

ANNEX I: Departmental Promotion and Tenure Criteria

Revised & Approved by the Faculty: February 11, 2015; amended, 3-27-2015

The purpose of these guidelines is to provide faculty with a statement of the expectations for promotion and tenure within the Department of Anthropology consistent with the University's mission to teach, to inquire into the nature of things, and to serve society. Faculty should become familiar with and understand the University's *Guidelines for Appointment, Promotion, and Tenure*, which provide detailed information on University rules for the promotion and tenure process and timing. In all matters related to promotion and tenure, the Department of Anthropology will carefully adhere to the University of Georgia Guidelines for Appointment, Promotion and Tenure. The standards, criteria, and processes presented in this document are intended to supplement and/or extend the University's Guidelines. All faculty are expected to be familiar with both this PTU document and the University Guidelines. If any inconsistency or discrepancy is found in this document or if this PTU document does not address a certain issue, the University's Guidelines will supersede this document.

This document and discipline-specific criteria must be accepted by the faculty within the Department of Anthropology, and must be reviewed and approved by the dean of the College and the Senior Vice President for Academic Affairs and Provost. New faculty members must be provided with this PTU document and University Guidelines. In addition, any changes or updates to this PTU document must be approved by the faculty, dean and the Provost. All revisions and approval dates must be listed in the PTU document.

Anthropology is a broad discipline that bridges the sciences and humanities and covers a variety of subjects, including human biology, paleontology, historical ecology, archaeology, history, ethnography, and real world applications. In their efforts to understand the nature of human diversity in all its aspects, anthropologists use a very wide range of theory, methods, and modes of scholarship. They may variously employ research methods that are laboratory-based or field-based, quantitative or qualitative, archival or contemporary, ethnographic or biological. Anthropologists may disseminate research results in a broad range of venues: single- or multi-authored books, monographs, reports, journal articles, or as book chapters depending on the norms in their area of enquiry. Increasingly some anthropologists are asked to bring their expertise to bear on contemporary problems and asked to address matters of broad public concern. Thus, different sub-disciplines or areas of anthropological enquiry recognize different standards of distinction, and no single measure of performance is adequate to assess research productivity across all faculty. Particularly, no single ranking of publication outlets or specific expectation regarding the centrality of external funding to the research enterprise is entirely appropriate for evaluating faculty research productivity. Discipline-appropriate standards of performance in anthropology for the purposes of promotion and tenure at UGA need to be flexible, permitting all faculty members to meet the norms for achievement in their own research areas while demonstrating excellence in scholarship and professional distinction.

Advisement: At the time of appointment, a new faculty member will be given a copy of this document along with the most recent version of the University Guidelines for Appointment, Promotion and Tenure and will be advised about the department's requirements for promotion and tenure. He or she will sign a letter indicating receipt and understanding of these guidelines. Additional advisement for assistant professors will occur through annual faculty evaluations and mandatory meetings with the Department Head, where progress relative to expectations will be discussed. Assistant professors are encouraged to request the appointment of a senior faculty mentor to advise on matters of teaching, research, professional decorum, the department, and promotion and tenure. Such an appointment is conditional upon the identification of a faculty member suitable to advise the candidate in his/her area of expertise, and the faculty member's agreement. It is ultimately the responsibility of the individual faculty member to be aware of the criteria in his/her Department, as well as in the University *Guidelines for Appointment, Promotion, and Tenure* (i.e., the *Guidelines*).

Third-year review: In the spring of their third year each assistant professor will submit a dossier equivalent to sections 4 and 5 of the promotion dossier described in the *Guidelines*: (<https://provost.uga.edu/faculty-affairs/promotion-tenure/>), that will be reviewed by a committee appointed by the department head. The department head or an assigned faculty mentor will advise the faculty member on the contents of the dossier and will ensure its accuracy. If at all possible, the mentor will serve as a member of the third-year review committee.

The procedures for the conduct of the third year review will follow the *Guidelines*. At a regular departmental meeting with a quorum of eligible faculty present, the head will present the report to the faculty. (The *Guidelines* define faculty eligibility). The faculty will then discuss and vote on the following questions:

“[Candidate's name] has made sufficient progress towards promotion and/or tenure to [the next rank].”

“[Candidate's name] is recommended for renewal for the fourth year.”

Faculty will vote “Yes” or “No” on these questions. On the basis of this vote the head will meet with the candidate and give him/her a written statement of the departmental vote.

The candidate will have an opportunity to provide a written response to the review. This response will be made available at the faculty meeting at which the votes on the report and renewal of the candidate are taken.

Preliminary Consideration: The department will follow procedures for initial consideration presented in the *Guidelines*. At a meeting of eligible faculty, the faculty will vote on the following question:

“[Candidate's name] should be formally reviewed for promotion to the [next rank] and/or for tenure.”

Faculty will vote “Yes” or “No” on this question. The results will be conveyed by the head in writing to the candidate within three working days of the vote.

Criteria for the Ranks:

For Tenure and for Promotion to Associate Professor:

For tenure and for promotion to associate professor, candidates must “show clear and convincing evidence of emerging stature as national authorities unless their work assignments are specifically at the local or state level.”

Teaching: On the basis of student evaluations, peer reviews, awards, participation in departmental and/or college or university activities related to teaching, the candidate must show clear effectiveness as a teacher in the classroom, in student advisement, in limited direction of graduate student work and of independent studies or internships, and in other forms of instruction involving students including alternative and emergent forms of instructions such as online teaching and service-learning. The department furthermore recognizes the value of interdisciplinary and collaborative teaching to meet student needs.

Candidates whose record reflects difficulty in teaching must also be able to document steps they have taken to correct these problems, and the record must reflect, in the form of student evaluations, peer evaluations, and other means, that significant improvement has occurred.

Research: The departmental expectation is that faculty who qualify for promotion to associate professor (and for tenure) must have developed an independent research program at the University. Important measures of research productivity are: (a) has published one to two scholarly publications per year (averaged over time in rank) and (b) obtained adequate outside funding to support their research program and (c) actively sought funding. Some scholarly publications may have garnered national/international recognition as indicated by internal and outside peer evaluations; the requirement of one to two publications per year may be waived in these cases. Evidence of emerging national recognition for research in the form of reviews, citations, awards, external letters of assessment, and other forms can help demonstrate the candidate’s level of recognition.

Peer-reviewed books, edited or co-edited volumes, chapters in books, and articles are all considered scholarly publications. Online publications count equally with print publications towards satisfying these criteria if they appear in recognized and professionally refereed on-line locations.

If the department hires a faculty member whose research will result in different kinds of research productivity that are not included above, the department and the candidate must agree in writing at the time of appointment as to the general expectations that the candidate must satisfy; the Dean must approve this agreement.

Service: Successful candidates for promotion to associate professor and/or for tenure are expected to attend departmental meetings, have some limited service on student and departmental committees, and, if asked to serve, limited service on campus committees and

governing bodies. Beyond the level of the kinds of service that involve instruction and research, service can be broadly interpreted to mean participation in activities that contribute to the life of the department, the discipline, the University, and the community broadly defined. Participation or leadership in professional organizations does help meet these criteria.

For Promotion to Professor:

For promotion to full professor, candidates must “show clear and convincing evidence of high levels of attainment in the criteria appropriate to their work assignments and the missions of their units. Unless the candidate’s assignments are specifically regional, they should demonstrate national or international recognition in their fields and the likelihood of maintaining that stature.”

Teaching: On the basis of student evaluations, peer reviews, awards, participation in departmental and/or college or university activities related to teaching, the candidate must show clear effectiveness as a teacher in the classroom, in student advisement, direction of graduate student work and of independent studies or internships, and in other forms of instruction involving students including alternative and emergent forms of instructions such as online teaching and service-learning. The department furthermore recognizes the value of interdisciplinary and collaborative teaching to meet student needs.

Candidates whose record reflects difficulty in teaching must also be able to document steps they have taken to correct these problems, and the record must reflect, in the form of student evaluations, peer evaluations, and other means, that significant improvement has occurred.

Research: The departmental expectation is that faculty who qualify for promotion to professor must have an established research program with national or international impact, must have published 1 to 2 scholarly publications per year (on average) while an associate professor, and have maintained adequate outside funding to support their research program. Some scholarly publications may have garnered national/international recognition as indicated by internal and outside peer evaluations; the requirement of one to two publications per year may be waived in these cases. Evidence of national or international recognition for research in the form of reviews, citations, awards, external letters of assessment, and other forms can help demonstrate the candidate’s level of national or international recognition. These should be items that do not appear in the dossier used for promotion to associate professor.

Peer-reviewed books, edited or co-edited volumes, chapters in books, and articles are all considered scholarly publications. Online publications count equally with print publications towards satisfying these criteria if they appear in recognized and refereed on-line locations.

Service: Successful candidates for promotion to professor will demonstrate active participation in the life of the department, the college, and the university by service on student, departmental, and/or college committees. They will show a record of participation in departmental activities, including attendance at meetings. Beyond the level of the kinds of service that involve instruction and research, service can be broadly interpreted to mean participation in activities that contribute to the life of the department, the discipline, the university, and the community broadly-defined. Leadership in professional organizations does help meet these criteria.

Public Service & Outreach

Franklin faculty are not usually budgeted for public service and outreach activities, but there may be situations in which it becomes appropriate to budget their time to such activities.

Public Service and Outreach faculty at the University of Georgia are principally involved in the identification, development, and rendering of service to individuals, communities, organizations, and public agencies in support of their own purposes and functions. Such faculty have continuing, direct contact with citizens and officials in their own environments and are deeply involved with state, local, and community leaders in the areas of needs assessment, program development, training, consultation, and technical assistance.

Faculty should consult the Office of the Vice President for Public Service and Outreach on the detailed criteria and expectations for faculty budgeted for public service and outreach. Franklin College provides the following guidelines for changing a faculty appointment to include public service and outreach activities:

1. Assistant professors are generally not eligible, except in unusual cases.
2. Associate or full professors are eligible if they have demonstrated a sustained interest in some type of outreach or service, constituting at least 5% of their time, and this outreach or service activity appears likely to continue in the future.
3. Service EFTs may be constructed by subtracting from existing Research or Administration EFT fractions, but not from Instructional EFT fractions. The permissible range will be 0.05 to 0.25 EFT.

The procedure to be followed for re-budgeting EFT is as follows: the faculty discusses the idea with their department head who discusses the matter with the appropriate Associate Dean. If all approve, the requested service EFT is implemented. Department Heads are expected to annually consider if the service EFT is still an appropriate, accurate, description of the faculty member's activities.

Review of Materials for Promotion & Tenure: Copies of all published items listed on the vita, teaching materials including student evaluations, and other materials prepared for the dossier must be made available to the department by August 1. The Department will request and add to this material letters from external reviewers. The review of materials by the department will follow the *Guidelines*.

Requests for reconsideration by candidates who do not receive a positive recommendation must be handled in accordance with the *Guidelines*.

PTU Promotion & Tenure Timeline

Date	Action
January (before going up for promotion/	Individual faculty are notified of their eligibility for Promotion & Tenure (P&T); on providing a letter of intent and an updated CV to the Head, the voting faculty will be convened for a preliminary consideration vote on the intent of the faculty member to proceed with P&T.

tenure)	
February	Candidate meets with the Head and the Business Manager to discuss the P&T process and review example dossiers. The candidate will also provide names and contact information for potential referees and names of individuals who may not be contacted. Head contacts potential referees as to their availability to evaluate the candidate for P&T.
mid-April	Candidate provides to Business Manager an updated CV, 3 publications, and a brief summary of their research. Head combines these materials with a formal request to referees to write a letter of evaluation of the candidate for inclusion in the candidate's dossier. Office staff will assist the candidate in preparing their CV according to the Guidelines simultaneously to preparing ancillary forms and cover letters required for the dossier.
mid-June	Candidate provides Business Manager with draft statements of their major accomplishments and of their achievements in teaching, research and service for review and editing.
August 1	Candidate provides Business Manager final drafts of all dossier elements they are responsible for, who will then assemble the dossier for circulation to the voting faculty. Voting faculty may provide suggestions on the organization and content of the dossier that the candidate may take under advisement in making revisions prior to the PTU vote.
Late-August	PTU Faculty vote on the dossier, after which no revisions/alterations of the documents in the dossier are allowed. Head finalizes cover letters.
September 1	Dossier is submitted to Franklin College.

Approved by the University, June 8, 2015