

## College of Family and Consumer Sciences

### Department of Textiles, Merchandising and Interiors: Supplement to the University Promotion and Tenure Guidelines

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*Approved by Dean March 20, 2017*

*Approved by Provost March 31, 2017*

The department of Textiles, Merchandising and Interiors is a multi-disciplinary department with faculty representing teaching and scholarship in consumer behavior, merchandising, retailing, cultural and historic aspects of dress and fashion, residential interior design, polymer, fibers, and textile science. Our vision is to have internationally recognized graduate and undergraduate programs in Textiles, Merchandising and Interiors, to provide opportunities for the professional and personal development of our students resulting in leaders who enhance quality of life, and to contribute significantly to the ever-changing body of knowledge in our disciplines.

#### **1. General Aspects of Promotion and Tenure**

In all matters related to promotion and tenure, the Department of Textiles, Merchandising and Interiors 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 Guidelines* will supersede this document.

The Department of Textiles, Merchandising and Interiors requires documentation of excellence in the primary focus area indicated by the letter of offer provided to the candidate for promotion or tenure (hereafter, the candidate) at the time of hiring. The letter of appointment will be a permanent part of the candidate's dossier. It will indicate a distribution of effort called EFT (equivalent full time) that explains how much time is expected to be devoted to research, teaching, public service and/or administration. Satisfactory performance must also be documented in areas for which EFT is assigned. For multiple author accomplishments, e.g., publications, grants, co-teaching, workshops, and/or speaking engagements, it is recommended that each item be annotated as appropriate to indicate the candidate's contribution, and the involvement of students and/or post-doctoral associates. No matter what the primary focus may be, participation in faculty governance is expected unless exemptions have been received. If EFT has been reassigned after hiring, the date of the change and new distribution should be noted in the dossier.

It is recommended that new faculty submit annually an update of their accomplishments in the format required by *Guidelines for Appointment, Promotion and Tenure: The University of Georgia (The Guidelines)* or the Provost Office. University regulations specify an annual performance review of each faculty member that is to be conducted by the department head in

consultation with other relevant participants. As a component of that assessment the department head will assess and advise the faculty member of his/her progress toward promotion and/or tenure. This assessment will be included in the written documentation of the annual review. The assessment will address performance in the context of the faculty member's letter of offer and current EFT. Additionally, a copy of the third-year review will be included in a dossier for tenure and/or promotion to Associate Professor. Both annual evaluations and third-year reviews must be carried out using the discipline-specific criteria as the key assessment tool.

Candidates with joint appointments should follow the *Procedures for Managing Joint Appointments* in the Academic Affairs Policy Manual.

Clinical Faculty should follow the guidelines in the FACS *Clinical Appointment and Promotion Criteria*.

When a new faculty member is employed, the Department Head shall provide the new member with a copy of *The Guidelines* and the unit Guidelines (the present document). The head of the promotional unit will meet with the new faculty member to discuss these documents and advise the new faculty member about promotion and tenure at the University of Georgia. This meeting will include a discussion of the expected work assignments, which must allow time for satisfying the requirements for promotion and tenure. It is the responsibility of the new faculty member to be aware of the workload, the unit criteria, and University guidelines. It is advisable for new faculty to be paired with a senior faculty member who will serve as mentor concerning expectations and procedures.

Candidates for promotion and/or tenure must have demonstrated competence in all areas of assignment and a high quality of scholarship and performance in the following areas, depending upon the assigned responsibilities of the faculty member: (1) teaching, (2) research, (3) service. Weights placed on the three areas will be proportionate to the candidate's appointment letter and workload assignments for the period under review. In the review of candidates for promotion and tenure, the Department of Textiles, Merchandising and Interiors uses the standards described in the *University Guidelines* for measuring contributions to teaching, research and service. Evidence of quality of scholarship and performance is to be demonstrated by some combination of the indicators listed in the *University Guidelines* and supplemented by the unit criteria. The following section provides additional details for promotion and tenure for candidates from the Department of Textiles, Merchandising and Interiors. Given the interdisciplinary, diverse nature of the Department's programs, unit-specific requirements are stated in general terms. Successful candidates for promotion and/or tenure must meet or exceed the Department's discipline-specific criteria.

## **2. Requirements for Promotion and Tenure**

Requirements for ranks will be consistent with Board of Regents' policy as stated in Section IV of the *University Guidelines*.

### **A. Associate Professor**

Candidates for promotion to associate professor, irrespective of their EFTs, should have established an active scholarly program and/or must document evidence of **research or other creative/scholarly** activities in the following two areas: 1) peer-reviewed publications and/or juried creative accomplishments; 2) presentations at major conferences (e.g., American Chemical Society, American Association of Textile Chemists and Colorists, Fiber Society, Costume Society, International Textiles and Apparel Association, Interior Design Educators Council). Candidates are also expected to include additional evidence of scholarly contributions (any combination of the sources listed in the *University Guidelines*) to be favorably considered for promotion including submission of grant proposals for teaching or research. For promotion to associate professor candidates must show clear and convincing evidence of emerging stature as regional or national authorities in general and/or in their specific area of specialization (e.g., special research or teaching projects at the regional or national level, invitations to serve as journal reviewer, invitations to present or lecture at regional or national conferences, or invitations to serve as panel reviewer for grant proposals).

For promotion to associate professor, a candidate's effectiveness in **teaching** must be documented by the following: 1) positive teaching evaluations and student comments, 2) development or significant revision of programs and courses, 3) departmental and institutional governance and academic policy and procedure development as related to curriculum and instruction, and 4) receipt of competitive grants/contracts to fund innovative teaching activities, and 5) effective advisement/mentoring of undergraduate and graduate students for various scholarly activities (e.g., faculty mentor for student associations, directed research, theses, and dissertations). Additional evidence of quality of teaching performance can be documented by other sources listed in the *University Guidelines*.

Evidence of the effectiveness of **service** to the department, the college, the university, the profession, and society should be provided using any combination of the sources listed in the *University Guidelines*.

## **B. Professor**

Candidates for promotion to professor, irrespective of their EFTs, should demonstrate a record of growth and influence in their **research or other creative/scholarly activity** throughout their post-tenure period. Candidates for promotion to professor are expected to have an established record of productive research or other creative/scholarly accomplishments of at least national visibility in the following two areas: 1) peer-reviewed publications and/or juried creative accomplishments; 2) presentations at major conferences. National and/or international visibility can be demonstrated by a record of the following accomplishments: substantial work in refereed journals of national or international prestige, book chapters, written opinions of external reviewers regarding the significance of the candidate's work, special projects at the national or international level (e.g., multi-state collaborative work), invitations to serve as journal reviewer for a journal of national or international prestige, invitations to present or lecture at national and international conferences, invitations to serve as panel reviewer for external grant proposals, as well as by evidence of active and increased levels of engagement and responsibility in national

or international organizations (e.g., serving as officer of national or international organizations or on editorial board of national or international journals).

The candidates for promotion to professor are also expected to demonstrate effectiveness in **teaching** by providing the same documentation as for candidates being considered for promotion to associate professor, and to have provided continued **service** to university, college and department.

### **C. Additional Information on Research and Other Creative Activities**

It is important that candidates demonstrate sustained performance consistent with their Equivalent Full Time (EFT) appointment. The nature and quantity of publications needed for promotion and/or tenure are related to the candidate's EFT for research. While the principal standard should always be quality rather than quantity, ongoing research productivity at the highest level is expected for faculty members with .375 EFT. A significantly higher level of research productivity and funded grantsmanship is expected for a faculty member who holds a research appointment of more than .375 EFT.

Faculty are expected to maintain high level of visibility in their area of expertise and present and publish research in highly rated professional venues and publications of their research area on a regular basis. As the university distinguishes between the routine and the outstanding as judged by the candidate's peers at the University of Georgia and elsewhere, faculty whose work assignments include research or other creative activities should clearly demonstrate high quality in their research endeavors. Therefore, in addition to the possible sources of documented evidence suggested in the *University Guidelines*, the candidate should include the following:

- a. As evidence for a high-level of scholarship, the following information should be provided: for published articles, the reputation of the journal; for conference papers, the nature and the type of conference; for books or book chapters, the publisher and critical reviews. The opinions of external reviewers from peer institutions and a citation analysis may also be used as supporting evidence for the quality of scholarly research. Items not yet published or verifiably in press (accompanied by appropriate documentation) are considered mainly as evidence of potential or as an indicator of a level of continuing research activity.
- b. The candidate with creative work must document the status of a particular venue by providing information on the level and scope of the juried competition as evidenced by such data as the number and geographic range of applicants and the credentials and reputation of the jurors.

### **D. Additional Considerations for Teaching Faculty**

Promotion for Teaching Faculty (whose primary assignment is instruction, 75% of time or greater) requires clear evidence of excellence in teaching and recognition at the regional/national (Associate Professor) or national/international levels (Professor) as an authority in the instruction of the candidate's specialty area. In addition to the required teaching documentation for all faculty candidates being considered for promotion and tenure (discussed in Section 2), Teaching

Faculty must include some combination of the sources described in the *University Guidelines* that serve as evidence of creative or professional work of distinction and accomplishments in the following areas:

- a. Originality or innovation in instruction demonstrated at several levels (undergraduate, masters, doctoral) and in several forms (e.g., lecturing to large groups, teaching studio classes, conducting seminars, guiding independent studies, facilitating undergraduate and graduate scholarly activities and teaching efforts)
- b. Possessing up-to-date knowledge and ways of implementation of the latest instructional technologies
- c. Leadership roles in acquiring instructional grants (PI or co-PI)
- d. Designing new classes to meet students' changing needs and continually updating those with new content and inventive methodological approaches.

#### **E. Additional Considerations for Clinical Faculty**

Promotion for Clinical Faculty requires clear evidence of clinical competency and recognition at the national or international level as an authority in the candidate's practice area. The candidate should have considerable industry experience in various roles that fit the profiles of the department and have significant industry contacts. In addition to the documentation described above, Clinical Faculty must provide evidence of accomplishments as described in the FACS *Clinical Appointment and Promotion Criteria*.

#### **F. Revision of the Guidelines**

These unit guidelines and criteria will apply to all faculty in the PTU in the annual cycle of promotion and tenure from the approved date forward. Upon approval, this document will be publicly available at: <http://provost.uga.edu/index.php/policies/appointment-promotion-and-tenure/promotion-tenure-criteria>

(May 11, 2005, revised April 17, 2009, December 2014, April 2015, July 2015, and March 2017)