University of Oklahoma

DEPARTMENT OF MODERN LANGUAGES, LITERATURES AND LINGUISTICS

Criteria for Merit Increases, Tenure and Promotion

The Department of Modern Languages, Literatures and Linguistics affirms its commitment to excellence in teaching and research and acknowledges the desirability of its members’ involvement in departmental, college, university and professional service. For the purpose of evaluation, teaching and research are more heavily weighted than service. At present the average teaching load in the Department of MLLL is five courses per year. For merit increases, tenure and promotion the Department evaluates the activities of its members according to a weighted scale. For tenured and tenure-track faculty the scale is as follows:

40% Teaching
40% Research
20% Service

Alternative distributions may be negotiated by tenured faculty and implemented contingent on availability of resources and approval of the Chair and Committee A, the tenured faculty of the relevant section of the Department, and the Dean. Alternative distributions are intended to reflect the faculty member’s particular talents and interests. As a rule, all three areas of activity will be involved. In no circumstances will more than 60% be allotted to one area, or less than 10%. Once negotiated, the agreement will be valid until further notice. It is also possible to negotiate short-term changes to accommodate particular circumstances (the organization of a conference, election to particularly active committees, a crucial phase in a research project, etc.). The conditions of any evaluation formula will be confirmed in writing and signed by the Chair and the faculty member concerned.

I. DEFINITION OF CRITERIA

A. Teaching

In their teaching, faculty members should demonstrate that they are current in their research.
As a general rule, teaching responsibilities may include the following elements, listed in no particular order:

— Independent study.
— Development of new courses.
— Coordination of sections of the same course.
— Direction of master’s theses and doctoral dissertations.
— Service on master’s and doctoral committees.
— Direction of honors research.
— Supervision of graduate assistants is regarded as both teaching and service, the respective percentages to be specified in a letter of appointment or other formal agreement.
— Supervision and advising of student teachers.
— Undergraduate and graduate advising.
— Participation in interdisciplinary courses or programs.

Additionally, other activities such as supervising or teaching in summer programs may be considered under the category of teaching, for evaluation purposes.

As many sources as possible will be used by the Chair and Committee A to obtain data upon which to base an evaluation. Such sources may include, but are not limited to the following, listed in no particular order:

— University and departmental evaluations by students.
— Letters from students.
— Letters from colleagues outside the department or from other institutions with knowledge of the faculty member’s teaching.
— Peer evaluations based on class visitation by the Chair or other tenured faculty members designated by the Chair.
— Syllabi and tests used in courses.
— The faculty member’s own evaluation of a course.
— Other material deemed relevant by the Chair and Committee A.

B. Research, scholarship and creative activity

The Department evaluates research in literature, cultural studies, linguistics and pedagogy. Cultural studies may include such areas as film studies, gender studies, ethnic studies, media studies and the study of popular culture. For purposes of tenure and promotion, evaluations to determine quality and active engagement in the area of research are based on the faculty member’s peer-reviewed, published scholarly research. Active engagement in research and consistent publication are required for regular membership of the Graduate Faculty.
For the purposes of the annual evaluation, the Department also evaluates creative writing and other forms of creative activity. However, for the purposes of tenure and promotion, there is no substitute for the publication of peer-reviewed scholarly research.

**Annual Evaluations and the Third-Year Review**

Annual evaluations consist of internal assessment by the Chair and Committee A. In the third year of the probationary period for tenure-track faculty as well as for the purposes of tenure and promotion, the faculty member’s publications will be submitted to outside scholars for assessment. The candidate for third-year review will submit a list of four names for approval. The Chair, in collaboration with Committee A, will select two names from the candidate’s list.

**Tenure Review**

The candidate for tenure and promotion will submit a list of names for approval. The Chair, in collaboration with Committee A, will select names from the candidate’s list and provide an additional set of reviewers. Candidate-supplied names will not comprise more than half of the final list. College guidelines require that the Dean’s office approve the review list before the department contacts the reviewers. At this point the department proposes the list of reviewers to the Dean’s office. Once approval has been received from the Dean’s office, it is the Chair’s responsibility to contact all external reviewers according to the guidelines specified by the Dean and the Provost.

Published and formally accepted work is regarded as the prime material to be evaluated. Documented work-in-progress is taken into account as an indication of research/creative activity and it is evaluated as evidence of ongoing research. In all cases, the responsibility lies with the faculty member to provide the Chair and Committee A with sufficient information to evaluate her/his research.

**Research and scholarship include the following:**

—Books, monographs and critical textual editions with a substantial scholarly apparatus published by reputable publishing houses, such as university presses and monograph series with editorial boards.
—Editions, textbooks, critical translations and exhibition catalogs.
—Articles in refereed print and online journals.
—Chapters in books, collections of essays and Festschriften.
—Refereed scholarship published in digital media such as on a CD.
—Papers published in conference proceedings. A distinction will be made between selected and non-selected conference proceedings.
—Primary editorship of journals.
—Other publications, such as interviews, bibliographies and encyclopedia entries.
—Book reviews. A distinction will be made between summary reviews and critical reviews. Longer reviews will be considered as articles.
—Papers read at scholarly conferences.
—Funded grant proposals, the amount and nature of which will be taken into account.

C. Service

Service is determined in relation to the academic profession and to the department, college and university.

Professional Service

Faculty are urged to participate in professional organizations and activities within their field at the local, regional, national and international levels. Specific examples of professional service include:

—Holding offices in professional organizations.
—Participation in community, state and national organizations or endeavors that benefit from one’s professional expertise.
—Talks or lectures given before the wider community (as distinguished from conference papers or scholarly presentations given to specialist audiences).
—Workshops, organization of conference sections and participation in panel discussions.
—Review of grant applications.
—Professional academic editorial responsibilities, including reviewing articles and manuscripts for publication.
—Serving as a referee for tenure and promotion cases.

Departmental, College and University Service

This consists of activities through which the faculty member contributes to the governance and development of the University in councils, committees and other advisory groups at departmental, college and university levels. Examples include:

—University or college committees such as the Faculty Senate, the Campus Tenure Committee, the College Executive Committee and the Academic Programs Council.
—Departmental Committees, such as Committee A, the Departmental Committee, the Graduate Studies Committee and search committees.
—Supervision of summer programs. If teaching is involved, this activity may be evaluated partly as teaching, as indicated above.
—Supervision of graduate assistants is regarded both as teaching and service, the respective percentages to be specified in a letter of appointment or other formal agreement.
—Sponsorship of student organizations and of other activities that relate to the mission of the department.

II. APPLICATION OF CRITERIA

A. Annual Faculty Evaluations and Merit Increases

Recommendations for merit and salary increases are based on the annual evaluation of the faculty member according to the distributions and criteria defined above.

B. Tenure and Promotion to Associate Professor

In order to be recommended for tenure and promotion to the rank of associate professor, a faculty member should have substantial achievements in all three of the areas defined above, with particular emphasis on teaching and research. In general, for tenure and promotion to the rank of associate professor a record of published research is expected. In most cases, a book-length monograph or the equivalent in refereed articles will be required for promotion to the rank of associate professor with tenure. The candidate is also expected to show evidence of ongoing research.

The procedures for granting tenure and promotion to the rank of associate professor are defined in the Faculty Handbook and the Provost’s guidelines issued annually. It is the duty of the Chair, Committee A, and the candidate to familiarize themselves with these documents. The annual letters of assessment of progress toward tenure will be used to evaluate the three areas of teaching, research and service and to indicate any causes for concern and suggestions for improvement. Outside evaluators designated by the Chair, Committee A and specialists in the area will be asked to assess the quality of the faculty member’s research. Tenure-track faculty are also urged to consult periodically with the Chair on tenure and promotion matters.

C. Promotion to Professor

Consideration of a faculty member for promotion may be initiated by Committee A or the Chair at the request of the individual faculty member. Faculty members wishing to be considered for promotion should contact the Chair. In addition, the Chair and Committee A shall consider each spring whether they wish to nominate one or more faculty members for promotion. Procedures for promotion to the rank of professor are also outlined in the Faculty Handbook and in the Provost’s annual guidelines.

The candidate for the promotion to the rank of professor is expected to have made a substantial contribution to scholarship since promotion to the rank of associate professor. This contribution will be confirmed by outstanding scholars
in the profession. It should be noted that the quality of research is more important than quantity. Excellence in teaching and in service will also be expected for promotion to the rank of professor. In addition to scholarship, faculty members may also present as indications of significant progress: evidence of excellence in teaching (such as outstanding student teacher evaluations, teaching awards and honors), significant grants and awards (such as Fulbright, National Endowment for the Humanities, Danforth, Mellon and Regents' awards), invited lectures, and an ongoing contribution to the mission of the university.
MEMORANDUM

TO: Helga Madland, Department of Modern Languages, Literatures, and Linguistics
FROM: Nancy L. Mergler, Senior Vice President and Provost
DATE: January 26, 2005
SUBJECT: Department of Modern Languages, Literatures and Linguistics
Criteria for Merit Increases, Tenure and Promotion

I am pleased to approve the department's "Criteria for Merit Increases, Tenure and Promotion policies as approved by the department faculty on April 8, 2004.

Periodic revision of these guidelines is an arduous but important task. I extend thanks to everyone in the department who contributed to the process.

NLM/gmh

cc: Dean Paul Bell
    Connie Hamilton
TO: Nancy L. Mergler  
Senior Vice President and Provost

FROM: Paul B. Bell, Jr.  
Dean

DATE: April 14, 2004

SUBJ: Department of Modern Languages, Literatures and Linguistics  
Criteria for Merit Increases, Tenure and Promotion

I have reviewed the attached "Criteria for Merit Increases, Tenure and Promotion" policies for the Department of Modern Languages, Literatures and Linguistics and am forwarding them to you with the recommendation that they be approved as a revision to the departmental personnel policies. Please feel free to contact me if you have any questions.

PBB: so  
Attachment

cc: Helga Madland  
Edward Sankowski