

**GUIDELINES AND STANDARDS FOR TENURE AND PROMOTION OF PROFESSORS**  
**DEPARTMENT OF SPANISH**  
**UNIVERSITY OF NORTH TEXAS**  
(Last revised: Fall 2018)

These guidelines and standards for the evaluation of professors apply to reappointment review, tenure/promotion review, and post-tenure review.

These guidelines are based on and informed by UNT Policies 06.004 Faculty Reappointment, Tenure, and Promotion, 06.007 Annual Review and 06.014 Evaluating Tenured Faculty.

**I. Guidelines and Standards for the Evaluation of Teaching, Scholarship, and Service**

Since the lists of activities to be considered in each of the three areas of evaluation below are not intended to be exhaustive, it is recognized that relevant contributions in the areas of teaching, scholarship, and service may take other forms as well. It should also be noted that the various examples are not necessarily listed in order of significance. Each contribution must be judged on its own merit.

**A. Evaluation of Teaching**

Evaluation of teaching must address the quality of instruction, the faculty member's interaction with students, and/or the students' learning and achievement, and must be based on student evaluations (quantitative/qualitative), peer evaluations by the PAC (Personnel Affairs Committee), nomination and reception of teaching awards, and an examination of instructional materials. Faculty members will need to supply course syllabi and examination samples for each course taught.

Bases for the evaluation of teaching may further include, but are not limited to, the following instructional activities:

- Level, number, and variety of courses taught, including special circumstances
- Coordination and/or supervision of teaching assistants and/or teaching fellows, with due consideration given to the special demands and responsibilities of the job.
- Developing Internet courses or Internet-supported courses approved by the Center for Learning Enhancement, Assessment, and Redesign (i.e., 50% or more on line)
- Serving as M.A. thesis committee director or member
- Teaching-related grants
- Course and curriculum development
- Teaching-related professional development

## B. Evaluation of Scholarship

The scholarly journal, scholarly book publisher or book chapter in edited collections must have a peer-review process in place. For journal articles, the faculty must provide proof of peer review procedure by using reliable databases such as the MLA Directory of Periodicals or simply providing actual external reviews. For book publications, a contract and proof of peer review process (e.g. external reviews) must be provided as evidence of the peer-review process. Publications will not count if no peer-review process is used by the publisher or that the peer-review process does not include reviews by external reviewers.

### B.1 Quality of Scholarly Journals

The quality of peer-reviewed journal publications will be determined by their acceptance rate or Google Scholar Index as follows:

Tier 1: acceptance rate 20% and lower or a Journal H-Index of 5 and higher

Tier 2: acceptance rate between 21% and 40% or a Journal H-Index of 3 or 4

Tier 3: acceptance rate higher than 41% or a Journal H-Index between 1 and 2

Journal acceptance rates must be verified by reputable data bases such as the MLA Directory of Periodicals, or through an official letter from a journal editor. The journal's H-Index must be also verified by the information available at [www.scholar.google.com](http://www.scholar.google.com) or [www.scimagojr.com](http://www.scimagojr.com). If the acceptance rate information or the H-Index is not available for a journal, the chair or the PAC will determine the journal's tier based on the documentation provided by the faculty regarding the peer-review process of the publication/s being considered.

The following factors are also critical in determining the quality of a journal publication:

1. The editor-in-chief of the scholarly journal has a reputation as an expert in his/her field.
2. The scholarly journal has an editorial board composed primarily of recognized academic professionals
3. Leading scholars in the field publish in this journal

### B.2 Quality of Book Publications

Books presented for tenure and promotion must be published by a highly reputable university or non-university book publisher in the U.S. or abroad that is recognized nationally and/or internationally as a source of respectable research or, in the case of creative books, by a reputable publisher or the reputation of other known authors published in a given venue. Books published by pay-to-publish vanity presses will not be considered. Occasionally, subvention fees are requested by even reputable publishers and this acceptable.

### B.3 Quality of Book Chapters

Book chapters in edited collections must have undergone a thorough peer-review process and faculty must provide evidence of this through copies of peer-review feedback from the editor, the publisher or both. A statement of the peer-review process must also be clearly stated on the publisher's website or in printed format.

All electronic or open-access digital scholarship must have also gone through the same thorough peer-review process and faculty members must provide evidence through copies of peer-review feedback from the editor, the publisher or both.

#### Role in Collaborative/Interdisciplinary Publications

1. Faculty members who engage in collaborative/interdisciplinary work resulting in multi-authored publications must explain their role in terms of percentage of work performed in each collaborative project.
2. Serving as the Principal Investigator of a study or serving as the lead author of a grant project are possible ways to demonstrate a leadership role in collaborative/interdisciplinary work that results in co-authored publications.
3. Collaborative/interdisciplinary work resulting in co-authored publications with students is recognized as an important part of mentoring future teachers/scholars.

#### Examples of Scholarship

Typical areas of scholarship for faculty comprise six broad, slightly overlapping categories: analytical research, critical theory, translation, creative writing, linguistic studies and pedagogical studies. Venues include traditional as well as electronic ones that adhere to standards outlined above.

Primary published scholarship includes, but is not limited to, the following:

- Peer-reviewed single-author book-length monograph
- Peer-reviewed articles and essays
- Peer-reviewed scholarly book (e.g., collection of edited essays, critical edition of an important work of literature, etc.)
- Peer-reviewed book chapters

Secondary forms of scholarship that have less weight include, but are not limited, to the following:

- Entry in a work of reference (e.g., encyclopedia)
- Editorial work involving scholarly publications
- Book review in a scholarly or creative journal
- Research-related grants
- Invited keynote address at professional conferences

- Presenting scholarly papers or workshops at professional conferences

Creative activities include but are not limited to:

- Published book-length original work of fiction
- Published short stories, poetry or plays in reputable journals or books
- Original film or documentary premiered at national or international festivals
- Public readings of original work
- Commissions of one's original work

### **C. Evaluation of Service**

The Department of Spanish considers service to the department, as well as the university and the profession, to be an important component of a faculty member's duties to the department and the institution. Service- and engagement-related activities include, but are not limited to, the following:

- Department Chair, Associate Chair, Undergraduate/Graduate Advisor, Language Coordinator, etc.
- Committee participation at the level of the University, College, Department, or national/international professional organization
- Club, group, or honor society officer, organizer, or sponsor (any area noted above)
- Organizing guest lectures (any area noted above)
- Evaluation of program or department (other than self-assigned)
- Liaison with other department (other than self-assigned)
- Reviewing manuscripts
- Organizer, chair, secretary, or facilitator of a session/workshop at a conference or professional meeting
- Initiates and/or directs a Study Abroad program
- Contests/fairs/festivals (planning, participation, attendance)
- Securing outside funding for student scholarships/fellowships/assistantships, endowments, and special projects
- Representing the department and university in professional organizations in public-facing capacities

## **II. Guidelines and Standards for Re-appointment of tenure-track faculty during probationary period**

Early in the fall semester of a tenure-track faculty member's first year, the Department Chair will direct the faculty member toward the UNT websites containing documents that are pertinent to the tenure and promotion process. These documents include:

- *Guidelines for Documentation of Promotion and/or Tenure Cases* of the College of Liberal Arts and Social Sciences
- *Guidelines and Standards for Tenure and Promotion* of the Department of Spanish
- *Curriculum Vitae Template* (Arts and Humanities, Sciences, or Social Sciences) of the College of Arts & Sciences
- the most recent version of the College of Liberal Arts and Social Sciences Calendar;

The faculty member will sign a form acknowledging receipt of the documents listed above and/or website addresses for the documents listed above.

The purpose of reappointment reviews during the probationary period is to determine whether or not tenure-track faculty members are making sufficient progress toward tenure. At the same time, reappointment reviews serve as a way for the Personnel Affairs Committee and/or the Department Chair to provide faculty members with guidance during the probationary period.

All junior faculty shall be reviewed annually during the probationary period. Under normal circumstances, this review is only forwarded to College PAC, the Dean and the Provost for action during the third year (mid-term) and the sixth year (tenure/promotion) of the probationary period.

According to University Policy 06.004 third-year reappointment review is “a more extensive and intensive review that includes the unit, the college, and the provost, but without external letters”. The third-year reappointment review takes place at the beginning of the faculty member’s third year in the department.

Faculty members (i.e. assistant professors) must upload to FIS by the given deadline the following documents and information for the third-year (or mid-term) review dossier:

- Curriculum Vitae (based on the appropriate template provided by the College of Liberal Arts and Social Sciences)
- Self-evaluation, contextual narrative overview of research, teaching, and service (maximum 750 words)
- Department of Spanish’s tenure and promotion criteria for professors (this document)
- Where applicable statement on Multi-Authorship (1-page maximum)
- Table of Contents of Supplemental Materials
- Any other documentation or information requested by the University, the College, the Department Chair, or the departmental Personnel Affairs Committee

The departmental Review for Promotion and Tenure Committee (RPTC) will evaluate the candidate and upload to FIS their independent evaluation of the candidate and include a vote count (Yes, No, Abstention) of all committee members.

IMPORTANT: As per University Policy 06.004 all “eligible tenured faculty members in the unit will vote whether to recommend the probationary faculty member for reappointment in the third year and each year thereafter”. All tenured faculty members (except for the chair) will serve on the RPTC in evaluating the third-year review candidate and all will vote in favor or against the approval of the assistant professor’s progress towards tenure in their third-year review and each year thereafter until he/she achieves tenure.

Then the Chair will upload to FIS:

- Cumulative results of annual evaluations
- Summary evaluation of teaching effectiveness
- Recommendation of Chair

All junior faculty during the probationary period will be assigned a mentor with whom he/she will meet regularly to receive advice and gauge progress towards third-year review and eventual achievement of tenure in the sixth year. It is also incumbent upon the junior faculty to regularly attend workshops on tenure and promotion given by the college and the university to be well-informed about practices and policies and changes in the same.

### **III. Promotion to Associate Professor and the Granting of Tenure**

The guidelines, standards, and procedures provided in this document are intended to supplement those issued by the Board of Regents, the University (see pertinent sections of the UNT Policy Manual), and the College of Liberal Arts and Social Sciences (see the *CLASS Guidelines for Documentation of Promotion and/or Tenure Cases*). University and College guidelines take precedence in case of conflict.

Achievement in only one of the areas of evaluation will not ordinarily suffice for tenure and/or promotion, as explained in UNT Policy 06.004.

For promotion to tenure, the Department of Spanish requires excellent contributions in all three areas of evaluation: teaching and teaching-related activities, scholarly accomplishments, and service. Sustained excellence is required in the areas of teaching and scholarly/professional accomplishments along with effective service.

Faculty members in the Department of Spanish must remain current in their area(s) of expertise, must demonstrate high standards of quality of instruction. As stated in the section on “Defining Good Teaching” of the ADFL’s *Guidelines on the Administration of Foreign Language Departments*, “A good teacher recognizes that students learn by hearing the foreign language spoken well and by reading authentic texts, as well as by communicating with others in the foreign language, both orally and in writing. Practice in using the productive and receptive skills

should be an integral part of every course taught in a foreign language, including those that focus on literature or culture” ([https://www.adfl.org/resources/resources\\_practice.htm](https://www.adfl.org/resources/resources_practice.htm)).

The Department of Spanish expects a candidate for tenure to have demonstrated excellent scholarly and professional growth throughout the probationary period. Faculty may opt for the publication of a single-authored book-length monograph, a collection of journal articles and book chapters or a combination of all three. In any case, the total number of published words in well-regarded peer-reviewed venues (e.g. books, journal articles, book chapters, etc.) must equal or surpass 65,000 words.

Contributions by multiple authors or editors shall be evaluated according to the percentage of the work done by each and the word count will count accordingly. In cases where one author/editor bears a larger percentage of the work then corroboration in writing by the co-authors/co-editors in question should be provided. Important: only primary scholarship as defined under the “Evaluation of Scholarship” section above (p. 3) will be included in the total published word count.

All guidelines listed in this document for peer-reviewed publications must be fulfilled for all scholarly output to be considered for promotion to Associate Professor.

Also, a faculty member during the probationary period must have published or have accepted at least two journal articles before his/her third-year review or must have received a positive feedback from a publisher about his/her book proposal that includes at least two book chapters. For tenure and promotion to Associate Professor, a candidate’s scholarly accomplishments must be recognized beyond the local level.

A candidate for tenure and/or promotion in the Department of Spanish must demonstrate a willingness to accept service assignments. Relevant service activities may occur in any one or any combination of the following areas: the profession, the discipline, the University, the College, the Department, or the community clearly related to the previously stated areas. The candidate must also demonstrate the ability to perform assigned activities expeditiously and correctly, and to work harmoniously with others involved in the task at hand.

Consideration of promotion to the rank of Associate Professor and a decision regarding tenure, except in unusual cases, will be made concurrently. Therefore, the criteria for promotion regarding teaching/teaching-related activities, scholarship activities, and service are the same as those for tenure decisions. Standards for documentation and evidence to support promotion are the same as those to support tenure.

Candidates for tenure and promotion to Associate Professor will also be evaluated according to University Policy 06.004, which also outlines procedures for cases of denial of reappointment during the probationary period, tenure and promotion.

#### **IV. Promotion to Professor**

According to University Policy 06.004, "an associate professor may undergo the promotion process when, in consultation with the unit administrator and/or unit review committee chair, the faculty member believes his/her record warrants consideration for promotion. If unsuccessful, the candidate may repeat the process".

The promotion of an Associate Professor to the rank of Professor in the Department of Spanish is based on the scholarly work and achievements of the faculty member since promotion or appointment to the rank of Associate Professor. Faculty may opt for the publication of a single-authored book-length monograph, a collection of journal articles and book chapters or a combination of all three. In any case, the total number of published words in well-regarded peer-reviewed venues must equal or surpass 75,000 words.

Contributions by multiple authors or editors shall be evaluated according to the percentage of the work done by each and the word count will count accordingly. In cases where one author/editor bears a larger percentage of the work then corroboration in writing by the co-authors/co-editors in question should be provided.

All guidelines listed in this document for peer-reviewed publications must be fulfilled for all scholarly output to be considered for promotion to Full Professor. In addition, the candidate for promotion to Professor must have applied for at least one major internal or external research fund since tenure even if it was not obtained. For promotion to Professor, the candidate's scholarship should have earned national or international recognition.

Although the department places a high value on scholarship for promotion to Full Professor, it expects demonstrated consistent quality in teaching and major service activities at the departmental and university levels during time-in-rank as Associate Professor. Service to the profession is also an important component. Service activities to the profession, particularly the leadership roles in scholarly communities, are also an important component. Such roles include, but are not limited to, organizing professional conferences/symposia/workshops, initiating/participating in academic forums, collaborating and/or initiating projects with leading scholars, serving on professional organizations and/or journals, evaluating tenure and/or promotion files for other universities, reviewing manuscripts for major journals and book publishers, etc.

Standards for documentation and evidence to support promotion are the same as those to support tenure.

Candidates for promotion to Professor will also be evaluated according to UNT Policy 06.004.

## V. Procedures for the Tenure/Promotion Process

1. In the spring semester preceding the fall semester in which the faculty plans to apply for tenure or promotion, he/she will provide the chair with at least 5 names of suggested outside reviewers for his/her tenure or promotion case. The candidate must not have any personal relationship with any suggested outside reviewers. The faculty member may also include names of outside reviewers not to be invited. The chair will also solicit 5 names of outside reviewers from the PAC as well as come up with five of his/her own. The chair will consult this list of 15 names when contacting outside reviewers for the tenure/promotion case and obtain at least one reviewer from each list. For both tenure and promotion at least 5 outside reviewers' letters will need to be on file. According to UNT Policy 06.004 outside reviewers "must hold the rank at or above the rank to which the candidate aspires or have demonstrably equivalent qualifications and position in non-academic organizations". Thus, for promotion to Associate Professor outside reviewers must at the least be Associate Professors themselves, or Full Professors. For promotion to Full Professor, outside reviewers must be Full Professors.
2. By the month of May preceding the fall semester in which the faculty plans to apply for tenure or promotion he/she will have to upload to FIS:
  - Curriculum Vitae (based on the template provided by the College of Liberal Arts and Social Sciences)
  - Self-evaluation, contextual narrative overview of research, teaching, and service (maximum 750 words)
  - Department of Spanish's Promotion & Tenure policy (this document)
  - Where necessary, a statement on Multi-Authorship (1-page maximum)
  - Table of Contents of Supplemental Materials (see 4 below)
  - Any other documentation or information requested by the University, the College, the Department Chair, or the departmental Personnel Affairs Committee.
3. In addition, the candidate must upload to FIS all relevant publications and documentation of scholarly activities.
4. In the summer preceding the fall semester in which the faculty member plans to apply for tenure or promotion the chair will send to all outside reviewers the following: the candidate's CV, personal narrative, all publications and the department's Promotion and Tenure policy (this document). The chair will ask the outside reviewers to evaluate the tenure/promotion case based on the publication record and the department's guidelines.
5. At the beginning of the fall semester in which the faculty member is applying for tenure/promotion the chair will upload to FIS:
  - Cumulative results of annual evaluations

- Summary evaluation of teaching effectiveness
- At least 5 external referee letters (all referee letters received must be included)
- External referee information and CV's

The departmental RPTC will evaluate the candidate's files. In cases of tenure all tenured faculty will participate in the evaluation process and vote on the case. In cases of promotion only full professors may serve on the RPTC. The RPTC will include a vote count in their evaluation letter (Yes, No, Abstention).

Then the chair will prepare his/her evaluation of the candidate and upload it to FIS.

All college and university deadlines will be followed. In case of any negative recommendations at any stage, procedures outlined in UNT Policy 06.004 will be followed.

Candidates for tenure and/or promotion are strongly encouraged to attend—as often as possible—the workshops for tenure and/or promotion candidates organized by the department, the Office of the Dean, and the Office of the Provost and Vice President for Academic Affairs. This is especially important during the academic year preceding the year when the dossier will be reviewed in order to have the most current information about guidelines, standards, and procedures.

The procedures outlined above (in section V.) are identical for probationary faculty going up for third year review (at the beginning of their third academic year) with the exception of the 5 outside reviewers who will not be needed.

## **VII. Post-Tenure Review of Faculty**

In accordance with University Policy 06.014, all tenured faculty will be evaluated during "the annual performance evaluation [which] covers the same three-year period as other faculty evaluations".

If a tenured faculty member receives an "unsatisfactory" yearly evaluation from the PAC and chair, he/she will be required to enter a "Professional Development Program", as clearly outlined by UNT Policy 06.014

*(The May 1, 2018 version of this document was amended and approved by all tenured and tenure-track Spanish faculty on October 26, 2018 as reflected in this version.)*

