

**GUIDELINES FOR TENURE AND PROMOTION
USCA DEPARTMENT OF ENGLISH
FALL/2007**

TEACHING:

The Department of English values effective teaching and concurs with the following extended definition: "Teaching comprises classroom instruction and a broad range of faculty-student relationships. Individual attributes may vary, and the extent to which individuals exhibit an attribute may differ, but the following traits are commonly valued in an effective teacher: command of subject matter; familiarity with advances in one's field; organization and presentation of material in an effective and logical manner through the use of a variety of methods; active involvement of students in the learning process; capacity to instill in students an awareness of the general objectives of one's discipline; ability to make one's discipline relevant to students' lives and values; ability to guide advanced students to creative work; maintenance of a high standard of achievement among students; and fairness and good judgment in grading students' performance" (Faculty Manual).

In the documentation of effective teaching, the Department of English recognizes the following indices:

- consistently positive teaching scores based on standardized student evaluations (e.g. scores corresponding to the category of "good" or better)
- positive peer reviews of classroom teaching
- positive written comments from students (either on the forms accompanying the standardized student evaluations or by other means, including letters and email)
- positive feedback from alumni or community members
- commitment to effective supervision of students in senior research, honor's work, job shadowing, and independent study
- commitment to extending educational experiences beyond the traditional classroom (either to the current student population in the context of workshops, such as those that are part of the English Department Workshop Series, or to other audiences, such as the Academy for Lifelong Learning or those individuals in the community engaged in continuing education)
- evidence of mentoring other faculty in pedagogical matters
- conducting workshops on teaching methods
- invited guest lectures in the classes of colleagues
- evidence of the use of material gleaned from attendance at/participation in teaching workshops and academic conferences
- creating new courses
- modification of course syllabi and assignments to improve teaching
- evidence of the development and application of innovative classroom strategies
- textbook reviews

evidence of reflective teaching practices
demonstrated contribution to student achievement that is rewarded by
student publication or other forms of external student recognition

RESEARCH/CREATIVE ACTIVITY:

The Department of English values active engagement in research both traditional and applied and creative endeavors. The following lists reflect the traditional hierarchy of academic values; however, an individual's contribution in each category must be considered in the context of the USCA Mission Statement and the mission of the USCA Department of English. Nevertheless, for tenure-track faculty, several refereed products are expected by the critical year.

In the area of **traditional scholarship** (discovery and interpretation), the Department of English recognizes the value of the following discipline-related work:

- publication of full-text monographs or books (single authorship or multiple authorship)
- publication of chapters/articles in edited books, including reference volumes and encyclopedias
- publication of refereed articles in scholarly journals
- publication of book reviews in academic journals and literary magazines
- publication of articles in academic electronic journals or on academic web sites
- presentation of papers at academic conferences (more weight given to refereed work; potential audience scope and size considered)

In the area of **applied scholarship** (the application of professional knowledge), the Department of English recognizes the value of the following discipline-related work:

- publication of textbooks
- publication of chapters and articles in pedagogical books
- publication of articles in pedagogical journals
- presentation of papers on pedagogical topics at academic conferences (more weight given to refereed work; potential audience scope and size considered)
- participation on panels at academic conferences (more weight to invited participation; potential audience scope and size considered)
- editing of books and journals
- creation and management of discipline-related web sites
- conducting workshops at academic/professional conferences
- active membership on editorial boards
- manuscript review (prepublication screening) for academic presses/journals/literary magazines
- writing research-based, discipline-related grant proposals (more weight given to successful award of grant)
- reviewing discipline-related grant proposals
- participation in faculty exchange programs, NEH institutes

discipline-related consulting work

In the area of **creative activity**, the Department of English recognizes the value of the following work:

- publication of full-length volumes of poetry/fiction/drama/creative nonfiction
- publication of chapbooks of poetry/fiction/creative nonfiction
- publication of single works in edited anthologies
- publication of single works in journals and literary magazines
- publication of creative work, including feature articles and weekly columns,
in mass media publications, including magazines and newspapers
- presentation of creative work at professional conferences to an audience
of peers
- public readings of creative work on this campus or other campuses

SERVICE:

The Department of English values active service to the campus, to the profession, and to the greater community.

In the area of **university service**, the Department of English recognizes the value of the following work (not necessarily listed in order of importance):

- active membership on Faculty Assembly and ad hoc campus-wide
committees (more weight given to the assumption of a leadership
role)
- active membership on accreditation committees (either institution-wide like
SACS or discipline-based like the SC Department of
Education)
- administration of campus units and programs
- active membership on department-based committees (assessment
committees, search committees, other ad hoc committees; more
weight given to leadership role)
- active involvement in the department's ongoing assessment of general
education (grading of freshman folders, junior portfolios)
- student advisement and counseling (although the Faculty Manual lists this
activity in the category of teaching, the English faculty consider
academic advisement as optional campus service)
- advisement of student organizations (Sigma Tau Delta, Broken Ink, etc.)
- mentoring of new faculty as coordinated by the Office of Academic Affairs

Note: For tenure-track faculty, campus service beyond the departmental level is expected by the critical year.

In the area of **professional service**, the Department of English recognizes the value of the following discipline-specific work:

- holding office in a professional organization
- organizing and chairing sessions at professional conferences

active membership on standing committees of professional organizations
active membership on accrediting bodies/participation in site visits

In the area of **community service**, the Department of English recognizes the value of the following discipline-related work.

conducting in-service/teacher development workshops for area schools
providing discipline-related service to the public schools (judging academic tournaments, membership in school-related organizations, etc.)

providing discipline-related service to community organizations (judging essay competitions, etc.)

presentations/talks to school and community groups (book clubs, local libraries, etc.)

presentation of creative work to public school and community groups

Note: These lists in all three categories of faculty performance are meant to be neither exhaustive nor prescriptive. In building their files, candidates for tenure and promotion bear the ultimate responsibility for providing proof of and context for each item on their respective lists.