

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

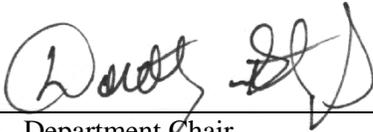
Department of English

This document governs the Department of English in the selection, retention, promotion, granting of tenure to, and evaluation of faculty and in the selection and evaluation of non-classified staff, effective February 3, 2017. 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	03 February 2017 Date
_____ Dean	_____ Date
_____ Provost	_____ Date
_____ Chancellor	_____ Date
_____ President	_____ Date

10/26/09

Department of English Personnel Document

Personnel Committee

Our four-member Advisory Committee, which also serves as Personnel Committee, is elected each year by a vote of all tenure-track faculty members. The Director of the Creative Writing program receives automatic membership. The term for all members is one year, though consecutive terms are allowed. This body's most important responsibilities are to participate in the annual review of each faculty member's performance, participate in the third-year review process for tenure-track faculty, participate in promotion and tenure reviews, make advisory recommendations about reappointments, and advise the Chair on any significant departmental issues or concerns that might arise and for which the Chair deems it necessary to seek consultation. An Advisory Committee member who is being evaluated or who has a conflict of interest in a matter being discussed will excuse him- or herself from the proceedings for the duration of that discussion and/or vote.

Personnel File

The Department maintains a personnel file for each member of the tenured or tenure-track faculty. Together, the College and Departmental files constitute the official record of each faculty member's employment. These are constantly being supplemented and updated as relevant information becomes available to the Chair (e.g., positive book reviews, unsolicited letters of support, etc.). These files are kept under lock and key by our Administrative Support Supervisor (Office Manager). Relevant materials from these files can be, on rare occasions, shared with members of the Advisory Committee, but generally these files are treated as confidential. Each faculty member has access to his or her personnel file as the law and University policy regarding such access prescribe.

Work Assignments

The standard workload for all tenured and tenure-track members of the Department is two courses each semester (2/2). Directors of programs (e.g., Creative Writing, Graduate Studies, and Comparative Literature) have a 2/1 teaching load, but the Director of Composition's course load may be 1/1. Instructors in the Department normally teach a 4/4 load, though some of this may be in the form of mentoring and advising

To fulfill the educational mission of the University and in the best interest of the Department, the Chair may modify a faculty member's workload assignment, including, but not limited to, increasing teaching responsibilities for faculty who are not sufficiently productive in research. The Chair also has the prerogative, after consultation with an individual faculty member and the approval of the Dean, to alter an individual's weighting scale from the 40/40/20 norm to a scale more in keeping with the faculty member's duties in the Department.

Initial Appointment

The Department adopts the initial appointment criteria and procedures for initial appointment consistent with the Board and University policies. Candidates for tenure-track positions in literature or composition should normally hold the Ph.D. in English or a closely related field. Candidates for tenure-track positions in creative writing should normally hold the M.F.A. or Ph.D. in creative writing, though a demonstrably high international fame for publication may substitute for that degree requirement. All candidates for tenure-track positions must demonstrate excellent writing skills as well as promise in the areas of publication, teaching, and service. Job experience and numbers of prior publications are helpful but are less important than the quality of the candidate's writing and the candidate's demonstration of skills that will help the Department in its teaching and service missions.

After our job search is completed by a committee appointed by the Chair and the most promising candidates are brought to campus for an on-campus interview and presentation, the Chair meets with tenured and tenure-track faculty to discuss the candidates. The Chair then conducts a vote of all tenured and tenure-track faculty members present at the meeting. According to this vote, the Chair makes a recommendation to the Dean regarding initial appointment.

Successive Appointments and Annual Review

The performance of all tenured and tenure-track faculty is evaluated once a year by the Department's Advisory Committee and by the Chair. Each faculty member submits an Annual Report that includes that person's accomplishments the previous year in Teaching, Publication, and Service. The committee makes non-binding recommendations to the Chair for rating in each category, after which the Chair writes up a report for each faculty member that includes numerical ratings as well as a prose explanation of the faculty member's performance in each category. For non-tenure-track faculty, the evaluation of performance is carried out in the same way, except that NTT faculty normally are evaluated chiefly on teaching and except that NTT faculty on one-year, non-renewable appointments may elect not to be evaluated.

Before submitting these evaluations and that of the Advisory Committee to the Dean, the Chairperson shall share with the Advisory Committee the evaluations that he or she has written and shall meet with each faculty member to discuss his or her evaluation.

To receive tenure and each succeeding promotion, the candidate must have a scholarly or creative book or the equivalent under firm contract with a press that has a reputation for high quality. For tenure, the book should normally be an original monograph. For succeeding appointments, the book should normally be an original monograph, but heavily edited volumes, textbooks, or hefty co-authored volumes may be considered. When in doubt about the eligibility of a project, the candidate should consult with the Chair and Advisory Committee well in advance.

Evaluative Criteria

The College mandates a 4-category model for tenured and tenure-track faculty evaluation in each of the areas of Teaching, Research, and Service. Below is the plan decided upon by the Department at its meeting of 5 February 2010 and its understanding of the meaning of the four categories supplied by the College.

0: Does Not Meet Expectations:

Performance substantially below Departmental norms, as described in the Department's bylaws.

1: Minimally Meets Expectations:

Adequate achievement but achievement not rising to Departmental norms.

2: Meets Expectations Fully:

Achievement at *or above* Departmental norms.

3: Exceeds Expectations:

Outstanding achievement and recognition at the University or national level that is substantially above Departmental norms.

The Department operates on the assumption that only a very small number of faculty members will fall into categories 0 or 3 and that in some years, no faculty members will fall into categories 0 or 3. We regard categories 1 and 2 as a very broad middle.

Third-Year Review

The Department's procedure for third-year review of tenure-track faculty consists of three parts: first, two or more reviewers internal to the department are appointed by the Chair to observe the candidate teach, review the candidate's Third-Year Review dossier, and write letters of evaluation. The Advisory Committee reads these internal letters, reviews the dossier, and writes its recommendation to the Chair. The Chair reviews all materials and writes his or her recommendation to the dean. The purpose of the review is to assess the candidate's progress toward a positive recommendation for tenure and to provide the candidate with advice and analysis resulting from the review. If performance is deemed satisfactory, the Chair informs the candidate of that fact in writing. If performance is deemed unsatisfactory, the faculty member must meet with either the Chair or the Chair and the Advisory Committee to discuss whatever problems exist and the ways to address them. This conference is also followed up by a written statement by the Chair to the faculty member outlining the issues and/or concerns raised at the conference.