

**Promotion/Tenure Criteria**  
**Department of Religion**  
**(Revised November 2014/February 2015/April 2015)**

**Preamble: Overview and Key Principles**

In all matters related to promotion and tenure, our department will carefully follow and adhere to the University of Georgia *Guidelines for Appointment, Promotion, and Tenure*. (hereafter, University Guidelines). The standards, criteria, and procedures presented in this document supplement and/or extend the University Guidelines. All faculty are expected to be familiar with both this Promotion Tenure Unit (PTU) document and the University Guidelines. If any inconsistency or discrepancy with/from University Guidelines 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 must be accepted by the faculty of the Department of Religion, and must be approved by the Dean of the College and the Senior Vice President for Academic Affairs and Provost. New faculty members shall be provided with an analogue copy of this PTU document and the University Guidelines. Any changes or updates to this PTU document must be approved by the faculty, Dean and Provost. All revisions and approval dates shall be listed in this PTU document.

This document may be accessed at the web-site:  
<http://provost.uga.edu/index.php/policies/appointment-promotion-and-tenure/promotion-tenure-criteria>.

Please note the following important points regarding matters of promotion and tenure in the department and the university:

1. All matters related to third-year review, promotion, and tenure, the unit will follow and adhere to the latest online iteration of the University of Georgia Guidelines for Appointment, Promotion, and Tenure. The unit-specific procedures, guidelines and criteria detail how third-year review, promotion, and tenure will be handled in the unit. Issues not addressed in the unit-specific guidelines can be answered by resorting to the university Guidelines.
2. Responsibilities of faculty in the Department of Religion fall into three broad categories: (a) research and scholarship; (b) instruction; (c) academic and professional service – to the department, the university, the academic community of Religious Studies (and in some cases, other or allied fields), and society.

3. At the time of appointment, each faculty in the Department of Religion will receive a copy of both the unit and the university guidelines for promotion and tenure. The new faculty will sign a letter acknowledging receipt and understanding of these guidelines.
4. In written annual faculty performance evaluations, the department head will provide advice to faculty below the rank of Professor on their progress towards promotion, with specific suggestions as to what the faculty member must do in the areas of teaching, research, and service for promotion to the next rank and for tenure, if appropriate. The annual evaluation will be conducted according to the defined discipline-specific criteria of the Department of Religion, and will address each discipline-specific criterion (research, teaching, and service) with a clear statement as to whether the criterion is being met by the faculty member under review.
5. Following a long-standing practice of the Department of Religion, which other units have begun to emulate, new faculty members with their input will be assigned at least one faculty mentor from among the tenured faculty, who will advise on matters relevant to their duties – teaching, research, service, departmental matters, and promotion and tenure.
6. It is important that our scholarship in the Department of Religion continue its acknowledged significance beyond local and regional disciplinary communities and publication outlets. Therefore, as is our traditional practice, the department expects that faculty scholarship will achieve national and international importance.
7. The Department of Religion works from the principle and premise that scholarship in all areas is most abundant and of the highest quality when it occurs within a supportive and encouraging community of colleagues. While each faculty member is responsible for meeting the requirements attendant to his or her appointment, the department collectively seeks to operate with clarity, openness, mutual encouragement and support, integrity, and honesty.

### **Advisement**

At the time of appointment, a new faculty member will be given a copy of the departmental criteria for tenure and promotion. He or she will sign a letter indicating receipt and understanding of these guidelines.

For each assistant professor, the head will appoint one or more senior faculty mentors who will join with the head to advise on matters of teaching, research, the department, and promotion and tenure.

In the written annual evaluation, the head will provide written advice to faculty below the rank of professor on their progress towards promotion/tenure, with specific suggestions as to what the faculty member must do in teaching, research,

and service for promotion to the next rank and for tenure (if appropriate). The annual evaluation will be conducted according to the defined discipline-specific criteria of the Department of Religion, and will address each discipline-specific criterion (in research, teaching, and service) with a clear statement as to whether the criterion is being met by the faculty member under review.

### **Third-Year Review**

The third-year review process will follow the Department of Religion Guidelines for Third Year Review (attached). The general process is as follows.

The head will appoint a committee, after consultation with the individual under review, to review the individual's achievements and performance in teaching and research. This committee will consist of three Arts and Sciences faculty members: at least two members must be departmental faculty and one member may be outside of the department. All committee members will be at the rank of associate or full professor. The Department Head is not to serve on the committee.

The materials to be evaluated by the committee shall include: (a) curriculum vitae in promotion dossier format as described in the Administrative Guidelines on the Provost's web site which as of February 2015 was:

*[http://provost.uga.edu/index.php/policies/appointment-promotion-and-tenure/admin\\_guidelines](http://provost.uga.edu/index.php/policies/appointment-promotion-and-tenure/admin_guidelines)*; (b) copies of all articles, book chapters, and books published, in press, or submitted; (c) a list of all UGA courses taught to date; (d) copies of all UGA student evaluations (and any other teaching assessment instruments in use by the department at the time of the review).

As part of the evaluation process, members of the committee will observe the teaching of the individual under review and the results of this observation shall appear in the report.

The committee conducting the third-year review will provide a copy of the review report to the department head and the candidate. The third-year review written report will address each discipline-specific criterion (in research, teaching, and service) with a clear statement as to whether the criterion is being met by the faculty member under review. The head will present the committee report to the Professors and Associate Professors of the department for review. The candidate will have an opportunity to provide a written response to the review, and this response will be made available to the Associate and full Professors prior to the faculty meeting at which the votes on the report and renewal of the candidate are taken.

The head will then assemble the Professors and Associate Professors for a meeting to discuss the report and the candidate's response, if any, and a vote will be taken. Faculty will vote "Yes" or "No" on the following two questions:

- (The Candidate) has made sufficient progress toward promotion and tenure.
- (The Candidate) should be renewed for the fourth year.

Consistent with the *Guidelines*, the head shall provide the faculty member under review with a written report informing him or her of progress toward promotion and tenure (including the collective recommendation of the professors and associate professors of the department). The individual is encouraged to reply in writing to the report. The written report shall become part of the faculty member's file and shall be forwarded to the Dean's Office together with any reply written by the individual under review.

### **Preliminary Consideration for Tenure and/or Promotion**

The department will follow procedures for initial consideration presented in the *Guidelines*. In the spring of the appropriate year, by the deadline of March 1, candidates who wish to be considered for promotion and/or tenure will communicate this wish in writing to the head.

The candidate will by the March 1 deadline present a vita, copies of publications, and statement of achievements to the head. The head will appoint a committee of eligible faculty to review these materials and report to the faculty on them. This report will be based on review of publications, teaching evaluations, visits to classes, and other materials. All faculty eligible to vote on this candidate will have access to these materials. At a meeting of eligible faculty held by April 15, the committee will present its report. 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.

In accordance with the *Guidelines*, candidates who wish to be formally reviewed for promotion and/or tenure will work with the department head or an appointed senior mentor to prepare the dossier.

### **Formal Review**

In all matters pertaining to the formal review, the department will follow the *Guidelines*.

In addition, the candidate will make available by August 1 copies of all publications as well as teaching materials, including student evaluations, syllabi, and other evidence pertaining to teaching. Student letters may be submitted if solicited by the head from a list made available by the candidate. Articles, chapters, and books that have been accepted but not published may be submitted if accompanied by a letter

of formal acceptance (e-mail is acceptable) and by readers' reports (if available). Unaccepted books, chapters, and articles may not be submitted or included on the vita. Copies of all published items listed on the vita, along with other materials prepared for the dossier, including the external letters of assessment, must be made available to the eligible faculty in the department by August 1.

The eligible faculty will meet by or on September 1 to discuss the credentials and vote on a recommendation. Following the vote on each candidate the head will announce how he/she voted.

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

### **Criteria for the Ranks:**

#### **A. For Tenure and for Promotion to Associate Professor**

For tenure and for promotion to Associate Professor, University Guidelines dictate that candidates must "show clear and convincing evidence of emerging stature as regional or national authorities unless their work assignments are specifically at the local or state level." In the event that the Department of Religion with the consent of the University of Georgia wishes to recommend for employment a faculty at the rank of Associate Professor who has not held the rank of Assistant Professor, then this candidate for Associate Professor generally must have qualifications equal to the sum of the requirements for promotion to Associate Professor described below. For specific criteria, see below:

**Teaching:** Opportunities exist in the department for the development of strong teaching. In teaching the department strives for excellence in classroom teaching. Student evaluations and peer evaluations are but two measures of excellence. The candidate for promotion to Associate Professor and Tenure must show ongoing effectiveness as a teacher in the classroom and in applicable allied duties. Teaching effectiveness will be assessed in a number of ways, such as: peer observations and reviews, internal and external teaching awards and fellowships, participation in department and/or college or university activities related to teaching,, direction of graduate and/or undergraduate student research, generation of on-line learning, service learning and/or civic engagement, and/or travel abroad, hybrid or flipped classrooms, and/or publication in the scholarship of teaching and learning.

Candidates whose record reflects difficulty in teaching must document steps they have taken to address these issues, and the record must reflect, in the form of student evaluations, peer evaluations, and other means, that significant improvement has been made.

**Research:** The candidate for promotion to Associate Professor and Tenure must demonstrate excellence in the area of research. No fixed number of publications is

set for promotion and tenure, but the department expects ongoing research activity. The candidate must demonstrate his or her excellence in one of the following departmentally recognized ways:

- a. A book published or accepted for publication by a reputable press (such as a university, scholarly or departmentally-recognized trade press), with a “book” defined as a single-authored book or the candidate’s contributions to multi-authored and/or multi-edited books, whose sum total of the candidate’s contributions is recognized by the department as equivalent to a single-authored book; or
- b. The publication or the acceptance for publication of a body of pieces (with “a body of pieces” defined as a collection of journal articles, book chapters, and/or other publications) which in the judgment of the department demonstrates scholarly contributions collectively approximating the impact of a single-authored book; or,
- c. Other departmentally recognized scholarly activities and venues -- which may include but are not limited to online publications or items accepted for publication, creation and maintenance of digital data bases and websites, editorial work (such as book series, journals, encyclopedias or dictionaries), and translations, receipt of grant and fellowship awards – which in the judgment of the department demonstrate scholarly contributions collectively approximating the impact of a single-authored book; or,
- d. Some combination of the above, which in the judgment of the department demonstrates scholarly contributions collectively approximating the impact of a single-authored book.

The Department of Religion decides the appropriateness of venues for publication or sharing of research. Therefore, it is important that the candidate/potential candidate maintain an ongoing consultation with the department for verification of the department’s recognition of the appropriateness of presses or other venues of publication or sharing of research. All departmentally approved publication venues are generally recognized national and/or international venues in the discipline of Religion/Religious Studies and in other subject areas covered by the department and/or the discipline of Religion/Religious Studies.

The publications must be a contribution to the candidate’s field within religion/religious studies and/or the candidate’s interdisciplinary field, as determined by the Department of Religion. The candidate must demonstrate an emerging regional or national recognition for research and must do so by utilizing some pieces of evidence, such as the following:

- a) Presentation of scholarly papers and addresses at regional and national conferences,
- b) Citations by scholars and other interested parties (in, as examples, books, journal articles, book chapters, correspondence),
- c) Professional awards and/or honors,

d) Speaking invitations and invited lectures

d) Participation and/or leadership in professional organizations (such as holding office or committee service), editorial boards memberships, and other forms of professional service are means by which the department may assess the candidate's level of recognition.

In all instances, the department will seek external letters of assessment of the quality and significance of a candidate's research and standing in the field. While the department will protect the assessors' identity, it may furnish brief summaries of the letters against the event that the candidate chooses to rebut one or more of them.

### **Service**

There is no service requirement as a separate component in the tenure and promotion process. Nonetheless, successful candidates for promotion to Associate Professor and/or for Tenure shall perform the duties assigned to their employment positions which include attending departmental meetings, service on student and departmental committees, and, if asked, service on campus committees and governing bodies. In addition to the kinds of service integrally related to instruction and research, service can be broadly interpreted to mean participation in activities that contribute to the life of the department, the discipline and professional societies, the University, and the community. Participation or leadership in professional organizations—such as offices and editorial boards—is to be taken seriously to meet these criteria.

### **B. For Promotion to Professor**

For promotion to full professor, the University Guidelines dictate that 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." After promotion to Associate Professor, faculty must meet the following criteria to be eligible for promotion to full Professor. In other words, the achievements described below must be in addition to those described for promotion to Associate Professor. None of the documentation for promotion Assistant to Associate Professor may be used to document application from Associate to full Professor. In the event that the Department of Religion with the consent of the University of Georgia wishes to recommend for employment a faculty at the rank of full Professor who has not held the rank of Associate Professor, then this candidate for full Professor generally must have qualifications equal to the sum of the requirements for promotion to Associate Professor and requirements for promotion to full Professor. For specific criteria, see below:

**Teaching:** Opportunities exist in the department for the development of strong teaching. In teaching the department strives for excellence in classroom teaching. Student evaluations and peer evaluations are but two measures of excellence. The candidate for promotion to Professor, since promotion to Associate Professor, must show effectiveness as a teacher in the classroom and in applicable allied duties. Teaching effectiveness will be assessed in a number of ways, such as: peer observations and reviews, awards, participation in department and/or college or university activities related to teaching, direction of graduate and/or undergraduate student research, on-line learning, service learning, hybrid or flipped classrooms, and/or publication in the scholarship of teaching and learning.

Candidates whose record reflects difficulty in teaching must be able to document steps they have taken to address these issues, and the record must reflect, in the form of student evaluations, peer evaluations, and other means, that significant improvement has been made since promotion to Associate Professor.

**Research:** Since promotion to Associate Professor, the candidate for promotion to Professor must demonstrate ongoing research activity in the field, with excellence in the area of research. No fixed number of publications is expected. The candidate must demonstrate his or her excellence in one of the following departmentally recognized ways:

- a. A book published or accepted for publication by a reputable press (such as a university, scholarly or departmentally-recognized trade press), with a “book” defined as a single-authored book or the candidate’s contributions to multi-authored and/or multi-edited books(s) whose sum total of the candidate’s contributions is recognized by the department as equivalent to a single-authored book; or
- b. The publication or the acceptance for publication of a body of pieces (with “a body of pieces” defined as a collection of journal articles, book chapters, and/or other publications), which in the judgment of the department demonstrates scholarly contributions collectively approximating the impact of a single-authored book; or,
- c. Other departmentally recognized scholarly activities and venues -- which may include but are not limited to online publications or items accepted for publication, creation and maintenance of digital data bases and websites, editorial work (such as book series, journals, encyclopedias or dictionaries), translations, receipt of grant and fellowship awards – which in the judgment of the department demonstrate scholarly contributions collectively approximating the impact of a single-authored book; or,
- d. Some combination of the above, which in the judgment of the department demonstrates scholarly contributions collectively approximating the impact of a single-authored book.

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The publications must be a contribution to the candidate's field within religion/religious studies and/or the candidate's interdisciplinary field, as determined by the Department of Religion. The candidate must demonstrate a national or international recognition for research and may do so by utilizing some pieces of evidence, such as the following: presentation of scholarly papers and addresses at national and international conferences, citations by scholars and other interested parties (in, as examples, books, journal articles, book chapters, correspondence), awards, participation and/or leadership in professional organizations (such as holding office or committee service), editorial boards memberships, and other forms of professional service are means by which the department may assess the candidate's level of recognition.

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Approved by the University, June 8, 2015