

**DEPARTMENTAL STANDARDS FOR TENURED FACULTY REVIEW
DEPARTMENT OF SPANISH AND PORTUGUESE**

Approved by the departmental faculty, September 2004

Approved by the College of Liberal Arts and Sciences, November 11, 2004

Approved with emendations requested by CLAS June 2012

Throughout their careers, members of the department are expected to teach, advise, and mentor students at the undergraduate and graduate levels, to produce and disseminate 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 tenured faculty review and in five-year post-tenure peer reviews.

A. Teaching

1. Faculty members are expected to regularly update existing courses by maintaining active familiarity with current scholarship and methodologies in their fields.
2. Faculty members are expected to develop new courses where this is warranted by developments in their fields and by the changing needs of the department, their program areas, and the College.
3. Faculty members are expected to teach classes which are appropriately sized, consistent with the nature of the subjects offered, the available classroom and teaching facilities, and the needs of the department and the College.
4. Faculty members are expected to obtain student evaluations of classroom teaching in all organized courses and to keep the evaluations on file for use in periodic academic review.
5. All faculty members are expected to advise undergraduate majors. Faculty members are also expected to serve as advisors for graduate students working under them in their areas of scholarly emphasis.

B. Scholarly Work

1. Faculty members are expected to demonstrate scholarly productivity, continued development and growth, and increasing visibility in ways consistent with their specializations. For faculty whose scholarly work is in progress over a span of years before it is completed (e.g., book manuscripts), evidence of productivity, continued development and growth, and increasing visibility is demonstrated through the publication of articles and the presentation of papers related to the longer-term project
2. A sustained record of publication is essential. The record may consist of books, edited books, peer-reviewed articles, scholarly and literary translations, review essays and creative work.
3. For second-language acquisition faculty, development of instructional software and course materials may be considered as scholarly work if these are

research- based and are supplemented by conference presentations, articles, and papers of theoretical or analytical nature explaining the approach from a research perspective, and/or if there is evidence of widespread adoption or peer review.

4. Faculty members must demonstrate a sustained effort to disseminate their scholarship in their professional communities by participating in peer-reviewed conferences, organizing panels in peer-reviewed conferences, or organizing conferences and workshops. Evidence of recognized scholarship and creative work such as invitations to participate in professional activities at other universities and institutions is also valued.
5. Faculty members are expected to apply for internal (i.e., Collegiate or University) sources of competitive funding and external funding appropriate to the discipline.

C. Service for post-tenure faculty members comprises the following points:

1. Faculty members are expected to serve on departmental committees and to participate in hiring, promotion and tenure decisions in the department.
2. Faculty members are expected to demonstrate increasing leadership and service consistent with rank and seniority.
3. Faculty members expected to serve on University and Collegiate committees.
4. Faculty members are expected to serve the profession in such ways as holding offices in professional organizations, helping to organize conferences and other events, serving as reviewers for journals, presses and foundations, serving on editorial boards, participating in promotion or departmental reviews outside the University.