

English Department RTP Evaluation Policy and Criteria

EFFECTIVE FALL 2021

A. Weighting of Categories

The English Department regards effective teaching as the primary and essential ingredient for a good RTP review. Significant problems in this area must be remedied for tenure or promotion to be obtained.

Candidates must demonstrate achievements in 1.) teaching effectiveness, 2.) scholarship, research, and creative achievement, and 3.) university and community service. Each of these three areas must be represented, but the Department recognizes and values the diversity of its members' contributions in these areas and evaluates each faculty member's performance holistically, allowing exceptional weight in one area to balance the categories.

B. Assessment Categories

1. Teaching Effectiveness

a. Peer review of teaching effectiveness shall consist of class observations by two faculty members, followed by written reports, per year review cycle. The written evaluations will refer to the teaching criteria outlined in the current University RTP.

b. Any two department peer observers selected by the candidate will be acceptable to the department RTP Committee provided that, as required by University policy, one of the two is tenured. With the approval of the RTP Committee, one of the reviewers may be a faculty member outside of the Department, as provided by current University RTP policy.

c. Quantitative and qualitative student evaluations from the University SETEs will be collected from two or more classes each semester, and from these, two classes will be selected by the candidate, as specified in the current University RTP policy, for summary and analysis for the RTP document.

d. The candidate shall prepare a written self-assessment as specified in the current University RTP policy.

e. When part of a faculty member's teaching consists of non-traditional teaching duties such as developing and/or directing departmental programs, tracks, or other initiatives, those duties shall be evaluated by committee review of appropriate documentation submitted by the candidate as evidence of fulfillment of those duties. These activities shall be discussed in the written self-assessment.

2. Scholarship, Research and Creative Achievements, and Professional Development

The English Department values scholarship, research, and creative achievement for purposes of reappointment, promotion, and tenure. We affirm the diversity of scholarship for each of our department's concentrations: English Education, Literature, Creative Writing, and Rhetoric and Composition. These might include non-traditional creative or scholarly activities such as blogging, collaborations, and live or online performances, colloquia, and a variety of events and workshops.

For purposes of reappointment, tenure, and promotion, “publication of scholarly books and/or publications in a professional journal in an appropriate field, especially if refereed, are traditionally considered appropriate accomplishments” (“SSU Reappointment, Tenure, and Promotion Procedures, Criteria, and Standards for Tenured and Probationary Faculty” 9 March 2016). Similarly, for its Creative Writing Faculty, publication of books and creative work in literary journals are traditionally considered appropriate accomplishments. The department affirms teacher research, curriculum and/or pedagogically focused grant work, and professionally disseminated pedagogical work as scholarship and research for the purposes of reappointment, promotion, and tenure.

The English Department recognizes that, in addition to these traditional forms of publication, other scholarship, research, and creative work can make material contributions to the discipline, and can be evaluated and reviewed. Also, the English Department recognizes innovative new presses and platforms of publication, and bases its evaluation on a publication venue’s currency in the field, timeliness, and accessibility to audiences.

For tenure and promotion at all levels, evaluation will be based on participation across two or more of the following:

- a. publishes professional or scholarly books and articles in journals and edited book collections.
- b. publishes creative books and works in literary journals
- c. publishes textbooks and other instructional materials or disseminates pedagogical work as research in a professional forum
- d. publishes work in professional outlets related to discipline, field of expertise, or teaching
- e. publishes in electronic academic and creative venues and other digital scholarship (e.g. digital journals, forums, and credible disciplinary blogs)
- f. publishes book reviews, encyclopedia entries, or bibliographies
- g. receives grants, fellowships, awards, or other honors for research/writing
- h. conducts research activities: collecting data, analyzing data, writing reports, and presenting results in academic forums.
- i. edits manuscripts for publication as scholarly editions
- j. serves as a reviewer for scholarly journals, university or academic presses
- k. presents work in academic/professional settings (university, conference, professional meeting, symposium)
- l. participation in professional meetings as discussant, committee member, or organizer of colloquia/seminars.

- m. awards, honors, exhibitions, performances, or speaking engagements.
- n. contributions to discipline outside his/her primary area of specialization.

3. Service to the University

The Department RTP Committee shall evaluate the candidate's contributions to both University and community service, including: (1) evaluate the quality and length of service, and (2) specify whether the candidate is supported by released time for any given assignment or 3) if the candidate was financially rewarded for any particular activity. Examples of service to the University include but are not limited to: Contributions to the organizational, academic, intellectual, and social life of the University, including participation on committees and with student organizations. Activities that enhance the University's ability to serve the needs of a diverse student body, non-traditional, and prospective students. Activities that enhance the University's ability to retain and graduate students, including mentorship and advising. Representation of the University in an official capacity to the CSU and other institutions.

4. Public Service and Service to the Community

The Department RTP Committee shall evaluate the candidate's contributions to both University and community service, including: (1) evaluate the quality and length of service, and (2) specify whether the candidate is supported by released time for any given assignment or 3) if the candidate was financially rewarded for any particular activity. Examples of public service and service to the community include, but are not limited to, membership or participation on: Local, State, and Federal boards, commissions, and committees; Civic organizations; Community service organizations; Schools; Charitable organizations; Social agencies; Political groups/organizations; Recreational agencies and groups; Cultural organizations; Leadership in professional organizations at local, state, and national level; Service as critic, reviewer, editor, or consultant.