

Guidelines and Criteria for Appointment, Promotion, and Tenure

Department of Linguistics
University of Georgia
Approved September 5, 2017

PROFESSORIAL RANKS

1. Introduction

In all matters related to promotion and tenure, the Department of Linguistics will follow and adhere to the *University of Georgia Guidelines for Appointment, Promotion and Tenure of Academic Rank Faculty* (“*UGA Guidelines*”) (see http://provost.uga.edu/documents/UGA_Guidelines_for_APT_4_2017_online.pdf).

These Department Guidelines and Criteria provide specific information on how promotion and tenure will be handled in the Department of Linguistics, and on the criteria approved by the faculty for promotion and tenure in the Department. In all matters related to promotion and tenure, the Department will carefully adhere to the *UGA Guidelines*. The standards, criteria, and processes presented in this document are intended only to supplement and/or extend the *UGA Guidelines*. All faculty are expected to be familiar with both this document and the *UGA Guidelines*. If any inconsistency or discrepancy is found in this document or if this PTU document does not address a certain issue, the *UGA Guidelines* will supersede this document.

Faculty in the Department of Linguistics must fulfill the following primary responsibilities expected of all faculty at the University of Georgia: teaching; research, scholarship, or other creative activities; and service. While faculty in the Department are not normally budgeted for service or outreach activities in the community or the state of Georgia, service to the Department, the University, and the profession is considered to be an important component of our responsibilities that is closely related to teaching and research and contributes in significant ways to our discipline.

Contributions to the areas of teaching, research, and service may be documented as described in the *UGA Guidelines*. In general, the expectations are that faculty should demonstrate evidence of excellence as judged by their peers at the University of Georgia and elsewhere. In all areas the principal standard should be quality, rather than quantity.

For faculty with joint appointments in Linguistics and another unit, all promotion and tenure granting units (PTUs) in which a faculty member is jointly appointed must participate in the promotion and tenure reviews using the promotion-tenure criteria of their PTU or using the adapted unit criteria approved by the eligible faculty on appointment, which are to be included in the candidate’s Memo of Understanding (MOU) and must be consistent with the *UGA Guidelines* (see the Academic Affairs Policy Manual, section 1.04-6, on Joint Academic Appointments at <http://provost.uga.edu/index.php/policies/academic-affairs-policy-manual/1-04-6-joint->

[academic-appointments](#)). The deadlines of the academic unit that occur first will be followed by the partner academic units. Dossiers for tenure and promotion should include separate cover letters from each PTU Head.

The following clarifications should be noted at this time:

Any reference to numbers of books and articles below is not limited to the total number of items published since the candidate has been at the University of Georgia. However, evidence of continuing publication is expected.

The concept of “publication” includes whatever is regarded as the equivalent of a publication in the candidate’s specific area. This may include, but is not limited to, such items as linguistic corpora, software, or other digital materials that represent contributions to scholarship; a corpus of innovative instructional materials (print, computer, audio, or video); or scholarly translations. If these items are subject to a stringent peer-review process, then they will be considered as equivalent to other peer-reviewed publications. Online publications count equally with print publications towards satisfying these criteria if in the judgment of the faculty they appear in recognized and professionally refereed on-line journals or websites.

This PTU document will apply to all faculty appointed in the Department, regardless of their hire date, effective on the date of its approval by the Provost. The PTU document will be used to define the discipline-specific criteria on which all faculty appointments in the Department will be evaluated annually, and for the purposes of promotion and tenure. This PTU document will apply to all faculty appointed in the Department from this date forward unless otherwise defined in an agreed MOU.

2. Advisement and Annual Evaluation

At the time of appointment, the Head will give a copy of this document to the new tenure-track faculty member and will advise that individual in writing about their responsibilities and about the Department’s requirements for promotion and tenure. The new faculty member will sign a letter indicating receipt and understanding of these Department Guidelines and Criteria.

For each assistant professor, the Department Head will appoint a faculty mentor from among the tenured faculty who will advise on matters of teaching, research, service, professional decorum, the Department, and promotion and tenure. The appointed faculty mentor can be changed at any time by the request of either party.

Every faculty member must receive a written annual evaluation conducted according to the defined criteria of the Department, consistent with the Board of Regents policy.

In the written annual faculty evaluation, the Department Head will provide written 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 teaching, research and service for promotion to the next rank and for tenure (if appropriate).

If the Department of Linguistics hires a faculty member whose research or creative work will result in different types of publications or other evidence of scholarly productivity than those outlined below, the Department and the candidate must agree in writing at the time of appointment as to the general expectations that the candidate must satisfy, and the Dean and Provost must approve this agreement.

3. Procedures

A. Third-Year Review

In the spring of the third year each untenured faculty member on the tenure-track will submit a dossier equivalent to sections 4 and 5 of the promotion dossier described in the *UGA Guidelines*, no later than March 1. The Department Head or an assigned faculty mentor will advise the candidate under review on the contents of the dossier and will ensure its accuracy.

At the same time, the Department Head, in consultation with the review candidate, will appoint a committee with at least three eligible faculty as members to review the faculty member's dossier and performance. For Assistant Professors, the assigned faculty mentor will serve as a member of this committee. This committee will review publications and works in progress, visit several classes, read teaching evaluations and review other evidence of performance in instruction. On the basis of this review, the committee will write a report that presents in detail its findings and that makes clear recommendations to the candidate concerning their progress towards promotion. In particular, the report will address the question of whether the candidate is progressing in a satisfactory way towards meeting the Department's criteria for promotion and tenure. A copy of the report will be given to the Department Head.

The Head will schedule a meeting of the faculty members who are eligible to vote on the Third-Year Review, as defined in the *UGA Guidelines*. The report will be made available to the eligible faculty at least one week before this meeting. With a quorum (2/3) of these faculty members present, the chair of the third-year review committee will present the report to the faculty. The faculty will then discuss and vote on the following question:

“[Candidate's name] has made sufficient progress towards promotion and tenure.”

Faculty will vote “Yes” or “No” on this question.

At the same meeting, faculty will take a second vote on the following question:

“[Candidate's name] should be renewed for the fourth year.”

Faculty will vote “Yes” or “No” on this question. This vote is a recommendation to the Department Head, as described in section VI.D of the *UGA Guidelines*, “Renewal of Non-Tenured Faculty”.

On the basis of the votes the Head will meet with the candidate and give them a written copy of the report and a written statement of the faculty’s votes. The candidate will have an opportunity to respond to the Third-Year Review if desired. The Head’s letter, and any response by the candidate, will be included in the promotion and/or tenure dossier when it is developed.

B. Preliminary Consideration for Promotion and/or Tenure

The Department will follow procedures for preliminary consideration presented in the *UGA Guidelines*. No later than March 15 of the appropriate year, candidates who wish to be considered for promotion and/or tenure will communicate this wish in writing to the Department Head. By April 1, the candidate will present a vita and statement of accomplishments in teaching, research, and service (equivalent to section 4 of the dossier) and copies of all publications, teaching evaluations and syllabi to the Department Head. The eligible faculty of the Department will function as a committee of the whole to review and discuss these documents, which will be provided to them at least one week before a meeting is scheduled. At that meeting, the faculty will discuss the merits of the case for promotion and/or tenure and then will vote “yes” or “no” on the following question:

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

The results will be conveyed by the Head in writing to the candidate within three working days of the vote. In accordance with the *UGA Guidelines*, candidates who wish to be formally reviewed for promotion and/or tenure will work with the Department Head or, if the candidate so chooses, another Full Professor to prepare the dossier. Ultimately though, it is the Head who has final responsibility for the solicitation of external letters, the dossier and for working with the candidate on the correctness of its preparation. Preliminary consideration is not considered a formal part of the promotion/tenure process, so the outcome of this vote will not appear in the dossier.

C. Formal Review for Promotion and/or Tenure

The Department will follow the procedures described in the *UGA Guidelines* for the formal review. The eligible Department faculty will function as a committee of the whole to evaluate the candidate. In the event that there are fewer than five faculty members eligible to serve, additional members will be appointed as described in the Department Bylaws.

In addition to the materials required for preliminary consideration, publications that have been accepted, but not yet published, may be submitted if accompanied by a letter of

formal acceptance, a contract, and readers' reports (if available). Unaccepted books or articles may not be submitted or included in the *CV*. Copies of all published items listed in the *CV*, along with other materials prepared for the dossier—including the external letters of evaluation—must be made available to eligible voting faculty members no later than the end of the first week of classes in the fall semester.

Prior to the stipulated deadline for submission of promotion and tenure dossiers to Franklin College, eligible faculty members will meet to discuss the candidate's credentials and vote "yes" or "no" on a recommendation for promotion and/or tenure. Eligible faculty within the PTU will vote by secret ballot, except for the PTU head. The PTU head's vote must be revealed at the time the votes are counted. The candidate must be informed of the results of the vote, including the tally, within three working days of the meeting.

It is the Head's responsibility to prepare the cover letter for the dossier (section 2). However, if the Head voted against the promotion and/or tenure, then the candidate may designate another senior faculty member from the Department of Linguistics (or the Head or a senior faculty member of the candidate's other PTU, in the case of joint appointments) to prepare this section. The candidate may read and respond in writing to the cover letter before the dossier is forwarded to the next level.

Consistent with the principle of flow, all promotion and tenure dossiers move to the next level of review, regardless of the vote, unless candidates indicate that they do not wish to be considered further.

4. Criteria for promotion to Associate Professor and Tenure

For promotion to Associate Professor, candidates must "show clear and convincing evidence of emerging stature as regional or national authorities" as required by the *UGA Guidelines*.

Research:

The successful candidate for promotion to Associate Professor must demonstrate substantive, original intellectual contributions to scholarship through publication or dissemination of research in appropriate peer-reviewed venues. Because Linguistics is a diverse, changing discipline that includes many distinct subfields, each with its own research and publication norms and practices, no absolute criteria can be defined for all candidates. Book-length studies are a common standard, but are not required; in many subfields the more normal publication venues are refereed journals, refereed edited volumes, and refereed conference proceedings, with the latter usually implying that the manuscript has undergone a double-refereed process, first as a conference paper, and then as a publication, in a revised and expanded version. (It should be noted, however, that some conferences may automatically publish all accepted papers in their original versions, without an additional round of review; this is normally apparent in their shorter

length. Publications of this type should be identified and will not be given the same weight.) No distinctions will be made between online and print publications, provided that they appear in professionally recognized and refereed venues.

In cases where the candidate presents a published book or an accepted book-length manuscript accompanied by a publishing contract with a recognized university, scholarly, or commercial press, a range of 3-5 stringently refereed articles, chapters in edited volumes, or contributions to edited conference proceedings, which do not replicate the contents of the book or book manuscript, will also normally be required. In the absence of a book or book-length manuscript accepted for publication, a range of 6-8 stringently refereed articles, chapters in edited volumes, or contributions to edited conference proceedings will normally be required.

As further evidence of a sustained record of scholarship and continuing professional growth, candidates will normally be expected to present an annual average minimum of one scholarly paper at regional, national, or international conferences.

Quality will always take precedence over quantity in the evaluation of all research endeavors. When assessing the quality of a candidate's research, voting faculty will take into account such factors as:

Readers' reports, published reviews, citations of the candidate's work, awards, and external letters of evaluation

The originality of the candidate's ideas and research methodology, the breadth and reliability of documentation that is employed, and the convincing nature of the conclusions that are reached

The reputation of the presses or journals where the candidate's research is published

Joint authorship is the norm in many types of linguistic research, but the candidate's contributions to jointly authored publications should be clearly identified in the candidate's dossier materials, and it is expected that the candidate will be the lead author/primary investigator for some of these publications. All things being equal, single-authored publications will be given more weight, but the relative significance of single-authored and joint-authored publications should also be taken into account.

Documentation of excellence in research may include, but is not limited to, the following:

Peer-reviewed scholarly publications, to include books, collaborative publications, parts of books, book reviews, monographs, bulletins, articles, and other scholarly works published in refereed journals, articles published in professional publications, research reports to sponsors, accepted manuscripts, research notes and bulletins, edited volumes, and translations

Following practices approved by the Linguistic Society of America (LSA), the range of scholarly work may also include: grammars, dictionaries, text collections, archives of primary data, electronic databases, corpora, critical editions of legacy materials, pedagogical works designed for the use of speech communities, software, websites, or other digital media. If these items are subject to a stringent peer-review process, they will be considered equivalent to other peer-reviewed publications.

Scholarly reviews of the candidate's research publications

Funded projects, grants, commissions, and contracts completed or in progress

Presentation of research papers at regional, national, and international professional meetings

Presentation of invited lectures at other scholarly institutions

Participation in seminars and workshops

Research-related activities, such as service as a journal editor; reviewer for a refereed journal, edited volume or conference; membership on editorial boards; reviewer of manuscripts for scholarly presses; peer reviewer of grant applications; service to professional associations and educational institutions

Outreach or other activities in which there was significant use of the candidate's expertise (e.g., as a consultant or speaker, service to government agencies or other institutions)

Honors or awards for scholarship

Application of research scholarship in the field, including new applications developed and tested; new or enhanced systems and procedures demonstrated or evaluated for government agencies, professional associations, or educational institutions

Technology transferred or adapted in the field

Other evidence of the impact of one's research on society

By themselves, edited journals and other collections, translations with scholarly apparatus, bibliographies, and reviews, notes and other short pieces are normally insufficient to constitute grounds for promotion to Associate Professor, although such works in combination with original research may provide evidence of scholarly excellence.

Evidence of emerging regional or national recognition for research can be demonstrated in various ways, such as external letters of assessment; the venues for publications, conference papers or invited lectures; reviews, citations, or awards; or service on editorial

boards or as a peer reviewer for journal articles or other scholarly publications, conference abstracts, or grants.

Faculty whose scholarly or creative work results in different evidence of productivity than that described above should refer to the agreement made with the Department of Linguistics at the time of their appointment (see section 2 above), as well as the *UGA Guidelines*.

Teaching:

Promotion to Associate Professor normally presumes a high level of performance in teaching. Teaching communicates knowledge to students and develops in them the desire and skills necessary to continue learning. The Department of Linguistics distinguishes between routine classroom performance and contributions to teaching that draw upon the teacher's depth and breadth of scholarship. Good teaching includes organizing and conducting courses in a manner appropriate to the level of instruction, using effective methodologies and techniques, engaging the students, to the extent of their abilities, in the current discourse and debates within the field, and enabling them to articulate issues and solve problems on their own. Teaching encompasses not only classroom and online instruction, but also the mentoring of students and availability outside the classroom for additional instruction and advice. Faculty members at this rank are normally expected to be actively involved in the education of graduate students, when appropriate, as demonstrated by service on graduate committees and teaching of graduate courses.

Effectiveness in teaching is reflected by student learning and improvements in the learning environment and curriculum. Evidence of effectiveness may include teaching awards or other special recognition; development or significant revisions of programs and courses, including collaborative or interdisciplinary efforts; development of innovative teaching materials or instructional techniques; presentations and publications related to teaching; student evaluations and accomplishments; peer evaluations; or other evidence as described in the *UGA Guidelines*.

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.

Service:

In addition to service that is directly related to instruction and research, service can be broadly interpreted to mean participation in activities that contribute to the life of the Department of Linguistics, the University, the community, or the discipline as a whole. Candidates for promotion to this rank are expected to have had at least some limited involvement in Departmental committee work and/or governance. The management of academic programs or projects and/or significant service at the college or university level may substitute for or supplement other service at the Department level.

Service to the profession at the regional or national level is not required, but also helps satisfy these criteria. Such service includes, but is not limited to, offices held and committee assignments performed for professional associations and learned societies, development and organization of professional conferences, editorships and the review of manuscripts for professional publications, or the review of grant applications.

Criteria for Tenure: Candidates must satisfy the Departmental criteria for promotion to associate professor and satisfy the tenure criteria outlined in the *UGA Guidelines*. Consistent with the *UGA Guidelines*, a recommendation for tenure must also address the Department's and University's continuing and long-range need for what the candidate for tenure may be expected to do and the likelihood that the candidate will be an active and productive scholar over the extended period of time that tenure supposes. The tenure review should parallel the promotion review in procedural steps, though separate votes on each are required.

5. 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” and “should demonstrate national or international recognition in their fields and the likelihood of maintaining that stature,” as required by the *UGA Guidelines*.

The case for promotion to Full Professor is based on achievements and work that did not appear in the dossier for promotion to Associate Professor.

Research:

The successful candidate for promotion to Professor must demonstrate substantive, original intellectual contributions to scholarship through publication or dissemination of research in appropriate peer-reviewed venues. Candidates will be judged on the increased visibility and impact of their work since the last promotion, and the likelihood of maintaining that stature, as measured by a record of sustained contributions and concrete evidence of current and ongoing research projects. Because Linguistics is a diverse, changing discipline that includes many distinct subfields, each with its own research and publication norms and practices, no absolute criteria can be defined for all candidates. Book-length studies are a common standard, but are not required; in many subfields the more normal publication venues are refereed journals, refereed edited volumes, and refereed conference proceedings, with the latter usually implying that the manuscript has undergone a double-refereed process, first as a conference paper, and then as a publication, in a revised and expanded version. (It should be noted, however, that some conferences may automatically publish all accepted papers in their original versions, without an additional round of review; this is normally apparent in their shorter length. Publications of this type should be identified and will not be given the same weight.) No

distinctions will be made between online and print publications, provided that they appear in professionally recognized and refereed venues.

In cases where the candidate presents a published book or an accepted book-length manuscript accompanied by a publishing contract with a recognized university, scholarly, or commercial press, a range of 3-5 stringently refereed articles, chapters in edited volumes, or contributions to edited conference proceedings, which do not replicate the contents of the book or book manuscript, will also normally be required. In the absence of a book or book-length manuscript accepted for publication, a range of 6-8 stringently refereed articles, chapters in edited volumes, or contributions to edited conference proceedings will normally be required.

As further evidence of a sustained record of scholarship and continuing professional growth, candidates will normally be expected to present an annual average minimum of one scholarly paper at regional, national, or international conferences.

Quality will always take precedence over quantity in the evaluation of all research endeavors. When assessing the quality of a candidate's research, voting faculty will take into account such factors as:

Readers' reports, published reviews, citations of the candidate's work, awards, and external letters of evaluation

The originality of the candidate's ideas and research methodology, the breadth and reliability of documentation that is employed, and the convincing nature of the conclusions that are reached

The reputation of the presses or journals where the candidate's research is published

Joint authorship is the norm in many types of linguistic research, but the candidate's contributions to jointly authored publications should be clearly identified in the candidate's dossier materials, and it is expected that the candidate will be the lead author/primary investigator for a significant percentage of these publications. All things being equal, single-authored publications will be given more weight, but the relative significance of single-authored and joint-authored publications should also be taken into account.

Documentation of excellence in research may include, but is not limited to, the following:

Peer-reviewed scholarly publications, to include books, collaborative publications, parts of books, reviews, book reviews, monographs, bulletins, articles, and other scholarly works published in refereed journals, articles published in professional publications, research reports to sponsors, accepted manuscripts, research notes and bulletins, edited volumes, and translations

Following practices approved by the Linguistic Society of America (LSA), the range of scholarly work may also include: grammars, dictionaries, text collections, archives of primary data, electronic databases, corpora, critical editions of legacy materials, pedagogical works designed for the use of speech communities, software, websites, or other digital media. If these items are subject to a stringent peer-review process, they will be considered equivalent to other peer-reviewed publications.

Scholarly reviews of the candidate's research publications

Funded projects, grants, commissions, and contracts completed or in progress

Presentation of research papers at regional, national, and international professional meetings

Presentation of invited lectures at other scholarly institutions

Participation in seminars and workshops

Research-related activities, such as service as a journal editor; reviewer for a refereed journal, edited volume or conference; membership on editorial boards; reviewer of manuscripts for scholarly presses; peer reviewer of grant applications; service to professional associations and educational institutions.

Outreach or other activities in which there was significant use of the candidate's expertise (e.g., as a consultant or speaker, service to government agencies or other institutions)

Honors or awards for scholarship

Application of research scholarship in the field, including new applications developed and tested; new or enhanced systems and procedures demonstrated or evaluated for government agencies, professional associations, or educational institutions

Technology transferred or adapted in the field

Other evidence of the impact of one's research on society

By themselves, edited journals and other collections, translations with scholarly apparatus, bibliographies, and reviews, notes and other short pieces are normally insufficient to constitute grounds for promotion to Professor, although such works in combination with original research may provide evidence of scholarly excellence.

Evidence of national or international recognition for research can be demonstrated in various ways, such as external letters of assessment; the venues for publications, conference papers or invited lectures; reviews, citations, or awards; or service on editorial

boards or as a peer reviewer for journal articles or other scholarly publications, conference abstracts, or grants.

Faculty whose scholarly or creative work results in different evidence of productivity than that described above should refer to the agreement made with the Department of Linguistics at the time of their appointment (see section 2 above), as well as the *UGA Guidelines*.

Teaching:

Candidates for this rank should demonstrate a continued high level of performance in teaching, as described above for the rank of Associate Professor. They should have contributed significantly to the intellectual and professional development of students, as evidenced by their performance and accomplishments, and they should normally be directing master's and doctoral work, when appropriate. Candidates should have maintained a tradition of substantive contribution to the development and direction of the Department of Linguistics's teaching mission or to the pedagogy of the field as a whole.

Service:

Successful candidates for promotion to professor will demonstrate active participation in the life of the Department of Linguistics, the College, and the University, and should have made positive contributions to the Department's direction, policy, and mission. Service to the profession, as described above, also helps satisfy these criteria.

LECTURERS

1. Introduction

In all matters related to the appointment and promotion of lecturers, the Department of Linguistics will follow and adhere to the *UGA Guidelines for Appointment and Promotion of Lecturers* (<http://provost.uga.edu/index.php/policies/appointment-promotion-and-tenure/guidelines-for-appointment-and-promotion-of-lecturers>). The guidelines and criteria that follow provide specific information on how the appointment and promotion of lecturers will be handled in the Department of Linguistics and the criteria that our faculty have approved for promotion.

2. Advisement and Annual Evaluation

At the time of appointment, the Head will give a copy of this document to the new faculty member and will advise that individual in writing about their responsibilities and about the Department's requirements for promotion. The new faculty member will sign a letter indicating receipt and understanding of these Department Guidelines and Criteria.

The Department Head will also appoint a faculty mentor, preferably a Senior Lecturer, who will advise on matters of teaching, service, professional decorum, the department,

and promotion. The appointed faculty mentor can be changed at any time by request of either party.

Every faculty member must receive a written annual evaluation conducted according to the defined criteria of the Department, consistent with the Board of Regents policy.

In the written annual faculty evaluation, the Department Head will provide written advice to faculty below the rank of Senior Lecturer on their progress towards promotion, with specific suggestions as to what the faculty member must do in teaching (or in other areas, as appropriate) for promotion to the next rank.

3. Procedures

Reappointment to the position of Lecturer or Senior Lecturer is made on an annual basis. However, in the sixth year a Lecturer must undergo a more thorough review for promotion or reappointment beyond the sixth year. Time in rank is not in itself sufficient to earn promotion. As the *Guidelines for the Appointment and Promotion of Lecturers* state, promotion to Senior Lecturer requires “evidence of demonstrated exceptional teaching ability and extraordinary value to the university.”

In the spring of the fifth year, no later than February 1, candidates who wish to be considered for promotion or reappointment will communicate this intention in writing to the Department Head. By March 1 the candidate will present to the Department a dossier including the following materials: a vita, a statement of achievements, a teaching portfolio (including course syllabi and sample teaching materials), copies of all teaching evaluations, and any other relevant materials.

The Head, in consultation with the candidate, will appoint a committee of three eligible faculty members (including Senior Lecturers and tenured or tenure-track faculty) to assess the candidate’s accomplishments and prepare a report for the faculty based on a review of the candidate’s dossier and classroom observations. The Head will schedule a meeting of the faculty members who are eligible to vote on promotion to Senior Lecturer (faculty in all three professorial ranks and senior lecturers). The report will be made available to the eligible faculty at least one week before this meeting. With a quorum (2/3) of these faculty members present, the chair of the promotion/reappointment review committee will present the report to the faculty. The faculty will then discuss and vote “yes” or “no” on whether to recommend reappointment or promotion. The eligible faculty will vote by secret ballot, except for the PTU head. The PTU head’s vote must be revealed at the time the votes are counted. The candidate must be informed of the results of the vote, including the tally, within three working days of the meeting.

Candidates who receive a majority of “yes” votes will work with the Department Head or another senior faculty member (if the Head voted “no”) to prepare a final version of the dossier. The dossier will be presented to the Office of the Vice President for Instruction in the fall of the candidate’s sixth year after it is reviewed and endorsed by the

appropriate Dean, by the deadline set by the College. A candidate for promotion may appeal a negative decision, following the procedures in the *Guidelines for the Appointment and Promotion of Lecturers*.

Advised by the committee report and the Department vote, the Head may choose to seek reappointment as Lecturer for a candidate who has been turned down for promotion.

4. Criteria for promotion to Senior Lecturer

The Department of Linguistics expects that candidates for promotion to Senior Lecturer will demonstrate excellence in classroom instruction and extraordinary value to the Department and university, as shown by their contributions to the teaching mission of the Department and conduct of any other assigned duties. Documentation of instructional excellence may include, but is not limited to, the following: student or peer evaluations; course materials, such as syllabi, exams, assignments, student projects and papers, etc.; teaching awards or other recognitions; publications, presentations, or other scholarly work related to instruction; participation in faculty development programs or workshops related to teaching; development of new courses, instructional materials, software or other technology; comments from peer collaborators or student interviews; letters of commendation from students, faculty at UGA, or colleagues at other institutions.

Lecturers are not generally budgeted for research or service, so unless otherwise specified in the position description, such activities are not required for promotion. Nevertheless, given the fact that engagement with contemporary research in the field contributes to one's effectiveness as a teacher, evidence of scholarly activity in the discipline should be included in the dossier when relevant, and contributions in service to the Department, college or university, and profession may also be included in the dossier to help demonstrate the candidate's extraordinary value to the Department and university. If a lecturer is budgeted for research or service, an agreement must be made in writing at the time of appointment about the expectations that the candidate must satisfy for promotion, and this agreement must be approved by the Head, the candidate, and the Dean. The candidate's dossier must provide evidence of accomplishments in research or service commensurate with the expectations laid out in this agreement.

DEVELOPMENT AND USE OF PROMOTION AND TENURE CRITERIA

This PTU document and the discipline-specific criteria must be accepted by the faculty within the Department of Linguistics and must be reviewed and approved by the Dean of the College and the Senior Vice President for Academic Affairs and Provost. Any changes or updates to this PTU document must be approved by the faculty, Dean, and Provost. All revisions and approval dates must be listed in the PTU document.

Approved by the faculty of the Department of Linguistics on August 16, 2017.

Approved by the Dean of the Franklin College of Arts and Sciences on August 22, 2017.

Approved by the Provost on September 5, 2017.