

**COLLEGE OF SOCIAL SCIENCES, ARTS
AND HUMANITIES**

TENURE CRITERIA

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- A. TEACHING EXPERIENCE** **Minimum (*)**
- Normally the sixth year in a tenure earning position *
- B. TEACHER EFFECTIVENESS (See Addendum)**
1. Demonstrates competent usage of the English language in the relevant field. *
 2. Meets classes reliably and promptly. *
 3. Plans and distributes syllabi at the beginning of each semester. *
 4. Demonstrates evidence of innovative teaching. *
 5. Maintains office hours and is reasonably available to students throughout the academic year. *
- C. SCHOLARLY PUBLICATIONS**
1. Publishes (or shows acceptance) of at least two articles in refereed journals, one of which must be in an off campus publication. Equivalent work in certain special fields may be substituted for publications. All creative activities of this type must be accomplished within six years prior to applying. *
 2. Meets tenure requirements as outlined by each discipline's professional association (when available). *
 3. Presents at least two papers or performs other professional activities related to the applicant's discipline. *
 4. Additional publication credit may include:
Individual citations in texts when quotes or credits are given for scholarly endeavors.
- D. DEGREE REQUIREMENT**
- Normally the terminal degree from a full accredited institution of higher learning. The appropriate terminal degree is determined by the applicant's department or academic unit.
- E. CHARACTER AND PERSONALITY** **Minimum (*)**
1. Meets legal and professional codes of ethics. *
 2. Establishes professional rapport with administrators, students, peers, and other University personnel. *
- F. PROFESSIONAL ACTIVITY**
1. Maintains membership and actively participates in professional organizations.
 2. Holds offices in appropriate professional organizations.
 3. Attends professional meetings. *
 4. Attends and actively participates in campus committees and performs other

- related responsibilities when assigned. *
- 5. Attends campus professional meetings (department, college, university). *
- 6. Prepares academic reports when assigned (department, college, university). *

G. UNIVERSITY/PUBLIC SERVICE

- 1. Engages in unsalaried community or campus activities that bring recognition to teaching contract.
- 2. Performs administrative type activity in addition to teaching contract.
- 3. Prepares reports when assigned (department, college, university).
- 4. Performs recruitment service.
- 5. Cooperates with colleagues in other departments and colleges.

H. ACADEMIC ADVISEMENT

- 1. Performs assigned pre-registration services. *
- 2. Maintains availability to students throughout the academic year for advisement. *

I. RESEARCH, CREATIVE ACTIVITIES, PERFORMANCES AND EXHIBITIONS
Minimum (*)

- 1. Engages in one or more activities within this category. Minimum requirements are to be determined by the applicant’s department or academic unit.
- 2. Activities may include but are not limited to:
 - a. On-going research
 - b. Grant proposal writing and grant procurement
 - c. Play directing/performance/writing
 - d. Concerts and Recitals
 - e. Music composition and arrangement
 - f. Visual Arts exhibitions
 - g. Set/lighting design and execution
 - h. Radio and television performances
 - i. Media interviews
 - j. Publications and performance outside one’s academic discipline

ADDENDUM

The following is suggested to quantify category B., “Teacher Effectiveness:”

- 1. STUDENT EVALUATIONS – 20%
 - a. Administer form by the sixth week for each course taught each semester
 - b. Incorporate a statistical procedure for eliminating biased rating (high or low)
- 2. CHAIR OR UNIT HEAD’S EVALUATION – 20%
 Evaluations for all tenure earning years at FAMU should be a part of the candidate’s folder. Evaluations should have comments regarding applicant’s advisement activities and availability to students.
- 3. SECRET BALLOT OF PEERS IN UNIT – 20%
- 4. LETTERS FROM PEERS (at least three) – 20%
 Letters should comment on applicant’s effectiveness as a teacher.
- 5. EXAMPLES OF SYLLABI, PERFORMANCE OF STUDENTS ON STANDARD EXAMS, INNOVATIVE TEACHING METHODS – 20%

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PROMOTION CRITERIA

**CRITERIA FOR PROMOTION SHOWN BY RANK
COLLEGE OF SOCIAL SCIENCES, ARTS AND HUMANITIES**

The following are suggested minimum criteria for rank. Promotion to rank is not automatic, but is based upon qualifications outlined below for the faculty of the College of Social Sciences, Arts and Humanities.

INSTRUCTOR:

At least the master's degree in the field of one's teaching assignment

ASSISTANT PROFESSOR

- (a) The terminal degree or a minimum of five (5) years of college teaching experience and thirty (30) semester hours of successful study above the master's degree in one's discipline.
- (b) At least two (2) publications in referred local, regional, or national journals in one's discipline or cognate area: Evidence of publications may include letters of acceptance for publication from editorial boards.
- (c) Documented evidence of effective participation on University committees and evidence of effective teaching.
- (d) Documented evidence of directing, technical directing or acting; or recitals, conducting, composing, and arranging; or inclusion in one-man and group exhibition.

ASSOCIATE PROFESSOR

- (a) The terminal degree in the appropriate discipline.
- (b) At least five (5) years of successful college teaching.
- (c) Documented evidence of effective teaching over the period of the original appointment or since the last promotion.
- (d) Documented evidence of effective and constant public service over the period of the original appointment or since the last promotion.
- (e) Documented evidence of service on University committees over the period of the original appointment or since the last promotion.
- (f) Documented evidence of consistent participation in and recognition by professional associations, e.g., presenting papers, serving on boards and committees, and holding offices.
- (g) Three (3) publications, two (2) of which must be in referred journals, either regional or national in one's discipline or cognate area over the period of the original appointment or since the last promotion.

OR

- (h) Documented evidence of consistent activity and recognition as a designer and director of works for performance; or a recitalist, conductor, composer, arranger, or an artist included in one-man and group-juried exhibitions and permanent collections over the period of the last appointment or since the last promotion.

PROFESSOR

- (a) The terminal degree in the appropriate discipline.
- (b) At least seven (7) years of successful college teaching experience.
- (c) Documented evidence of effective teaching over the period of the original appointment or since the last promotion.
- (d) Documented evidence of service on University committees over the period of the original appointment or since the last promotion.
- (e) Documented evidence of effective and consistent public service over the period of the original appointment or since the last promotion.
- (f) Documented evidence of consistent participation in and recognition by professional associations, e.g., presenting papers, serving on boards and committees, and holding offices.
- (g) Documented evidence of participation in pure and/or action research.
- (h) Five (5) articles, three (3) of which must be in refereed journals, either regional or national, plus authorship or co-authorship of a monograph in one's discipline or the authorship or co-authorship of a book of substance in one's discipline or cognate area.
- (i) Documented evidence of recognition as a designer and/or director or works for performance, and author, or as a guest soloist, guest conductor, published or performed composer or arranger, adjudicator (at state or national levels), or as an artist with one-man, invitational and group-juried exhibitions, and inclusion in private and/or permanent collections.

- NOTE:**(a) Applications for promotion at all levels should be supported by the written “opinion of the individual tenured members of the department or unit holding rank superior to that of the candidate for promotion.” If there are not tenured members with appropriate qualifications in a department, then the applicant should seek the written “opinion of the individual tenured members of the department or unit who hold rank superior to that of the candidate for promotion.” If there are not tenured members with appropriate qualifications in a department, then the applicant should seek written opinions from such tenured members within the college. In any event, a minimum of three (3) valid opinions should be submitted.
- (b) Persons of exceptional eminence in their disciplines or fields may be recommended for promotion on their individual merits. Recommendations may begin with peers in the academic discipline or at the administrative level.