This policy statement defines the standards and procedures for promotion and tenure in the department of English. It supplements but does not supersede the policies and standards outlined by the Faculty Handbook and the College of Arts and Letters Policy on Tenure and Promotion. Candidates should refer to those documents for specific information regarding the preparation of dossiers, as well as issues concerning time in rank and early promotion. All University of Southern Mississippi personnel actions, including the awarding of promotion and tenure, are governed by the IHL Board of Trustees and are subject to its final approval.

The following guidelines are intended to aid faculty in their progress toward promotion and tenure. Candidates for promotion and tenure must demonstrate, at each rank, a sustained pattern of professional development in teaching, research, and service. The candidate’s workload assignment will be taken into account in determining the weight to be placed on each category, but unsatisfactory performance as defined by university policy, this document, and the interpretation of the Tenure and Promotion Committee in any area, will preclude promotion and tenure.

For tenure decisions, the Promotion and Tenure Committee is made up of all tenured faculty. For promotion decisions, the Promotion and Tenure Committee is made up of all faculty at or above the rank the candidate is seeking.

**Promotion to Associate Professor**

**TEACHING:** The faculty member should have demonstrated a commitment to and ability for teaching as evidenced by university-administered student evaluations and other measures of teaching effectiveness such as syllabi, writing assignments, innovative pedagogical strategies, and successful student production including papers placed in journals, awards won, etc. Desirable qualities include resourcefulness in designing and implementing courses and a willingness to do what is necessary to help students learn. Faculty members who take on Special Problems students and/or other additional teaching duties, such as directing undergraduate Honors theses, are to be commended. Effective teaching is a necessary, but not in itself sufficient, precondition for promotion. Ineffective teaching, on the other hand, constitutes grounds for denial of promotion.

**RESEARCH:** The faculty member should demonstrate a sustained pattern of career achievement. Some examples of that demonstration include

- having a book-length monograph or collection of single-authored essays published or formally accepted for publication with a recognized university or commercial press that engages in rigorous professional review
having a novel, book-length collection of short stories, poetry, or nonfiction published or accepted for publication with a recognized university or commercial press that engages in rigorous professional review

having three or more substantial, peer-reviewed articles published or accepted in journals significant in the candidate’s field (including electronic journals)

having a half-dozen or more stories, poems, and/or essays published or accepted in nationally prominent literary journals

having an edited scholarly edition of an author’s work published or accepted for publication with a recognized university or commercial press that engages in rigorous professional review

having two or more substantial, peer-reviewed articles published or accepted, plus one or more edited volumes of scholarly essays published or accepted for publication with a recognized university or commercial press that engages in rigorous professional review

Textbooks may be considered substantial when part of a larger pattern of publication. Book reviews, bibliographical entries, conference presentations, readings, and workshops all contribute to a candidate’s achievements, but cannot substitute for peer-reviewed publication.

SERVICE: The faculty member should have made significant contributions toward departmental goals both by serving on committees and volunteering and contributing time and effort in other ways. Service to the college, the university, the community and the profession are also deemed important. Significant areas of service may include (but are not limited to):

- undergraduate and graduate advising
- service on undergraduate and graduate committees
- advising literary or university-related clubs and student publications
- judging student writing for departmental and community contests
- membership on university committees
- giving lectures or workshops in the community
- membership on editorial boards or executive committees of professional organizations
- manuscript and article reviews for peer journals or academic or commercial presses

Promotion to Professor

The Department’s recommendation that a faculty member be promoted to the rank of Professor constitutes recognition of the faculty member’s importance not just to the
department, but to the profession. It indicates that the faculty member is recognized for significant achievement both inside and outside the university, including by professors, scholars, editors, and/or other experts in the field. Expectations of achievement include those enumerated for promotion to Associate, but such publications and other scholarly and creative accomplishments must have grown substantially, both in number and in significance to the profession. Continued publication is expected. At a minimum, the candidate for promotion to full professor should have an additional publication record since promotion to associate at least equal to the increment required for promotion from assistant to associate. To be recommended for the rank of Professor, the faculty member must have achieved demonstrable distinction in relation to others in the same academic or creative field. At the same time, the faculty member should have continued to develop and deepen her/his skills as a master teacher and as a vital part of the department’s esprit de corps, maintaining a vital balance among the three areas of teaching, research, and service.

Tenure

Recommendation for the awarding of tenure is an affirmation by the department of the faculty member’s continuing place in the department’s vision of its long-term goals. Normally, this means achievement in the three areas of teaching, research, and service commensurate with or exceeding requirements for promotion from assistant to associate professor. The professional excellence required for the granting of tenure is reflected in the faculty member’s teaching, research, and service; it is also reflected in the faculty member’s ability to interact appropriately with colleagues and students.

Timetable for Departmental Promotion Procedures*

May 1: Deadline for candidates to submit draft dossier for preliminary review by Promotion and Tenure Committee.

May 15: Deadline for Promotion and Tenure Committee to make recommendations to candidates, including the advisability of seeking promotion.

September 1: Deadline for candidates to submit dossier to Department Chair.

November 1: Deadline for Department to submit Promotion and Tenure dossiers and recommendations to the College Advisory Committee.

*Subject to change in accordance with University calendar