

DEPARTMENT OF RELIGIOUS STUDIES

PROMOTION & TENURE:

CRITERIA, QUALIFICATIONS, AND GUIDELINES

I. INTRODUCTION

The Department of Religious Studies recognizes and accepts the standards for granting promotion and tenure presented in articles 12.13 of the Collective Bargaining Agreement. Accordingly, criteria for promotion and tenure within the Department are considered under the three headings of teaching, creative achievement (i.e., academic scholarship), and service. The following guidelines are meant to clarify the expectations in each area specifically within the Department of Religious Studies.

II. CRITERIA & EVIDENCE

Teaching.

The Department expects all its faculty members to be conscientious and effective teachers. These qualities can manifest themselves in a variety of ways. These might include:

- up-to-date knowledge in subjects taught;
- clarity both about requirements for a course and in presentation of the substance of it;
- ability to engage students in the conceptualization and critical evaluation of larger analytical problems rather than simply conveying factual information to them;
- imaginative approaches to teaching, assignments, or course design;
- curricular improvements, especially in one's area of specialization (e.g., by creating new courses and/or updating or formally revising existing offerings)
- conscientious reporting of evaluations and grades both to students and to the university
- openness and availability to students, and a genuine interest in their success
- ongoing interest in improving upon the effectiveness of one's teaching and one's courses

Examples of the kinds of evidence that one might cite to demonstrate these and/or other qualities are:

- course syllabi
- examples of assignments

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- attendance at conferences, workshops, colloquia, etc. in one's field and/or on pedagogy
- peer evaluations of teaching
- student evaluations of teaching
- teaching independent studies courses

Scholarship.

In the context of Religious Studies "creative achievement" means specifically critical scholarship in academic discipline of religious studies. Evidence of scholarly productivity will come primarily in one or more of the following forms:

- *publications*, e.g., single-authored or jointly-authored books and monographs; journal articles and book chapters; edited volumes; articles in conference proceedings; reference work entries; book reviews and review articles
- *conference presentations*: papers, participation on panels
- *grant writing*

There is no simple formula for determining quality of scholarly productivity. Quality might be established in any number of ways, including:

- peer-review process leading to publication
- quality and reputation of the press (in the case of books), journal (in the case of articles), professional association (in the case of conference presentations or proceedings), or granting institution (in the case of grants)
- impact on the field (as measured by frequency and/or quality of citations, published evaluations, etc.)
- professional recognition (e.g., honors, awards, or other indications of a good scholarly reputation)

Service.

Candidates for promotion and tenure must demonstrate a willingness to offer meaningful and responsible service both within and beyond the Department.

Departmental Service is particularly important and substantial in Religious Studies given the small size of the department. Where larger departments have a number of sub-committees to deal with various departmental responsibilities, each faculty member in Religious Studies is expected to participate in all of the ongoing work of the department (as permitted by rank and/or other contractual considerations), including Curriculum Committee, Peer Review Committee, and search committees. In addition, individual faculty members are expected to show a willingness to serve and/or take leadership roles in response to various initiatives that might arise within the department.

Regarding service beyond the department, three constituencies are especially relevant:

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- *the College and University*, e.g., elected and/or appointed positions on committees
- *the Profession*, e.g., service to scholarly outlets (e.g., book reviews, peer-review of manuscripts, service on editorial board, etc.); to professional organizations (e.g., committee member or chair of research section; as organizer or convener of conference sessions), or to other colleges or universities (program review, tenure and promotion reviews, etc.)
- *Community Service*, which in this case refers only to service that is a direct extension of one's professional competencies as a historian of religion (e.g., public lectures to community groups, consultant to media outlets, etc.)

III. QUALIFICATIONS FOR TENURE AND PROMOTION

Award of Tenure and Associate Professor

Teaching. The candidate must demonstrate full competency as a teacher of religious studies. It is expected that the faculty member will have successfully taught a variety of courses, both lower and upper-division.

Scholarship. The candidate is expected to be an active religious studies scholar with a substantial record of quality academic research. The clearest evidence for this will come in the form of publications such as:

- a peer-reviewed, published monograph or a book-length manuscript in press (i.e., submitted to the publisher for production with no substantive changes remaining to be made); OR
- four peer-reviewed articles or book chapters, published or in press.

Jointly-authored publications may count for this purpose, provided that the candidate's own contribution to such works is significant and substantial. Candidates who submit jointly-authored publications must provide an explanation of the nature of their own contribution in each case.

Service. While it is understood that a junior faculty member's primary focus will be on establishing herself or himself as a competent teacher and scholar, it is also expected that a candidate for promotion and tenure will have begun to establish a record or responsible service, especially at departmental level.

Promotion to Full Professor

Teaching. The candidate must provide evidence of sustained excellence as a teacher of religious studies. It is expected that the faculty member will have successfully taught a variety of courses, both lower and upper-division.

Scholarship. The candidate for Full Professor is expected to show continued commitment to scholarship leading to publication, with substantial research

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productivity beyond what was accomplished prior to his or her appointment to Associate Professor. The clearest evidence for this will come in the form of additional publications, as follows:

- a peer-reviewed, published monograph or a book-length manuscript in press (i.e., submitted to the publisher for production with no substantive changes remaining to be made); OR
- four peer-reviewed articles or book chapters, published or in press.

Jointly-authored publications may count for this purpose, provided that the candidate's own contribution to such works is significant and substantial. Candidates who submit jointly-authored publications must provide an explanation of the nature of their own contribution in each case.

In addition to the mere number of publications, the quality of the candidate's work should be such that (s)he can be said to have established a reputation, beyond the University community, as a professional scholar in the academic field in which (s)he works.

Service. Candidates for Full Professor are expected to have developed a substantial record of willing and responsible service to a variety of different constituencies.

IV. PEER REVIEW COMMITTEE MEMBERSHIP

The Department will conform to membership requirements for Peer Review Committees as stated in Article 12 of the Collective Bargaining Agreement.

As noted above (see Section II, under Service) all qualified departmental faculty are expected to serve as standing members of the Departmental Peer Review Committee. The chair of that Committee will be appointed on an *ad hoc* basis by the Department Chairperson or, in cases of conflict of interest, by the Office of the Dean. Such members should be drawn as much as possible from cognate areas, and must in any case hold the rank and qualifications required of any other member of the Committee.

In the event that the department lacks a minimum of three appropriately qualified faculty members to serve on a working Committee, supplemental members will be drawn from University faculty in other departments. Such faculty will be appointed by the Department Chairperson or, in cases of conflict of interest, by the Office of the Dean.