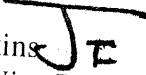


November 7, 2006

MEMORANDUM

TO: Christina Guenther
GREAL

FROM: John W. Folkins 
Provost and Vice President for Academic Affairs

RE: Updates to Promotion and Tenure Document

Your recent revision to your unit's promotion and tenure document has been reviewed and approved at all levels. This represents a significant step forward for the University, as it creates an unambiguous standard for the recognition of engaged activities. Although all agree that engagement with community partners is not necessary for successful fulfillment of faculty duties in teaching, research, and service, the revision of the promotion and tenure documents opens the door to allow, recognize, and encourage faculty to engage with community partners in all their scholarly undertakings.

C: D. Nieman
D. Madigan

community engagement projects; evidence from education abroad development and involvement; internship development and mentoring; undergraduate and/or graduate course development, and teaching awards or other distinctions; co-curricular activities directly related to the curriculum; and written statements from colleagues, students, and others.

5. Evaluation of Research or Creative Work

Significant contributions to the knowledge base or the creative practice of one's discipline are a central responsibility of tenure-track faculty members. Performance indicators for merit, reappointment, promotion, or tenure include publications in scholarly forums and presentations at scholarly meetings; external financial support for scholarly or creative activities; scholarly aspects of assessment of others' research results; editing, reviewing, translating, and any similar activities; involvement in outreach activities and scholarship of engagement. Faculty members should maintain a record of these indicators.

Publications and presentations of original and significant research or creative work are necessary for valid evaluation of a faculty member's accomplishments. The personnel committee and chair shall consider the quality of books, monographs, and publications in peer-reviewed journals or conference proceedings and invited contributions to collections, and conference presentations. "Quality" is gauged by the responses of colleagues in the field and reviewers to publications, pre-publication peer reviews, citations, formal awards or recognitions, invitations to contribute, grant application evaluators' written opinions, and similar indicators. By creative work is meant, for example, literary translation or dramatic staging that would not be possible without related research.

6. Scholarship of Engagement

The department recognizes contributions in what may be termed scholarship of engagement when making merit, reappointment, promotion, and tenure decisions. The scholarship of engagement may include, for example, cooperation with community, commercial, or governmental organizations in language and culture education or cultural history research projects. Publication of the results of the scholarship of engagement in appropriate venues, according to the criteria for publication stated under "5" above, is expected, as are the application for and receipt of grants to support any such projects. The characteristics by which scholarship of engagement is to be evaluated are outlined in the Report of the Standards Committee on the Scholarship of Engagement dated August 1, 2005.

7. Evaluation of Service Effectiveness

Faculty service to the department, college, university, and community is critical to the university's mission. Service falls into three domains: internal affairs and institutional governance; professional contributions to the external community; and contributions to the profession. Faculty seeking merit, tenure, contract renewal, or promotion shall provide evidence of service to the university community and/or to the community and the profession. For faculty seeking tenure or promotion to associate professor, evidence of continuous and active service is required. For faculty seeking promotion to professor, evidence of significant service is required.

a. University Service

Performance indicators include documentation of membership on university committees, councils, special task forces, review teams, and the like; significance and scope of service; evidence of individual responsibilities in the group; leadership positions; testimonials from committee chairs and colleagues and like evidence.

University service may also include administrative positions such as interdisciplinary program director, study abroad program director; department chair, associate dean, or other administrative appointments. Performance indicators include annual evaluations by colleagues and documentation of goals and accomplishments.

b. Community Service

Faculty members support community organizations, projects, and programs with their expertise. For merit, contract renewal, tenure, or promotion, external activities must draw upon a faculty member's expertise and be recognized as significant by the department, college, or university. Examples of service involving expertise are translating or interpreting, speaking on topics related to language and culture and consulting. The faculty member must document service activities.

c. Professional Service

Involvement in professional organizations related to the discipline may be shown by evidence of affiliations with professional associations; service to extramural funding agencies; attendance at professional meetings and conferences; leadership positions in professional associations; professional recognitions; organization of professional conferences, symposia, and the like; and conference sessions organized or moderated.

A faculty member may also submit for consideration other evidence of service that promotes the mission of the department, college, and/or university.

8. Application

For faculty member appointments commencing on or after January 1, 2007, these policies shall apply. For faculty member appointments commencing before that date, these policies shall not apply to the tenure decision or to the next promotion decision, unless the faculty member consents to their application, but will apply to any subsequent promotion decision regardless of the consent of the faculty member.

Approved by the Department of German, Russian, East Asian Languages

Chair *Chris Gauthier* Date *Aug 23, 2006*

Reviewed by the Dean *[Signature]* Date *9-5-06*

concur _____ do not concur for the following reason(s): _____

Reviewed by the Provost/VPAA *[Signature]* Date *11-7-6*

concur _____ do not concur for the following reason(s): _____