DEPARTMENT OF ANTHROPOLOGY CRITERIA FOR TENURE AND PROMOTION

Approved by the Provost September 2008

The Academic Senate Tenure and Promotions Policy (F06-241) states that it is the responsibility of the department to establish the department’s expectations for retention, tenure, and promotion consistent with university criteria. This document details expectations for promotion and tenure within the Department of Anthropology.

Academic Background. A Ph.D. in anthropology (or closely related field) is necessary for tenure and promotion in the Department of Anthropology.

Documentation. The candidate should prepare a complete and accurate Working Personnel Action File (WPAF). Documentation in the WPAF should include current curriculum vitae, copies of all course materials including syllabi and student evaluations of teaching effectiveness, copies of publications, outside reviews of work, if any, and a brief statement, arranged by the criteria in this document, which provides the context for evaluating relevant activities, including course preparations, grant and other proposals submitted, and other professional activities. All such documentation shall be assembled and promptly presented to the committee in accord with the university deadlines for preparation and submission of the WPAF. The RTP Committee shall review the candidates’ RTP submission each probationary year.

General Criteria. The university and departmental criteria for promotion and/or tenure are (a) teaching effectiveness, (b) professional achievement and growth, and (c), contributions to campus and community. Candidates for promotion and/or tenure are evaluated on all criteria. The candidate shall be responsible for providing the committee with the appropriate documentation of his/her activities.

1. Teaching Effectiveness
The Department of Anthropology takes teaching effectiveness very seriously. To merit promotion and/or tenure, a candidate must meet standards of excellence in teaching that are normally expected of faculty. The standards and methods for judging teaching are as follows.

(a) Course materials. Syllabi, examinations, reading lists, bibliographies, maps, and other materials are reviewed by the RTP committee as evidence of course and class organization, the level at which the course is taught, and the expectations for student learning.

(b) Student evaluations. Probationary faculty are expected to submit the results of student evaluations of teaching effectiveness for all courses taught each semester. The RTP committee regards these evaluations as important to the performance review because they provide a large representative sample of student response to the candidate’s teaching. Generally scores of below 1.5 on the evaluation questions are the most desirable. Scores between 1.5 and 2.0 are acceptable. Scores of 2.0 or higher suggest a need for
improvement. The size and nature of the class may be considered for comparative purposes.

(c) Signed and dated, written comments by students are taken seriously, but because they usually represent a small sample they are not regarded as highly as classroom evaluations.

(d) Peer Class Observations. Class visitations by fellow faculty members are vital for assessing the level of the instructor’s presentation and expectations. They serve as a check on student evaluations, which can be affected by class demands and by grades. Probationary faculty should have peer observations at least twice per academic year. At least one observation must be by a member of the RTP committee and one by the Department Chair. A written report of the observation will be submitted to the probationary faculty.

(e). Advising and office hours. The candidate must engage in advising and maintain regularly scheduled office hours. Advising activities may include formal advising of culminating experiences and special projects, mentoring, assisting students in identifying professional and academic goals, etc.

(f) Additional activities which will be considered during the evaluation process include:

- new course preparations
- substantial course revision/innovation (including technological innovation)
- active thesis/research project committee member
- curriculum development
- participation in professional development to sustain currency in teaching
- participation in instructional development activities

The final determination of performance will be based on the RTP committee evaluation of the above factors.

For promotion from associate to full professor, candidates should demonstrate continuing efforts to improve their teaching in the abovementioned areas. In addition, they must demonstrate leadership in developing department teaching more broadly by contributing, for example, in:

- mentoring junior faculty through classroom observation and sharing of teaching techniques
- leading program development and evaluation
- ongoing curriculum innovation and development

2. PROFESSIONAL ACHIEVEMENT AND GROWTH

The Department of Anthropology recognizes the diversity within the discipline and the varying opportunities for publication and presentation of research within the sub-fields of anthropology. It is expected that candidates for promotion/tenure conduct research, apply for research grants, and present and publish their research results in appropriate venues, including peer-reviewed journals and academic books. While the department is
committed to quality not quantity, general benchmarks have been established to provide concrete goals to be achieved, although the particular mix of benchmarks will vary between the sub-disciplines. Expectations in the university and in the department in the field of Professional Achievement and Growth are higher than they were in the past. A 9-unit teaching load provides time for research and its presentation. In addition, probationary faculty can apply for compensated release time for professional activities. The usual evidence of professional and scholarly activity is:

(a) *Scholarly Books or Monographs*—published by respected presses in the field, with a standard editorial review process, and reviewed in the appropriate professional journals. Films, videos, CD’s, and similar media works can, if judged by the committee to be original professional productions, be classified under this category as well.

(b) *Articles in refereed journals.*

(c) *Invited articles* in specialist non-refereed (or committee rather than peer reviewed) journals, invited chapters in edited volumes, and *articles (including those published online)* for popular audiences derived from one’s specialization.

(d) *Translated books/edited books.*

(e) *Oral presentation of research to professional meetings and symposia* (ranking here is various and depends upon the stature of the meeting, whether or not it is peer reviewed, competitive submission or an invited presentation, etc.).

(f) *Organization of symposia* or professional gatherings.

(g) *Book and film reviews/encyclopedic entries*

(h) *Reports* to professional newsletters; presentation of preliminary reports on research as mandated by overseeing organizations.

(i) *Recognition of professional achievement* in the form of honors, appointments, and grants.

(j) The *writing of grant proposals*, whether funding results (or results are known at the time of promotion/tenure review) shall also be considered as evidence of Professional Growth and Achievement.

(h) *Curricular innovations* in the discipline

As a general guide on the quantity of professional output the RTP committee might expect, a candidate for promotion to associate professor and tenure should have accomplished the following to achieve a satisfactory rating in this area: published or have accepted for publication one scholarly book in the candidate’s field, or 2 - 3 peer-reviewed articles in the candidate’s field; or completed a film. Alternatively, a candidate might demonstrate a comparable level of scholarly achievement as evidenced by one or two peer-reviewed articles and a combination of the scholarly activities listed in (a) through (e) below:

(a) published chapters in edited books in the field.

(b) presentation of research at a professional audience at least once every other year since the last promotion.

(c) to have made other professional contributions appropriate to the sub discipline of anthropology, such as book or film reviews, official reports, poster sessions, short films, CD’s, videotapes, exhibitions, etc.
(d) submitted reports via electronic or paper newsletters.
(e) to have actively sought outside funding for research as appropriate.

To summarize, approximate benchmarks for tenure and promotion to associate professor would be:

- 2-3 articles published in refereed journals; or
- 3-4 chapters in edited volumes published by a reputable publisher; or
- A scholarly book published by a reputable publisher; or
- A scholarly film; or
- An appropriate combination of published articles and other scholarly activities.

The RTP committee will carefully assess the scholarly quality of publications. As journal quality and the ability to publish in different fields varies considerably, the RTP committee may adjust the number of works published. If substitution or a different number of works is used in the department’s evaluation, the department will make explicit the substitution and reasoning behind the substitution.

For promotion from associate to full professor, candidates should have a significant number of scholarly publications to indicate continued professional growth. Minimally, the candidates should have a book or 3 - 4 refereed journal articles or book chapters.

3. CONTRIBUTIONS TO CAMPUS AND COMMUNITY

Contributions to campus and community are broadly defined as service to university life at a departmental, college and university level. Service to the community involves using one’s professional expertise to provide service at the city, state, national, and/or international level, including participation in professional societies or other professional activities that enhance the university’s relationship to the broader community. These contributions may include:

Campus Service
(a) Special advising roles (graduate or undergraduate coordinator roles)
(b) Service on active departmental committees
(c) Service on active College committees
(d) Service on active University committees
(e) Service on a hiring committee for another department or program
(f) Chairing or directing a committee, program, center, etc.
(g) Sponsoring a student organization
(h) Taking leadership roles (e.g. chairing committees, acting chair, directing a program, etc)

The RTP committee expects that all probationary faculty will do service to the department in the form of committee work, advising, etc. Candidates for promotion to Associate Professor should also have experience on College level committees.
Candidates for promotion to Professor should have, in addition, served on University wide committees, the Academic Senate, or University-wide special groups.

Community Service
Emphasis should be placed on those activities which directly use the academic expertise of the candidate. Evaluation of a candidate’s community service activities will be based on their importance, their relevance to the discipline of anthropology, and to the responsibility and time consumed in such activities. Particular attention will be given to outreach activities that extend the practice of anthropology in the public and civil realm. It is expected that the candidates will address such topics in their narratives. Sample activities include:

(a) Membership in professional societies,
(b) Holding office or participating in committees in professional societies or in service societies where the professional expertise of the candidate is made use of; participation on editorial boards.
(c) Refereeing manuscripts for professional journals or presses; reviewing grant proposals.
(d) Consultations which use the candidate’s professional expertise, such as for education or government groups.
(e) Any professional services rendered to the community (local, national or international) such as lectures, presentations to schools, community forums, and gatherings, interviews given to the media, or other outreach activities which advise the public of anthropological research and findings.
(f) Consultation with and services to community organizations and NGOs as well as advocacy, public or private sector agencies
(g) Contribution to media (newspapers, radio, TV)
(i) Other outreach activities including: workshops and talks geared toward various community groups or education institutions
(j) Development and active maintenance of a website with significant educational content