

Personnel Document
On Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive
Appointments, Promotion, Tenure,
Annual Review, and Post-Tenure Review of Faculty
And for Appointment and Annual Review of Non-Classified Staff

Department of Anthropology

This document governs the Department of Anthropology in the selection, retention, promotion, granting of tenure to, and evaluation of faculty and in the selection and evaluation of non-classified staff, effective January 31, 2012. It has been approved by the J. William Fulbright College of Arts and Sciences, the Dean, the Provost, the Chancellor, and the President of the University of Arkansas, as indicated by the signatures below.

These policies are required to be consistent with the policies of the university as set forth in Board of Trustees policy 405.1 and in three campus policy statements: (1) Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive Appointments, Promotion and Tenure, (2) University Professorships, and (3) Distinguished Professorships. In case of conflict, the board policy, the campus policy, the school, college, or library policy, and the department policy shall have authority in that order. Copies of these documents are available online, as referenced in the *Faculty Handbook*, at the UA web site <http://uark.edu/admin/vcacsey/>

It is the policy of the University of Arkansas, Fayetteville to provide equal employment opportunity to all qualified persons; to prohibit discrimination against any employee or applicant for employment because of race, color, religion, sex, age, national origin, sexual orientation, marital or parental status, veteran's status, or disability, and to promote the full realization of equal employment opportunity through a positive, continuing program of affirmative action.

APPROVALS

 Department Chair	May 2, 2018 Date
_____ Dean	_____ Date
_____ Provost	_____ Date
_____ Chancellor	_____ Date
_____ President	_____ Date

Personnel Committee

A. Composition and Selection

The departmental Personnel Committee shall consist of three elected faculty members holding tenure with the Department of Anthropology. These elected members shall be chosen for staggered three-year terms from among those members who qualify. One person shall be elected each year to replace the person whose term is ending. A committee member who is being evaluated or who has a conflict of interest in a matter being discussed will not participate in the proceedings; his or her case will be discussed by the remaining two members. Only those committee members who have attained a rank will consider the promotion of candidates for that rank. The Personnel Committee candidate receiving the second most votes in any year will serve as the alternate for that year. The alternate member of the Personnel Committee shall replace a regular member who is on Off Campus Duty Assignment (OCDA) or leave without pay (LWOP). Regular members on Research Assignments or reduced assignments who so elect and who are in residence may continue to serve. Should an elected Personnel Committee member resign from the committee before the three-year term is up, the department will hold a special election to replace that member for the duration of the term.

B. Personnel Committee duties in:

I. Initial appointments

1) In order to fill an open position, the Chairperson shall instruct a faculty committee (proxy for the personnel committee) to examine the qualifications of applicants according to the desired criteria and to decide which applicants to interview. After interviews are held, the Personnel Committee will then make a recommendation regarding hiring.

II. Reappointments

1) The Chairperson makes recommendations regarding reappointment of a non-tenured faculty member according to the schedules established by the College and University, and only after consultation with the departmental Personnel Committee. A faculty member may appeal a decision to recommend non-reappointment following University procedures.

III. Annual evaluations

1) The Chairperson shall provide the departmental Personnel Committee with all of the documents provided by the regular and temporary faculty for their annual evaluations. The Personnel Committee shall meet to evaluate faculty performance in the areas of teaching, research, and service. Only the two remaining members of the Personnel Committee shall serve when a Personnel Committee member has a conflict of interest in a matter being considered. These evaluations will be provided to the Chairperson for use in the annual evaluation process.

2) The Chairperson shall evaluate each faculty member and inform the Personnel Committee of the evaluations. A single report which incorporates both the opinions of the Chairperson and the Personnel Committee shall be sent to the Dean. The report will note any disparities between the evaluations of the Chairperson and those of the Personnel Committee. The process of reviewing the proposed evaluation with the Faculty member, completing the evaluation and providing it to the Dean, shall follow the process provided for Academic Policy Series 1405.11.II.B.7.

IV. Promotion and Tenure

1) The departmental Personnel Committee shall review all the documents submitted by the candidate and the evaluation letters from the external referees and provide a recommendation to the

Chairperson. A positive recommendation for promotion and/or tenure requires a majority vote with the outcome of the vote to be disclosed.

2) After receiving the personnel committee's recommendation, the full departmental tenured faculty shall make a recommendation by simple majority vote. Upon receiving the Personnel Committee recommendation and the faculty vote, the Chairperson makes his or her own recommendation about the candidate's promotion in writing.

Personnel File

The Department maintains a personnel file for each member of the staff holding faculty status. This file is kept in the custody of the Chair in the Office of the Chair. A faculty member may request to review and copy his or her own file. Access to individual files is also to be granted upon request to the departmental personnel committee, and college- and university-level administrative units, subject to all University policies.

Work Assignments

Faculty work assignments will be made by the chairperson based on the best interests and needs of the department and the institution as a whole. Faculty work assignments will normally be weighted (for evaluation purposes) teaching (40%), research (40%), and service (20%), though other weightings may be assigned by the chairperson with the concurrence of the individual faculty member with approval of the dean. The usual teaching assignment for a tenure-track faculty member is four sole-taught three credit hour courses per academic year and advisement of both undergraduate and graduate level students. The chairperson may grant a course reduction for faculty with unusually heavy service duties or research obligations. The chairperson may assign additional teaching for faculty with weak research records, or those who do not regularly mentor graduate students or perform professional service. To fulfill the educational mission of the University and in the best interest of the department, the chairperson may modify a faculty member's workload assignment and evaluation criteria, if necessary.

INITIAL APPOINTMENT

A. Qualifications. Qualifications for academic appointments in Anthropology are outlined as follows:

Lecturer: This title applies to temporary appointments only (part-time or full-time), made on a semester or academic year basis, to fill positions that are primarily teaching. Normally, such a person would have an M.A. in Anthropology. Teaching experience or demonstrated teaching ability is a necessary prerequisite.

Instructor: This title applies to temporary appointments only (part-time or full-time), made on a semester or academic year basis, to fill positions that are primarily teaching. Normally, such a person would have a Ph.D. or equivalent experience in Anthropology or closely related field. Teaching experience or demonstrated teaching ability is a necessary prerequisite.

Assistant Professor: Appointees to this rank normally are Anthropology doctorates, have recently earned the Ph.D. in anthropology and have limited teaching and research experience but appointment of more senior individuals may be made to this rank when appropriate

Associate Professor: Appointees to this rank normally are Ph.D. anthropologists who have more teaching, research, publishing, administrative, and professional service experience than that expected of

Assistant Professors. The candidate will have evidenced high quality teaching at both introductory and advanced levels. The candidate will have produced sufficient publications or creative works of high quality to indicate the development of a significant scholarly career.

Professor: Appointees to this rank normally are accomplished Ph.D. anthropologists who have developed an established nationally/internationally recognized research program within the discipline. An outstanding teaching, research, and publication record is expected. Administrative or professional service experience is appropriate. Normally, persons of middle to senior career status would qualify for this title.

Adjunct Titles: Adjunct titles are annual appointments only given to persons to establish research and/or professional relationships when the faculty believes such titles are in the best interests of the department. This title is not normally assigned to teaching faculty. The rank assigned to a person with adjunct title is determined by that person's professional degrees, length of experience, and research and publication accomplishments, in line with the above tenure track or temporary ranks.

Survey Archeologists: Station Archaeologists with the Arkansas Archaeological survey are appointed and reviewed as Research Assistant Professor, Research Associate Professor and Research Professor with the Department following similar procedures using Survey criteria for promotion. These titles do not involve tenure with the department nor a tenure review.

Successive Appointments and Annual Review

Tenured faculty members have a right to a next successive appointment except for the reasons for termination of a tenured appointment specified by the Board of Trustees.

A. Criteria. The departmental Evaluative Criteria (below) are used in faculty evaluation for successive appointments and in annual evaluation of faculty. Each faculty member is evaluated annually on the basis of achievements in teaching, research or scholarly activity, and professional or academically-related service.

B. Procedures. Outlined here are the procedures followed in making successive appointments and annual evaluations of faculty.

1) The performance of each regular and temporary faculty member shall be reviewed annually by the Chairperson and the departmental Personnel Committee. A comprehensive cumulative record of annual review forms and summaries of annual discussions with Chairpersons shall be kept in the faculty member's personnel file maintained by the Chairperson. This file is available to the faculty member upon written request. The annual evaluation follows the procedure used by Fulbright College for merit evaluation during the current year.

2) The responsibility for the initiation of evaluation procedures for each regular and temporary faculty member (and for the initiation of recommendations for reappointment of each non-tenured faculty member) lies with the Chairperson. The Chairperson makes recommendations regarding reappointment of a non-tenured faculty member according to the policies established by the College and University, and only after consultation with the elected departmental Personnel Committee. The criteria for reappointment are high quality performance in the areas of teaching, research, and service, as well as exemplary progress toward earning the next higher rank and tenure. Progress is demonstrated by fully meeting or exceeding the departmental Evaluative Criteria.

3) The Chairperson shall provide the departmental Personnel Committee with all of the documents provided by the regular and temporary faculty for their annual evaluations. The Personnel Committee shall meet to evaluate faculty performance in the areas of teaching, research, and service.

4) Before submitting his or her recommendation and that of the Personnel Committee to the Dean, the Chairperson shall meet with the faculty member to discuss the recommendation. A copy of the summary of the discussion and a copy of the Chairperson's recommendation to the Dean and of the committee's recommendation is provided to the faculty member by the Chairperson. Any written response to the summary by the faculty member shall also be included in the faculty member's file. The faculty member may also send a copy of this response to the Dean.

5) The bases of annual evaluations by the Chairperson and the Personnel Committee are personal observations of the faculty member's performance in teaching, scholarly activity, and service as well as written information submitted annually by the faculty member (see above, section A. Criteria). This documentation will include an annual calendar year report (January 1-December 31) and any other summaries or examples of that person's achievements.

Evaluative Criteria

The Fulbright College has adopted a four-level evaluative criteria where:

- 0 = Does not meet expectations
- 1 = Minimally meets expectations
- 2 = Meets expectations fully
- 3 = Exceeds expectations

The following provides the criteria used by the Personnel Committee and Chairperson to assess these levels of performance in the Department of Anthropology. The specific score will be assigned based on a preponderance of the evidence. Not all of the criteria need to be present.

I. TEACHING (syllabi should be submitted as part of the annual resume update process, with peer review as an additional option as necessary)

- 0 = Purdue evaluation placing the faculty member in the in the 0-25 percentile range for classes in the college at an equivalent level; no curriculum development; no participation in undergraduate and graduate research supervision; significant absenteeism for reasons other than health or authorized professional obligations; syllabi suggest that course is insufficiently rigorous; failure to hold scheduled office hours; consistent pattern of students being unable to contact professor
- 1 = Purdue evaluation ratings placing the faculty member in the in the 25-50 percentile range for classes in the college at an equivalent level; occasional curriculum development; some participation on honors and M.A. thesis committees either as supervisor or committee member; syllabi suggesting course content is adequate in terms of rigor and written work is assigned; professor minimally available to students for consultation.

- 2 = Purdue evaluation ratings placing the faculty member in the in the 50-85 percentile range for classes in the college at an equivalent level; curriculum development; participation on honors, M.A. thesis, or dissertation committees; syllabi suggest rigorous course content in terms of required reading and writing; professor available to students for consultation.
- 3 = Purdue evaluation ratings placing the faculty member in the 85 or higher percentile range for classes in the college at an equivalent level; significant curriculum development; intensive participation on honors and M.A. thesis or dissertation committees; syllabi suggest very rigorous requirements of analytical work and substantial reading; teaching prize; induction into the Teaching Academy; grant for curriculum development or outreach.

II. RESEARCH

- 0 = Insufficient active research program/activities
- 1 = Minimally engaged in research, evidenced by presenting papers at national conferences; researching a project over a long period of time without publications, article submissions or grant applications. [Low values in h-index, Impact Factors or similar scholarly indices.]
- 2 = Actively engaged in research, evidenced by one or more of the following: presenting papers at national or international conferences; invited lectures at major academic institutions; acceptance of articles in refereed journals or chapters in books; book contract with academic publisher or major trade press; applying for national fellowships; research grants from reputable funding sources (biological and archaeology); substantial time commitment to editorial work on a scholarly journal or book series. [Substantive values in h-index, Impact Factors or similar scholarly indices.]
- 3 = Engaged in significant research activities, evidenced by one or more of the following: publication of a book with an academic publisher or major trade press; giving plenary lectures at national or international conferences; winning national fellowships; publishing an edited volume with a major press; multiple articles in major (high impact) journals, winning an article prize from a top tier journal or a book prize from a national organization; major competitive research grant award. [Very high values in h-index, Impact Factors or similar scholarly indices.]

III. SERVICE

- 0 = No substantial service to the Department, College, University or profession
- 1 = Minimal service to the Department only; service includes participation on committees meeting infrequently or requiring little work (untenured faculty not required to do service outside of the Department)
- 2 = Strong service to the Department, College, or University; service includes participation in committees that meet frequently and require significant work; contributing to area studies or major humanities programs

- 3 = Exceptional service to the Department, College, University, or the profession; service includes participating in time-intensive College and University committees; effectively chairing a search committee; serving on national book prize committee; effective undergraduate and graduate advising; chairing national committee with significant labor obligations; winning a national service award, serving as officer in international or national scholarly or professional societies

III. Promotion and Tenure

Promotion is based primarily upon the accomplishments of the individual while in the most recent rank. Promotion is a distinct honor and is not based upon length of service.

A. Criteria

Each faculty member who is being considered for promotion shall be evaluated on the basis of achievement in the areas of a) teaching, b) scholarly activities, and c) professional and academically-related service. A high level of performance in both teaching and research is required before a recommendation for promotion can be made. This standard is meant to emphasize the role of teaching and research as the keystones of the department's mission. Candidates for promotion should have demonstrated that they fully meet or exceed the [criteria for initial appointment to the rank sought as well as the] above Departmental evaluative criteria to be considered for promotion.

B. Procedures

1) A comprehensive cumulative record of annual review documents and summaries of annual discussions with Chairpersons shall be maintained and will form an important component of the promotion review. This cumulative record of annual review forms and summaries of annual discussions shall be made available to the faculty member upon his or her written request.

2) With the advice of the departmental Personnel Committee, the Chairperson shall consider each fiscal year whom to nominate for promotion that year. In addition, any faculty member may request in writing to the Chairperson to be nominated for promotion that year and such requests shall be honored by the Chairperson.

3) The Chairperson shall ask each individual nominated for promotion to submit information following the Faculty Review Checklist and any other material the nominee believes will facilitate consideration of his or her competence and performance. Three external reviewers shall be selected in accordance with the University of Arkansas Evaluative Criteria. These external referees shall be sent a letter from the Chair, copies of the College and Department procedures for promotion evaluation, examples of publications and other material that document the nominee's professional performance, and a vita. The referee's responses shall be part of the material evaluated at the departmental level and will be forwarded to the Dean and college Personnel Committee. All material will be given to the departmental Personnel Committee described above.

4) The departmental Personnel Committee shall review all the documents submitted by the candidate and the evaluation letters from the external referees. A positive recommendation for promotion requires a majority vote of Personnel Committee in favor of such a recommendation.

5) A negative recommendation by the Personnel Committee may be appealed by the candidate to the full departmental tenured faculty who shall make a recommendation by simple majority vote. Any

positive recommendation from the Personnel Committee must be ratified by a majority of the tenured faculty. Upon receiving the Personnel Committee recommendation and the positive faculty vote, the Chairperson makes his or her own recommendation about the candidate's promotion in writing.

6) The Chairperson shall inform the nominee of the results of the Personnel Committee recommendation and the faculty vote. The nominee shall also be informed of the Chairperson's recommendation, either positive (i.e., to promote) or negative (i.e., not to promote).

7) Prior to the time the Chairperson forwards the nomination to the Dean, the faculty member may withdraw from further consideration. Such a request for withdrawal shall be made in writing to the Chairperson.

8) Each nomination shall be forwarded to the Dean in writing by the deadline specified each year and shall be accompanied by the Chairperson's recommendation, all materials provided to the Chairperson by the faculty member, the recommendations of the Personnel Committee, faculty vote of ratification, and all other materials evaluated by the Chairperson. Any recommendation shall also be accompanied by a written statement of the Chairperson's rationale for the recommendation.

IV. TENURE

A. Criteria.

The attainment of tenure requires a high standard of performance in both research and teaching consistent with or higher than the criteria for the rank of Associate Professor and above as described in the Criteria for Initial Appointment as well as fully meeting or exceeding the Departmental Evaluative criteria. In addition to meeting the criteria for promotion to the appropriate rank, there must be a clear indication that this high level of performance will be maintained. In other words, there must be evidence that the faculty member to be tenured will perform at a level which will result in future promotion.

B. Pre-Tenure Reviews. During the period that a faculty member spends in a non-tenured, tenure-track position, a thorough review of the faculty member's professional career will be conducted at least every third year, as specified in the College document.

C. Procedures. The procedures for granting of tenure are the same as the procedures for promotion contained in the preceding sections.