



AMERICAN UNIVERSITY

W A S H I N G T O N D C

School of International Service

Effective May 23, 2016

ACADEMIC UNIT CRITERIA TO BE APPLIED IN FACULTY ACTIONS FOR TENURE-LINE FACULTY INVOLVING REAPPOINTMENT, PROMOTION, AND TENURE, IN SUPPLEMENT TO THE MINIMUM STANDARDS DESCRIBED IN THE UNIVERSITY'S FACULTY MANUAL: MANUAL OF INFORMATION AND PROCEDURES, Section 11, Part 1.

General Guidelines

American University and the School of International Service (SIS) require excellence in scholarship, teaching, and service from a tenure-line faculty member seeking to qualify for reappointment, promotion to Associate with tenure, and promotion to Full professor. SIS follows the general standards, timetable, and procedures for reappointments, promotion, and tenure laid out in the American University Faculty Manual, Candidates' Procedures for Tenure-Line Faculty Actions, and supplemental instructions from the Dean of Faculty and the Committee on Faculty Actions.

This document seeks to specify further these criteria for faculty members in SIS applying for reappointment, promotion, or tenure. In evaluating a candidate's qualifications, reasonable flexibility shall be exercised. However, superior intellectual achievement is an indispensable qualification for reappointment, promotion and tenure.

Scholarship

As a multidisciplinary school, SIS recognizes multiple paths to reappointment, promotion and tenure. Candidates must demonstrate scholarly excellence and intellectual impact as evidenced by publication in respected, refereed, academic venues.

Reappointment

SIS expects candidates for reappointment to demonstrate progress toward meeting the standards for tenure as outlined in the following section. They can provide evidence of such progress through submission of books, journal articles, book chapters, and drafts of work in progress.

Tenure and Promotion to Associate Professor

High-quality intellectual work is the fundamental criterion for tenure and promotion. Within SIS, publications and other work will be read and evaluated, not merely enumerated.

SIS expects that, to be recommended for tenure and promotion, a faculty member must be able to demonstrate that prior to and especially during AU/SIS service he or she has significant scholarly accomplishments in one or more fields and holds promise for greater future impact.

Peer-reviewed books and articles published in refereed scholarly journals, or the equivalent in certain fields (e.g. law journals, which are ranked but usually not peer reviewed), are the two primary forms of scholarship considered for promotion and tenure in SIS. Successful tenure cases can be based on: 1) one peer-reviewed scholarly book and peer-reviewed scholarly articles, 2) multiple peer-reviewed scholarly books, or 3) a substantial number of peer-reviewed scholarly articles. In cases of multiple authorship, the candidate must clearly specify her or his contribution. Due consideration will be given to variations among fields and disciplines. If an established index does not exist for a press or journal in the candidate's field or discipline, it is the responsibility of the candidate to explain a venue's standing and impact. The impact of a candidate's scholarship will be assessed using a multi-faceted approach. Such an evaluation can include consideration of the following: the prestige or rank of the publishing outlet, the extent to which a candidate's published works have been cited by other scholars, the published reviews of the candidate's work, national or international awards based on the quality of the written work, and the evaluation of anonymous, external referees. Other ways to measure impact, such as contributions to public debates and professional practice can be used to supplement the file.

Edited books, book chapters, articles in non-refereed journals (excluding fields where non-refereed journals are the norm), invited articles, and review essays can also be important in demonstrating impact, but may not in and of themselves serve as a substitute for refereed work.

SIS strongly encourages faculty to seek the academic recognition that comes from external funding or fellowships. The School does not require tenure-track candidates to win external funding, fellowships, or awards, but views it as an additional indicator of impact when they do so.

External scholarly evaluations of the candidate's work will take place as specified by the CFA/DoF Instructions for Submitting Files for Action and the Faculty Manual. All parties involved should carefully read the CFA/DoF Instructions regarding the number of letters, the number of suggestions candidates may make, the number of candidate suggestions that can be used, and other details regarding letters for the file. SIS also permits candidates to identify evaluators not to be solicited and these choices will be respected. After consultation with the candidate's Three Person Committee (3 PC), the SIS Dean will solicit outside written evaluation of the candidate's scholarly work. The candidate will not be informed of the names of those from whom written evaluations are being solicited; he or she will not have access to the letters once they are received. The outside letters are kept entirely confidential.

Promotion to Full Professor

Candidates for Full Professor must demonstrate a substantial post-tenure record of excellence in scholarship. As with the case for tenure, multiple pathways are valid. At least some of their publications must demonstrate an ability to communicate with a broad scholarly audience. Candidates must also provide evidence of being recognized leaders in their fields as substantiated by awards, invited lectures, editorship of volumes, collaboration with other scholars, and/or engagement in practice or training with organizations. Candidates can also establish evidence of scholarly, policy, and practice influence through a substantial number of citations to their work, prestige or rank of publication outlets, and awarded fellowships and research grants. Central to being promoted to the rank of Full Professor is a proven track record of scholarly achievement that shows intellectual growth and widening scholarly and public impact.

Outside scholarly evaluations of the candidate's work will take place as specified by the CFA/DoF Instructions for Submitting Files for Action and the Faculty Manual. All parties involved should carefully read the CFA/DoF Instructions regarding the number of letters, the number of suggestions candidates may make, the number of candidate suggestions that can be used, and other details regarding letters for the file. SIS also permits candidates to identify evaluators not to be solicited and these choices will be respected. After consultation with the 3 PC, the SIS Dean will solicit outside written evaluation of the candidate's scholarly work. The candidate will not be informed of the names of those from whom written evaluations are being solicited; he or she will not have access to the letters once they are received. The outside letters are kept entirely confidential.

Submission of Files for Action and Addition of Updates:

The date of submission of the file for action to the SIS Faculty Actions Committee (FAC) is the last relevant date for reporting publication of scholarship, other than updates regarding publication acceptances of materials already referenced in the file (as provided in the CFA's "Instructions for Submitting Files for Action")

Teaching

The AU Faculty Manual (10[a]) states:

... Effective teaching enables students to acquire knowledge, develop critical thinking skills, and become active participants in the learning process. Each teaching unit or academic unit establishes guidelines for evaluating teaching by members of that unit.

Candidates should present evidence of effective teaching. Standardized student evaluations of teaching are important, if imperfect, indicators. The Faculty Manual (10[a]) stipulates that measures of teaching effectiveness

This does not constitute an employment contract.

...must extend beyond Student Evaluation of Teaching scores. Faculty may demonstrate effective teaching in a variety of ways, including course design, development of new curricular initiatives, up-to-date course content, student engagement and achievement outside the classroom, and adherence to evaluation procedures that accurately reflect student accomplishments. Teaching units or academic units may also view publication and presentation of teaching materials and methodologies as a contribution to teaching.

Additional data regarding teaching effectiveness may include letters from faculty who have observed the candidate's teaching, copies of teaching and learning materials developed by the candidate, and commentary by students. Faculty shall also provide evidence of timely, fair, and objective assessment of student performance.

Reappointment

Candidates must demonstrate strong teaching skills. SETs and other measures must show effectiveness in teaching or indicate a sustained commitment to understand the teaching profession and improve one's expertise as a teacher.

Tenure and Promotion to Associate Professor

Candidates must provide evidence of being effective teachers. They must possess and be able to articulate a philosophy of teaching that highlights their particular strengths and their ability to translate such a philosophy into the classroom. SETs and other measures must demonstrate a commitment to teaching excellence and engagement with students.

Promotion to Full Professor

Candidates must provide evidence—in the form of SETs and other measures—of continued effectiveness as teachers and mentors of students. Candidates may also provide evidence of professional development in teaching in the form of attending conferences, publishing articles about pedagogy, or otherwise working to improve their own teaching skills.

Service

Service to SIS, to the wider University community, to the faculty member's scholarly field, and to other constituencies outside the University is an intrinsic part of a faculty member's basic obligations. The Faculty Manual (10[c]i) states, "Engagement at American University is an essential component of faculty responsibility. Faculty members should demonstrate engagement in the university community, including a meaningful level of teaching unit, academic unit, or university service."

Reappointment

Candidates are expected to assume moderate service commitments. This includes at least one assignment within SIS or the university, and voluntary efforts to assist one's program, teaching unit, or intellectual home. Service outside the university is welcomed but not essential.

Tenure and Promotion to Associate Professor

Candidates must demonstrate a record of service. Within SIS, faculty should fulfill requirements as laid out in the SIS service matrix. This can include at least some service to AU as a whole. Service to the profession can include reviewing manuscripts for presses and journals, serving as an officer in scholarly associations, organizing conferences, trainings, or practitioner engagements, or serving on review panels. A faculty member whose service is insufficient will not receive promotion or tenure even if his or her teaching and scholarship is strong or superior.

Promotion to Full Professor

Candidates must have a record of active and constructive contributions to faculty governance at all levels of the university community, and are encouraged to mentor SIS junior faculty. Furthermore, candidates must show evidence of service to the profession. This can include engaging actively with funding communities, serving as proposal reviewers and on review boards, and participating in scholarly, policy, and practitioner organizations. Faculty should be able to show that their service outside the university indicates their reputation within scholarly associations, the policy community, or practitioner organizations. A faculty member whose service is insufficient will not receive promotion even if his or her teaching and scholarship is strong or superior.

Overall Evaluation

These criteria provide guidelines for candidates seeking reappointment, tenure and promotion to Associate Professor, and promotion to Full Professor. In articulating them, it is understood that every candidate will put forward a distinctive File for Action.