

Approved by CLAS
13 May 2004

Department of Asian Languages and Literature

Departmental Standards for Tenured Faculty Review (DRAFT)

May, 2004

Throughout their careers, members of the department are expected to teach, advise, and mentor students at the undergraduate and graduate levels, to produce and disseminate scholarly work, and to contribute service to the department, the College, the University, and the profession. The present document outlines departmental standards and expectations in each of these areas, as these are to be applied to tenured faculty members during deliberations on annual merit salary increases and five-year post-tenure reviews.

A. Teaching. The departmental expectations in this area include the following:

1. Faculty members are expected to regularly update existing courses by maintaining active familiarity with current scholarship and methodologies in their fields.
2. Faculty members are expected to develop new courses where this is warranted by developments in their fields and by the changing needs of the department, their program areas, and the College.
3. Faculty members are expected to teach classes which are appropriately sized, consistent with the nature of the subjects offered and the available classroom and teaching facilities, and the needs of the department and College.
4. Faculty members are expected to conduct regular written evaluations of classroom teaching in accordance with current departmental and College practice in promotion and post-tenure reviews.
5. Faculty members are expected to advise undergraduate students when requested to do so by the students themselves, by the general undergraduate advisors in their areas, and by the DEO. Faculty members are also expected to serve as advisors for graduate students working under them in their areas of scholarly emphasis. Finally, faculty members are expected, when requested by the DEO, to act as general advisors and mentors for incoming first semester graduate students who have not yet chosen areas of concentration.

B. Scholarly Work. Departmental expectations in this area include the following:

1. Faculty members are expected to demonstrate productive scholarship, continued development and growth as scholars, and increasing visibility in ways consistent with the discipline and/or sub-disciplines represented in the department.
2. In disciplines where books are considered important indications of scholarly productivity, a sustained record of publishing books and pursuing on-going book projects is essential. This may also be supplemented by articles and book reviews. In

disciplines where articles rather than books are the major medium of publication, a sustained record of peer-reviewed articles is crucial.

3. Faculty undertaking major scholarly projects that are in progress over a span of years before they are brought to completion are expected to regularly show evidence of progress, reflected in, e.g., annual progress reports to the DEO, and the completion of conference papers, lectures, and shorter publications relevant to the larger project.

4. For foreign language and second-language acquisition faculty, development of instructional software and course materials may be considered as scholarly work if these are research-based and are supplemented by conference presentations, articles, and papers of a theoretical or analytical nature explaining the approach from a research perspective, and/or if there is evidence of widespread adoption or peer review.

5. Faculty members must demonstrate a sustained effort to disseminate their scholarship in their professional communities by participating in peer-reviewed conferences, organizing panels in peer-reviewed conferences, or organizing conferences and workshops. Evidence of recognized scholarship such as invited speeches in conferences and workshops is also important.

6. In accordance with the College's standards, faculty are expected to seek internal and/or external sources of competitive funding appropriate to their disciplines and research.

C. Service. Faculty members' activities in this area should accord with the College's standard of increasing leadership and service consistent with rank and seniority.

1. Faculty members are expected to participate in the administration of academic programs by helping maintain, reinforce, and develop them.

2. Faculty members are expected to assist the administration with various functions and tasks by serving on University, collegiate, and departmental committees.

3. Faculty members are expected to perform consultative and governing functions on campus by participating in decision-making at various levels.

4. Faculty members are expected to hold offices in professional organizations and to help organize conferences, as described under B. 5 above.

5. Faculty members are expected to serve as reviewers for journals, presses, and foundations within the academic community, and for promotional or departmental reviews outside the University.