

## **Promotion and Tenure in the Department of Anthropology, Appalachian State University**

### **A. TENURE and PROMOTION to the rank of Associate Professor.**

The Department of Anthropology expects candidates for tenure to demonstrate (1) effectiveness in teaching, (2) an active record of high quality scholarship, and (3) engaged service to the department, university, and profession. Following the procedures and schedule outlined in the Faculty Handbook, the candidate will submit to the chair by July 1 prior to the semester in which the candidate's application for promotion and/or tenure is considered, a dossier and all accompanying artifacts compiled in accordance with the Faculty Handbook (Section 4.4.5.1 The P&T Dossier). It should be delivered in both hard-copy and via electronic format. The PTC will accept the late addition of research artifacts (newly accepted, in press, or published manuscripts only) up until November 1. By May 1 prior to the semester in which the candidate's application for promotion and/or tenure is considered, the candidate will provide a list of at least five external scholars at the rank of full professor. From this list, the chair, in consultation with the PTC, will obtain two letters of review. The list of reviewers will not include collaborators or individuals with conflicts of interest. The chair, in consultation with the PTC, will also obtain one letter from a non-indicated external reviewer at the rank of full professor.

**1. EFFECTIVENESS IN TEACHING** may be demonstrated in several ways, including innovative syllabi covering relevant anthropological topics and a sustained record of high quality work with students. Candidates will submit a teaching portfolio that includes evidence of teaching effectiveness (sample syllabi, handouts, exams, peer-reviews, evidence of teaching awards or award nominations, advising successes, student teaching evaluations, and/or self-assessments, and other).

**2. SCHOLARSHIP.** The Anthropology Department recognizes that no simple check list can adequately convey what it means to engage in “high quality scholarship.” The intent of this document is to allow for a flexible but rigorous accounting of quality scholarship. As such, the items noted below should not be considered a checklist, but rather a guideline pointing to the kinds of well-rounded portfolios expected of candidates for tenure and promotion.

Candidates are expected to sustain an active research program in their sub-discipline and specialization, one which appears likely to continue beyond tenure and promotion to associate professor. Scholarship will be evaluated based on **quality** and **quantity** of scholarly production.

Scholarly production takes a variety of forms, from successfully securing external research funding , to undertaking original research, to disseminating results of research in professional conferences, to giving invited talks, to collaborative research, to technological inventions and new applications, to applied and policy outcomes, and to, of course, publications. Some *combination* of these activities, and any others that fit the candidates’ specialization, are part of what makes strong evidence of quality and quantity of scholarship.

The department agrees that among all of these possible activities, *publication*, while not sufficient alone, is indeed one necessary measure of scholarship and must be included as one part of any application for tenure or promotion. Furthermore, members of the department agree that publications demonstrating intensive and extensive *peer-review* are important for demonstrating high quality scholarly contributions to the field. Publishing articles in reputable scholarly journals is one way to demonstrate quality of scholarship. There are others as well including, for example, citation counts, or multiple positive reviews

of the candidates' work in scholarly journals. In addition, the department will rely on external review to evaluate the quality of a candidate's scholarship. Positive peer evaluation of one's scholarship may be more diffusely refracted in still other forms, such as invitations to give talks at other universities, to participate in scholarly collaborations or projects, to serve on editorial boards or fellowship/grant proposal review committees, to review and compose policy statements, and so on.

In reviewing candidates for tenure and promotion, the department will take into account evidence of peer-review, broadly defined, but recognizes, too, that some peer-review is more intensive and extensive than others. Among the most rigorous of peer-review processes for anthropological research are those that occur in top rated journals and those that occur in the publication of monographs. Edited volumes do not always undergo rigorous peer-review and so are not assumed to carry the same value as articles or monographs without concrete evidence to the contrary (citations, reviews, copies of the peer-reviews, etc.).

In summary, the department expects and accepts a range of scholarly—including practical or applied--activities. While different scholars will engage in different sorts of scholarly activities, we expect all candidates to provide evidence of quality peer-reviewed publication.

### **Publication Portfolios**

Here we offer a basic guideline for the expected peer-review publications required for making a strong application for promotion and tenure. Once minimal criteria for peer-reviewed scholarship are met, we think scholars should be free to take risks and engage in work that they themselves define as important to their field and their aims as scholars, scholar-teachers, public intellectuals, etc.

**The minimal acceptable publication record for a candidate for tenure and promotion is *four full length peer-review articles in reputable scholarly journals,*<sup>1</sup> or their equivalent, as outlined here. At minimum, the department will require one peer-reviewed article in a reputable scholarly journal in combination with other equivalents.**

Assuming that any and all candidates will publish at least one full length article in a reputable scholarly journal, in lieu of the remaining three articles the following equivalencies are acceptable:

1. Sole-authored book = up to 3 articles depending on the length and complexity of the project and the reputation of the press.
2. Co-authored book = up to 3 articles depending on the relative contribution of the authors, the length and complexity of the project and the reputation of the press.
3. Edited or co-edited book = up to 2 articles depending on the relative contribution of the editors, the length and complexity of the project, the reputation of the press and the impact of the volume.
4. Peer-reviewed chapter in an edited volume = up to 1 article depending on the length and complexity of the project and the reputation of the press. (Co-authored chapters will be rated on a case to case basis, up to the equivalent of 1 article.)
5. Successful or highly rated proposals for external funding = 1 article.
6. Published and/or copyrighted software or other research related technologies= up to 1 article.
7. Published book review in reputable publications= 0.20 article. (Up to five may be included in application—in other words, 15 book reviews will *not* make an adequate tenure case.)

8. Unpublished legal, technical, or applied report to an agency = generally 0.10 article, but up to 1 article depending on length, complexity and whether or not the contribution is peer-reviewed.
9. A juried film or other anthropological creative product = up to 3 articles depending on the length, complexity of the project, and contribution of the faculty member.
10. Other equivalencies may be presented by the candidate, with prior agreement shaped in discussion with the department Chair.

Given these equivalencies, examples of profiles that meet the minimum expectations for publication for promotion and tenure at the level of associate professor are as follows:

1. Two peer-reviewed articles in professional journals, one chapter in an edited book, and one highly rated or successful proposal for external funding.
2. Two peer-reviewed articles in professional journals and one major, full-length edited book.
3. One peer-reviewed article and one high quality sole-authored book.
4. Three peer-reviewed journal articles and a highly rated or successful external funding proposal.
5. Three peer-reviewed journal articles and one minimally reviewed edited book.
6. Four peer-reviewed articles in reputable professional journals.
7. Two peer-reviewed articles, five book reviews in significant journals, and one chapter in a peer-reviewed edited book.
8. One journal article, 10 technical reports or applied policy statements, and one edited book.
9. Etc., as discussed and noted in writing during annual review meetings with the Department Chair.

These publications must be completed during the candidates' time at ASU unless otherwise negotiated with the Dean upon hiring. Articles and manuscripts completed and formally accepted for publication but not yet in print will count. In the case of co-authored articles, authorship priority will be evaluated on a case by case basis. To assist the department in making this assessment, candidates may submit a statement as part of their portfolio explaining the percent effort on publications that are not first or sole-authored.

**3. SERVICE.** All candidates for tenure must to demonstrate sustained and responsible service to the department, university, and/or profession. Service can take many forms, as outlined on the departmental merit document.

## **B. PROMOTION to the rank of Professor**

The following criteria for promotion to Professor assume that the faculty member regularly received  $\frac{1}{4}$  reassigned time for scholarly activity. If that is not the case, criteria will be modified on a case to case basis by the chair and the DPC. Applications will include a letter outlining accomplishments, evidence as noted below, and two letters from external reviewers evaluating the candidate's qualifications, including the quality of their scholarship. The criteria for promotion to full professor are:

1. **TEACHING.** Sustained record of teaching effectiveness to be demonstrated by a teaching portfolio. Courses and course content should reflect some updating and change relevant to development in the candidate's field of study.
2. **SCHOLARSHIP.** Candidates shall demonstrate continued development of their research and scholarly reputation as evidenced by participation in professional conferences, invitations to speak, participation in

workshops and symposia, funding proposals, applied or participatory research, and/or a continued record of research including a sustained record of peer-reviewed scholarship. From the time candidates are accepted as Associate Professors to their application for promotion to Professor, their continued **publication** record will demonstrate high quality and significant quantity of research. Assuming application is made in the eleventh year of employment at ASU (five years after promotion to Associate Professor), examples of profiles that might meet the minimum expectations for promotion and tenure at the level of professor in regard to quantity of publications are as follows (works accepted for publication but not yet in print will count):

**Four peer-reviewed articles in professional journals or their equivalent, as set out in the equivalencies table above.** Examples of profiles that meet the minimum expectations for publication for promotion and tenure at the level of full professor are as follows:

1. Four peer-reviewed articles in professional journals.
2. Two peer-reviewed articles in professional journals and two chapters in edited books.
3. One peer-reviewed article and one full-length monograph.
4. One peer-reviewed article, one chapter in an edited book, and one edited book.
5. One monograph and one edited book.
6. Two chapters in edited books, one minor edited book, and one successful or highly rated external funding proposal.
7. The equivalent as determined in discussion with Department Chair and as evident in a range of activities such as successful or highly rated external funding proposals, demonstrable outcomes of applied work or policy work, juried scholarly films, book reviews, review articles, exhibitions, and other creative or scholarly output as appropriate to the candidate's particular specialization and/or contract.

[If candidates come up later than five years after promotion to Associate Professor, the required publication profiles will reflect the following guidelines, which echo the Arts and Sciences minimal expectations for securing continued release time for research. Examples of profiles that meet minimal expectations **for each of every three years** of employment with ¼ release time for research include:

**Two peer-reviewed articles in professional journals or their equivalent, as set out in the equivalences table noted above.**

3. **SERVICE.** All candidates for Professor must have provided sustained, responsible, and significant service to the department, university, *and* profession. Professional service includes but is not limited to community outreach, serving as external reviewer on grant proposals, publishing book reviews in professional venues, serving on editorial boards, serving as committee members for professional organizations, and other activities outlined in the departmental merit document.

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<sup>1</sup> Including quality peer-reviewed electronic publications.