

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

TENURE 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 recommended for tenure in the Department, a faculty member must demonstrate during her/his probationary period the ability to meet levels of achievement as a productive member of the academic community that are appropriate to her/his rank. Achievement in teaching, scholarship, and service are required.

EXCELLENCE IN TEACHING

During the probationary period, the faculty member must demonstrate ability to meet levels of achievement in the following areas:

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. Course evaluations must be done and submitted for all courses.
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 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 demonstrated participation in professional meetings focused on teaching, development and implementation of new teaching strategies, and study of literature in the area of teaching.

EXCELLENCE IN SCHOLARSHIP

1. Remain active as a scholar, engaging in organized research projects to enhance the knowledge base in one's specialization, creating new interpretations or reassessing extant interpretations.
2. Remain active professionally through participation in international, national or state professional meetings and seminars.
3. Make presentations at professional meetings at international, national or state levels.
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. Maintain an active research agenda through gathering and analyzing data, seeking funding, and development of manuscripts or other mechanisms of report of data.

EXCELLENCE IN 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 consultation with organization officers.
5. Assume an active role in professional organizations at local, state, and national or international levels.
6. Serve in roles such as consultant, presenter, workshop leader, and advisory board member to groups and organizations outside the department and university.

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.

EVALUATION

To apply for tenure, a candidate must submit a portfolio that contains but is not limited to summaries of her/his annual performance reports.

To receive a positive recommendation for tenure, candidates must provide documentation of teaching effectiveness, sustained and directed scholarly achievement, and service to the university, the profession and the community that are of such recognizable merit as to justify the status and commitment of a continuing appointment in the professional judgments of the evaluators.

Teaching Effectiveness. Documentation must include:

- 1) Course evaluations for all courses taught throughout the probationary period and other evidence of successful direct involvement with students throughout the probationary period.
- 2) Summary of student evaluations of advisement.
- 3) Materials related to course preparations and revisions, as well as instructional materials, handouts, syllabi, tests, or major assignments that would provide a picture of the candidate's present approach to teaching and pedagogy as well as to the candidate's ongoing development as a teacher.
- 4) Other evidence the candidate feels demonstrates her/his teaching effectiveness. This may include but not be limited to professional development activities or presentations that have a direct, immediate impact on pedagogy and teaching beyond the boundaries of PSU, solicited or unsolicited peer evaluations, professional recognition of teaching excellence, evidence of active recruitment, or initiatives to improve retention of students.

Scholarly Accomplishment. The candidate must provide a record of sustained accomplishment and should show promise for future contributions that will be meaningful to the Department.

- 1) The candidate is expected to be active in professional organizations by attending professional meetings annually at the state, national or international level (pending partial or full funding from the University).
- 2) Candidates must provide a record of sustained accomplishment. This may be demonstrated through publications, presentations, progress in large research projects,

and/or other activities in the field such as editorial work, critical studies, software development, or technological applications that are recognized in our profession as important contributions to the field. Off campus peer review and dissemination will be important considerations in the assessment of these accomplishments.

Service to the Community and the Profession. The candidate must show an active, sustained record of participation as well as interest in her/his profession and in Pittsburg State University.

- 1) Candidates may demonstrate their service by membership on departmental or university committees, involvement in special projects that serve the Department or the University as a whole, and consistent participation in the governance of the Department.
- 2) A sustained record of service may also include activities that support area teachers of modern languages and literatures and their programs, outreach programs, active recruitment, and participation in supporting and sustaining our profession.
- 3) Participation in civic groups and other community service that promote Pittsburg State University and the Department enhance a candidate's dossier.
- 4) If it is unclear to the candidate whether an activity should be listed under "Service" or one of the other two categories, s/he should select the area that s/he believes best reflects its nature or purpose. If an activity clearly applies to more than one of the three categories, the candidate will so note.

PROBATIONARY PERIOD PROCEDURES

(Please refer to the Agreement between PSU and PSU/KNEA for full detail.)

In order to assure that an evaluation standard is evenly and fairly administered, the Chairperson will make a tenure recommendation separate from and independent of the recommendation made by the departmental tenure committee, which is comprised of all tenured faculty in the department. Additionally, by statute the Chairperson has the obligation to keep the candidate informed as to progress toward tenure:

- 1) Letter from Chairperson to Candidate regarding progress toward tenure, end of second academic year. For Associate Professors and Professors, this letter is prepared at the end of the first year.
- 2) For Assistant Professors, Third and Fourth Years: Focus on issues or concerns raised in second-year letter from Chairperson; discontinuation requires one-year notice.
- 3) For Assistant Professors, Fifth Year: Final Year of Probationary period. Candidate applies for tenure in the Fall. Tenure recommendation is made to the Board of Regents in the Spring. If unsuccessful, the Candidate is given a sixth and final year of employment at PSU. During the fifth year, the faculty member should be eligible for promotion.

4) Sixth Year: Fully tenured.

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

Judy A. Berry-Bravo
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