

**UVU DEPARTMENT OF LANGUAGES TENURE CRITERIA**  
**Revised April, 2011**

**Underlying Principles**

The purpose of the present document is to set forth the criteria by which faculty members' application for tenure in the Department of Languages will be evaluated.

**UVU Policy 637** establishes that UVU is primarily a teaching university. Therefore, the principal emphasis for tenure evaluation is teaching. Effective teaching of high quality is expected in the classroom, laboratory, field, or other settings. Scholarly activities and creative work are an essential aspect of being a university faculty member, and it should support and enliven teaching. When possible, scholarly activities should include meaningful participation with students. Service to the department, the university, the profession, and the community is also important for all faculty members.

**UVU Policy 637** further states that tenure shall be awarded when a faculty member demonstrates sustained, expected levels of teaching effectiveness, scholarly and creative endeavors, and service to profession, institutions and community as set forth in the approved departmental tenure criteria.

The tenure candidate in the Department of Languages is responsible to review and follow the contents of the department criteria as well as Utah Valley University **Tenure Policy 637**.

**Terminal Degrees Requirement.** The Department of Languages Tenure Criteria establishes that Tenure is only awarded to those holding terminal degrees. If a faculty member is hired before obtaining a terminal degree, special conditions for the completion of that degree should be set forth in a written agreement between the candidate and the department at the time of hire. In addition to any other requirements that may be established in that letter, candidates should submit a yearly progress report from the academic institution where they are seeking the terminal degree.

**I. Department of Languages Tenure Criteria**

**A. Teaching in the Languages Department:**

- 1) Teaching qualifications: Faculty members must demonstrate, maintain and develop their expertise in their field. The following criteria will be considered in determining whether or not a candidate is awarded tenure:
  - a) Practices/implements knowledge of effective teaching methods that stimulate interest and encourage student learning.
  - b) Demonstrates in-depth knowledge within his/her content area.

- c) Active professional development (may include post-graduate courses).
  - d) Consistent professional performance in the classroom, including the following:
    - i) preparedness,
    - ii) effective use of time,
    - iii) appropriate classroom management,
    - iv) the use of current best practices,
    - v) adherence to established, approved curriculum,
    - vi) application of alternative means of instructions where appropriate,
    - vii) maintaining an appropriate, inclusive learning environment,
    - viii) respect for different ideas, opinions and positions,
    - ix) well-organized course plans featuring appropriate course content, assignments and clearly defined expectations and requirements
- 2) Teaching methods: Courses must be well-organized, well-presented, engaging and challenging for students. The following criteria will be considered in determining whether or not a candidate is awarded tenure:
- a) syllabi that illustrate clear, acceptable expectations and appropriate grading systems,
  - b) the use of original materials distributed to students during the course (e.g. assignments, worksheets, guidelines for research projects, etc.) that exemplify quality work,
  - c) engagement of original course designs that incorporate hands-on experiences,
  - d) engagement in appropriate use of technology to enhance the instructional process,
  - e) effective student performance evaluations, e.g. grading, assessment, etc.
  - f) Student Ratings of Instructor (SRIs) that at least meet the department average for comparable courses,
  - g) acceptable peer reviews of the candidate's teaching, written by at least two different faculty members from within the Department of Languages or a guest, off-campus reviewer. The department may assign peer-reviewers,
  - h) complete at least two yearly written peer classroom observation reviews of colleagues in the Department of Languages. These reviews should be submitted to the Department Chair within two weeks of the classroom visit. The Department Chair will then forward them on to the faculty being reviewed.

## **B - Scholarly and Creative Work in the Languages Department**

- 1) Ongoing scholarly and creative activity is essential for faculty members at the university level to support teaching, to offer opportunities for student participation in research, and to advance UVU's participation as a university in the national and international scholarly community. Faculty members are expected to make scholarly contributions within their fields of expertise. The following criteria aim at guiding the tenure candidate in his/her scholarly endeavors by setting forth the criteria upon which the application for tenure will be evaluated; ; they suggest a wide range of scholarly and creative works venues, but are not limiting, and certainly not all the criteria are expected.
  - a) Designs and develops new courses, and periodically redesigns them.
  - b) Helps develop new academic programs.

- c) Conducts research in support of department programs.
- d) Participates in professional workshops, conferences or symposia.
- e) Submits descriptions of completed and/or ongoing research projects.
- f) Presents at local and regional venues.
- g) Presents at national and international conferences.
- h) Publishes peer-reviewed research as articles, books, or reviews.
- i) Produces creative published works.
- j) Organizes national or international events that promote his/her academic field.
- k) Promotes and facilitates students' research in his/her field.
- l) Engages in work that promotes scholarship within his/her discipline.
- m) Promotes student participation in conferences, symposia, etc.
- n) Develops exchange programs nationally and/or internationally.
- o) Engages in activities that bring the discipline's subject matter to bear on local or larger communities.

**C - Service in the Languages Department:**

- 1) Faculty members are expected to contribute to the department, college, university, profession, and community through service and outreach. A strong service record does not compensate for inadequacies in teaching or scholarship. Evidence of service should be presented in the faculty portfolio. The criteria upon which the application for tenure will be evaluated, include the following:
  - a) Participation on committees at the department, college, and university levels.
  - b) Service as Department Chair or Assistant Chair.
  - c) Service as Program Coordinator and Adjunct Faculty supervisor.
  - d) Serve as mentor to newly hired faculty.
  - e) Participation in the organization of university events.
  - f) Organization and participation in department and college symposia and seminars.
  - g) Supervision of concurrent enrollment classes.
  - h) Promotion and direction of Study Abroad or Internship Programs.
  - i) Participation in outreach to non-profit organizations, business and the community.
  - j) Service as editor or reviewer for manuscripts and grant proposals.
  - k) Participation on professional committees.
  - l) Service as an officer for a professional organization.
  - m) Collaboration with colleagues within and outside of the university, and other activities that contribute to the advancement of the profession.
  - n) Service in areas that represent a need in the community.
  - o) Service as a mentor in outreach community programs that include students.
  - p) Supervisor of student clubs or other organizations.
  - q) Internship supervision.
  - r) Independent study course supervision.
  - s) Ad hoc committees or positions (e.g. Lower-division coordinator, etc.)
  - t) Other activities that allow faculty members to contribute their professional expertise to student success and the advancement of the profession.