

# **Department of Modern Languages, Literatures, and Linguistics**

## **Policy on the Promotion of Ranked Term Faculty**

**Approved by the MLLL faculty on May 5, 2015**

The decision on promotion is one of the most important that faculty are called upon to make. Faculty involved in the decision on promotion bear the responsibility for subjecting all aspects of the case to rigorous evaluation. Promotion will be based on teaching, research, and service. In all three areas of effort greater weight will be placed on the quality of the activity rather than on the quantity. Ranked term faculty in MLLL generally teach 6 courses per year and generally have at least 60% effort in teaching; therefore the department views excellence in undergraduate teaching as the most important component of promotion of ranked term faculty. Promotion signifies that the candidate has contributed to the long-range goals and future of the department through their contributions to the undergraduate programs.

Promotion of ranked term faculty to the ranks of associate and full professor is reserved for those who demonstrate excellence in performance and shall not be recommended as a reward for long service or to ameliorate other problems. Advancement in rank is recognition of achievement rather than a routine reward for satisfactory performance.

### **EVALUATION OF TEACHING**

The successful candidate shall demonstrate a sustained record of excellence in undergraduate teaching supported by formal means of evaluation as described in the list below. When appropriate, the successful candidate should have demonstrated the ability to contribute to the instructional mission of the department in less formal settings, such as directed readings, undergraduate research, or independent studies. In addition to the use of the Student Teaching Evaluations (eValue), peer evaluations (required by MLLL), letters from students (required by MLLL and solicited by the assistant chair or chair, not by the candidate), and annual evaluation summary reports, the following options will be considered in the evaluation of teaching when applicable:

1. Designing and revising courses: quality of course syllabi (e.g., clarifying and revising educational goals and objectives), regularly updating required texts and other assigned reading/reference materials; creating new course materials; etc.;
2. Innovative instructional strategies: utilization of varied classroom activities/assignments to reach different types of students;
3. Advising of undergraduate majors and minors;
4. Individual work with students including independent studies; honors research theses; directed readings; etc.;

5. Work supporting assessment methods (e.g. oral interview assessment; written assessment through exams and compositions, etc.) and assessment outcomes of the program;
6. High achievement of learning objectives as indicated by national or other standards of the profession (such as standards set forth by the Modern Language Association and the American Council on the Teaching of Foreign Languages);
7. Teaching awards and other recognitions of teaching excellence;
8. Participation in professional development as it pertains to teaching (workshops, seminars, etc);
9. Invitations to teach or speak about teaching at other institutions; teaching in prestigious programs (i.e., Middlebury, etc.);
10. Other - teaching load, complexity of course and class preparations, etc.

## **EVALUATION OF RESEARCH**

Research in the form of peer-reviewed publications and presentations at regional, national, and international conferences is required for the promotion of ranked term faculty. Creative activity that supports teaching, such as the creation of databases and other learning tools (web-based or otherwise) will also be considered. Output must count relative to the percentage of effort in research and relative to expectations for tenure stream faculty. For example, given that a book or the equivalent in peer-reviewed articles (six articles) is expected to meet the minimum requirements for the promotion of tenure stream faculty with 40% effort in research, then one quarter of this production (approximately two peer-reviewed articles) would be the minimum expected for promotion of ranked term faculty with 10% effort in research. In cases where distribution of effort has changed over time, the average percentage at rank will be used. Quality and impact of research is of primary importance. Some indicators of quality and impact are the following: circulation of the journal; journal acceptance rate; indexing of the journal; number of times an article is cited; published review (in the case of a book). The quality of research will be judged in letters of evaluation from scholars in the area of expertise of the candidate at peer and aspirational peer institutions.

## **EVALUATION OF SERVICE**

Sustained excellence in the area of departmental and extra-departmental service is expected for advancement in rank. Service that advances the mission of MLLL and the University is most highly valued. MLLL particularly values the following areas of service:

1. Spearheading external and internal grant applications to improve the quality of instruction for students in MLLL;
2. Organizing pedagogy workshops;
3. Activities to recruit majors and minors;
4. All aspects of program coordination, where applicable;
5. Organizing cultural and other extracurricular student activities;

6. Organizing professional development and networking opportunities for students;
7. Leading and implementing service learning;
8. Service on heavy workload committees in MLLL, such as search committees, Course and Curriculum, Policy Committee, etc.;
9. Organizing and/or leading study abroad where applicable.

## **PROCEDURE**

In accordance with the OU Faculty Handbook section 3.13.3 B “Advancement in Rank; Procedures for Promotion,” ranked term faculty will follow the procedures determined by the Senior Vice President and Provost. While the candidate has primary responsibility for initiating and assembling the promotion dossier, the Chair and Committee A will assist and advise the candidate in this process.



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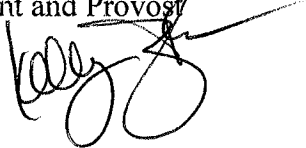
College of Arts and Sciences  
Office of the Dean

RECEIVED

AUG 26 2015

OFFICE OF THE  
PROVOST

TO: Kyle Harper  
Senior Vice President and Provost

FROM: Kelly Damphousse   
Dean

DATE: August 10, 2015

RE: Department of Modern Languages, Literatures, and Linguistics,  
"Policy on the Promotion of Ranked Term Faculty"

I have reviewed the attached the "Policy on the Promotion of Ranked Term Faculty" for the Department of Modern Languages, Literatures, and Linguistics. The faculty approved this policy on May 5, 2015. I am forwarding the policy to you with the recommendation that it be approved as their new personnel policy for ranked renewable term faculty.

cc: Nancy LaGreca  
Kelvin White

*I approve.*

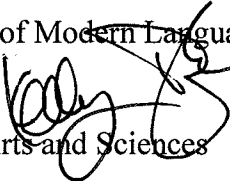




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College of Arts and Sciences  
Office of the Dean

TO: Nancy LaGreca  
Chair, Department of Modern Languages, Literatures, and Linguistics

FROM: Kelly Damphousse   
Dean, College of Arts and Sciences

DATE: September 23, 2015

RE: Department of Modern Languages, Literatures, and Linguistics  
"Policy on the Promotion of Ranked Term Faculty"

I am pleased to inform you that the Senior Vice President and Provost has approved the modified "Policy on the Promotion of Ranked Term Faculty" for the Department of Modern Languages, Literatures, and Linguistics approved by the faculty on May 5, 2015.

Compilation of these guidelines is a demanding task. I extend thanks to everyone in the department who contributed to the process.

cc: Susan Bayliss

