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Mānoa Provost's Office Date ¹

EALL Tenure and Promotion Criteria

Approved by EALL DPC on 4/13/17. Revisions approved by EALL DPC on 4/25/19

EALL Tenure and Promotion Criteria

The following criteria are used within the Department of East Asian Languages and Literatures to evaluate faculty for promotion and tenure.

For promotion to Assistant Professor (I-3):

- An earned doctorate in an academic discipline necessary for the support of current and future curricula within EALL. An applicant's specialization—as defined by dissertation field and scholarly publications—must fall within an area of strategic need for the department's undergraduate and graduate programs.
- A dissertation and scholarly publications in the fields of Chinese, Japanese, and Korean linguistics and literature—including language pedagogy, comparative linguistics, comparative literature, film and other cultural studies, and interdisciplinary work—judged by the DPC, in consultation with external reviewers, to be of excellent quality, showing the capacity for future research worthy of tenure.
- Experience in teaching undergraduate content courses and demonstrated potential to teach graduate courses and mentor students in the fields of Chinese, Japanese, and Korean linguistics and literature—including language pedagogy, comparative linguistics, comparative literature, film and other cultural studies, and interdisciplinary work.
- Demonstrated ability to undertake the service demanded of tenure-track faculty at the level of the Department, the University, and the profession.

For promotion to Associate Professor with Tenure (I-4):

Research

Academic research is evaluated for its contribution to knowledge in a field, its capacity to extend or complicate the questions asked within a discipline, and its impact upon the scholarly community it addresses. The following guidelines for promotion to Associate Professor with tenure (I-4) are established upon this understanding.

I. Major Requirements

- One book or monograph as defined in Category A (see Appendix for definitions of Categories A and B), typically single-authored

or

- A minimum of 5 scholarly journal articles or book chapters. At least 3 as defined in Category A, typically single-authored; 2 may come from Category B.

Co-authored or co-edited publications that otherwise meet the requirements for Categories A and B may be considered. It is incumbent on the candidate to provide clear descriptions of the nature and substance of his or her contribution.

If the candidate includes—in the promotion dossier or the CV—publications containing previously published material, he or she must make note of this fact and demonstrate what is substantially new in the later publication.

Books and journal articles in press may be considered toward the Major Requirements. “In Press” means that the piece in question has been accepted for publication, and that this can be substantiated through a letter of acceptance, a contract, or a set of reader’s reports.

II. Supplementary evidence

After the Major Requirements are satisfied, the following can be considered as supporting evidence showing the candidate’s continuing growth as a scholar in his or her discipline.

- Plenaries, keynotes, and invited lectures
- Refereed scholarly presentations, including acting as discussant, at conferences, workshops or symposia
- Publications in a non-English language
- Publications through in-house publishers, such as departments, area centers, and NRCs.
- Intramural grants and other extramural grants not counted towards Category B.
- Non-refereed publications, including conference proceedings
- Reprints of previously published research
- Web-sites with academic content
- Significant contributions to organizing conferences or speakers series
- Book reviews of normal length and content

Online publications may be counted toward Categories A and B, or as supplementary evidence, if they appear in venues that reflect appropriate stature, rigor and visibility. It is incumbent on the candidate to provide evidence for evaluating the standing of digital venues.

Teaching

Teaching is evaluated based on the faculty member’s effectiveness and competence as a teacher. The candidate should show evidence of continuing growth in the subject matter, of enhancing students’ learning experience in an innovative and pedagogically sound way, and of contributing to the development of a curriculum and instructional program that meet the needs of students and promote institutional learning outcomes.

In judging teaching, the following evidence, listed in unranked order, will be considered.

- Classroom observation (2 per year by different colleagues who will use the current EALL classroom observation form)
- Student evaluations for every class taught
- Supervision of MA and PhD students who complete the degree (consideration will also be given for students in progress and for service on MA and PhD Committees)
- Evidence of mentoring BA students (providing independent studies [e.g. 499s], advising honors theses, capstone projects, supervising undergraduate research projects, etc.)
- Teaching awards and other recognition of teaching excellence.
- Materials from curriculum development (new course proposals, textbooks, innovative teaching materials, etc.)
- Others (examples of syllabi, educational software, etc.)

Service

The principle of faculty governance assumes faculty participation in the governing functions of the university. Moreover, faculty at a land-, sea-, space-grant university are expected to benefit the greater community with their expertise. As professionals, faculty are also expected to support their field or discipline. Therefore, service to the department, the college, the university as a whole, the community of scholars in the faculty member's discipline, and to the local community, are all important elements of "service."

In judging service, the following evidence will be considered.

- Service to the department (includes service on standing department committees, ad hoc committees, and search committees)
- Service to the college and university (includes LLL committees; any committee associated with CJS, CKS, CCS; Honors Program; Manoa Faculty Senate committees; Arts and Science SEC; UHPA)
- Service to the field (serving as a grant proposal reviewer, manuscript referee, or peer evaluator for another university; organization of a symposium, panel, colloquium, or workshop for a national or international academic conference; election to the board of a national, state or local academic organization)
- Service to the public (conducting workshops or giving talks in an area of expertise, providing translation or interpretation services, community collaborations, etc.)
- Promoting the university through participating in activities such as organizing "culture day," facilitating community participation in departmental events, testifying at legislative hearings, etc.

For promotion to Full Professor with Tenure (I-5)

Research

The candidate for Full Professor must meet the Major Requirements (specified above for promotion to I-4) with a set of publications based upon new research not counted towards promotion to Associate Professor. He or she must show increasing maturity in scholarship and growing visibility, meeting the UHM criteria that: “The significance and distinction of the scholarly achievement should clearly place the faculty member at the forefront of the discipline or field.” (Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai‘i at Mānoa, September 2018, p. 11)

Teaching

In the evidence considered for evaluating teaching—which will be similar in scope to that for promotion to Associate Professor—the candidate for promotion to Full Professor must show increasing mastery as both an undergraduate and graduate teacher. He or she must be able to teach effectively at all levels from introductory courses to graduate seminars, demonstrating awareness of developments in the field, and have an established record of mentoring graduate students towards both the M.A. and the Ph.D.

Service

The candidate for promotion to Full Professor must, in addition to the kinds of activities considered for promotion to Associate Professor, compile a growing and substantial record of service to and leadership within the Department, University, and the field.

The following evidence will be considered.

- Service to the department (in addition to continued participation on standing and ad hoc committees, service as Department Chair, Graduate Chair, DPC Chair, Flagship Director, Section Head, Coordinator, Search Committee Chair, or Ad Hoc Committee Chair)
- Service to the college and university (continued activity showing a pattern of increasing responsibility, including service as Center Director, Roadmap Director, Manoa Faculty Senate Committee Chair, or member of UHPA Board of Directors)
- Service to the field (continuing activity showing a pattern of increasing responsibility through, for example, election to the board or a standing committee of an international or national academic organization, or serving as editor or board member on an internationally or nationally recognized journal)

Appendix

The following two categories are established for evaluating the publications of candidates for promotion and tenure.

[Category A]

Peer-reviewed publications in English through publishers or journals with *internationally recognized reputations*

- Scholarly books or monographs. This includes textbooks for a discipline, containing an extensive bibliography and an integrated presentation of knowledge. For language textbooks, see Category B.
- Journal articles or book chapters

[Category B]

(1) Publications in English through respected, internationally-known publishers

- Language textbooks, as well as substantial and innovative instructional software, that incorporate or present theoretical content or advances in pedagogy [Note: Language textbooks without a rigorous research component are considered to be teaching materials. See the section on ‘Teaching.’]
- Translations from original works in East Asian languages into English when presented in the context of scholarly publication
- Reviews of scholarly books, articles, or book chapters that constitute a substantial contribution to the field either through breadth of coverage or significance of critique
- Main editor for edited volumes (refereed)
- Guest editor for special journal issues (refereed)

(2) Peer-reviewed publications in English through *internationally less known* publishers

- Scholarly books or monographs
- Journal articles or book chapters

(3) Substantial extramural grants that require a research component and come from highly competitive funding sources, such as federal grants