

## **DEPARTMENT OF SOCIOLOGY & ANTHROPOLOGY**

### **EAST TENNESSEE STATE UNIVERSITY**

#### **GUIDELINES FOR TENURE**

As noted in ETSU's policy on academic tenure, "tenure is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure"). Of the University's general criteria to be considered in tenure recommendations, the following are considered to be most important to the Department of Sociology and Anthropology: teaching effectiveness; effectiveness in other academic assignments; research, scholarly, and applied and creative activity; service to the department, university, discipline, and community; demonstrated potential for continuing professional growth and contributions to the Department, College, and University; and demonstrated willingness and ability to work effectively with colleagues to support the Department, College, and University. Three of these criteria, listed in order of their importance, are essential for tenure in the Department: teaching, research, and service. The department conducts a third-year review that provides the tenure-track faculty member with specific feedback on their performance up to that point as well as specific suggestions for earning a positive recommendation for tenure.

#### **TEACHING**

In evaluating a faculty member's application for tenure, the Department considers teaching to be the most important activity. Applicants should demonstrate evidence of teaching effectiveness and a strong commitment to teaching. Evidence of such commitment and effectiveness will be evaluated by quantitative and qualitative indicators of student evaluations,

currency of course content, revision or innovation of teaching methods, development of new courses, results of peer evaluations of teaching, and yearly evaluations of teaching by the department chair. Concerning peer evaluations of teaching, the Department uses the University's requirements as stated in the Faculty Handbook:

A separate peer evaluation of teaching effectiveness must...include a review of student evaluations with consideration given to the type of courses involved. In addition, peer reviewers should assess items such as course syllabi, study materials, assignments, information on assessment and grading practices, and expectations relating to the candidate's particular teaching responsibilities. Peer reviewers should also observe the candidate's classroom teaching.

Documentation of the findings of peer evaluations should be included in the tenure dossier.

Candidates must request a peer evaluation each year from at least one tenured colleague in the Department; they may also request a peer evaluation from a colleague in another department at ETSU.

#### RESEARCH, SCHOLARSHIP, APPLIED, AND OTHER PROFESSIONAL CREATIVE ACTIVITIES

The Department of Sociology and Anthropology considers evidence of scholarly research and publication (in theoretical and applied efforts) to be the second-most important criterion for

evaluating a faculty member's application for tenure. Productivity will be evaluated by *some combination* of the following:

- single or multiple-authored book published by an academic or trade press;
- single or multiple-authored article in a refereed journal, with quality of the journal to be evaluated by department faculty in the discipline (sociology or anthropology);
- funded grant or contract applications to public or private agencies;
- single or multiple-authored chapter in a book that has been peer-reviewed;
- applied project reports;
- single or multiple-authored textbook;
- refereed book reviews;
- invited articles, book chapters, or reviews that are evaluated only by the editor;
- papers presented at professional meetings that are not eventually published and non-funded grant applications.

For any research in progress, verification of the stages of development is beneficial.

## PROFESSIONAL SERVICE

In the evaluation of a faculty member's application for tenure, professional service is weighted third, behind teaching effectiveness and scholarly productivity. This should not be interpreted to mean that this dimension is unimportant. A candidate for tenure will be expected to show evidence of service activities in at least two of the three types: service to the university, service to the discipline, and service to the community. All candidates for tenure in the Department are expected to effectively and accurately advise students on curriculum matters. Evidence of effectiveness in advising in the Department of Sociology and Anthropology shall

include materials and information that are pertinent to the assignment in question. This may include direction of undergraduate honors theses, graduate students' master's theses or internship placements and reports, or direction of independent studies.

#### OTHER FACTORS FOR CONSIDERATION

The Department of Sociology and Anthropology will consider efforts of the faculty member to develop professionally-relevant skills in the evaluation of tenure. These efforts may include documented activities to improve teaching skills or research capabilities.

William N. Duncan

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Chair of Sociology & Anthropology

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Dean, College of Arts & Sciences

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