on (1) *University Professorships*, (2) *Distinguished Professorships*, and (3) *Evaluative Criteria, Procedures, and General Standards for Initial Appointment, Successive Appointment, Promotion and Tenure*; and a Board of Trustees Policy, 405.1. In case of conflict, the Board Policy, the campus policy, the College policy and the department policy will have authority in that order. Copies of the campus and board policy documents are published annually in the *Faculty Handbook*, but revisions occur regularly and care should be taken to consult the current document. A copy of the current *Faculty Review Checklist* is also printed in the *Faculty Handbook*.

Signed:

Raymond Eichmann, Chair, Department of Foreign Languages

Bernard L. Madison, Dean, Fulbright College

Donald O. Pederson, Vice Chancellor for Academic Affairs

Daniel E. Ferritor, Chancellor

B. Alan Sugg, President

**Criteria for Initial Faculty Appointment, Reappointment,
Annual Review, and Evaluation for Promotion and Tenure in the
Department of Foreign Languages**

Only in most exceptional circumstances will the Department recommend the appointment or promotion of candidates who do not meet the following minimum qualifications, as well as the highest standards of the foreign languages as academic disciplines.

I. Standards for Initial Appointment to Each Rank:

A. Lecturer. Appointment requires a B.A. degree and substantial progress toward the M.A. degree (or equivalent) in the language(s) of instruction, and additional evidence of successful foreign language teaching experience.

B. Instructor. Appointment requires an M.A. degree and substantial progress toward the Ph. D. degree (or equivalent) in the language(s) of instruction, and evidence of successful foreign languages teaching experience.

C. Assistant Professor. Appointment requires the Ph.D. degree or equivalent in the language(s) of instruction. In addition, the candidate must demonstrate evidence of successful teaching (through previous teaching experience or by means of either a live or videotaped teaching performance) and potential for high quality service and scholarship.

D. Associate Professor. In addition to the requirements for all lesser ranks, appointment requires a documented record of excellence in teaching as judged by peer review, of a continuing program of scholarly publication or creative work, and of productive service to the Department, College or University, nation or profession at large.

E. Professor. In addition to the requirements for lesser ranks, appointment requires a documented record of excellence in teaching, research, and professional service. The candidate shall have sufficient publications or creative work of high quality to bring the faculty member national recognition in his or her specialty.

F. Initial appointments to positions of University Professor and Distinguished Professor will follow the criteria described in the Fulbright College of Personnel Document.

The Chairman of the Department appoints an Ad Hoc Search Committee comprised of the faculty members from the philology where the vacancy exists and one tenured faculty member from outside the philology. The committee screens the applicants and recommends their choice to the Chairman who will convey that recommendation the Dean of the College.

II. Criteria for Successive Reappointments of Non-Tenured Faculty.

To support a recommendation for successive reappointments of non-tenured faculty, the candidate must have demonstrated a satisfactory record of teaching and professional service, demonstrated willingness and ability to work productively with colleagues in developing and implementing programs and demonstrated clear progress toward tenure by evidence of an acceptable program of scholarship. Before making a recommendation to the dean, the chair solicits recommendations from the faculty in the candidate's philology and from the Department's Promotion and Tenure Committee (described below). In case of a decision of non-re-appointment, the candidate may appeal to the Department's Promotion and Tenure Committee for reconsideration.

III. Criteria and Procedures for Annual Review and Evaluation.

Members of the Department elect an Annual Review Committee whose constituency shall be as follows: one tenured or tenure-tracked faculty member from each of French, German, and Spanish; one from the other languages. Each faculty member, including temporary faculty, must submit an annual report and any other materials, including course-teacher evaluations, peer review reports, portfolios etc. that give evidence of the candidate's performance in teaching, scholarship, and service. The Department will follow the criteria for annual evaluation as described in the Fulbright College Document.

The duties of the committee are to review each faculty member's yearly performance in accordance with the Fulbright College guidelines and make recommendations to the chair regarding each faculty's merit evaluation. The Chair will meet with each faculty member to discuss the evaluation and to identify faculty development needs or problems in performance. A written record that the conference was held will be made and an opportunity will be given the faculty to add comments to their evaluation. Appeals of the chair's evaluations must be addressed to the departmental Annual Review Committee if disagreements between the chair and the faculty members are not resolved.

IV. Criteria and Procedures for Granting of Tenure and Promotion to Each Rank.

Decisions affecting promotion and tenure are made in the following manner: the Department selects a Promotion and Tenure committee, constituted of five tenured Professors and Associate Professors who then review faculty requests for tenure and promotion to Assistant and Associate Professor, and make recommendations to the chair. For those seeking promotion to the rank of Professor, a separate committee shall be constituted of tenured Professors from the Department. The chair will, in turn, forward that committee's recommendation to the Dean of the College along with his/her own recommendation. In case of a negative decision, the candidate may appeal to

the Department's Promotion and Tenure Committee for reconsideration.

On the question of tenure, the Promotion and Tenure Committee will conduct a thorough review during the third year of service of every untenured faculty member. As part of the procedure for considering a faculty member for tenure, that committee will request opinions from the candidate's philology and from the Department's tenured faculty by formal ballots before making its recommendation to the chair.

In considering requests for tenure and promotion and in conducting the third year review, the committee shall ensure that the teaching and research records of a candidate are given equal treatment and importance. In submitting their requests for tenure/or promotion, faculty members must follow the guidelines and procedures issued by the Fulbright College.

A. To justify a positive recommendation for tenure, in addition to the criteria stated in the approved campus policy, a faculty member shall have:

1. Demonstrated beyond reasonable doubt that the candidate is a highly competent and effective teacher.
2. Established a record of publication indicating the candidate will continue to make significant scholarly contributions of high quality.
3. Demonstrated willingness and ability to work productively with colleagues in program operation and development.
4. Made contributions adjudged to be of significance to the department in a least one of the following areas: public relations; service; administration; student advisement and recruitment. These contributions are to have been made on a continuing basis during the candidate's period of service in the Department.

B. To support a recommendation for promotion to Assistant Professor, a candidate, in addition to the criteria stated in the approved college policy, must have demonstrated a successful record of teaching, as well as evidence of potential for scholarly research and professional service.

C. To justify a recommendation for promotion to Associate Professor, in addition to criteria stated by the College and the University, a faculty member shall have:

1. Met the criteria for tenure stated by the Department.
2. Established a record of scholarly achievements.
3. Shown continued productivity in at least one of the non-teaching areas listed as criteria for tenure.
4. Continued to display effective teaching in all classes.

D. To justify recommendation for promotion to Professor, in addition to criteria stated by the College and the University, a faculty member shall have:

1. Met the criteria for tenure stated by the Department.

2. Shown continued productivity in at least two of the non-teaching areas listed as criteria for tenure, if tenure has been granted prior to consideration for a Professorship.

3. Continued to display high quality in teaching.

4. Established a national reputation for scholarship within the candidate's specialty.

5. Provided leadership in responding to the changing needs of the Department and its programs in ways that make positive contributions to the development of programs in the Department.

E. To justify a recommendation for appointment to a position as University Professor and Distinguished Professor a candidate must satisfy the criteria defined by the Fulbright College Document.