

Central Connecticut State University
Department of Anthropology
Departmental Guidelines for Promotion and Tenure

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I. Expectations of all Faculty Members

- A. The Department requires that all full-time faculty members hold (or will definitely soon hold) a Ph.D. in Anthropology, or another degree, such as an M.D., as deemed appropriate.
- B. Faculty members will teach service courses within the Department, and will develop and teach upper-level courses in their specialty according to the Department's mission and program(s). They are expected to be actively involved in student advising, mentoring, research, and planning for careers and further education.
- C. Faculty members are expected to be active scholars within the discipline. Because of the broad, multidisciplinary, and holistic nature of anthropology, scholarly activities include but are not limited to: writing and publication, research, writing grant proposals, participation in professional organizations and their annual meetings, public outreach, and the application of anthropological knowledge to community, national, and international affairs.
- D. The Department expects its faculty members to participate in the business of the department (e.g., program and budget decisions, committee membership) and at the university-wide level (e.g., service on standing and ad hoc committees, planning programs for the university community).
- E. The Department expects its members to practice intellectual and academic honesty, to behave in a collegial and ethical manner, and to undertake research endeavors in an ethical and safe manner. All members of the department are expected to follow university regulations regarding the use of human subjects.

The specific contract language can be found in Article 4, subsections 4.7 through 4.12. The Department of Anthropology's Departmental Evaluation Committee (DEC) will inform every faculty member of the appropriate dates for renewals, promotion, tenure, and six-year assessments.

The following three sections follow and elaborate on the criteria for renewal, promotion, and tenure as outlined in general terms in Article 4.11.

II. Criteria and Expectations for First-Year Renewal

The first year renewal typically occurs during the second semester of employment, therefore the DEC may have limited information on which to base its evaluation. Faculty members should consider the following guidelines when submitting materials to the DEC for the first year renewal:

- A. **Load Credit Activity** The Department expects evidence of adequate preparation for teaching duties as well as a commitment to developing sound teaching practices. After one semester of teaching, the candidate will have limited student evaluations, therefore the Department expects the faculty member to qualitatively assess his/ her teaching methods and identify areas for continued improvement. The Department strongly recommends that faculty members solicit classroom visits from senior colleagues.
- B. **Creative Activity** The Department expects that new faculty members will have a well-defined plan of professional activities. This should be included in the materials submitted for renewal. The Department recognizes that new faculty members require a period of adjustment to a new position and will assist the new member in this by pairing him/her with a senior colleague who will act as mentor and guide.
- C. **Service**. The department will expect participation in departmental and university affairs, recognizing the obvious temporal limitations placed on a new member.

III. Criteria and Expectations for Tenure and Promotion to Associate Professor

As a faculty member progresses through the six years of service leading up to a tenure decision—through his/her series of renewals—and to first promotion, the Department expects growth in all contractual areas. The Department is committed to mentoring faculty members by giving advice, feedback, and direction. For clarification, comments, and concerns, faculty members are encouraged to talk with Department colleagues, the Chair of the DEC, and the Chairperson of the Department. The DEC will meet with junior faculty members and mentor the members through the renewal, promotion, and tenure process.

For promotion and tenure decisions, the DEC will evaluate the candidate in the five contractual areas (as outlined in section 4.11 of the contract, the Senate P&T Policy, and elaborated upon below): load credit activity, creative activity, productive service to the department and university, professional activity, and years in rank. For each of the first four items, the DEC will give evaluations of *exceeds expectations*, *meets expectations*, or *does not meet expectations*. The DEC will then describe the basis behind these rankings based upon the documentation provided. For years in service, the Department will indicate the number of years in rank for promotions or tenure. After considering the activity in all areas, the DEC will either *recommend* or *not recommend* the candidate for promotion or tenure.

- A. **Load Credit Activity** (the primary load of the faculty of the Department is teaching, therefore the following information focuses mostly on that activity).
1. With respect to teaching, the candidate will be evaluated in terms of:
 - a. The ability to communicate ideas and concepts clearly and in ways that students understand;
 - b. The ability to manifest a general sensitivity and responsiveness to the needs of students along with a pattern of seeking good rapport with students;
 - c. The fulfillment of responsibilities related to the candidate's teaching assignments.
 2. The evaluation of teaching effectiveness, including the items mentioned under subheading 1 above, will be made from consideration of the following:
 - a. The summaries and transcribed comments of the student evaluation surveys for courses taught;
 - b. Review of course syllabi, exams, and other relevant material and information;
 - c. Reports of classroom visits by tenured members of the Department (if available);
 - d. Statement from the candidate.
 3. For any additional load credit activity (*e.g.* mentoring students on research projects, acting as a Committee or Department Chair, research reassigned time), the Department values documented evidence that can highlight the nature of the work involved. Such documentation might include: reassigned time reports,

student reports, student presentations, service letters, letters of support from colleagues that highlight work for which load credit was granted.

B. **Creative Activity**

1. It is expected that the candidate will have been actively engaged in research for the purpose of improving his/her effectiveness as a teacher/scholar, generating new knowledge, and providing opportunities for students to learn research techniques and skills.

2. The primary basis for evaluating research/scholarship activity will be evidence of a sustained level of research activity that can be documented. Whereas primary examples of such sustained productivity are journal articles, book chapters, and books, other appropriate examples of productivity are book reviews, presentations of papers, posters, and organizing sessions at professional meetings and at seminars at other universities and institutions. All members are encouraged to disseminate the results of their research through the use of new media, including the Internet. Reports and presentations of research carried out by students, and designs for new courses and other education programs are also included, as are grant applications, peer reviews, grants and contracts awarded, and final reports. Candidates are encouraged to document favorable peer reviews of papers in journals as evidence of the merits and impacts of the candidate's research regardless of whether publication was ultimately secured.

3. The Department values research projects that involve undergraduate students, or graduate students from other departments or even other universities. Members are expected to encourage students to participate in their research projects.

C. **Service to the Department, School, and University** includes both direct service and service as a representative of CCSU. It is expected that the candidate will have documented involvement in service activities such as but not limited to service on committees, advising, and assessing programs. For promotion to Associate Professor, the Department will look for documented service to the Department and typically, to a lesser extent, service to the School and/or University. External service as a representative of CCSU may include acting in an advisory capacity as a professional, and public outreach as a representative of the Department and University. The Department also recognizes the value of its members having their research highlighted in non-professional publications including newspapers and magazines, as well as on the radio and in video productions.

D. **Professional Activity Appropriate to One's Field**

The Department values service to the candidate's profession through activity in professional societies or serving as a referee for professional publications and funding agencies. As noted above, this includes organizing or presiding over a session at a local, national or international professional meeting.

IV. Criteria for Recommendation for Promotion to the Rank of Professor

The same qualities and criteria associated with promotion to the rank of Associate Professor with tenure are applied to promotion to the rank of Professor, with further evidence of professional maturation as a teacher, scholar, and colleague. During the time period since promotion to Associate Professor, the candidate's record of teaching and scholarship should be sustained and show continued momentum in the areas of evidence noted above. Evidence of significant curriculum development is desirable as is a pattern of growth with respect to service to the Department, School, University, and the discipline.

V. Six-year Review

The same criteria for promotion to Professor apply here, with evidence not only of sustained activity in all the contractual categories but of continued growth as well. Especially noteworthy would be documentation of a leadership role in the Department, the School, the University, and in the profession of anthropology in general. Such leadership roles might include chairing committees at the University or in professional organizations, leading research projects, or becoming the acknowledged authority in a particular subject within anthropology.

VI. Faculty Mentoring

Our department offers mentoring of untenured faculty, on a voluntary basis. The mentor, a tenured department member, is available for many forms of support and counsel, including observing in-class teaching style, reading syllabi drafts, advice and experience in negotiating university procedures and bureaucracy, counseling of choices in creative work priorities. The department reserves lighter university and department service duties for the untenured, and seek ways to lighten the teaching load to facilitate the new faculty member's learning and acquisition curve of good teaching skills.