COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

BACKGROUND INFORMATION:

1. Are proposed changes those of College ☐ or Department ☑ procedures? (check one)

2. Date that current proposed changes were sent forward

3. Department or College initiating proposed changes

4. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").

5. The proposed changes have been approved by the faculty of the College ☐ or Department ☑. (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file. [signature]
Chair, Department Personnel Committee Date: 2 May 2011

Signature on file.
Department Chair Date: 5/2/11

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file. [signature]
Chair, College Personnel Committee Date: 5/3/11

Signature on file. [signature]
College Dean Date: May 04 2011

Signature on file. [signature]
Chair, Personnel Planning and Review Committee Date: 6-2-11

Approval Date: 5'11
Effective Date (see attached): F'11
Date of Next Review: 2015-2016

For PP&R use only.
Supplement to the Administrative Manual Regulations for Retention, Tenure, and Promotion (Section 600)

I. RETENTION, TENURE AND PROMOTION

The following guidelines are offered in an attempt to clarify the criteria used by the Department Personnel Committee in making recommendations concerning retention, tenure, and promotion. The general principles can be enunciated: 1) the pattern of qualifications necessary for recommendation in moving through each stage of the academic career must differ from one rank to the next; and 2) in considering a given candidate, only those activities subsequent to his or her last promotion (or reappointment) shall be considered. Prior activities may be considered only insofar as they serve to establish a pattern.

Criteria for Retention, Tenure and Promotion: General Principles

1. Retention without Tenure: During the first year, the candidate's commitment to teaching and his/her general competency within the field should be evidenced. During years two - six, the eventual tenurability of the candidate becomes a consideration of increasing importance.

2. Promotion with Tenure: For promotion with tenure, the candidate must demonstrate commitment to and increasing competence in teaching. In addition, the candidate must demonstrate achievement, and not just potential, in the area of scholarship. Service to the University is desirable, but cannot compensate for serious deficiencies in either teaching or scholarship.

3. Promotion to Associate Professor without Tenure: The Department's criteria for promotion are the same as those for promotion with tenure.

4. Promotion to Professor: Evidence of continuing classroom effectiveness is essential for promotion to any rank. For promotion to Professor, expectations in the area of scholarship exceed those for promotion to Associate Professor. Publication or its equivalent is a specific requirement for promotion to Professor. A substantial record of university and/or professional service is also expected of candidates seeking promotion to Professor.

Retention, Tenure and Promotion, all require demonstrated contributions in the following areas relative to assigned activities:

A. Teaching Effectiveness
   Teaching competency at all ranks is required. The methods for determining teaching effectiveness include a quantitative like-scale questionnaire, an optional open ended questionnaire, class visits by peers, and solicited student comments.
instructional aids), as well as evidence for participation in professional development related to teaching.

6. Procedures for providing students the opportunity to consult with the Department Personnel Committee regarding the teaching performance of faculty members under consideration for reappointment, tenure or promotion.

a) The Anthropology Department will email all majors and graduate students as follows at least two weeks prior to personnel deliberations:

"The Department of Anthropology encourages and invites comments from interested students regarding the following faculty who are being considered for promotion:
Those students wishing to provide such feedback are invited to speak individually with the Chair of the Department of Anthropology Personnel Committee,
(Name) ________________________, on (date) ________________________
From (times) ____________________ in Room. _________________________."

b) If, in the opinion of the Department of Anthropology Personnel Committee, if a student's oral testimony adds substantially to the information already available in the written record (the Professional Information and Personnel Action files), the student shall be asked to submit a signed statement in that respect.

**B. Contributions to the Field of Study**

This refers to the tradition that university faculty do not only convey information, but are also obligated to contribute to the body of information within the purview of their disciplines. Such activity can be evidenced in several ways: actual or accepted scholarly publications; book reviews; active commitment to an ongoing research project (evidenced by research proposals and/or documents generated by such research); presentation of completed research at regional, national and international professional scholarly organizations and other academic conferences; professional honors (invited addresses, membership on granting and review committees, editorship of professional publications, chairing sessions at professional meetings, and so forth).

1. **Definition of Publication:**

a) The Department of Anthropology adheres to the definition in Section 600.

b) A written work is considered published when it has been printed or posted online (in the case of online journals).

2. **Equivalencies to Publication:** The Department of Anthropology stipulates that an equivalency to publication, as provided for in Section 600:

a) Should consist of creative research, and should be addressed and disseminated to a public which is large enough, specialized enough, or influential enough to demonstrate that it is of applied or theoretical value, and it

b) Should be recorded in a form such as print, video or audio tape, or digital media, and should be subject to external peer review.

c) Equivalencies to publication include the following as long as there is evidence of peer review (see B.2.d below): book chapters, monographs, edited scholarly books or special issues of a journal, technical reports, ethnographic or documentary films,
Contributions in this area are highly valued given the connection between the community engagement goals of the Department, the College and the University. Community Service includes, but is not limited to, the following:

a. Service to public agencies and community-based organizations that draws upon the academic expertise and professional competence of a faculty member.
b. Participation as a member of recognized community agencies that reflect the goals and objectives of the Department.
c. Active participation in planning efforts that link student learning with community.

3. **Professional Service**

   Service to the profession of anthropology, broadly defined, and allied fields is also valued. Such service includes, but is not limited to, the following:

   a. Holding an elected or appointed office in a professional organization.
b. Serving as an editor of, or on the editorial board of, a scholarly journal.
c. Reviewing scholarly papers, books, grant applications or other documents
d. Publishing scholarly book reviews.
e. Serving as an outside evaluator / reviewer for applications for promotion and tenure at other institutions.
f. Serving as an external departmental site visitor/ reviewer.
g. Serving as an external examiner on student Ph.D. and M.A. committees outside the university.
h. Undertaking a wide range of activities on behalf of a professional organization.

**D. Professional and Personal Responsibilities**

The Department of Anthropology follows Section 600 for evaluating professional and personal responsibilities.