

TENURE AND PROMOTION POLICIES FOR THE DEPARTMENT OF ANTHROPOLOGY OF WASHINGTON STATE UNIVERSITY

The following statement of criteria and procedures for tenure and promotion supplements and is consistent with the policy statements of the Faculty Manual of Washington State University and with the Tenure and Promotion Policies and Criteria of the College of Liberal Arts.

STATEMENT AND DEPARTMENTAL INTENT AND PRINCIPLES

The goal of Anthropology is the production and transmission of knowledge toward an understanding of human culture in both time and space. In order that these goals be achieved it is necessary to specify the criteria by which performance will be judged and upon which decisions of promotion and tenure will be based. It is recognized that the final decision will rest largely on the judgment of the candidate's colleagues and the appropriate administrative officers and that a certain amount of flexibility must be maintained in the process leading to such decisions. This is particularly true with respect to the discipline of Anthropology with its variety in terms of both sub-disciplinary interests and the relative intensity of research and graduate education within these interests. Not only does the distribution of graduate and undergraduate teaching vary between sub-disciplines, but the availability of outside resources, outlets for publications, and type of publication varies in similar fashion. In addition, the teaching function in Anthropology addresses two different goals: professional training and liberal arts education.

In light of the foregoing, any criteria for advancement will have to take these factors into account. The general categories of performance to be evaluated are those of the College of Liberal Arts:

1. effectiveness in teaching
2. effectiveness in research and creative scholarship
3. participation in professional activities
4. participation in Department and University services
5. effectiveness in interacting with colleagues and students.

Of these, teaching and research are the most important. The balance between them may shift from case to case, but neither would ordinarily be practiced to the exclusion of the other. It is also expected that a lighter emphasis on one implies a correspondingly greater effort on the other.

1. Effectiveness in teaching. This includes knowledge of the subject matter, in class preparation and organization, ability to challenge students, skill in directing independent study and student research, effectiveness in advising, and empathy and fairness towards students. Evidence for evaluating teaching effectiveness includes first-hand peer evaluations, examples of course materials, successful thesis and

dissertation supervision, accomplishments of students, and student opinionnaires or other forms of student evaluations.

2. Effectiveness in research and creative scholarship. This consists of publications, work in progress, and grant activities. Evidence of scholarly effectiveness includes publications and their outlets, citations of the candidate's work, reprinting of publications in secondary sources, letters from extramural scholars.
3. Participation in professional activities. Satisfactory performance includes description of editorial and review work, unpaid consulting, offices held in professional societies, participation in professional meetings, documentation of professional activities through records and letters, and documentation of outstanding professional service accomplishments.
4. Participation in Department and University service. Appropriate evidence includes descriptions and listings of committee work and other service assignments and activities.
5. Effectiveness in interacting with colleagues and students. A faculty member should interact with students and colleagues in such a way as to enhance effectiveness of others. Sources of evidence for evaluating effectiveness of professional interactions might include instances of outstanding cooperation with colleagues in this or other disciplines constructive efforts to resolve departmental conflicts, examples of special efforts on behalf of colleagues or students, quality and quantity of student advising and the attraction of the students for individual instruction.

The criteria and categories listed above will be the basis for consideration of tenure and promotion according to the following procedures.

CRITERIA AND PROCEDURES FOR TENURE

CRITERIA FOR TENURE

1. Criteria 1 through 5 above are to be the basis of consideration for tenure in addition to the criteria listed below.
2. The candidate must be gaining scholarly recognition in the discipline of anthropology and/or related fields.
3. The candidate's record must support the assumption that performance will continue at a high level if tenure is granted.

PROCEDURES FOR TENURE

1. The candidate is responsible for maintaining a personal file that provides material bearing on the criteria identified above.

2. Each year the Chair shall make available to all tenured faculty the record of the candidate. The Chair will lead a meeting of the tenured faculty called for the purpose of discussion and evaluation of the candidate's progress toward tenure. The Chair will present to the candidate, in writing, a summary and interpretation of the tenured faculty members' opinions.
3. In the fall of the last year of the probationary period, the candidate and the Chair will jointly assure that the file is complete, including at least: (a) an up-to-date Faculty Personnel Record of the College of Liberal Arts; (b) an up-to-date vita; (c) copies of publications, manuscripts, grant proposals, and other evidence of scholarly activity; (d) evidence of teaching effectiveness; (e) evidence of professional and service activities; (f) confidential letters of evaluation from three appropriate experts outside of WSU (see #4 following); and (g) other evidence of the candidate's impact.
4. The Chair shall solicit at least three confidential evaluations of the candidate's work from scholars outside of WSU. The candidate may nominate reviewers, but final selection will be made by the Chair. Those selected will include at least one person nominated by the candidate and will include no more than one of the candidate's former professors. The reviewers will be provided with copies of the candidate's vita and of written works selected by the candidate in consultation with the Chair. The consultant reviewers will be asked to provide an evaluation of the quality and significance of the candidate's work and the candidate's effectiveness and professional impact.
5. All tenured faculty shall independently review and evaluate the candidate's credentials, including comments of outside reviewers.
6. The Chair will schedule a meeting of the tenured faculty for discussion of the candidate's credentials. Tenured faculty with relevant expertise has a special obligation to make evaluative comments on a candidate's work.
7. Following the opportunity to review the candidate's credentials and to discuss them in the meeting of the tenured faculty, each tenured faculty member (including those on leave) will complete a confidential, signed ballot as provided by the Dean.
8. The Chair shall collate the results of the balloting and forward those results with documentation and the Chair's summary to the Dean.
9. After submission to the Dean, the tenure recommendation and decision will be handled in accordance with the Divisional and University policies and procedures.

CRITERIA AND PROCEDURES FOR PROMOTION

CRITERIA FOR PROMOTION

1. Criteria 1 through 5, as outlined above, apply also to candidates for promotion.
2. For promotion to the rank of associate professor, the candidate must demonstrate evidence of recognition in anthropology and/or related disciplines.
3. For promotion to the rank of professor, the candidate must demonstrate evidence of national recognition with continuing and growing recognition in anthropology and/or related disciplines.
4. The candidate's record must collectively support the assumption that performance will continue at a high level if promotion is granted. Time in rank is not, in itself, a criterion for promotion. Promotion to the rank of associate professor before completion of the tenure probationary period does not, in itself, assure that tenure will subsequently be granted.

PROCEDURES FOR PROMOTION

1. The faculty member is responsible for maintaining a personal file that provides material bearing on the criteria identified above.
2. Nominations for promotion normally will be initiated by the Chair. Documentation, including letters of evaluation from outside consultants (see #4 under tenure procedures), will be assembled by the Chair and made available for consideration by the faculty members at or above the rank of prospective promotion; this will ordinarily be done through a meeting of those faculty called by the Chair. Based on this discussion, the Chair will decide whether or not to forward to the Dean a recommendation for promotion and the supporting documentation.
3. Alternatively, a faculty member may independently assemble and submit to the Dean, via the Chair, credentials without the support of the Chair. In such a case, the Chair is responsible for obtaining letters or evaluation from outside reviewers and for assuring their confidentiality, but is not otherwise responsible for presenting the candidate's case.
4. After submission to the Dean, the promotional recommendation and decision will be handled in accordance with Divisional and University policies and procedures.

Approved by the Faculty of the Department of Anthropology:

_____ (date) _____

Approved by the Dean of the College of Liberal Arts:

_____ (date) _____

Approved by the Academic Vice President and Provost:

_____ (date) _____