

Modern Language Departmental Guidelines for Promotion and Tenure File

The Department of Modern Languages provides mentorship for faculty in tenure-track positions or applying for promotion.

Load Credit Activity

Candidates for promotion, tenure or evaluation should include in their dossier a section labeled "Load Credit Activity". This section shall contain:

- a. a brief introductory narrative (if desired)
- b. a summary of distribution of load credit for the period under evaluation
- c. statistical summaries of student opinion survey data and a reproduction of all written comments from student opinion surveys
- d. original peer teaching evaluations

For Quality of Teaching and Keeping Current in the Field,

- Indicate variety of courses taught and breadth of your proficiency.
- If you developed a course (and/or a program), include the course outline and rationale.
- If you improved existing courses (and/or programs), include the outline of improvement and rationale.
- Highlight evidence that you use current development in the field in your classroom teaching. Cite conferences in which you participated that presented topics or developed materials **directly** related to your teaching.
- You may include self-evaluation highlighting your own strengths in teaching and your teaching philosophy
- Instructional activities outside the classroom include thesis advisement, student academic advising, and independent studies. Indicate extent and quality of these activities and your ability to establish rapport with students.

For Student Opinion Surveys,

- Present statistical summaries of student opinion surveys including student comments. (See the departmental student survey form attached.)
- Summaries of the past four semesters of all your courses are considered particularly useful for the P&T Committee in its assessment of your quality of teaching. P&T looks for patterns in student assessments of your teaching.

For Peer Evaluations,

- Classroom visitations process and rubrics will follow the guidelines presented by Senate.

For Other Primary Professional Functions,

- Indicate your administrative assigned responsibilities.
- Describe your activities and significance of what you do.
- You may include self-evaluation highlighting your professional skills and competence in the area(s) you served

Supporting material for load credit activity and suggested subsections may include but nor not limited to the following list, in order of relevance:

For teaching,

- Course syllabi
- Course material (handouts, exams, etc)
- Curriculum development grants
- Electronic enhancement of courses
- Interdisciplinary course(s) taught
- New course(s) introduced
- Outline courses taught
- Special projects developed for a course
- Student supporting letters for your Teaching Excellence nomination
- Student opinion surveys (numerical/averaged)
- Student opinion surveys (written comments/typed)
- Teaching philosophy

For other load activity,

- Letter of appointment for administrative positions
- Job description
- Documents from the students, faculty or others you serve, such as letters or recommendations
- Research activities for which reassigned time was provided
- Sabbatical leave report

Creative Activity

Candidates for promotion, tenure or evaluation should include in their dossier a section labeled "Creative Activity." This section should consist of:

- a. a brief narrative describing the scope, nature and rationale of the activity in its relation with the profession. Candidates are advised to highlight the connection of their creative activity to their teaching at CCSU, and

b. a list of activities organized in subsections as suggested below. Subsections must be consistent with the supporting documentation on professional activity included in the dossier.

Supporting material for creative activity and suggested subsections may include but are not limited to the following list, in order of relevance:

- Books, monographs, textbooks, fiction, or translations of books published or forthcoming (with evidence of expected date of publication).
- Book chapters published or forthcoming (with evidence of expected date of publication).
- Articles published or forthcoming (with evidence of expected date of publication) in peer-reviewed journals or foreign journals in either print or electronic format.
- Edited collections of essays.
- Presentation of research at national and international conferences.
- Panels organized or chaired in the faculty's field of research.
- Lectures and invited lectures on scholarly topics at academic events.
- Grants obtained from external or internal sources to support research projects.
- Book reviews in peer-reviewed publications.
- Articles published in non-peer-reviewed journals in either print or electronic format.
- Articles submitted for publication about which a decision has not yet been received.
- Work in progress with an indication of a foreseeable termination date and likely avenues for dissemination.

Service to the Department and University

Please give a list of committees you have participated in. Include details to assess the nature and value of your service (Did you chair any committees? Were you responsible for specific policies put into effect?). Give dates and record specific responsibilities. You may also ask the committee chair to write a statement describing your specific contribution to the work of the committee.

Please include your participation in the work of the department including special projects (such as organizing panels, conferences, lectures, film festivals, foreign language clubs, etc.), advising and registration service, and work on departmental committees.

The Modern Language Department has the following Elective Standing Committees

Elections Committee
Evaluation Committee
Sabbatical Committee

and the following Appointive Standing Committees

Assessment Committee
Computer-Website Committee
Curriculum Committee
Graduate Studies Committee
Professional Studies Committee
Recruitment and Retention Committee
Student Recognition Ceremony Committee

As per our bylaws, no department member should serve in less than two Department Committees.

Campus service, particularly if it is extensive and significant, and indicates concern for the larger campus community should also be included. Such service includes faculty committees and Senate participation, acting as faculty liaison between CCSU and partner institutions, advisement to student organizations, and AAUP participation.

Professional Activity

Candidates for promotion, tenure or evaluation should include in their dossier a section labeled "Professional Activity". This section should be comprised of:

- a. a brief introductory narrative describing the scope, nature and rationale of the activity in its relation with the profession, and
- b. supporting material for professional activity organized in subheadings.

Professional activity may include but is not limited to the following list, in order of relevance:

- Attending or Participating in Workshop/Colloquium/Seminars with practices in literature/culture teaching at national or international conferences
- Teaching at national or international High Education Institutions
- Workshop/session presentation dealing with practices in language teaching at national or international conferences

- Workshop/session presentation dealing with practices in language teaching at regional or state conferences or other events
- Having executive positions in national or international organizations/committees (specify if elected or voluntary)
- Serving as a peer reviewer for professional publications focusing on languages, literatures or cultural studies
- Training/certification in evaluation of language abilities, teachers' performance and teaching programs (ACTFL OPI, WPT, BEST, NCATE, etc.)
- Participating in the development of national tests for language students (AP, CLEP, SAT, etc.)
- Poster presentations at conferences and professional events dealing with language teaching and learning
- Organizing conference or serving on conference committees
- Grants obtained for professional or curriculum development
- Having executive positions in regional or state organizations/committees
- Chairing/moderating conference panels dealing with languages, literatures or cultural studies
- Organizing panels/sessions within conferences
- Presentations at community events dealing with cultural and linguistic diversity
- Serving as juror at professional events related to languages (poetry recitation contexts, student scholarship committees, etc.)
- Collaborating with community organizations dealing with cultural and linguistic diversity
- Serving as consultant for professional agencies in the field of language teaching
- Attending conferences, seminars or workshops dealing with language, culture or literatures studies
- Membership in professional associations and learned societies in the field