

## **Departmental Standards for Tenured Faculty Review**

### **Department of Linguistics**

This document delineates the standards for teaching, scholarship, and service which are applied to tenured faculty in deliberations concerning annual merit salary increases and in five-year reviews.

#### **A. Teaching**

1. Each full-time faculty member is expected to teach four courses per academic year, including both undergraduate and graduate courses. Faculty members are expected to teach classes of the appropriate size for the level and topic of the course. Teaching the courses includes preparation of lectures, problem sets/homework assignments, and quizzes and tests; meeting with students; assignment of grades; supervision of teaching assistants; and all other activities required for the successful delivery of courses.

2. Each faculty member is expected to conduct regular summative student evaluations of each course taught, using either the ACE forms or the discursive departmental form.

3. Each faculty member is expected to update course syllabi and propose new courses as appropriate to developments in the field and the needs of the program.

4. Each faculty member is expected to contribute an equitable share of a combination of the following advising and mentoring activities which best suits the needs of undergraduate and graduate student populations and fits with the expertise of the faculty member:

- academic advising of undergraduate and graduate students,
- directing independent study for undergraduate and graduate students,
- directing undergraduate honors theses,
- directing MA and PhD research and theses,
- participating on examination and thesis committees,
- supervising PhD qualifying papers,
- supervising Undergraduate Scholar Assistants,
- serving on comprehensive examination and dissertation committees for other campus units,
- participating in other activities that serve the educational mission of the Department.

#### **B. Scholarship**

1. Each faculty member is expected to show evidence of ongoing research that demonstrates increased national and international visibility in the field. Evidence of this includes publishing results of that research as articles in journals, chapters in edited volumes, monographs, papers in conference proceedings, and other appropriate publications. In general, a refereed publication carries more weight than does an unrefereed one, a more substantial work carries more weight than does a less substantial one, a singly authored publication carries more weight than does a co-authored one.

2. As further evidence, each faculty member is expected to participate in professional meetings, which may include presentation of research results in papers, panels, and posters, organization of and/or participation in discussion panels, and chairing sessions. Also important are invitations to keynote at conferences and invitations to speak at other institutions, both nationally and internationally. Each faculty member is also expected to report on research in the departmental colloquium and in other units at the University.

3. Each faculty member is expected, where possible and appropriate, to compete for external research funds, as well as funds available in University-wide initiatives.

### **C. Service**

1. Each faculty member is expected to contribute an equitable share of service to the Department through a mix of the following:

- service on departmental committees, e.g. Admissions, MA Comprehensive, Search,
- service as departmental representative to the Faculty Assembly,
- participation in Hawkeye Visit Days and other Office of Admissions events,
- service as liaison with interdisciplinary and interdepartmental programs,
- service as liaison with computer services,
- coordination of the Linguistics Laboratory,
- organization of the departmental research colloquium,
- service as graduate studies adviser,
- service as honors adviser,
- service in other capacities that further the conduct of Department business.

Increasing leadership and service are expected, consistent with rank and seniority.

2. Each faculty member is expected to provide service to the College and University through:

- service on standing committees and ad hoc committees,
- participation in Faculty Senate or on the Graduate Council,
- service in other capacities that contribute to the College and University community.

Increasing leadership and service are expected, consistent with rank and seniority.

3. Each faculty member is expected to provide service to the profession through:

- serving as editor or on editorial boards,
- refereeing manuscripts for journals and presses,
- reviewing grant proposals,
- serving on committees for professional organizations and national panels,
- serving as an officer to a professional organization,
- refereeing abstracts for scholarly conferences,
- serving as a reference for tenure and promotion review at other institutions,
- participating in organizing a conference,
- conducting other activities that contribute to the field of linguistics.

Increasing leadership and service are expected, consistent with rank and seniority.