

**J. William Fulbright College of Arts and Sciences
Personnel Document
Department of World Languages, Literatures and Cultures
Effective January 31, 2012**

This document implements the policies and procedures described in the University Personnel Document (“Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive Appointments, Annual and Post-Tenure Review, Promotion and Tenure” [August 1, 2003]), and the Fulbright College Personnel Document (“Criteria, Procedures, and Standards for Initial Appointment, Evaluation, Reappointment, Post-Tenure Review, Promotion, and Tenure,” [November 5, 2009]. In the event of a conflict between this document and policies of the Board of Trustees, the University of Arkansas, Fayetteville, or the Fulbright College of Arts and Sciences, the Board, University, and College policies shall (in that order) take precedence.

APPROVALS:

Department Chair

Date

Dean

Date

Provost

Date

Chancellor

Date

President

Date

Mission Statement

It is the mission of the Department of World Languages, Literatures and Cultures to serve our students, our state, our nation, and the world by supporting a high-quality faculty who sustain and foster a broad range of academic programs, research, and professional development by attracting and retaining a diverse student body; by promoting research among faculty and students; and by demonstrating the value of knowing ancient and modern languages and cultures.

Personnel Committees

The Department of World Languages, Literatures and Cultures has three annual committees that address personnel issues: the Executive Committee, the Annual Review Committee and the Promotion and Tenure Committee. Their duties and membership are listed below:

Executive Committee: This seven-member committee advises the Chair on matters related to finances, policy and curriculum. Classical Studies, French, German, and Spanish Section Heads and the WLLC Lab Director are automatically members of the Executive Committee. Less commonly taught language (LCTL) faculty members of Arabic, Chinese, Italian, Japanese, Russian, and Swahili elect two members from the LCTL group, who serve on this committee. Should the two LCTL representatives be chosen from the same language group, the person with fewer votes will be disqualified and a second ballot and the next highest vote received (if the same group is again elected) will determine the second LCTL representative.

Annual Review Committee: This five-member committee reviews each faculty member's yearly performance in accordance with the Fulbright College guidelines and makes recommendations to the chair regarding each faculty's merit evaluation. The Department elects members who have completed their third year review from Classical Studies, French, German, and Spanish, and one member from the LCTL group, including the Lab Director.

Promotion and Tenure Committee: This five-member committee reviews dossiers and advises the chair on promotion, tenure, third-year review, Off-Campus Duty Assignments, and award nominations. The Department elects members of the committee from the group of Associate Professors and Professors.

Personnel File

The Department of World Languages, Literatures and Cultures maintains a personnel file for each member of the faculty (tenure-track, tenured, lecturers, instructors and staff). These files are kept in locked cabinets within the departmental office. The Chair and Administrative Support Supervisor have access to these files. Individuals may review or obtain copies of their personnel file by completing a request form, which is located in the office, subject to all applicable University policies. The request form is then placed in the personnel file. Items contained in the

departmental personnel file include, but are not limited to the following: application, third-year review, tenure review, reappointment documents, annual evaluations, Purdue evaluations, salary, awards and publications.

Work Assignments

The standard teaching workload in the Department of World Languages, Literatures and Cultures is two courses each semester. Nevertheless, some professors, especially those in a LCTL, may have to teach a heavier load depending on staffing and enrollment issues. In addition, professors with administrative appointments may have a reduction in teaching load because of their increased duties.

Adjustments to the standard weighting scale of 40/40/20 for evaluation may occur when a professor carries an additional administrative appointment. Such changes take place after consultation between the chair and the professor and must be approved by the Dean.

Initial Appointment

The Department recommends the appointment or promotion of candidates who meet the following minimum qualifications, as well as the highest standards of the foreign language as an academic discipline. Only in the most exceptional circumstances will the Department waive these criteria.

Initial Appointment to Each Rank:

Lecturer/Instructor. Appointment requires an M.A. degree and evidence of successful foreign language teaching experience.

Assistant Professor. Appointment requires the Ph.D. degree or equivalent in the area 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.

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.

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.

University Professor and Distinguished Professor. Appointment to these ranks will follow the criteria described in applicable campus policies.

The Chair of the Department appoints an Ad Hoc Search Committee comprised of the faculty members from the language section where the vacancy exists and from other languages when appropriate or necessary to constitute an effective committee. The committee conducts a screening process of all applicants and makes its recommendations, and the Chair subsequently solicits a non-binding vote of the tenured and tenure-track faculty. The Chair then recommends his/her choice to the Dean of the College.

Successive Appointments and Annual Review

Successive Reappointments of Lectures/Instructors

To support a recommendation for successive reappointments of lectures/instructors, the candidate must demonstrate a satisfactory record of teaching and a demonstrated willingness and ability to work productively with colleagues in developing and implementing programs as determined by the needs of the philology. Before making a recommendation to the chair, the section head solicits a recommendation from the members of the philology in which the candidate is a member.

Evaluative Criteria for the Successive Reappointment of Lectures/Instructors

Each lecturer/instructor must submit an annual report. The report should list course-teacher evaluations and documentation of any other evidence of successful performance of duties and/or other accomplishments.

Successive Reappointments of Non-Tenured, Tenure-Track 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). The Department's Promotion and Tenure Committee will make a recommendation to the chair, which the chair will consider in providing a final recommendation to the dean.

Evaluative Criteria

Members of the Department elect an Annual Review Committee whose constituency shall be as follows: one tenured or tenure-tracked faculty member from Classical Studies, French, German, and Spanish and one from the LCTL group. 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. In accordance with the Fulbright College Document, the criteria for each of the four categories of merit are:

Teaching

Pertinent teaching activities will be used to evaluate performance in teaching. These include, but are not limited to, courses taught, revisions of existing courses and development of new courses and/or classroom materials; direction of senior honors and M.A theses, direction of PhD. dissertations; participation in thesis and exam committees; TA coordination and course supervision; student advising, positive teacher evaluations by students; evidence of high standards in course content and assessment of student performance. More specific examples of what merits the categories below are outlined in the WLLC Department document, “Guidelines for Faculty Merit Evaluations” (revised 30 March 2010).

“Exceeds expectations”: For cases demonstrating exceptional achievements in teaching activities.

“Meets expectations fully”: For cases where the expected and substantial level of performance and participation in teaching activities is achieved.

“Minimally meets expectations”: This applies for cases of minimally sufficient but low participation and/or performance in teaching activities.

“Does not meet expectations”: Unsatisfactory performance: for cases where no material on teaching is presented for review; applies for cases of sub-standard teaching or refusal to participate in evaluations of teaching.

Research

Performance in research includes, but is not limited to, refereed articles and book publications; presentation of lectures and papers; research in progress, and grants, when appropriate. More specific examples of what merits the categories below are outlined in the WLLC Department document, “Guidelines for Faculty Merit Evaluations” (revised 30 March 2010).

“Exceeds expectations”: For cases demonstrating exceptional research/creative activity.

“Meets expectations fully”: For cases where the expected, substantial level of research/creative activity is met.

“Minimally meets expectations”: For cases where evidence of research/creative activity indicates minimal or some involvement.

“Does not meet expectations”: Unsatisfactory performance: for cases where no substantive evidence of research/creative activity exists or is submitted, and may apply in cases of breaches of professional ethics, such as plagiarism or falsifying research.

Service

In evaluating this category, WLLC looks at both internal and external service. Internal service includes active participation in University of Arkansas committee work and other service activities (at the University, College, and Departmental levels). External service includes outside professional service activities in which the faculty member serves as a representative of the Department, the College, or the University. More specific examples of what merits the categories below are outlined in the WLLC Department document, "Guidelines for Faculty Merit Evaluations" (revised 30 March 2010).

"Exceeds expectations": For cases demonstrating extensive and significant involvement in University, College, and Departmental levels, and/or external service.

"Fully Meets expectations": For cases where the expected and substantial service involvement is demonstrated.

"Minimally meets expectations": For cases where evidence of service submitted indicates minimal or some involvement.

"Does not meet expectations": Unsatisfactory performance: for cases where no substantive evidence of service exists or is submitted; unwillingness to serve.

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. The Annual Review Committee will make a recommendation to the chair, which the chair will consider in providing a final evaluation to the dean.

Promotion and Tenure

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 elects a Promotion and Tenure committee annually, consisting of five tenured Professors and Associate Professors, who then review faculty requests for tenure and promotion and make recommendations to the chair. For those seeking promotion to the rank of Professor, a separate and additional committee shall be constituted of tenured Professors from the Department will meet and make a recommendation. In case of a negative recommendation, the candidate may appeal to the Department's Promotion and Tenure Committee for reconsideration. The Department's Promotion and Tenure Committee will make its recommendation to the chair, which the chair will consider in providing a final recommendation to the dean.

On the question of tenure, the Promotion and Tenure Committee and the chair will conduct a thorough review of every untenured faculty member during the third year of service. For promotion and tenure, the candidate's file of supporting material, written evaluations from outside reviewers, and any other relevant material will be evaluated by the Promotion and Tenure Committee and the Committee's recommendation and recorded vote will be evaluated by the Department's tenured faculty. After both meeting and voting independently of the Chair, the tenured faculty will make its recommendation and submit a numerically recorded vote in writing and forward it to the chair. A copy of the tenured faculty's recommendation and numerically recorded vote must be sent to the candidate. These votes and recommendations shall be considered by the chair in making his or her recommendations on promotion and tenure to the dean.

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.

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.

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.

To justify a recommendation for promotion to Associate Professor, in addition to the 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.

To justify recommendation for promotion to Professor, in addition to criteria stated by the Fulbright College Document, 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.

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.