

STANDING PROCEDURES AND GUIDELINES RELATING TO  
RETENTION, PROMOTION, AND TENURE CASES

RETENTION, PROMOTION, AND TENURE COMMITTEE

DEPARTMENT OF LINGUISTICS  
COLLEGE OF INFORMATION  
UNIVERSITY OF NORTH TEXAS

November 2018

## **I. Preamble**

In compliance with Section 4.3, page 9, of the Linguistics Department Bylaws, the Retention, Promotion and Tenure Committee (hereafter RPTC) submit to the Executive Committee for certification, their proposed Standing Procedures.

These guidelines are in accordance with and subordinate to those issued by the Board of Regents, the University, and the College of Information.

## **II. Guidelines and Standards for Tenure and Promotion**

In its determination to excel in the selection and development of faculty to facilitate its mission, the Department of Linguistics has established the following guidelines and standards for use in evaluating faculty for tenure and promotion.

These guidelines are in accordance with and subordinate to those issued by the Board of Regents, the University, and the College of Information.

Tenure and/or promotion are not guaranteed by the Department of Linguistics as a function of University employment or years of professional experience. The awarding of tenure establishes a special relationship between the university and the faculty member. Moreover, through the application of these guidelines and standards, the Department of Linguistics seeks to promote faculty excellence. To this end, the Department of Linguistics evaluates, in the granting of promotion and/or tenure to faculty members, the quality of teaching, the quality and quantity of research and publication, and the significance of service. These guidelines and standards are designed, therefore, to shape the expectations of persons seeking tenure and/or promotion within the Department.

## **A. Consideration for Promotion/Tenure to the Rank of Associate Professor**

Consideration for promotion to the rank of Associate Professor and a decision regarding tenure, except in unusual cases, will be made concurrently. Therefore, the criteria for promotion regarding teaching, research/scholarship, service, and special functions are the same as those for tenure decisions, and standards for documentation and evidence to support promotion are the same as those to support tenure.

### **1. Research, Publications, and Professional Activity**

As a part of its mission, the Department of Linguistics supports research that advances knowledge, bolsters classroom instruction, and promotes the application of knowledge for the benefit of society. Consequently, faculty members in the Department are expected to engage actively in a program of research and publication. The Department recognizes that to be recommended for tenure, and to evidence continuing growth, a faculty member must be engaged in a significant program of research and publication of sufficient quality and quantity to ensure that the faculty member is committed to the scholarly development of the discipline. In other words, Assistant Professors must demonstrate the ability to publish a major body of work, one that will establish them as an up-and-coming presence in their field.

In order to be promoted to the rank of Associate Professor with tenure, Department of Linguistics tenure-track faculty members are expected to meet one of the following criteria:

1. Publish a scholarly book with a reputable press and also publish at least three scholarly articles. These articles may include:
  - Peer-reviewed journal articles
  - Peer-reviewed book chapters
  - Peer-reviewed chapters in proceedings of scholarly conferences
  - Invited chapters in books
  - Invited chapters in proceedings of scholarly conferences
  
2. Publish at least six scholarly articles in top-tier journals (or the standard relevant to a sub-field)<sup>1</sup>. Whether or not a journal is ‘top-tier’ will be determined by the RPTC on the basis of the following types of evidence provided by the faculty member:
  - Evidence that the publication is peer reviewed
  - Reputation of scholars publishing in the same journal or with the same press
  - The journal’s:
    - Social Science Citation Index rating if available
    - circulation rate
    - international readership

---

<sup>1</sup> For example, in the field of Computational Linguistics, conference proceedings are equivalent to articles in peer-reviewed journals. Note that these ought to be full paper review proceedings and the proceedings ought to be edited.

- acceptance rate
  - reputation as the leading or sole venue for publication on a language or topic
  - editorial board
3. Publish a minimum of four scholarly articles in top-tier journals and acquire at least two years of external funding (\$200,000 or more that includes indirect costs) for a major project.

In addition to publications, tenure-track faculty should show evidence of some the following professional activities:

- Web-based archives<sup>2</sup>
- Editorship of peer-reviewed volumes of scholarly research
- Textbooks<sup>3</sup>
- Book reviews in scholarly journals
- Peer-reviewed presentations of scholarly papers at professional conferences
- Invited presentations of scholarly papers at professional conferences
- Professional consulting leading to collaborative research
- Peer-reviewed intramural grants
- Peer-reviewed grant proposals (not funded)
- Serving as panelists on special conference programs
- Critiquing scholarly or creative presentations

At least once per semester, the RPTC will meet with each Assistant Professor to review and discuss their publication record and the extent to which it is moving them appropriately towards tenure. If a work is co-authored, the faculty member should provide an abstract with an explanation of the nature and proportion of the work contributed by each author.

## 2. Teaching

---

<sup>2</sup> As reflected in their *Resolution Recognizing the Scholarly Merit of Language documentation* (<https://www.linguisticsociety.org/resource/resolution-recognizing-scholarly-merit-language-documentation>), the Linguistic Society of America recognizes the immense importance of language documentation for furthering scientific inquiry into language structure.

<sup>3</sup>The RPTC recognizes three types of textbooks:

Type 1: Textbooks that represent original research. Such books are often cited in the references in a peer-reviewed journal article. Example: Tallerman, Maggie, *Understanding Syntax*, Routledge (1998)

Type 2: Textbooks that represent original pedagogy based on the author's research. Such books are usually based on experiments or data collection and analysis previously published in articles in refereed journals. Such books are sometimes cited in the references peer-reviewed journal articles. Example: Celce-Murcia, Marianne and Diane Larsen-Freeman. 1998. *The Grammar Book*. Heinle and Heinle.

Type 3: Textbooks that explain and illustrate well-established concepts, compile readings and add commentary and exercises. Such books are never cited in the references in a peer-reviewed journal article. Example: Freeman, [David E.](#) and [Yvonne S. Freeman](#) 2004. *Essential Linguistics*.

A Type 3 textbook cannot fulfill the book requirement as stated in the option (1) for the research requirements, i.e., "Publish a scholarly book with a reputable press and also publish at least three scholarly articles."

Faculty members in the Department of Linguistics must remain current in their area(s) of expertise and must demonstrate high standards of quality in instruction. Evidence of teaching excellence may include, but is not limited to, some combination of the following factors:

1. Teaching Evaluations
  - Qualitative evaluations of teaching based on peer evaluations conducted at least once per semester
  - Quantitative evaluations of teaching (SPOT Overall Summative Rating and CEI scores)
2. MA Theses or Ph.D. Dissertations
  - Direction of MA Theses or Ph.D. Dissertations
  - Membership on MA Thesis or Ph.D. Dissertation Committees
3. Teaching Enhancement Grants
4. Instructional Materials
  - Applied textbooks and workbooks
  - New courses/curriculum added to program offerings
  - Substantive course/curriculum revisions
  - Creative instructional strategies and materials such as the use of multimodal teaching methods
5. Student Supervision
  - Directing of Teaching Fellows and Academic Assistants
  - Directing of multi-section courses
  - Supervising of interns
6. Teaching Challenging courses<sup>4</sup>
  - Blended sections (online and face-to-face instruction)
  - Online sections
  - Special problems
7. Teaching Awards

### **3. Service**

Faculty members in the Department of Linguistics must demonstrate a commitment to quality service to the program, the college, and the university. The program recognizes the merit of service to local, state, regional, national, and international constituencies. Professional service activities may include but are not limited to the areas listed below:

#### SERVICE TO THE DEPARTMENT, COLLEGE, AND UNIVERSITY

1. Department administration
2. Standing committees of the Department of Linguistics
  - Chair
  - Member
3. Ad hoc Departmental committees

---

<sup>4</sup> These are non-standard courses that may need special/extraordinary design and organization, or study of unconventional/non-standard topics.

- Chair
  - Member
4. Task forces
    - Chair
    - Member
  5. University or college committees (including subcommittees)
  6. Faculty Senate
  7. Program development
  8. Fund raising
  9. Professional consulting that leads to internships
  10. Special presentations

#### SERVICE TO THE PROFESSION

1. Conference organization
2. Offices in scholarly societies
3. Committee work
4. Editorship of scholarly journals
5. Refereeing of books, journal articles, and grant proposals
6. Refereeing of papers and programs for competitive conventions
7. Membership on editorial boards
8. External tenure reviewing

The Department of Linguistics recognizes that faculty members perform numerous special functions that do not fit neatly into traditional categories; that these special functions are essential to the fulfilling of the Program's mission; and that the performance of these special functions deserves consideration in the awarding of tenure. Documenting the performance of these special functions should include a description of the responsibilities, activities, and accomplishments involved in the special function.

### **B. Consideration for Promotion to the Rank of Professor<sup>5</sup>**

Consideration for promotion to or tenure at the rank of Professor places strong emphasis on research/scholarship. Promotion to the rank of Professor, therefore, is based primarily on the research/scholarship of the faculty member since promotion to or appointment at the rank of Associate Professor. Associate Professors are expected to continue the quality and quantity of research/scholarship that warranted promotion to Associate Professor. Moreover, the candidate for promotion to the rank of Professor must demonstrate a sustained, highly productive program of research/publication that is recognized, cited, and respected by authorities in the field, including gaining an international reputation as a leading expert in an area of specialization.

---

<sup>5</sup> Although the College of Information traditionally considers promotion to full professor after 5-8 years, as per UNT policy of 2017, there is no minimum for promotion to full. Refer to the UNT Policy on promotion from Associate to Full Professor here:

[https://policy.unt.edu/sites/default/files/06.004\\_FacultyReappointmentTenurePromotion\\_2017.pdf](https://policy.unt.edu/sites/default/files/06.004_FacultyReappointmentTenurePromotion_2017.pdf)

## C. Guidelines for Promoting Lecturers

The Department of Linguistics recognizes the following categories of lecturers:

- **Lecturer**—full-time Lecturers teach four classes each long semester. They are encouraged to participate in the life of the program.
- **Senior Lecturer**—Senior Lecturers teach four classes each long semester. They are expected to participate in the life of the program and may be asked to serve on Program and/or College committees.
- **Principal Lecturer**—Principal Lecturers teach four classes each long semester. They are expected to participate fully in the life of the program and in their profession and will be expected to serve on Program and/or College committees. They may also hold certain administrative positions.

### 1. Minimum requirements for each of the categories appear below:

#### Lecturer

- Earned Master's degree with at least 18 hours in the discipline to be taught
- Evidence of effective teaching
- In the case of a new appointment, the candidate must show promise of effective teaching

#### Senior Lecturer

- Earned Master's degree with at least 18 hours in the discipline to be taught
- Six semesters of full-time college-level teaching experience or some college teaching experience with equivalent professional experience
- Effectiveness or promise in areas in addition to teaching; i.e., research in the lecturer's teaching area, online course development, or service

#### Principal Lecturer

- Earned Master's degree with at least 18 hours in the discipline to be taught
- At least three years at the rank of Senior Lecturer
- 10 semesters of full-time college-level teaching experience or some college teaching experience with equivalent professional experience
- Effectiveness or promise in areas in addition to teaching; i.e., research in the lecturer's teaching area, online course development, or service

### 2. Promotion Criteria

The RPTC will use the following criteria to evaluate all lecturers.

#### a. Teaching Effectiveness

Teaching effectiveness will be judged on three criteria:

- Teaching evaluations
- Teaching materials
- Peer observation and review

Each year, lecturers will submit a portfolio containing teaching materials such as syllabi, handouts, graded assignments, letters from students, and other pertinent materials.

**b. Efforts to Improve Teaching**

Lecturers who choose to pursue a research agenda in order to improve their teaching will be judged on the following:

- Presentations
- Publications in the field taught
- Quality of the journals
- Grants won in support of research and/or teaching

Lecturers will be asked to include copies of their publications or grants in their annual portfolios, along with any other pertinent information regarding their research-related activities.

**c. Service**

Annual portfolios should clearly indicate the work performed for each committee or activity.

### **III. Procedures for Tenure and Promotion**

1. During September of a tenured or probationary faculty member's first year, the Department Chair is responsible for seeing that the faculty member is directed to documents that are pertinent to the tenure and promotion process. These documents include:
  - The College of Information Guidelines and Standards for Tenure and Promotion
  - The College of Information Tenure and Promotion Calendar
  - The University Tenure and Promotion Calendar
  - The Department of Linguistics Bylaws
  - The Department of Linguistics RPTC Guidelines
2. The candidate for tenure and/or promotion is responsible for submitting documentation in accordance with deadlines set by the RPTC in anticipation of the annual calendar of the College of Information and of the University Calendar. The candidate will also submit a list of names of potential outside reviewers to the RPTC chair.
3. The RPTC and the Department Chair will follow the annual College of Information Calendar regarding deadlines related to tenure and/or promotion cases. This includes requesting letters from outside reviewers.
4. The RPTC will review the dossier of the candidate for tenure and/or promotion in accordance with the schedule established in the annual College of Information Calendar. The Committee's written recommendation to the Department Chair will be signed by all members of the committee.

5. Upon reviewing the dossier of the candidate for promotion and/or tenure and the recommendation of the Program RPTC, the Department Chair will make an independent recommendation to the Dean of the College of Information. Both the recommendation of the RPTC of the Program and the recommendation of the Department Chair will be forwarded to the Dean in accordance with the schedule established in the annual calendar of the College of Information.
6. In its deliberations and recommendations regarding promotion and/or tenure, the RPTC will conform as closely as possible to these general guidelines.
7. The Department Chair and the RPTC will each meet annually with probationary faculty to assess progress based on PAC rankings and yearly composite reports.

#### **IV. Implementation and Amendment**

1. The guidelines and standards for **tenure and promotion** in this document shall apply to those faculty members who join the Department of Linguistics faculty after the ratification of this document. Additionally, a faculty member may select these guidelines and standards for tenure and promotion through written notification to the Department Chair prior to review of the candidate by the Personnel Affairs Committee of the Program.
2. This document may be amended by a two-thirds vote of the total number of full-time tenured and tenure-track faculty members in the Department of Linguistics.