

Department of English
Standards for Retention, Tenure, and Promotion

Promotion from Associate to Full Professor

Introduction

We expect that tenure and promotion from Assistant Professor to Associate Professor will normally go hand in hand. Therefore, the standards above for tenure will normally apply for promotion to Associate Professor. A colleague who has met the standards for tenure above will receive our recommendation for promotion to Associate Professor.

The department may consider requests for early promotion without tenure in cases where the faculty member can demonstrate exceptional teaching along with exceptional scholarship and/or service, but may not have a sufficiently long track record of teaching to warrant tenure.

The following sections discuss the standards for promotion from Associate Professor to Full Professor.

Teaching

To earn timely promotion to Full Professor, the faculty member should have earned an overall evaluation of “satisfactory” or better from the department RTP committee. The criteria for promotion to Full Professor is the same as that for tenure and promotion to Associate Professor.

While teaching excellence is always expected of our faculty, we recognize that faculty who are hired or move into predominantly administrative positions will have fewer classes in which to demonstrate their teaching effectiveness. For those faculty whose appointments contain significantly reduced teaching loads, the committee should recognize that the raw number of PTE responses as well as PTE response rates may be low, and that evidence of teaching effectiveness outside the classroom should be considered. Evidence for outside activities might include but are not limited to the following:

- feedback from faculty learning communities and workshops on pedagogy
- design of FLCs and professional development activities
- evidence of mentorship
- feedback from student workers and lecturers under a wider umbrella of mentorship

Faculty also should not be penalized for receiving reassigned time for service or research activities.

Scholarship

To earn timely promotion to Full Professor, the faculty member should maintain an active research program and/or active creative productivity. As a general rule, the expectation for promotion to Full Professor is that the level of scholarly and/or creative productivity should be equivalent to the requirements for tenure.

However, we also recognize that faculty at the Associate level often assume important departmental, college, and university-wide responsibilities (e.g. chairing the department, coordinating a graduate program, leading campus-wide initiatives, undertaking extensive curricular redesigns and projects) that can have an impact on the direction and form of scholarly and/or creative activity. These greater responsibilities in the area of service often coincide with less support for research funding for senior faculty as opposed to junior colleagues. Mid-career and senior faculty therefore cannot be expected to carry on the same level of conference participation and regular research activities as their junior colleagues. While faculty are encouraged to attend and present at conferences to workshop their projects and disseminate their research, such activities are not required for promotion to Full Professor.

Therefore, we normally expect that the colleague seeking promotion to Full Professor can point to two or more instances of peer-reviewed publication (as defined in the “Examples of Publication” section) or equivalent. We note that the publication of a peer-reviewed scholarly book by a recognized and reputable publisher, by itself, meets the standard for promotion to Full Professor. The publication of a chapter in a peer-reviewed scholarly book by a recognized and reputable publisher meets the criteria for one peer-reviewed, refereed publication, as does the editing of a volume for a recognized and reputable publisher. In addition, one of the following may be considered in lieu of one peer-reviewed publication:

- The publication of a significant creative work, such as a chap book, by a recognized and reputable publisher.
- The publication of a longer book review essay or bibliographic essay in a reputable journal.
- Obtaining and managing a research grant from an external funding agency (NEH, California Humanities, etc) of \$5000 or more.

The department may decide to argue against promoting a colleague to Full Professor who does not meet the above standards.

Service

To earn timely promotion to Full Professor, the faculty member should be assuming an additional level of responsibility at the department or university level. To earn timely promotion to Full Professor, the faculty member should have the following:

- A record of student advising and mentoring, which should be described in the narrative. We recognize that faculty in some administrative positions do not have as much contact with students, so mentoring of lecturers, writing center staff, and other faculty should be counted as well.
- A consistent record of at least four instances of departmental service for every year since the previous promotion. This may include conducting lecturer evaluations, participating in assessment activities, participating in the work of an active department committee, organizing a lecture, advising student groups, reading M.A. theses and/or exams, and other activities described in the section on service activities for tenure.

- Three or more instances of service at the college, university, or community level, which may include contributions to the discipline at the local/regional/national level. For these purposes, each year of a single service activity will count as one instance of service, so, for example, three years of service on the Academic Senate will alone fulfill this requirement.
- Included among the count of required service activities should be at least one significant service activity, demonstrating leadership at the department, college, or university level. This can include leading a major initiative in curricular reform, assessment, etc.; serving as a program coordinator or department chair; serving as SMPP coordinator; or chairing an active committee at the college or university level.

Recognizing that some faculty appointments require significant administrative work, and that the demands of departmental service can vary, the department will allow the following substitutions in these service requirements:

- Given the demands of departmental service, additional significant service within the department, as defined in the fourth bullet point above, can substitute for an instance of college, university, or community level service.
- Faculty whose positions include significant college or university-level service may substitute college or university-level service activities for up to two department-level service activities per year.

The department may argue against promoting a faculty member who does not meet these standards.

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5/18/22

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