Department of International Studies

The Faculty of the Department of International Studies at Texas A&M University, exercising their responsibility to advance, refine, and disseminate knowledge of the languages, literatures, and cultures of the ancient Mediterranean and the modern world, do, consistent with the principle of representative government by the Faculty, with the rules and regulations of the Board of Regents of the University, and with the laws of the State of Texas, ordain and establish these Bylaws for the Department.

1. Voting Faculty. Voting shall be restricted to Faculty members holding appointments in the Department of International Studies, including such as may hold joint appointments with other departments or administrative units of the University, at the rank of Professor, Associate Professor, Assistant Professor; Instructional Professor (all ranks); Distinguished Lecturer, Senior Lecturer, Lecturer (with at least 75 percent time appointment), or Assistant Lecturer (with full-time appointment).

1.1. Joint Appointments. Joint appointments with other departments or administrative units shall be created in accordance with University policy, and shall require the approval, by majority vote, of the Faculty.

2. The Department. The Department of International Studies shall be composed of the International Studies Program and the Classics Program.

2.1. International Studies Program. The International Studies Program shall be composed of the Faculty and programs in International Studies, Arabic, Asian Studies, Chinese, French, Italian, Japanese, German, and Russian, and such undergraduate and graduate programs in related areas as may be created hereafter. For the purposes of sections 5.1 and 5.2.6 below, the faculty shall be divided into two voting units:

2.1.1. All Faculty holding appointments in French, German, Italian, and Russian, or other European languages.

2.1.2. All Faculty holding appointments in Arabic, Chinese, and Japanese, or other Asian and Middle Eastern languages.

2.1.3. Faculty holding appointments in areas not specified under 2.1.1 and 2.1.2 shall upon appointment declare, in writing to the Department Head and Executive Committee, in which unit their vote will be cast.

2.1.4. Faculty who, by the nature of their appointment, teach in more than one of the areas specified in 2.1 shall upon appointment declare, in writing to the Department Head and Executive Committee, in which unit their vote will be cast.

2.2. Classics Program. The Classics Program shall be composed of the Faculty and program in Classics, and such undergraduate and graduate programs in related areas as
may be created hereafter.

3. **Faculty Meetings.** The Faculty shall meet as a whole at least twice per academic year, once in the fall semester and once in the spring semester.

   3.1. **Additional Meetings.** The Department Head shall call additional meetings as necessary to transact business. Upon written petition signed by at least one-fifth of the entire voting Faculty, or of a majority, respectively, of the voting Faculty in International Studies or Classics, the Head shall call a meeting no later than the second Friday following receipt of the petition.

   3.2. **Agendas.** For each scheduled meeting of the Faculty, the Head shall distribute an agenda no later than two working days before the meeting.

   3.3. **Minutes.** For each meeting of the Faculty, the Head shall prepare and distribute minutes as soon as is practical.

4. **Officers.** The Department Head and the Associate Head shall be the officers of the Department.

   4.1. **The Department Head** shall be appointed by the Dean of the College of Liberal Arts in accordance with College and University Policy. All matters related to the hiring, evaluation, reappointment, and term of appointment of the Head shall be governed by existing University policy. The Department Head shall be the chief executive officer of the Department. In addition to such duties as defined by the Dean, the Department Head shall have the following duties:

   4.1.1. **Administrative.** The Department Head shall:

       4.1.1.1. Represent the Department at official functions.

       4.1.1.2. Exercise leadership in the academic development of the Department, in particular with regard to its international perspective and programs.

       4.1.1.3. Preside at meetings of the Faculty.

       4.1.1.4. Supervise minutes of Faculty meetings.

       4.1.1.5. Recruit Faculty and Staff, with the advice of the Programs concerned and the Executive Committee.

       4.1.1.6. Determine the duties of individual faculty members, including teaching loads.

       4.1.1.7. Encourage Faculty development and inform the Faculty regarding
opportunities for curriculum development and enhancement.

4.1.1.8. The Head may delegate the duties listed under 4.1.1.1, 4.1.1.3, and 4.1.1.4.

4.1.2. **Budgetary.** The Department Head shall:

4.1.2.1. Prepare the preliminary annual budget, and present an annual budget report to the Faculty.

4.1.2.2. Supervise the allocation of the departmental budget, with the advice of the Executive Committee.

4.1.2.3. Supervise the allocation of departmental faculty positions, with the advice of the Executive Committee.

4.1.2.4. Allocate appropriate salary increases to individual Faculty members, with the advice of the Annual Review Committee.

4.1.2.5. Act as advocate to the Dean and the Administration for appropriate budgetary resources, including Faculty salary increases and competitive pay scales.

4.1.3. **Curricular.** The Department Head shall:

4.1.3.1. Propose developmental and long-range plans for the Department to the Executive Committee and the Faculty.

4.1.3.2. Appoint Course Coordinators for multi-section language courses whenever appropriate.

4.1.3.3. Determine individual Faculty course assignments, and prepare the semester course schedule, with the advice of the Executive Committee Members for International Studies and Classics.

4.2. **The Associate Head**

4.2.1. **Appointment.** The Associate Head shall be a tenured member of the Faculty, appointed by the Department Head with the advice of the Executive Committee.

4.2.2. **Length of Service.** The Associate Head shall be appointed for a term not extending beyond the term of the Department Head making the appointment. Either the Associate Head or the Department Head may choose to terminate the appointment before the completion of its term.
4.2.3. **Duties.** In addition to such duties as assigned by the Head, the Associate Head shall:

4.2.3.1. Assist the Head in the administration of the Department.

4.2.3.2. Serve as liaison between the Head and the Faculty.

4.2.3.3. Advise the Head on policies and curriculum for academic programs, on student advising, and on implementing changes to the academic curricula.

4.2.3.4. Advise the Head regarding scheduling and teaching assignments.

4.2.3.5. Preside in the resolution of student grievances and grade disputes.

4.2.3.6. Call and conduct elections of Faculty to the designated Departmental, College, and University committees.

4.2.3.7. Arrange annual peer classroom visitations.

4.2.3.8. Serve *ex officio* on the Executive Committee, the International Studies Program Committee, the Asian Studies Subcommittee, the Annual Review Committee, and other committees as assigned by the Head.

4.2.3.9. Attend required University workshops for administrators, such as FAMIS and disbursement training.

4.2.3.10. Act as Department Head during the Head’s absence.

4.3. **Acting Head.** The Head shall appoint a tenured member of the Faculty to act as Department Head in the absence of both the Head and the Associate Head.

4.4. **The Departmental Advisors.**

4.4.1. **Duties.** In addition to such duties as assigned by the Head, the Departmental Advisors shall:

4.4.1.1. Act as the principal Advisors to undergraduate students who are majoring and minoring in departmental programs.

4.4.1.2. Be the point of contact for the Department’s placement/credit by examination program and challenge examinations.

4.4.1.3. Meet with prospective students.

4.4.1.4. Handle all incoming freshmen and transfer student conferences.
4.4.1.5. Prepare for the Department every semester a report on majors and minors.

4.4.1.6. Assist with commencement ceremonies as directed.

5. Departmental Committees. The standing committees of the Department of International Studies shall consist of: the Executive Committee; the International Studies Program Committee; the Diversity Committee; the Asian Studies Subcommittee; the Classics Program Committee; the Annual Review Committee; the Tenure and Promotion Committee; and the Promotion Committee. Additional committees, including search committees, shall be appointed *ad hoc* by the Head in consultation with the Executive Committee.

5.1. The **Executive Committee** shall act as the principal administrative and academic advisory body to the Head. The Committee shall be composed of two representatives elected by the International Studies Faculty in the voting unit described under 2.1.1, one representative elected by the International Studies Faculty in the voting unit described under 2.1.2, one representative elected by the Classics Faculty, one Lecturer at-large elected by all lecturers in the Department, and the Associate Head *ex officio*. The Committee shall be chaired by, and report to, the Head. Only *tenured* members of the faculty shall represent the voting unit described under 2.1.1 and Classics, and only voting members of the Faculty shall represent the voting unit described under 2.1.2.

5.1.1. **Term of Office.** Members of the Executive Committee shall serve for staggered terms of three years, beginning in the fall semester.

5.1.2. **Duties.** The Executive Committee shall:

5.1.2.1. Present to the Head the concerns of individual programs in the Department.

5.1.2.2. Act as an advisory body in the performance of all duties of an administrative nature assigned to the Head, including budgetary matters, policies governing the award of pay raises to the Faculty, and the appointment of departmental officers.

5.1.2.3. Review annually the allocation of departmental faculty positions, and furnish the Head with recommendations pertaining thereunto.

5.1.3. **Proxy Votes.** Members of the Executive Committee who must be absent from a meeting may choose a replacement, provided the Head is notified in advance of the meeting. In the case of an extended absence (e.g., academic leave or prolonged illness), the respective voting unit shall elect a replacement to serve while the regular member is absent.

5.2. The **International Studies Program Committee** shall oversee the development and
function of the International Studies programs within the Department. The Committee shall be composed of three members elected by the Faculty in 2.1, one Departmental Advisor ex officio, and the Associate Head ex officio. Only voting members of the Faculty shall serve as members.

5.2.1. **Term of Office.** Members of the International Studies Program Committee shall serve for staggered terms of two years, beginning in the fall semester.

5.2.2. **Temporary Members.** When discussing matters pertaining directly to individual programs not currently represented among the elected and ex officio members of the Committee, the Head, with the advice of the Executive Committee, shall appoint a Temporary Member to attend all pertinent meetings of the International Studies Program Committee.

5.2.3. **Chair.** The Head shall appoint from among the International Studies Program Committee members a chair to convene and preside over the Committee for a term of one year; but the Associate Head shall have the right to convene the Committee whenever seeking their advice.

5.2.4. **Duties.** The International Studies Program Committee shall:

   5.2.4.1. Act as an advisory body in the performance of all duties of an academic nature assigned to the Head.

   5.2.4.2. Oversee the development and function of individual programs within the International Studies Program.

   5.2.4.3. Guide and oversee the development of courses with a distinct international perspective.

   5.2.4.4. Encourage Faculty research.

   5.2.4.5. Promote and organize lectures by outside scholars and members of the Department, and propose, coordinate, and oversee departmental conferences and symposia.

5.2.5. **Proxy Votes.** Members of the International Studies Program Committee who must be absent from a meeting may choose a replacement, provided the Chair is notified in advance. In the case of an extended absence—e.g., due to academic leave or prolonged illness—the International Studies Faculty shall elect a replacement to serve while the regular member is absent.

5.2.6. **Asian Studies Subcommittee.** The Asian Studies Subcommittee shall be composed of the Executive Committee member representing the voting unit described under 2.1.2; one additional member from that same voting unit, appointed for a term of two years by the Head with the advice of the Executive
Committee; the Associate Head *ex officio*; and two members from faculty outside the Department associated with the Asian Studies program and appointed by the Head, with the advice of the Executive Committee, for a term of two years.

5.2.6.1. **Chair.** The Head, with advice of the Executive Committee, shall appoint the Chair of the Asian Studies Subcommittee from among its members.

5.2.6.2. **Duties.** The Asian Studies Subcommittee shall oversee the development and function of the Asian Studies program.

5.3. The **Classics Program Committee** shall oversee the development and function of the Classics programs within the Department. The Committee shall be composed of all voting members of the Classics Faculty.

5.3.1. **Chair.** The Executive Committee member for Classics shall chair and convene the Classics Program Committee, but the Associate Head shall have the right to attend all meetings of the Committee, and to convene it whenever seeking their advice.

5.3.2. **Duties.** The Classics Program Committee shall:

5.3.2.1. Act as an advisory body in the performance of all duties of an academic nature assigned to the Head.

5.3.2.2. Oversee the development and function of individual programs within the Classics Program.

5.3.2.3. Encourage Faculty research.

5.3.2.4. Promote and organize lectures by outside scholars and members of the Department, and propose, coordinate, and oversee departmental conferences and symposia.

5.3.3. **Proxy Votes.** Members of the Classics Program Committee who must be absent from a meeting may designate a colleague to cast their vote by proxy, provided the Chair is notified in advance.

5.4 The **Diversity Committee** is responsible for advising the Faculty at large and the Department Head on diversity matters and on workplace climate and environment.

5.4.1. **Composition.** The committee will be composed of the Department’s representative on the College’s Diversity Committee; two faculty members elected at large from the Faculty; one staff member; one advisor; and two undergraduate majors. At least two of the three faculty members must be tenured.
The undergraduate majors will be selected by the Head after a call for nominations to the majors of the Department.

5.4.2. Duties. Besides advising the Faculty and Head on matters related to diversity and workplace climate and environment, the committee will assist search committees in developing a diverse applicant pool and will recommend lectures and other events on diversity-related issues.

5.5. The Annual Review Committee shall advise the Head on the professional performance and progress of all Faculty, in accordance with the provisions below.

5.5.1. Composition.

5.5.1.1. The Annual Review Committee shall be composed of four tenured members elected by the tenured and tenure-track Faculty at large, for staggered terms of two years; and one member elected by the Lecturers and Instructional Professors (all ranks) of the Department at large, for a staggered term of two years. The Associate Head shall serve as an additional member ex officio. At least two of the elected members shall hold the rank of Professor, and at least one elected member shall be from the International Studies Faculty and at least one from the Classics Faculty.

5.5.1.2. Reelection. No person who has served on an Annual Review Committee as an elected member within one year of an election shall be elected to the Committee.

5.5.1.3. Chair. The Associate Head shall be Chair of the Annual Review Committee, but shall have no vote, with such exceptions as stated below (5.5.2). The Chair shall take care that departmental policies for the evaluation of Faculty be faithfully executed, and shall be responsible for reading all the files to help ensure accuracy and thoroughness in their presentation before the Committee.

5.5.2. Review Procedures for Tenured and Tenure-Track Faculty. The Committee shall evaluate all Faculty, including the Committee’s own members. In the case of third-year and sixth-year Assistant Professors, the reviews of the Tenure and Promotion Committee shall function as annual evaluations; in the case of candidates for promotion to Full Professor, the reviews of the Promotion Committee shall serve as annual evaluations. In the case of tenure-track Faculty, the Committee shall limit their evaluation to the criteria specified in sections 5.5.2.1 through 5.5.2.3, recommendations regarding progress towards tenure and reappointment being reserved to the Tenure and Promotion Committee. When a Committee member, or a Committee member’s spouse, partner, or relation falling within the University’s nepotism policy, is reviewed, the member shall not be present during the evaluation, nor be informed of its results, and the Chair shall
have a vote; but when the Chair, or the Chair’s spouse, partner, or relation falling within the University’s nepotism policy, is reviewed, the Chair shall not be present during the evaluation, nor be informed of its results, and the senior member of the Committee shall report the result of such evaluation to the Head.

5.5.2.1. For annual reviews, the **Review Period** for Faculty to be evaluated by this Committee shall consist of the three calendar years preceding the semester during which the evaluation is conducted.

5.5.2.2. **Documents and Deadlines.** All Faculty to be reviewed shall submit, no later than the final Monday of February, a completed copy of *Calendar Year Faculty Accomplishments*, along with copies of work published and/or accepted for publication during the review period, and a current *curriculum vitae*. The Annual Review Committee shall not be compelled to consider materials submitted after the deadline stated above. If the organization of a file does not conform to the requirements set forth in the *Accomplishments*, it shall be deemed prejudicial to the evaluation of such file, and the Committee shall not be compelled to give credit to items not properly reported or documented, nor attempt to secure access to missing material.

5.5.2.3. **Evaluation.** All Faculty to be reviewed shall be evaluated on a numerical scale from 1 through 5, with 5 being considered ‘outstanding’; 4, ‘exceeding departmental expectations’; 3, ‘meeting departmental expectations’; 2, ‘below departmental expectations’; and 1, ‘unsatisfactory.’ The Committee shall employ half-points where appropriate, but no lesser fractions. The Committee shall evaluate Faculty performance in the categories of Research, Teaching, and Service in accordance with the criteria set out in Appendix II of these Bylaws.

5.5.2.3.1. **Research.** In evaluating Faculty research, the Committee shall take into account only work published, presentations given, grants awarded or submitted, publications edited, manuscripts or grants reviewed, and awards or honors received. The Committee shall give no consideration to work in progress, accepted, or in press. If, in the Head’s judgment, any work in progress, accepted, or in press constitutes documented and convincing evidence of an ongoing research program, the Head shall take it into account when conducting the Faculty member’s independent evaluation.

5.5.3. **Review Procedures for Lecturers and Other Faculty without Research Expectations.** The Annual Review Committee shall evaluate all Lecturers, Instructional Professors, and other Faculty without research expectations, including the Committee’s own members. The rules set forth above (5.5.2.) with regard to the review of a spouse, partner, or relation falling within the University’s nepotism policy shall apply accordingly.
5.5.3.1. The Review Period for Faculty to be evaluated by this Committee shall consist of the three calendar years preceding the semester during which the evaluation is conducted.

5.5.3.2. Documents and Deadlines. All Faculty to be reviewed shall submit, no later than the final Monday of February, a completed copy of Calendar Year Faculty Accomplishments and a current curriculum vitae. Lecturers shall not be required to complete Parts II, III, and V (Research, Service, Research Pending) of the Accomplishments, but are encouraged to list any activities that fall under these categories. Instructional Professors shall not be required to complete Parts II and V (Research, Research Pending) of the Accomplishments, but are encouraged to list any activities that fall under these categories, unless they are required to do so because of the terms of their employment contract. The Annual Review Committee shall not be compelled to consider materials submitted after the deadline stated above. If the organization of a file does not conform to the requirements set forth in the Accomplishments, it shall be deemed prejudicial to the evaluation of such file, and the Committee shall not be compelled to give credit to items not properly reported or documented, nor attempt to secure access to missing material.

5.5.3.3. Evaluation. All Faculty to be reviewed shall be evaluated on a numerical scale from 1 through 5, with 5 being considered ‘outstanding’; 4, ‘exceeding departmental expectations’; 3, ‘meeting departmental expectations’; 2, ‘below departmental expectations’; and 1, ‘unsatisfactory.’ The Committee shall employ half-points where appropriate, but no lesser fractions. Since Lecturers are not expected to conduct Research or to provide Service, only their Teaching performance shall be reviewed; since Instructional Professors are not expected to conduct Research unless required to do so by terms of their contract but are expected to provide Service, only their Teaching and Service performance shall be reviewed. If a Lecturer or an Instructional Professor should perform Research or Service, it is to be acknowledged and evaluated by the Committee and the Head.

5.5.4. Review Procedures: Associate Head. The Annual Review Committee shall review the Associate Head.

5.5.5. Review Procedures: General. The Head, in accordance with University policy, shall conduct an independent evaluation of all Faculty to be reviewed, using the same numerical scales as provided for above (5.5.2.3; 5.5.3.3.). Upon completion of the Head’s review, each Annual Review Committee shall furnish the Head with a written evaluation of each Faculty member reviewed. The Head then shall communicate, in writing, the findings of both evaluation processes to the individual Faculty member. Each Faculty member shall be given opportunity
to meet with the Head and discuss the findings and recommendations set out in the Head’s letter, and shall, in writing, acknowledge to the Head that the Head’s letter has been received and reviewed. All questions or complaints regarding the annual review shall be addressed to the Head, not to any member of the Review Committee.

5.5.6. When determining Merit Pay Increases for Faculty, the Head shall take into consideration the evaluation reports of the Annual Review Committee.

5.5.7. Nominations. The Annual Review Committee may recommend to the Head nominations of Faculty for the Association of Former Students Awards for Research and Teaching. The Committee shall, upon the Head’s instructions, review applications for any other research or teaching award or fellowship.

5.6. The Tenure and Promotion Committee shall consist of the tenured Faculty of the Department with the rank of Professor or Associate Professor. It shall be constituted and function as prescribed in the current version of the Procedures for Review, Tenure, and Promotion for the College of Liberal Arts. The Committee shall conduct an annual review of all tenure-track Faculty with regard to their progress towards tenure, and shall advise on all reappointments, awards of tenure, and promotions to the rank of Associate Professor. The Committee will also consider all promotions of lecturers to the rank of senior lecturer; in this case, current senior lecturers and instructional professors of any rank will become members of the Committee and participate in the process. The Tenure and Promotion Committee shall make its recommendations to the Head, in accordance with the College’s Procedures and the Department’s Statement on Tenure and Promotion (Appendix I).

5.7. The Promotion Committee shall consist of the tenured Faculty of the Department with the rank of Professor. It shall be constituted and function as prescribed in the current version of the Procedures for Review, Tenure, and Promotion for the College of Liberal Arts, and advise on all promotions to the rank of Professor. The Promotion Committee shall make its recommendations to the Head, in accordance with the College’s Procedures and the Department’s Statement on Tenure and Promotion.

5.8. Ad Hoc Committees shall be appointed by the Head, with the advice, as appropriate, of the Executive Committee.

6. Amendments. Amendments to these Bylaws shall be proposed by any Standing Committee, or by an ad hoc Committee appointed for that purpose, or by written petition signed by at least one-fifth of the voting Faculty, and submitted to the Head. All proposed amendments shall be placed, for debate only, on the agenda of the next regular Faculty meeting, unless a special meeting is called for such purpose. Upon debate by the Faculty, the proposals shall be referred to the Executive Committee; and the Executive Committee shall submit its recommendation to the Faculty, for consideration and adoption, at their next regular meeting, unless a special meeting is called for such purpose. Amendments to these bylaws must be approved by the Dean of the College of Liberal Arts and by the Dean of Faculties of the University before they are implemented.
7. Appendices. The Appendices attached to these Bylaws shall be considered part of the Bylaws, and shall be subject to the same procedure of amendment as set out above (§ 6).

8. Adoption. These Bylaws and their amendments, when adopted by two-thirds of the voting Faculty present, shall take effect immediately upon being confirmed by the Dean of Faculties. The Head shall distribute, within two weeks of any amendment’s taking effect, an amended and dated copy of the Bylaws among the Faculty.

9. Expiration. These Bylaws shall remain in effect until the last day of August of the Year two thousand and sixteen (2016), unless the Faculty shall, by vote of two-thirds of those present, appoint a different day.

Approved by the Faculty of the Department on February 27, 2012

Approved by the College of Liberal Arts on June 4, 2012

Approved by the Dean of Faculties on July 17, 2012
APPENDIX I

DEPARTMENT STATEMENT ON TENURE AND PROMOTION

1. GENERAL STATEMENT:

As the Department of International Studies at Texas A&M University expands and progresses toward achieving excellence in education, research, and service, it becomes necessary to clarify the standards by which tenure-track faculty members are judged during their probationary period. This statement is intended to indicate as clearly as possible the objectives to be met for tenure and promotion to Associate Professor by the time of the final review. It also states criteria for promotion to Professor. These guidelines are primarily designed to ensure that at all times departmental procedures will be consistent, equitable, and fair. Further clarification may be found in the Review, Tenure and Promotion Procedures of the College of Liberal Arts, which supersede departmental guidelines.

2. PROBATIONARY PERIOD:

A comprehensive review will be carried out at the midway point of the probationary period, usually during the third year of the initial appointment. It is important that tenure-track faculty members demonstrate high achievement in research and teaching and provide proof of continuing progress. It is the responsibility of the candidate to plan a program of academic development and a time-table for research, teaching and professional involvement. By the midterm review candidates must show a clear and substantial progress toward the requirements of tenure and promotion, and a discernible direction in their research.

3. STATEMENT OF CRITERIA FOR TENURE AND PROMOTION:

A. RESEARCH

Candidates must show through significant and substantial scholarly publications a record of achievement and excellence that is consonant with the aims of a major research university. The quality of these publications, as determined by the departmental Faculty, is more important than their quantity. The candidate must demonstrate significant intellectual growth beyond the dissertation.

If a candidate draws on the dissertation for publications, such as a series of articles or a book, this work will normally be completed and submitted for publication by the time of the third-year review. Third-year reviews will evaluate a candidate’s plans for completing outstanding work derived from the dissertation and development of a research program beyond the dissertation.

It is to be understood that for any successful case for tenure and promotion to Associate Professor, the candidate must demonstrate evidence of a significant and sustainable
research program that is independent of and beyond any book or series of articles derived from the dissertation, but not necessarily unrelated to the dissertation. This may be shown by a variety of means: for example, the acceptance and/or publication of several thematically or theoretically related and externally peer-reviewed articles; external evidence of a new book, such as book chapters or a book contract; an external grant or fellowship related to the project; or other evidence of research activity. If a candidate should present as the major work for the tenure and promotion file a book that was taken from the dissertation, the Tenure and Promotion Committee must firmly establish that the book is a substantially revised and expanded version of the dissertation and that it has gone significantly beyond the dissertation by including either new material or a new theoretical framework.

Books are the most important indicators of scholarship. Critical studies and editions are prime examples. Other types of editions, co-authored or co-edited studies will carry less weight. Translations cannot take the place of individual scholarly publications, but scholarly translations can be seen as a significant contribution to the discipline. Bibliographical studies will be judged according to their scholarly merits. While textbooks may be viewed as valuable to the profession, they cannot be equated with scholarly books. All books should be published by a university press or as part of a recognized scholarly series issued by a commercial publishing house (or by an equivalent foreign publisher). Vanity press publications are not acceptable.

Articles should appear in refereed journals, in volumes of critical essays edited by a respected member of the discipline, or in selected proceedings from international and national conferences and symposia. Articles published in leading refereed journals will normally carry more weight than those appearing in volumes and proceedings. Notes and reviews can enhance the overall record of the candidate.

Grants and awards by foundations and scholarly organizations are key indicators of professional development and achievement. Translation and republication of one's work are evidence of excellence. Candidates are expected to play an active role in professional organizations, and to read papers at scholarly conferences. They should be reminded, however, that conference papers cannot be a substitute for published essays. Evaluation at the time of the tenure and promotion decision is based on what is in print and what has been accepted for publication. Work in progress is considered only in so far as it is evidence of an ongoing research program.

B. TEACHING

Effective teaching is a requirement that candidates must meet in order to be considered positively for tenure and promotion. Just as a commitment to quality in research is of paramount importance, so it is crucial that candidates demonstrate a commitment to quality in the classroom and dedication to their mission as educators in a foreign language, culture, and literature.
Teaching must be shown to be consistently competent, and the evidence presented should be both substantial and sufficiently thorough to make a strong case. Candidates should work closely with the Center for Teaching Excellence in developing a portfolio that demonstrates such evidence.

The Department expects that the evidence in successful tenure cases will show a genuine commitment to undergraduate and, where appropriate, graduate teaching. Moreover, the Department also expects that the record will indicate that the courses taught by the successful candidate will be characterized by diligent preparation, careful organization, clarity of presentation, intellectual rigor appropriate to the level of the students being taught, and fair and appropriate evaluation of students’ tests and assignments. Finally, it is expected that any master’s theses and dissertations that a candidate supervises will be of high quality.

Excellence in teaching will be assessed through a combination of different evaluating tools. Evidence of the candidate’s teaching effectiveness and commitment to quality education will be observed in classroom visitations by tenured faculty members. At least once a year during the probationary period the faculty observers will write an evaluation report based on their observations of the candidate’s teaching skills—particularly in lectures and class interaction—as well as the candidates' competence in the target language. Scores on students’ evaluations consistently at or above the departmental mean will be highly desirable. Evidence of high professional standards in teaching will be determined further through examination of tests and class assignments: their frequency, the material covered, the quality of the questions, use of the target language, grading policy, etc. Course syllabi and new course proposal also will be a good indication of the candidate’s dedication to teaching excellence. Teaching awards and grants for development of new courses and innovative approaches to teaching will carry substantial weight.

C. SERVICE:

Service is expected of all members of the Department as part of the normal duties and conditions of employment, but less will be demanded of tenure-track faculty. It is expected that tenure-track faculty will participate in departmental activities to the extent that is appropriate. It will be the duty of the Head and the Tenure and Promotion Committee to monitor carefully a tenure-track faculty member’s level and amount of service.

4. EARLY TENURE

Probationary faculty who, in the view of the Department, establish a record that merits tenure and promotion in accordance with departmental and College criteria may be considered for tenure and promotion before their mandatory review (the penultimate year of probationary period). If their case is unsuccessful, their mandatory review shall be conducted as originally planned and according to the published standards.
5. **PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR**:

The promotion for Associate Professor to Professor normally can be considered after at least four years of service and experience at the rank of Associate Professor. The promotion, however, is not a function of the number of years of service, but of clearly demonstrated achievement and distinction in all areas. Professors should be nationally and/or internationally visible and recognized as leading scholars in one or more fields, not too narrowly defined, in which they have made an impact on the profession.

The research record for promotion to Professor must include a body of ongoing scholarly research beyond the review for tenure and promotion to Associate Professor. (Candidates for full Professor must indicate on their vita all work that was published or accepted for publication and considered during their review for tenure and promotion to Associate Professor.) At a minimum, this record will normally include a book-length critical study or critical edition published by a university press or as a part of a recognized scholarly series issued by a commercial publishing house (or by an equivalent foreign publisher). Normally, this study or edition should be published by the time of consideration of the scholarly record. Vanity press publications are not acceptable. Guidelines concerning other types of editions, co-authored or co-edited studies, bibliographical studies, translations and textbooks are the same as stated above in Section 3 A, Paragraph 4.

The overall record of research must be recognized as a significant scholarly contribution by the profession. Such recognition may be established through published reviews, citation lists, editorship(s) of and/or membership(s) on the editorial board(s) of a major journal(s), and related or similar professional criteria.

A Professor is expected to be a leader in teaching, service, and professional involvement. For successful promotion to Professor, a candidate’s teaching effectiveness should be documented through a teaching portfolio developed with the Center for Teaching Excellence. A candidate for Professor must also have taken an active part in the affairs of the Department, the University, and the scholarly community. Service should be consistent and effective. Service categories include such activities as important committee work, advising of student organizations, special academic or administrative assignments such as curriculum development and policy reports, offices held in professional societies, editorial work for refereed journals or scholarly publications, and organizing and chairing professional meetings and symposia.

While scholarly achievement is normally the deciding factor for this promotion, exceptions to those requirements may be warranted. In rare and exceptional cases, promotion may be based on teaching or service, provided that the candidate’s performance in other areas is satisfactory. In such cases, the burden of proof rests with the candidate to demonstrate that the university criteria have been met. For further information, see the current University Rule on Academic Freedom, Responsibility, Tenure and Promotion.
APPENDIX II

PERFORMANCE CATEGORIES TO BE ASSESSED IN ANNUAL REVIEW AND FOR POST-TENURE REVIEW

The mechanics of the annual review process are spelled out in the Departmental Bylaws (§ 5.5). This Department is strongly supportive of the positions taken by the Faculty Senate regarding pre-tenure and post-tenure evaluative criteria, and follows the existing University Rule on post-tenure review (http://rules-saps.tamu.edu/PDFs/12.06.99.M1.pdf). The present document clarifies and codifies the criteria used by the Head and the Annual Review Committee in conducting yearly evaluations of both tenured and tenure-track faculty members. It is the responsibility of the Annual Review Committee to evaluate individual faculty performance on a numerical scale from 1 through 5, with 5 being considered ‘outstanding’; 4, ‘exceeding departmental expectations’; 3, ‘meeting departmental expectations’; 2, ‘below departmental expectations’; and 1, ‘unsatisfactory.’ It is the responsibility of the Head to assess the overall performance of the faculty member. It is the responsibility of the faculty member to furnish adequate documentation of teaching, research, and service. Collegiality and openness will remain the hallmarks of the review process, along with emphasis on constructive faculty development, orientation, and mentoring. The performance indicators listed below are meant to be used as general guidelines; the quality of the faculty member’s work is always the overriding consideration.

Post-tenure review: A professional review will be initiated when a tenured faculty member receives three consecutive unsatisfactory overall assessments on their annual reviews. The departmental bylaws 5.5 specify how annual reviews are to be conducted, and delineate the role of the Faculty and the Head in assessing a tenured faculty member’s performance each year.

RESEARCH

In terms of scholarly activities, the Head and the Annual Review Committee will look for indicators of excellence (= 5 and 4 on the numerical scale described above), effectiveness (= 3 and 2 on the numerical scale), or deficiency (= 1 on the numerical scale) in three-year “window” periods. Publications remain the chief barometer of research progress. Since research published with obscure or vanity presses is not considered consonant with the aims of a major research university, it is incumbent upon tenured faculty to provide the Head and the Annual Review Committee with background information on a little-known or purely commercial publication venue they might have used. Moreover, it is important to remember that the following indicators are guidelines only. Published work must stand on its own merit. Thus, a book in itself does not guarantee scholarly excellence or scholarly effectiveness; the book should be reviewed by the field, make a contribution to the field, and be published by a reputable press. Likewise, a translation or
an edition of essays may be considered as indicative of scholarly excellence, if its intrinsic merits and value are viewed as significant. Both quality and quantity are the criteria by which any published work is relegated to the category of scholarly excellence, scholarly effectiveness, or scholarly ineffectiveness.

Indicators of excellence in scholarly activities include but are not limited to:

- publication of original and consequential scholarly book(s) with recognized scholarly presses;
- publication of a high-quality, scholarly translation;
- publication of a major critical text edition or critical bibliography;
- consequential articles in leading refereed journals and widely recognized non-refereed journals;
- publication of widely respected work of a creative or literary nature;
- receipt of major fellowships, research awards, or peer-reviewed external funding, provided that the grants lead to outstanding results in direct and timely fashion;
- presentation of important invited papers at major scholarly meetings;
- having publications cited frequently in a constructive way;
- favorable reviews in leading journals.

Indicators of scholarly effectiveness include but are not limited to:

- editing or co-editing a scholarly collection of articles;
- publishing a respected translation or critical edition or bibliography;
- publishing articles in either respected refereed journals or widely recognized non-refereed journals;
- publishing a chapter in a scholarly book or in selected proceedings from national/international symposia, provided that the article underwent some editorial process;
- presenting papers at important scholarly conferences;
- engaging in significant self-development activities, such as Faculty Development Leave, which serve to increase research and publication effectiveness in a timely and demonstrable fashion;
- notes and book reviews which enhance the overall record of the candidate.

Research will be deemed unsatisfactory if indicators of effectiveness are not present in the three-year window being considered or are not documented.

TEACHING

Indicators of excellence in teaching include but are not limited to:

- awards for teaching;
- publishing a textbook;
- evidence of a rigorous and challenging level of instruction;
- publication of widely respected instructional materials, articles with a teaching focus, or recognized pedagogical innovation;
- outstanding peer evaluations;
- outstanding student ratings;
- extensive participation with the University Honors Program or other programs that assist students in their professional development;
- outstanding work with graduate students;
- invitations to teach at prestigious institutions;
- receiving significant peer-reviewed external funding for teaching, provided that the grants lead to excellent results in a direct and timely fashion.

Indicators of teaching **effectiveness** include but are not limited to:

- development of new courses or major revision of existing courses;
- evidence of high quality in class preparation and interaction;
- coordination of multi-section courses;
- competent orientation of graduate students;
- good ratings in student evaluations;
- positive peer evaluations;
- strong service in undergraduate or graduate mentoring;
- self-development activities that enhance teaching in a demonstrable way;
- receipt of internal teaching grants on a competitive basis;
- professional work with study abroad program;
- recognized activities with teaching-oriented groups at the national and international levels;
- strong presentations to local student organizations;
- teaching that is demonstrably synergistic with the faculty member's research program.

Teaching will be deemed **unsatisfactory** if indicators of effectiveness are not present or are not documented.

**SERVICE**

Indicators of **excellence** in service include but are not limited to:

- service as editor of a leading journal or book series;
- administrative leadership roles at the University, College or Department level;
- officer in the Faculty Senate or a national or international professional organization;
- serving on external peer committees, e.g., being asked to write letters for external tenure and promotion cases and or serving as a reviewer for the NEH;
- member of a major governmental task force, commission, or board;
• outstanding public service to the local community;
• program chair at important national or international meetings;
• chair of major standing or ad hoc University committee.

Indicators of service **effectiveness** include but are not limited to:

• committee chair of a national or international professional organization, professional meeting, or symposium;
• officer in a regional or state professional organization;
• active member of the Faculty Senate;
• active service on University, College, and departmental committees and task forces;
• member of editorial board of a journal;
• referee for journals or academic presses;
• advisor to student organizations;
• administrative roles within the department;
• evidence of service to the local community;
• significant self-development activities that lead to enhanced service effectiveness.

Service will be deemed **unsatisfactory** if indicators of effectiveness are not present or are not documented.

Approved by the Faculty of the Department on March 5, 2012

Approved by the College of Liberal Arts on June 4, 2012

Approved by the Dean of Faculties on (July 17, 2012)