

Department of Liberal Studies

Departmental Standards for Tenure and Promotion

March 3, 2017

Last Reviewed, April 30, 2020

The present document establishes the departmental criteria for tenure and promotion, in consideration of the College of Humanities, Social Sciences, and Arts' "Expectations for Tenure and Promotion."

The present document goes into effect immediately upon approval by the Department of Liberal Studies Advisory Committee. It will be reviewed and revised (if necessary) annually.

Tenure:

Teaching: demonstrated proficiency (as per CHSSA expectations for tenure and promotion)

Service: some department and university level service. This will consist mostly of committee assignments. This service includes advising.

Research, Scholarship, Creative Work (RSCA):

Six articles or one monograph (or equivalent work) in significant peer-refereed journals. Peer-refereed journals are not limited to print journals.

"Equivalence" to six articles or a monograph is established on the basis of

- page length
 - depth of the scholarship (e.g., citations number)
 - significance of the work, in relation to the standards of the field

A "significant" journal is defined as a journal that has some of the following characteristics:

- Has a very small acceptance rate (in relation to the field),
 - is widely recognized in the field as such,
 - has a high impact factor,
 - has a high number of citations relative to the field,
 - publishes contributions by distinguished authors in the field,
 - has a widespread distribution (nationally or internationally),
 - or is otherwise prominent academically.

Academic prominence for books can be established by the status of the publisher's catalog, book reviews, referees' reports, etc. Textbooks are considered to be equivalent to monographs.

Editorial work is considered equally as a publication. For the purposes of calculation, editing a special issue of a journal is equivalent to one journal article. Editing a journal for a year is

equivalent to two or more journal articles, depending on the number of issues published annually. Editing a book is equivalent to two or more articles, depending on the size of the book.

Book chapters are considered equivalent to articles. Substantive external grants may be considered equivalent to peer-reviewed articles. Grants will be evaluated based on the status of the awarding agency, and not solely on their monetary value.

Peer-review and refereeing, as well as acceptance rates, etc. may be documented using such sources as MLA, ISI Web of Science, Google Scholar, etc., or through letters from the editors, attesting to the information.

All articles, etc. must be presented to the committee in full.

Non-refereed publications may be used to document a general pattern of excellence and engagement in the field.

Collaborative work will be counted as a percentage of the work, to be described by the applicant in the narrative. The applicant will specify the percentage claimed and explain the rationale for the claim.

Presenting a paper at a conference is considered a scholarly activity necessary to a vital academic career as well as an activity that goes hand-in-hand with publication. Giving a poetry or prose reading at a professional conference is considered equivalent to presenting a paper. Significance and prominence of conferences, readings, etc. is established similarly to publications. Papers appearing in proceedings of conferences are considered equivalent to papers appearing in a book or journal, if they are refereed.

Translations of scholarly and creative works, whatever the length and form, are considered serious scholarship and will be evaluated based on the status of the scholarly journal or publisher. Book translations with an established, non-vanity press are considered to be equivalent to monographs.

If a particular scholarly activity is not covered in this document, please provide supporting arguments to help the department judge the activity fairly.

Promotion to Associate Professor

Promotion to Associate Professor requires the same criteria as what is required for tenure, with the addition of a pattern of engagement in the field, to be demonstrated by the recognition of one's work by other scholars in the field in the form of citations of works, requests to referee papers, invitations to present papers, and others forms of recognition by one's peers. Invited published work is considered more prestigious than work that has been submitted, all other things being equal.

Promotion to Full Professor

Promotion to Full Professor requires one significant book-length work, or equivalent work, and notability in one's field. The research of the faculty should have an impact beyond one's own

institution and regional area. Impact is documented by citations of work, invited talks, presenting at national and international conferences, serving on dissertation committees at other institutions, invited papers/chapters, refereeing for national/international publications, etc.

External Letters of Evaluation

All faculty applying for promotion and tenure, must submit a list of at least 6 (six) and not more than 10 (ten) names and addresses of scholars capable of assessing their work, at least three months before the deadline for submission of recommendations to the Department Head. These scholars should be a) tenured at an accredited university, and b) may not have co-authored a paper, article, book, or grant in the past or be currently engaged in such activities with the faculty member, or c) otherwise not subject to a conflict of interest that would not allow impartial evaluation. Participation in panels or workshops at conferences does not preclude impartial evaluation.

The head of the department will request anonymous letters of evaluation from two scholars on the list, specifying that they should assess the candidate's work relative to TAMU-C standing.

Deadlines for when the applications need to be submitted

TBA

Early promotion/tenure

Applicants wishing to apply for early promotion/tenure will need to specify in their narrative how they have met all the requirements for promotion and/or tenure at the requested rank, under their specific circumstances.