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Department of American Studies
Departmental Standards for Tenured Faculty Review
Approved by the Department of American Studies April 7, 2003

Revised May 13, 2004

Approved by CLAS 16 June 2004

Throughout their careers, members of the department are expected to teach, advise, and mentor students at the undergraduate and graduate levels, to produce and circulate scholarly work, and to contribute service to the Department, the College, the University, and the profession. The present document outlines departmental standards and expectations in each of these areas, as these are to be applied to tenured faculty members during deliberations on annual merit salary increases and five-year post-tenure reviews. When a tenured faculty member's work differs substantially from the written standards, specialized expectations must be formalized in a Post-tenure Allocation of Effort Agreement.

Teaching: Departmental expectations are a pattern of sustained development and substantial growth in achievement and productivity, consistent with rank and seniority for associate and full professors. They include:

1. Regularly update existing courses by taking into account recent advances in the relevant fields of study.
2. Develop new courses, as warranted by changing developments of fields in American Studies and by changing needs of the Department and the College.
3. Maintain a record of teaching courses central to the Department's mission at all levels of instruction and which are appropriately sized, consistent with the nature of the subjects offered and the needs of the Department and the College.
4. Have a record of written student evaluations, using departmental forms, that on average reflect a positive assessment of teaching effectiveness and quality of courses.
5. Maintain a record of advising undergraduate students, which may include supervising or participating in undergraduate honors theses.
6. Regularly work with and supervise graduate students, with a record of participation and/or direction of graduate student PhD and MA comprehensive exams and dissertations.
7. Evidence of teaching effectiveness and quality of courses may also be in the form of teaching and curriculum fellowships, grants and/or awards, external or internal to UI.

Scholarly Work: Departmental expectations are a pattern of sustained development and substantial growth in achievement and productivity, consistent with rank and seniority for associate and full professors. They include:

1. Demonstrate regular productivity, continued development and growth, and increasing professional visibility in ways consistent with scholarly specializations. Scholarship may include published books, chapters in books, articles, and other types of original scholarly materials.
2. Produce a record of evidence of progress toward completion of scholarly projects, by presenting work at regional, national, and/or international conferences and meetings, by

chairing and organizing panels at conferences, and/or by invitations to lecture/speak at conferences, symposia, or other academic venues.

3. Evidence of progress toward completion of scholarly projects and of the pursuit of scholarship may also be in the form of received fellowships, grants, and/or awards, external or internal to UI.

Service: Departmental expectations are increasing leadership and service, consistent with the rank

and seniority of associate and full professors. They include:

1. Regularly participate in the administration of the Department's programs and discharge of its mission, except when on authorized leaves from such service.
2. Participate on University, collegiate, and/or departmental committees.
3. Serve regional, national and/or international professional organizations as an officer, board member, committee member, panel or workshop organizer, conference organizer or in other ways that reflect the visibility of one's scholarship and teaching.
4. Serve as an editor, editorial board member, and/or reviewer for university presses or journals.
5. Serve as consultant or reviewer for promotional or departmental reviews at other universities and colleges, for funding agencies, for grant or scholarship organizations, or for other like organizations.
6. Consult, review, lecture, or participate in community groups or activities in ways that reflect leadership in one's areas of teaching and scholarship.
7. Evidence of service may also be in the form of received program grants and/or service awards, external or internal to UI.