DEPARTMENT OF ENGLISH

POLICY ON PROMOTION FOR TEACHING FACULTY

INSTRUCTOR/LECTURER/SENIOR LECTURER

Faculty Reviewed and Approved 12/09/16

This policy statement defines the standards and procedures for promotion for faculty hired in instructor lines 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 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 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. Faculty may apply for promotion after five years of consecutive service in their position. Candidates for promotion must demonstrate, at each rank, a sustained pattern of professional development in teaching and service; scholarly activities may also be considered for promotion. The candidate’s rank and workload assignment will be taken into account in determining the weight placed on each category, but consistently unsatisfactory performance as defined by university policy, this document, and annual review evaluations in any area, will preclude promotion. In addition, candidates should note that while annual review documents are typically included in promotion materials, satisfactory annual reviews are not tantamount to the comprehensive evaluations of promotion. Annual renewals of employment contracts and satisfactory annual reviews are not a guarantee of promotion; however, negative evaluations may result in a terminal contract.

For promotion decisions, the Departmental Promotion Committee will consist of the department’s tenured Associate and Full Professors. The obligations of members of the Promotion Committee are many, but foremost among them is fairness, so that criteria are applied with transparent appeal to standards of professional conduct.

**Promotion to Lecturer**

TEACHING: The English Department recognizes that faculty contributions to the Department and the University can take many forms, and evaluation of a candidate should take into account any and all such contributions. Because the terms of employment define members of the corps of instruction primarily as teachers, the Writing Programs, the English Department, and the College insist that all candidates meet particularly high standards in the area of teaching. The faculty member should demonstrate a commitment to and ability for teaching as evidenced by university-administered student evaluations, syllabi, writing assignments, innovative pedagogical strategies, and/or successful student production including papers placed in journals, awards won, etc. All teaching faculty are also expected to present letters of evaluation stemming from faculty observations of their teaching. Letters should represent a range of semesters and classes and should include a letter from the chair or an appropriate department administrator (or one of their designees). Evidence of sustained, high-quality teaching can include the following:

* Designing, innovating, and/or implementing courses and/or strategies to enhance learning
* Offering Special Problems courses and/or other additional teaching duties
* Directing undergraduate theses
* Incorporating promising uses of technology into classes

Effective, high-quality teaching is a necessary, but not in itself sufficient, condition for promotion. Ineffective teaching, on the other hand, constitutes grounds for denial of promotion.

SERVICE: The faculty member should have made significant contributions toward pedagogical and departmental goals by serving on committees and by contributing time and effort in other ways. Areas of service may include (but are not limited to):

* Advising undergraduate students
* Mentoring students and faculty
* Serving on department or university committees
* Organizing and facilitating undergraduate, graduate, and/or professional workshops
* Advising student-centered, university-related clubs and/or publications
* Judging student writing for department, university, and/or community contests
* Giving talks, lectures, or workshops in the university and/or community
* Assisting with recruitment and retention efforts

PROFESSIONAL DEVELOPMENT AND/OR SCHOLARLY ACTIVITY: Faculty in instructor lines are evaluated on a combination of service, professional development, and/or scholarly activity related to their teaching roles. Professional development and/or scholarly activities may include (but are not limited to):

* Participating in local or national professional development opportunities
* Serving on editorial boards or committees of professional organizations
* Reviewing manuscripts and articles for journals or commercial presses
* Publishing scholarly works of various types

**Promotion to Senior Lecturer**

The Department’s recommendation that a faculty member be promoted to the rank of Senior Lecturer constitutes recognition of the faculty member’s importance to the department and the corps of instruction. Expectations of achievement include those enumerated for promotion to Lecturer, but service, professional development, and/or scholarly activity must be consistently met as well. To be recommended for the rank of Senior Lecturer, the faculty member must have achieved demonstrable distinction in relation to others in the areas of teaching, service, and professional development (scholarly activities related to teaching may be considered as well but are not required), while maintaining a vital balance among these areas and fostering a sense of collegiality with the department and the university.

**Timetable for Departmental Promotion Procedures\***

Faculty members seeking promotion will communicate to the chair, in writing, by August 1 preceding the academic year they wish to be considered for promotion. Other required dates follow the college and university calendars for promotion. Promotion in rank is a privilege to be earned according to the criteria spelled out later in this document—in no sense should it be considered automatic. Faculty members whose requests for promotion are denied may reapply for promotion at their discretion.

\*Subject to Dean’s calendar in accordance with University calendar:<https://www.usm.edu/provost/provosts-calendar>

DEPARTMENT OF ENGLISH

POLICY ON PROMOTION FOR TEACHING FACULTY

ASSISTANT /ASSOCIATE/FULL PROFESSOR OF TEACHING

Faculty Reviewed and Approved 12/09/16

This policy statement defines the standards and procedures for promotion for faculty hired in assistant teaching professor lines 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 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 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. Faculty may apply for promotion after five years of consecutive service in their position. Candidates for promotion must demonstrate, at each rank, a sustained pattern of professional development in teaching and service; scholarly activity is also considered for promotion to the Full Professor of Teaching rank. The candidate’s rank and workload assignment will be taken into account in determining the weight placed on each category, but consistently unsatisfactory performance as defined by university policy, this document, and annual review evaluations in any area, will preclude promotion. In addition, candidates should note that while annual review documents are typically included in promotion materials, satisfactory annual reviews are not tantamount to the comprehensive evaluations of promotion. Annual renewals of employment contracts and satisfactory annual reviews are not a guarantee of promotion; however, negative evaluations may result in a terminal contract.

For promotion decisions, the Departmental Promotion Committee will consist of the department’s tenured Associate and Full Professors. The obligations of members of the Promotion Committee are many, but foremost among them is fairness, so that criteria are applied with transparent appeal to standards of professional conduct.

**Promotion to Associate Teaching Professor**

TEACHING: The English Department recognizes that faculty contributions to the Department and the University can take many forms, and evaluation of a candidate should take into account any and all such contributions. Because the terms of employment define members of the corps of instruction primarily as teachers, the Writing Programs, the English Department, and the College insist that all candidates meet particularly high standards in the area of teaching. The faculty member should demonstrate a commitment to and ability for teaching as evidenced by university-administered student evaluations, syllabi, writing assignments, innovative pedagogical strategies, and/or successful student production including papers placed in journals, awards won, etc. All teaching faculty are also expected to present letters of evaluation stemming from faculty observations of their teaching. Letters should represent a range of semesters and classes and should include a letter from the chair or an appropriate department administrator (or one of their designees). Evidence of sustained, high-quality teaching can include, but is not limited to, the following:

* Designing, innovating, and/or implementing courses and/or strategies to enhance learning
* Offering Special Problems courses and/or other additional teaching duties
* Directing undergraduate theses
* Incorporating promising uses of technology into classes

Effective, high-quality teaching is a necessary, but not in itself sufficient, condition for promotion. Ineffective teaching, on the other hand, constitutes grounds for denial of promotion.

SERVICE: The faculty member should have made significant contributions toward pedagogical and departmental goals by serving on committees and by contributing time and effort in other ways. Areas of service may include (but are not limited to):

* Advising undergraduate students
* Mentoring students and faculty
* Serving on department or university committees
* Organizing and facilitating undergraduate, graduate, and/or professional workshops
* Advising student-centered, university-related clubs and/or publications
* Judging student writing for department, university, and/or community contests
* Giving talks, lectures, or workshops in the university and/or community
* Assisting with recruitment and retention efforts

PROFESSIONAL DEVELOPMENT AND/OR SCHOLARLY ACTIVITY: Faculty in instructor lines are evaluated on a combination of service, professional development, and/or scholarly activity related to their teaching roles. Professional development and/or scholarly activities may include (but are not limited to):

* Participating in local or national professional development opportunities
* Serving on editorial boards or committees of professional organizations
* Reviewing manuscripts and articles for journals or commercial presses
* Publishing scholarly works of various types

**Promotion to Full Teaching Professor**

The Department’s recommendation that a faculty member be promoted to the rank of Full Teaching Professor constitutes recognition of the faculty member’s importance to the department and the corps of instruction. Expectations of achievement include those enumerated for promotion to Associate Teaching Professor, but service, professional development, and scholarly activity must be consistently met as well. To be recommended for the rank of Full Teaching Professor, the faculty member must have achieved demonstrable distinction in relation to others in the areas of teaching, service, professional development, and scholarly activity, while maintaining a vital balance among these areas and fostering a sense of collegiality with the department and the university.

**Timetable for Departmental Promotion Procedures\***

Faculty members seeking promotion will communicate to the chair, in writing, by August 1 preceding the academic year they wish to be considered for promotion. Other required dates follow the college and university calendars for promotion. Promotion in rank is a privilege to be earned according to the criteria spelled out in this document—in no sense should it be considered automatic. Faculty members whose requests for promotion are denied may reapply for promotion at their discretion.

\*Subject to Dean’s calendar in accordance with University calendar:<https://www.usm.edu/provost/provosts-calendar>