

University of Minnesota, Morris  
Division of the Humanities

**CRITERIA AND EVALUATION PROCEDURES  
for Promotion and Tenure Reviews of Regular Faculty**

Divisional Statement as Required Under the University of Minnesota  
Regulations Concerning Faculty Tenure, Section 7.12

Adopted 2/7/2006

Preamble

The Division of Humanities affirms that the primary purpose of tenure is to sustain and advance academic freedom as a public service. The Regents of the University of Minnesota recognize that

The people of Minnesota are best served when faculty are free to teach, conduct research, and provide service without fear of reprisal and to pursue those activities with regard for long term benefits to society rather than short term rewards.... Additionally, a well-designed tenure system attracts capable and highly qualified individuals as faculty members, strengthens institutional stability by enhancing faculty members' institutional loyalty, and encourages academic excellence by retaining and rewarding the most able people. Tenure and promotion imply selectivity and choice; they are awarded for academic and professional merit, not for seniority. (Preamble to University of Minnesota Faculty Tenure Regulations)

While all faculty members at the University of Minnesota have the right to academic freedom in teaching and research (Regulations, Section 1.1 & Section 8), the awarding of indefinite tenure is an essential guarantor of that right. Tenure also affords a certain degree of financial and employment security and permanent membership in the faculty of an institution. These provisions are crucial to the protection of academic freedom and intended to ensure the University's success in fulfilling its obligations to students and to the people of Minnesota.

I. Introduction

Reviews of faculty for promotion and tenure in the University of Minnesota, Morris are conducted in accordance with all-University policies and procedures contained in the University of Minnesota Faculty Tenure Regulations (last amended March 2001) and related documents. Candidates for indefinite tenure and /or promotion in rank are judged on demonstrated accomplishments, and on potential for future development and contributions to the UMM program in the areas of teaching, research, and service. This document describes with more specificity the indices and standards which will be used to evaluate whether candidates meet the general criteria in Section 7.11 of the Regulations. For a complete perspective, the reader is advised to review Section 7 in its entirety.

II. Mission

The mission of the Division of the Humanities is one of teaching, research and service commensurate with UMM's role as an undergraduate liberal arts college of the University of Minnesota. The Division of the Humanities at UMM has responsibility for Art History, Studio Art, English, French, German, Humanities, Music, Philosophy, Spanish, Speech Communication, Theatre Arts, and co-curricular activities associated with these disciplines and programs. It also shares responsibility for the European Studies, Latin American Area Studies, and Women's Studies majors as well as eight licensure programs in secondary teacher education.

### III. Criteria for Tenure and Promotion

Although tenure cases are best determined holistically, for the purposes of evaluation, activities that primarily support students shall be considered teaching, those that primarily produce knowledge shall be considered research, and those that primarily contribute to the institution, the community, or the professional organizations in one's area of expertise shall be considered service.

#### A. Teaching

Effectiveness in teaching, including the academic advising of individual students, is essential at UMM. Those under review are expected to have a substantial and on-going record of original, innovative, and effective teaching, comparable to those of their peers. Activities such as managing the Writing Room, the Language Teaching Center, or the HFA Gallery, leading a study abroad program or a band or choir tour, or directing individual student projects such as MAPs and UROPs, are also considered contributions to teaching. Teaching effectiveness is assessed holistically using materials that the candidate submits (a statement of teaching philosophy, syllabi, reading lists, teaching assignments, materials documenting individual work with students, internships, and service learning projects, evidence of curricular contributions, grant projects related to teaching and learning, etc.), information that the University routinely collects (e.g., student evaluations, both written and quantitative), and other informal information submitted by members of the campus community (peer observations and evaluations, letters and other feedback from current and former students and advisees, etc.).

#### B. Research

Faculty are expected to demonstrate an ongoing record of original and innovative scholarly or artistic productivity. In the Humanities, the category of research encompasses a broad range of activities including the following: publications and scholarly presentations, creative, artistic, or curatorial productions and performances; and pedagogical tools and techniques. These activities should be consistent with an individual faculty member's appointment and are expected to make a significant contribution to the faculty member's field. The quality, regularity, and future potential of scholarly or artistic contributions are more important than quantity or annual activity. Assessment of professional activities involves internal and external evaluation by peers and may also include the documentation of professional recognition by outside organizations, such as national and international learned societies, organizations, and other institutions of learning. Additional evidence of intellectual productivity includes the ability to attain grants and external funding, invitations to lecture, and references to the candidate's work by other scholars in the field.

#### C. Service

The University's policy defines "service" as "performance within the faculty member's academic expertise and the mission of the academic unit." For the purposes of tenure evaluation, "service" shall be narrowly construed to exclude routine participation in quasi-administrative tasks such as committee work. Instead, this category will recognize faculty members who have led initiatives to benefit the University's standing in the wider community or to enhance its academic reputation. Such efforts include work that supports the professional infrastructure of one's discipline (including work for scholarly organizations, conferences, or editorial boards), as well as outreach, technical consultation, and work for other public interests insofar as such work is consistent with one's professional expertise. While other ways of serving the University, such as institutional governance, are integral and valuable aspects of one's professional duty as a member of the faculty, they will not be a primary consideration for the purposes of tenure review. Moreover, an exemplary record of service will not be considered a sufficient prerequisite for tenure.

#### IV. Distinctions Concerning Promotion

Promotion to the rank of assistant professor is dependent upon completion of the terminal degree appropriate to one's field. Promotion to the rank of associate professor is based upon professional distinction in research and on demonstrated effectiveness in teaching and advising students and in professional, University, and discipline-related service consistent with criteria for tenure. For promotion to the rank of professor one is expected to have established a national or international scholarly reputation in one's field, to have demonstrated continuing intellectual growth over a period of years, to have continued to excel in teaching, and to have provided leadership within the campus community.

#### V. Procedures

The Division complies with the Procedures For Reviewing the Performance of Tenure-Track Probationary Faculty as provided by Section 7.4, 7.61 and 16.3 of the Faculty Tenure Regulations and distributed annually by the Vice President for Academic Affairs.

A. A tenure decision is required in or before the 6<sup>th</sup> year of review. Anyone requesting promotion or early determination of indefinite tenure must notify the Division Chair by March 31<sup>st</sup> of the academic year preceding the one in which the decision is made.

B. Promotion consideration in the Division of Humanities is given only to those who ask for it. A faculty member can also be recommended by a colleague. In such an instance the Division Chair would then ask that faculty member if he or she does indeed wish to be considered for promotion.

C. The Chair of the Division of Humanities shall ensure that there is systematic annual collection of information about the work of each member of the Division faculty. This is carried out by the faculty member with the cooperation and assistance of the Chair or appointed deputy who will meet with the faculty member to review the file. The review file thus assembled is then placed on file in the Division Office and made available to the appropriate faculty members for their inspection ten days before the meeting. Each member of the decision-making group will be notified of the availability of the files and the date and time of the review meeting.

D. The Division will hold its regular tenure review meetings independent of the meetings on promotion consideration. Two meetings are held in the fall semester to consider all faculty up for tenure review or for promotion consideration, and all members of the decision-making group are invited to attend both meetings and to participate in the discussion and vote. A vote is taken only when the candidate is being considered for tenure or promotion or when a member of the tenure committee requests that a vote be taken for early tenure or for termination before a tenure decision must be made.

1. At the first meeting, members discuss the full credentials of each faculty member. A vote is taken if appropriate. A simple majority positive vote indicates Division faculty support for the tenure application.
2. After this meeting, the Division Chair prepares a summary of each discussion (taking care to indicate the grounds for both majority and minority views, and adding his or her own statement of views). The decision-making group then meets a second time to review the summaries, to offer amendments if deemed necessary, and (when all amendments have been discussed and voted on) to endorse with their signatures each summary as an accurate account of each discussion.

E. All other procedures are taken from the 2001 Procedures for Reviewing the Performance of Tenure-Track Probationary Faculty or subsequent statements of procedures of the University.