



Department of English and Modern Languages

Criteria for Tenure and Promotion to Associate Professor

Candidates for tenure in the Department of English and Modern Languages must consult and follow the requirements set forth in the Lamar University MAPP 02.02.27 (Tenure and Promotion of Tenure-track and Tenured Non-library Faculty). Following are additional guidelines. This document further details the opportunities and expectations for tenure candidates in the three areas of teaching effectiveness; research, scholarship, and creative endeavors; and service.

Faculty applying for promotion to the rank of Associate Professor in the Department of English and Modern Languages must have completed a terminal degree from a regionally accredited institution and must have served a minimum of five years of full-time service as Assistant Professor. As per LU policy, the Provost can grant newly-hired faculty members up to three years of credible service, and that credible service shall be considered for promotion and tenure requirements

During this time, the candidate must have demonstrated accomplishments in teaching effectiveness and scholarly or creative research and publication. Additionally, the candidate must have shown a record of participation in department, college, and university service.

I. Effectiveness as a Teacher

A successful candidate for tenure must be an effective, conscientious, and dedicated teacher. The candidate must demonstrate up-to-date knowledge of his or her field, sufficient coverage of course content, good planning and organization of courses, and good relationships with students. Regarding service-oriented activities such as advising, mentoring, supervising, and sponsoring of student organizations, not all candidates are assigned advising or have the opportunity to sponsor student organizations or mentor students. Achievements in this category, although desirable, are not among the minimum requirements for tenure.

Teaching effectiveness is expected of a successful candidate for promotion to the rank of Associate Professor. Evidence of teaching effectiveness may be supported by but not necessarily limited to:

- a. Course and instructor evaluations from students, which indicate successful delivery of course content in whatever modality the course is taught in. Official Lamar student evaluations should consistently illustrate scores that meet or exceed the departmental average.

- b. Evaluations from peers, which note the faculty member's apparent expertise in the course content being delivered during observation and also speak to the faculty member's effectiveness in assessing students' understanding of the material.
- c. Professional recognition (grants, awards, nominations, letters of commendation)
- d. Thesis directorship
- e. Thesis committee membership
- f. Directorship of MA exam committees
- g. Membership on MA exam committees
- h. Membership on the graduate faculty
- i. Teaching a range of courses, experimentation and innovation, contributions to curriculum development (where appropriate)
- j. Examples of course syllabi and instructional materials (one from each distinct course taught per year).
- k. Peer evaluations based on classroom observation (at least one conducted per year, as coordinated by the chair or the Center for Teaching and Learning Enhancement at Lamar).
- l. Evaluations by the department chair and dean (from F2.08)
- m. Testimonials from present and/or former students, if available, which speak positively to the faculty member's ability to effectively deliver course content and engage students.
- n. Awards and citations for excellence in teaching, if applicable.
- o. Innovation through the use of pedagogical materials or resources for classroom use.
- p. Participation in professional development and/or implementing new pedagogy after consulting student, peer, and chair evaluation and observation.
- q. Regarding directorship or membership on thesis and MA exam committees, a faculty member seeking tenure should seek to direct or serve on a minimum of three thesis committees or MA exam committees (i.e. a candidate for tenure could serve on two committees and direct one, serve as a member on all three, etc.).

II. Research, Scholarship, and Creative Endeavors

This department includes representatives of a wide variety of disciplines, so achievements in this category are quite varied. Faculty members may earn recognition for tenure through publications, presentations, grants, or other achievements in such areas as technical writing, language pedagogy, artistic or technical translation, theater arts, creative writing, and popular culture studies as well as traditional academic scholarship in linguistics, literature, and philosophy.

A successful candidate for tenure may be viewed as still in the early phase of his or her development in this area. At this stage, it is appropriate to consider work in progress and evidence of potential future development. A successful candidate for tenure must have several completed achievements in the category of research, scholarship, and/or creative endeavors, and must demonstrate potential for future accomplishments. For more details concerning types of progress in this category, please see the groupings under the five tiers, explained below.

Scholarly or creative research and publication are expected of a candidate applying for promotion to the rank of associate professor. These accomplishments should consist of:

- a. At least one book-length work under Tier 1 OR three to five shorter works under Tier 2. For creative writing, one book-length work OR three to five short stories/ten to fifteen poems are the equivalent.
- b. Production in Tiers 3 and 4 on a yearly basis OR substantial progress on Tier 1 projects as demonstrated by drafts and documentation.

Tier 1: Peer-reviewed books, including monographs, anthologies, edited volumes, editions, books of poetry and prose, translations, and textbooks. Books in this category must be peer-reviewed and proceed from a publisher recognized in the field. A book contract with the initial full draft of the manuscript completed will count as a book toward tenure.

Tier 2: Peer-reviewed shorter works, including journal articles, book chapters, chapbooks, essays, multi-media publications, large grants, and the editing of special journal issues. As above, these publications must be peer reviewed.

Tier 3: Creating and presenting creative or scholarly work at professional conferences, symposia, and forums. Externally invited lectures also qualify for this category.

Tier 4: Publications that are not peer-reviewed including reviews, entries, and personal digital authorship. Serving as an editor, external reviewer, consultant, panelist, or expert qualify under this category. Writing program administration and/or special recognition for scholarly or creative work may also qualify here.

Tier 5: Active membership in professional organizations, including offices held, meetings attended, sections chaired, and conferences developed and held.

Supporting evidence in the areas of research, scholarship, and creative endeavors should address the following wherever applicable to the candidates' achievements in this area:

1. Authorship and/or editorship of published books and journals; co-authorship and/or co-editorship of published books and journals; authorship of published articles, translations, electronic media, and creative works.
2. Evidence of the quality of research and/or creative work (reference status of publication, awards, citations, testimonials from editors or research directors, etc.)
3. Evaluation of the quality of publications and scholarly productivity.
4. Awards, scholarships, fellowships, honors, and research grants received.

5. List of funded research and scholarly activities by title, funding source, amount, and period of funding.
6. Complete bibliography of all research, creative, and scholarly activities.

III. Service

Building a record of participation in department and college service is important for a candidate applying for a promotion to the rank of Associate Professor. Evidence of participation may be supported by but not necessarily limited to:

- a. Chairing committees at department and college levels
- b. Participating on department and college committees
- c. Advising of undergraduate and graduate students

Successful candidates for tenure and promotion to Associate Professor must present evidence of significant professional service. They must have served on several departmental and college committees. Documented support for service at various levels may come from the following:

1. Evidence of strong contribution toward achievement of departmental goals, including assessment, course development, course descriptions, and textbook selection.
2. Evidence and evaluations of public and university service (representing the university as consultant, chairing or serving on committees, holding elected positions of university service, etc.)
3. Evidence of student mentorship (directed-studies courses, career assistance, etc.)
4. Active membership in professional organizations, including offices held, meetings attended, sections chaired.
5. Evidence of professional development.

Criteria for Promotion to Professor

Faculty applying for promotion to the rank of Professor in the Department of English and Modern Languages must have completed a terminal degree from a regionally accredited institution. MAPP 02.02.27 offers guidance concerning how many years of full-time employment beyond the granting of tenure are required before standing for the rank of Professor. During this time, the candidate must have demonstrated accomplishments in the following areas: teaching effectiveness; scholarly or creative research and publication; department, college, and university service.

1. **Teaching.** Superior teaching effectiveness is expected of a candidate applying for promotion to the rank of professor. Evidence of superior teaching effectiveness may be supported by but is not necessarily limited to:
 - a. Course and instructor evaluations from students, which indicate successful delivery of course content in whatever modality the course is taught in. Official Lamar student evaluations should consistently illustrate scores that meet or exceed the departmental average.
 - b. Evaluations from peers, which note the faculty member's apparent expertise in the course content being delivered during observation and also speak to the faculty member's effectiveness in assessing students' understanding of the material.
 - c. Professional recognition (grants, awards, nominations, letters of recommendation)
 - d. Thesis directorship
 - e. Thesis committee membership
 - f. Membership on the graduate faculty
 - g. Contributions to curriculum development
 - h. Teaching a range of courses where appropriate
 - i. Leadership in the area of teaching as evidenced by involvement in assessment and curriculum development

2. **Research and Creative Activity.** Significant ongoing scholarly or creative research and publication are expected of a candidate applying for promotion to the rank of Professor. These accomplishments should consist of:
 - a. At least one book-length work under Tier 1 OR four to six shorter works under Tier 2. For creative writing, one book-length work OR four to six short stories/fifteen to twenty poems are the equivalent.
 - b. Production in Tiers 3 and 4 on a yearly basis OR substantial progress on Tier 1 projects as demonstrated by drafts and documentation.
 - c. Evidence of leadership in the area(s) of the faculty member's scholarly expertise as evidenced by citations of the faculty member's work as well as, where appropriate, an

indication of the impact factor of the journals in which the faculty member's work appears.

3. **Service.** Extensive participation and leadership in department, college, and university affairs is expected of a candidate applying for promotion to the rank of Professor. Evidence of active participation may be supported by but not necessarily limited to:
 - a. Chairing committees at department, college, and university levels
 - b. Participating on department, college, and university committees
 - c. Sponsoring student organizations
 - d. Organizing or hosting scholarly or creative events
 - e. Holding office in a professional organization
 - f. Mentoring within local schools or the community
 - g. Serving on boards that advance the university's mission within the community
 - h. Illustrating leadership within the institution but also more widely in the faculty member's field: chairing committees, sponsoring organizations, participating actively in professional organizations.