Tenure and Promotion Guidelines
Department of Foreign Languages and Literatures
University of Southern Mississippi

2017

The purpose of this document is to adapt the criteria for promotion and tenure outlined in the University Faculty Handbook for the Department of Foreign Languages and Literatures (DFLL). The guidelines presented here are intended to assist the DFLL in evaluating candidates, to clarify for candidates the expectations of the DFLL, and to help those outside the DFLL understand its standards.

The reader should bear in mind that, as currently constituted, the tenured faculty of the DFLL represent diverse academic fields (Classics, French, German, Spanish, and Second Language Acquisition and Teaching, including Teaching English to Speakers of Other Languages), each with different methods of scholarly inquiry and different needs in terms of research, teaching, and service. The DFLL thus expects that some variations will be present in each candidate's record of contributions and presentation of evidence.

It is expected that candidates will have shown themselves to be supportive, cooperative, TRhere -**TD [(T)j**
purpose of this review is to enable the candidate to identify possible weaknesses in his or her teaching, research, service, and collegiality record well in advance of the tenure decision so that he or she may have the opportunity to address any deficiencies.

A negative decision indicates that the candidate has not made sufficient progress toward tenure/promotion. These cases may include a record of negligence in fulfilling his or her duties as a teacher, substantiation of unprofessional behavior, or insufficient evidence of a research agenda. However, a lack of articles accepted for publication does not in itself constitute grounds for a negative decision, provided the DFLL remains confident of the candidate's scholarly potential and the candidate continues to make demonstrable progress in high quality scholarship.

II. Tenure

Tenure represents a qualified assurance of continued employment and as such it should be granted only to candidates who have established an appropriate record of professional accomplishments and who are likely to continue to be a valuable asset to the DFLL and the university in fulfilling their respective missions. To a greater degree than in promotion decisions, tenure decisions are 1) forward-looking, in the sense that they reflect judgments about a candidate's expected future contributions, and 2) require assessing the totality of a candidate's performance to date. In light of these differences, promotion in rank does not necessarily imply that one merits tenure. Tenure decisions are based on patterns of teaching excellence, sustained research accomplishments, and service activity as well as collegiality. Therefore, all documentation provided in applications for tenure should be cumulative, covering the time period applicable toward tenure. Refer to the Provost's website at http://www.usm.edu/provost for information regarding the structure and components of a dossier for tenure.

A. Teaching

As a department with a large number of service courses, smaller classes which require constant student-teacher interaction, a wide variety of course formats (traditional, online, hybrid, study abroad, etc.), and a master's program that focuses on the teaching of languages, teaching is at the core of the department's endeavors. The DFLL thus expects clear evidence of consistently high quality instruction at all levels of a candidate's teaching responsibilities as shown by student evaluations and other institutionally recognized evidence, plus two or more of the following:

- the creation of new courses
- the redesign of existing courses
- evidence of innovation in teaching
- evidence of a wide range of courses taught
- peer teaching evaluations
- teaching awards and other forms of public recognition
- directing or participating in independent student work (such as theses and independent study courses)
- participation in teaching workshops and the accomplishments of current and former students.

The candidate must demonstrate that he or she takes teaching responsibilities seriously and is accessible, respectful, conscientious, and fair in working with students. Although student evaluations often are the most widely cited measure of teaching effectiveness, the DFLL recognizes that they are only part of a larger picture. Student evaluations may be affected by factors other than the quality of instruction and should be used in concert with other evidence of teaching quality cited above. In addition, candidates should display a willingness to agree to teaching assignments (to team teach, to teach specific courses, to prepare new courses, or teach in needed format) as appropriate to the faculty member's experience/expertise

B. Research

Within the Department of Foreign Languages and Literatures, it is expected that faculty members with tenure or on a tenure track appointment will engage in research and scholarly activity related to the mission of the department. Expectations in the domain of research include evidence of ongoing, sustained efforts as appropriate for the nature of the endeavor(s) and the situation of the faculty member vis-à-vis agreed upon teaching assignments and extraordinary service obligations. The DFLL does not expect a candidate for tenure to produce a monograph but it does expect a steady production of major scholarship (peer-reviewed articles or book chapters, funded grants, obtaining external funding, published translations, etc.). In tenure considerations we seek evidence that the candidate is capable of publishing work throughout his or her career, and that he or she eventually will go beyond the dissertation topic. A specific number of publications is not required for tenure, but the DFLL would expect a tenurable portfolio to include at least three substantive articles of original scholarship published in peer-reviewed academic journals or an equivalent combination of major scholarship, plus two or three professional presentations at national or international conferences. Work that has been accepted for publication at the time of tenure/promotion review does not carry the same weight as published works, since this process, in contrast with annual reviews, evaluates achievement rather than progress or potential. However, work in press at the time of review may be given equal merit if verifiable evidence of forthcoming publication can be provided (publication date, article proofs, etc.).

We recognize that DFLL faculty may contribute to scholarship in their fields in a variety of ways. Apart from peer-reviewed articles in academic journals, the DFLL recognizes other forms of major scholarship such as peer-reviewed book chapters, edited anthologies, textbooks or other published pedagogical resources, translations, and external funding. Other publications such as book reviews, encyclopedia entries, solicited publications, or non-reviewed publications may be used to further strengthen a candidate's overall record of scholarship.

In Foreign Languages and Literatures, joint authorships are usually as important as sole authorships. In most instances, there is no senior/junior or primary/secondary author relationship. Also, while academic journal articles are generally more highly regarded than published selected conference proceedings, the refereeing in the latter can be just as selective as that in journals. It is the responsibility of the candidate to demonstrate the

quality of his or her work. Quality can be indicated in a number of ways. These may include publication in a prestigious journal, blind review process, number of reviewers, journal acceptance rates, academic affiliations of peers published in the same issue, published reviews of the candidate's work, inclusion of the candidate's work as a course component outside of USM, and citations of the candidate's arguments which indicate that his or her work has played a role in shaping the course of scholarly discussion and debate. For electronic publications, documentation of the review process is particularly critical. The quality of electronic publications may additionally be judged by such factors as the reputation of the sponsoring institution and substance of manuscript. On a more subjective level, the DFLL may support a candidate's work on the basis of its originality, insight, and/or treatment of important and substantive issues.

C. Service

The DFLL has a longstanding tradition of mentorship and service. Active service on DFLL committees is an integral part of tenure-track appointments. The DFLL makes every effort to limit service demands placed on tenure-track faculty during the first two years of appointment to encourage successful research agenda. After the second year, tenure-

- Consultant
- Board member
- Other (specify)

Documentation of professionally-related service to the profession may include:

- Service related to a professional conference as facilitator or session chair, paper reviewer, program committee, keynote address, Workshop/training session, or other (specify, such as committee member or committee chair)

- Service related to a professional organization as officer, board member, other