

**DEPARTMENT OF MODERN LANGUAGES AND LITERATURES
GUIDELINES FOR PROMOTION**

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I. PURPOSE

The purpose of this document is to establish departmental guidelines to implement university policies in the procedures for recommending promotion (see *H.O.P.* 6.2.7). This document follows the mission of the University of Texas - Pan American, an institution dedicated to instructional excellence, scholarly activities and service. Suitability for promotion is evaluated according to a cumulative record of progress. This progress should be presented in an Evaluation folder submitted annually for review.

II. RANK AND ELIGIBILITY REQUIREMENTS

- A. To be considered for promotion to Associate Professor or Professor, faculty must meet the department's basic performance requirements for the appropriate rank.
- B. Although faculty judged to have outstanding performance records may apply for and receive promotion at any time, the minimum in rank service requirements normally will be four (4) years as Assistant Professor for promotion to Associate Professor and six (6) years as Associate Professor for promotion to Professor.
- C. The University of Texas-Pan American now links the awarding of tenure to tenure-track assistant professors with promotion from assistant to associate professor. Accordingly, the procedures and performance standards for promotion from assistant to associate professor are given in the Department's Tenure Guidelines.
- D. Promotion from one academic rank to another does not follow automatically when a faculty member has met the normal in rank service requirements.

III. REGULATIONS

- A. Recommendations regarding the promotion of all department faculty shall be made through the consistent application of established procedures set forth in this document, the College of Arts and Humanities Tenure and Promotion Guidelines, and *the Handbook of Operating Procedures*.

B. A faculty member's principal responsibilities are teaching, professional achievement and professional service. In the Department of Modern Languages and Literatures, for consideration for promotion from associate professor to professor, these performance areas are weighted as follows:

Teaching: 20%
Professional Achievement: 60%
Service: 20%

C. A faculty member may request an adjustment of these percentages. If the Department Chair and the Dean approve the request the weights may be adjusted. No score may be adjusted by more than 10%.

D. Review Period

1. When being considered for promotion from associate professor to professor, the candidates overall record of achievement in the three performance areas will be evaluated, but primary emphasis will be placed on the period from promotion to associate professor or the previous five years, whichever period is shorter.
2. The candidate for promotion to professor should include an up-to-date curriculum vita in the application folder, showing the applicants professional career in its entirety. The applicant's narrative and supporting material, however, should primarily address the review period specified above: the period from promotion to associate professor or the previous five years, whichever period is shorter.

IV PERFORMANCE STANDARDS

A. The granting of a promotion in academic rank is a decision made only after careful deliberation at all levels of review. As noted in H.O.P. 6.2.7 C-1 "The decision to award promotion is the result of the collective subjective review of a faculty member's performance in teaching, professional achievement and professional service by a departmental faculty committee, the Department Chair, School/College faculty committee, Dean, Vice President for Academic Affairs... President, Executive Vice Chancellor for Academic Affairs, and Board of Regents of The University of Texas System."

B. The Department and the College of Arts and Humanities uses a 5-point quantitative scale to reflect levels of performance, as follows:

- 1 Poor
- 2 Fair
- 3 Good
- 4 Excellent
- 5 Outstanding

C. The Department Tenure/Promotion Committee and the Department Chair, in their respective reviews, will evaluate the candidate's performance during the period of review, and after noting the strengths and weaknesses in each of the three performance areas will assign a numerical value (1 to 10) for that area. The faculty member's overall score will be the weighted average of these three scores.

D. For assistant professors, the UT-System links the granting of tenure to promotion to associate professor. To be promoted from assistant to associate professor the candidate must have a minimum weighted score of 8.0 (40% Teaching, 40% Professional Achievement; 20% Service), and must have at least an 8.0 in either Teaching Effectiveness or Professional Achievement.

E. To be promoted from associate professor to professor the candidate must have an overall record of excellence. The candidate must have a minimum weighted score of 4.5 (20% Teaching, 60% Professional Achievement; 20% Service), and must have ratings of "Excellent" or "Outstanding" in all three categories.

F. Departmental reviews in each category will be based on the following guidelines:

1. TEACHING EFFECTIVENESS. To assess Teaching Effectiveness, reviewers will consider:

- a. Student evaluations of performance in the classroom and of discharge of teaching duties
- b. Student retention and success rates
- c. Peer evaluations of performance in the classroom and of discharge of teaching responsibilities
- d. Contributions to curriculum and course development
- e. Activities in the development of classroom aids/materials and different systems of deliver
- f. Use of different and appropriate instructional strategies that allow students

to understand the material being studied

- g. Participation in Learning Community classes
- h. Use of a variety of instructional strategies to encourage student development of critical, creative and reflective thinking
- i. Use of instructional technology in the classroom
- j. Development of a web page or pages that support traditional classroom instruction
- k. Independent studies (all independent studies must be approved by the Department Chair)
- l. Evidence of student success in joint faculty and student participation in scholarly endeavors (research papers, honor projects, theses, presentations, etc.)
- m. Awards and honors received for teaching excellence (Piper and school awards, nominations, letters of praise, etc.),
- n. Additional students evaluations that demonstrate a positive professional attitude in classroom activities and responsibilities (e.g. samples of student written evaluation)
- o. Evidence of professional growth in teaching endeavor (attending professional growth programs and seminars)
- p. Evidence of innovative responsibilities in teaching (field trips, studies abroad, performances, travels with students for academic or cultural purposes)

The above list is not exhaustive, nor are the items listed in any order of preference.

2. PROFESSIONAL ACHIEVEMENT. Assessment of a candidate's record in Professional Achievement will be based on substantial original contributions to scholarship or literature. Promotion to the rank of professor requires multiple scholarly, refereed publications. The candidate's performance in this category will be based on:

- a. Refereed articles published in recognized scholarly journals at the regional, national or international level
- b. Short stories, plays or poems published in recognized scholarly journals at the regional, national or international level, or by academic or commercial presses with a national or international reputation for quality publications
- c. Book chapters published by academic or commercial presses with a national or international reputation for quality publications. A tenure-track faculty member should also receive similar credit for serving as primary editor of an edited collection of articles, stories, etc.
- d. Books published by academic or commercial presses with national or international reputation for quality publications
- e. Textbooks published by academic or commercial presses with national or international reputation for quality publications, if the textbook requires substantial original contributions from the tenure-track faculty member
- f. Refereed conference papers based on original research presented at regional, national, or international academic conferences

A candidate's record can also be strengthened by secondary publications, including, but not limited to:

- g. Book reviews published in recognized scholarly journals at the regional, national or international level
- h. Contributions to audio-visual or computer-based media that required discipline-related expertise (film, theater, art performances etc.)
- i. Grant proposals
- j. Translations

The candidate should include a discussion of current, ongoing research efforts and of future research plans, particularly in the final review folder.

The Department's Tenure Policy lists several combinations of publications that

could equate to an 8.0 performance for candidates for tenure/promotion to associate professor. Promotion from associate professor to professor requires the candidate to have made substantial contributions to the field of Modern Languages and Literatures. An example of a performance that might merit an 8.5 rating for a candidate for professor would be the publication of a book-length manuscript (such as a scholarly monograph or a novel), supported by important secondary publications (such as an article and two book reviews published in refereed journals) and presentations (for example, three papers or literary works presented at refereed professional conferences).

3. SERVICE. In evaluating a candidate's performance in the area of Service, Departmental reviewers should consider:

a. Service to the University

University Committees or Councils

College Committees

Department Committees

Faculty Senate

Administrative duties

Student advising

Sponsorship of student organizations

b. Service to the Community

Active participation in professionally related community organizations

Participation in local boards and committees in the area of professional expertise

Work activities related to public schools and educational organizations

Professional consulting in the community

Presentations, workshops, conferences or seminars within the community

Providing free expertise to non-profit organizations

c. Service to professional organizations

Editing articles for publication by a scholarly journal or press

Organizing, chairing, or serving as commentator of a panel at an academic conference

Serving as an officer of a professional organization

Active membership in professional and educational associations

Participation at professional meetings

Participation on boards and committees of professional organizations

Assistance to professional groups, organizing seminars, workshops, etc.

V. PROCEDURES

- A. As soon as the Department Chair receives the approved Calendar for the next year's tenure and promotion review process, he or she will deliver a copy of that Calendar to each tenure-track faculty member in the Department. Faculty members considering applying for promotion to professor should ask the Department Chair for a copy of this calendar.
- B. At the beginning of the fall term the Department Chair will convene a meeting of the tenured and tenure-track faculty, who will elect a Tenure/Promotion Review Committee. This Committee will be composed tenured departmental faculty members who hold the rank of associate professor or professor. The Department Chair cannot serve as a member of the Tenure/Promotion Review Committee. Should a member of the Committee have to step down, the Department Chair will again call the tenured and tenure-track faculty together to elect a replacement. No faculty member can serve on Departmental Tenure/Promotion Committee more than two consecutive years. At their first Committee meeting, the members of the Tenure/Promotion Committee will elect one of their number to serve as chair of the Committee. No faculty member can serve two consecutive terms as chair of this Committee. Unless there is a shortage of qualified faculty in the Department, an associate professor who is applying for promotion to professor should not serve on the Committee that year. If necessary, the requirement that no faculty member can serve on the Promotion/Tenure Committee more that two consecutive years can be waived in order to avoid having a candidate for professor elected to the Committee.

C. On or before the date fixed by the Calendar, the candidate for promotion submits the Promotion Review folder to the Department Chair. In the case of promotion from tenure-track assistant to associate professor, this folder is the same as the Tenure folder. The Chair turns the folder and a Promotion Routing form over to the chair of the Department Tenure/Promotion Review Committee (as well as a Tenure Routing form, if appropriate).

D. Department Tenure/Promotion Committee Review

1. The Committee's deliberations on the folder and its evaluation of the candidate are confidential.
2. The Committee will consider all documents submitted by candidate, and may request additional information.
3. The Department committee will study the Promotion Review folder and, using the approved University Promotion Recommendation form, the Committee will record its recommendation on the candidate. This recommendation will be composed of:
 - a. A narrative description of the candidate's performance in each of the three areas, and a summary appraisal
 - b. A numerical rating on the Department's 10-point scale for the candidate in each of the three areas of review, and a notation of the weighted average
 - c. An indication of whether the Committee recommends promotion.
4. All Committee members sign the Recommendation Form (even if they are a minority in disagreement with the majority findings). The Committee Chair makes two copies of the Recommendation form: one copy goes in the candidate's Promotion Review folder, one goes in the candidate's Departmental personnel folder, and the original the Committee Chair gives to the candidate. This original should be placed in a sealed envelope addressed to the candidate and marked "Confidential"; the Committee Chair should give the recommendation directly to the candidate or place it in the candidate's Departmental mail box.
5. The Committee's Review must be completed and transmitted to the candidate within the time period allowed by the Calendar. Failure to do so means that, by default, the Committee has approved the candidate for promotion.
6. The Committee also signs and dates the Promotion Routing form. The Committee turns the candidate's folder, with the Promotion Routing form and a

copy of the Committee's recommendation, over to the Department Chair.

E. The Department Chair's Review

1. The Department Chair will conduct an independent evaluation of the candidate's folder, which can include comments on the Committee's recommendation. The Department Chair's evaluation is composed of the same elements as the Committee's evaluation (narrative analysis, numerical ratings, and recommendation). As with the Committee's Recommendation, the Chair's Recommendation is confidential.
2. The Department Chair makes two copies of the Promotion Recommendation form: one copy goes in the candidate's Promotion Review folder, one goes in the candidate's Departmental personnel folder, and the original the Department Chair gives to the candidate. This original should be placed in a sealed envelope addressed to the candidate and marked "Confidential"; the Department Chair should give the recommendation directly to the candidate or place it in the candidate's Departmental mail box.
3. The Department Chair signs and dates the Promotion Routing form, and makes a copy of that form for Departmental records. The Department Chair turns the candidate's folder, with the Promotion Routing form and copies of the two Departmental-level recommendations, over to the Dean of the College of Arts and Humanities.
4. The Department Chair's Review must be completed and transmitted to the candidate within the time period allowed by the Calendar. Failure to do so means that, by default, the Department Chair has approved the candidate for promotion.

F. Appeals

1. The candidate may appeal either or both of the Department-level reviews. Faculty wishing to appeal the recommendations of the Department Committee or of the Department Chair will follow the "Request for Reconsideration" procedures under the *UTPA Handbook of Operating Procedures* Section 6.2.7 F(1-7) for Promotion, as follows:
2. A request for reconsideration must be initiated no more than ten (10) working days after the faculty member has been notified of the recommendation or reasonably could have learned of the recommendation.
3. The request must be submitted in writing, stating grounds for the request and including supporting evidence.

4. The Department Tenure/Promotion Committee or Department Chair must submit a written response to the faculty member within ten (10) working days of receipt of the request for reconsideration. Copies of the request and the response are placed in the candidate's Tenure/Promotion Review folder before forwarding the materials to the next level of evaluation, and a copy of both documents should also be placed in the candidate's Department personnel folder.

REVIEW: Revisions of this document should be done every three years or on the request of three members of the Tenured Faculty of the Modern Languages and Literatures Department.

APPENDIX I

Format of Tenure/Promotion Review Folders

The University has a standard format for the presentation of Tenure/Promotion Review folders. The Department Chair can provide a copy of this format upon request.

Candidates may wish to include additional relevant information/documentation beyond that required by the University. Candidates are encouraged to consult senior faculty and the Department Chair about the contents and organization of the Candidate's Tenure/Review folder before the deadline for submission of the folder to the Department Chair.

The College of Arts and Humanities requires that candidates include a Professional Growth Plan in their annual Tenure/Review folder. This Plan should lay out, year by year, the candidate's goals in the area of Teaching, Professional Achievement, and Service. The Plan should be developed in consultation with the Department Chair. The Professional Growth Plan provides both the Candidate and the Department with a clearer understanding of what the candidate needs to accomplish in order to be considered for tenure.