

**Department of
Modern Languages and Literatures**
(Prepared by Judy Berry-Bravo, Chairperson)

PROMOTION GUIDELINES

The faculty member should review and understand the content of the PSU Faculty Handbook, the PSU/KNEA Contract, and The Core of Academe.

To be considered for promotion in this department, a faculty member must demonstrate the ability to meet levels of achievement as a productive member of the academic community that are appropriate, in the judgment of the Departmental and University evaluators, for promotion to the next higher academic rank. Professional levels of achievement in teaching, scholarship, and service are required. One of the three areas must be selected for demonstration of excellence in the nomination process.

In addition, the faculty member must meet the following general requirements of eligibility for promotion:

1. Document adequate years of service. The faculty member should be in at least the fifth year of service to request promotion to associate professor. On an annual basis, the university publishes a list of eligible faculty who may apply the following year. This list is available near the end of the academic year prior to the year in which faculty members are eligible to apply for promotion.
2. Meet criteria cited in the most recent PSU/KNEA Agreement.
3. Show growth and accomplishment in teaching, scholarship, and service that are appropriate for promotion to the next higher academic rank.
4. Achieve annual ratings of Meritorious in the chosen area of excellence, i.e., either teaching, scholarship or service.
5. Demonstrate collegiality that contributes to the successful completion of departmental goals and maintains the academic integrity of the unit.

PROCEDURE

1. Indicate to the chairperson, within the appropriate time frame for eligibility, the desire to be considered for promotion.
2. Meet published deadline for initial submission of dossier to the chairperson. The dossier model provided by the Vice President of Academic Affairs should be followed.

AREAS OF EXCELLENCE

The candidate for promotion must demonstrate excellence in at least one of the three areas of teaching, scholarship or service, with professional accomplishments in the other two. The qualitative evaluations of excellence and professional accomplishments are relative to the next higher rank and they are the professional judgments of the faculty and administrative evaluators. The following criteria are intended to give guidance to the candidate as to the kinds of activities that should be reported.

TEACHING

1. Carry out classroom teaching assignments, keep regular office hours, and fulfill assigned advising duties. This is expected of every faculty member and is not considered as a contribution toward exceptional work or teaching.
2. Clearly demonstrate teaching effectiveness as well as dedication to teaching. Documentation of Excellence in Teaching requires that course evaluations be done for all courses and that results be submitted.
3. Demonstrate effectiveness as an advisor. The knowledge of departmental programs and departmental and university requirements is essential. A summary of student evaluations of advisement must be included.
4. Contribute significantly to departmental planning. This includes, for example, course revisions, curriculum development, seeking funding that focuses on curriculum and learning enhancement, identification of practicum and/or internship possibilities, and development of student recruitment and retention strategies.
5. Create a learning environment for students that supports learning, creative solutions to problems, and positive growth in the process of developing appropriate skills in one's particular area of teaching.
6. Establish a record of self-development that demonstrates continuing growth in teaching. This includes, for example, demonstrated participation in professional meetings focused on teaching, development and implementation of new teaching strategies, and study of literature in the area of teaching.
7. Show teaching competence through the preparation and use of instructional media and/or through experimentation with other innovative methods and techniques.

SCHOLARSHIP

1. Remain active as a scholar, engaging in organized research projects to enhance the knowledge base in one's specialization by creating new interpretations or reassessing extant interpretations.

2. Remain active professionally through participation in international, national, state, and local professional meetings and seminars.
3. Deliver peer reviewed presentations at international, national, state, and local professional meetings.
4. Publish in recognized journals within the field. Contributions to the enhancement of the knowledge base of one's specialization are the norm. Off campus peer review and dissemination will be important considerations in the assessment of these accomplishments.
5. Disseminate scholarly work through the preparation and submission of textbooks or monographs.
6. Maintain an active research agenda through gathering and analyzing data, seeking funding, and development of manuscripts or other mechanisms of report of data.
7. Gain recognition beyond the university for contributions to the field.

SERVICE

1. Provide evidence of involvement in discipline-related service and university-wide service such as workshops, consultation and/or technical support for other programs or guest speaker for other classes.
2. Participate in governance of the department and university through committee membership, assistance with special projects and participation in the decision-making process that characterizes shared governance. This includes but is not limited to active membership in Faculty Senate, Teacher Education council, and Curriculum Committees.
3. Participate actively in the recruitment and retention of qualified students. This includes such activities as university and department recruitment events, individual contacts with prospective students, development of recruitment materials, and positive student advisement.
4. Serve as faculty advisor to student organizations as assigned. This requires attendance at organization meetings, reports to chairperson and other faculty members, participation in organization sponsored activities, and individual consultations with organization officers.
5. Demonstrate recognition of professional leadership through expanding roles in professional organizations at local, state, national or international levels.

6. Show recognition of professional ability through invitation to serve in roles such as consultant, presenter, workshop leader, and advisory board member to groups and organizations outside the department and university. Non-credit workshops offered through Continuing Studies may be included.
7. Contribute to the mutually supportive atmosphere already established by the faculty of the department. Assist in assuring the satisfactory completion of various projects undertaken by the department.

This document, Promotion Guidelines, developed as the departmentally specific guidelines for the Department of Modern Languages and Literatures on March 6, 2007, is approved.

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Chairperson, Department of Modern Languages
and Literatures

Date

Lynette Olson
Dean, College of Arts and Sciences

Date

Steven A. Scott
Vice-President for Academic Affairs

Date