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# African and African American Studies: Appointment, Promotion, and Tenure Documentation

The College at Brockport

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**Department of African and African American Studies, The College at Brockport**

**Guidelines for Appointment, Continuing Appointment, and Promotion (“APT”)**

**(Revised July, 2013)**

***Statement from the College’s Faculty Guide:***

“Departmental APT documents are explicit in describing the guidelines for evaluating teaching and the expected teaching loads for the department, the kinds of scholarship considered appropriate to the discipline and the quantity and quality measures used in determining appropriate scholarship for rank, and the department’s system of weighting the relative importance of teaching, scholarship and service though as a general rule, teaching must be always weighted at least 50%, and scholarship must be weighed more heavily than service). Of course, departments can only make personnel recommendations. Ultimately, only the College President (in consultation with the school deans and academic VP) makes personnel decisions. These department APT documents are reviewed and approved by the deans and the Provost and Vice President for Academic Affairs. Accordingly, they represent the minimum guidelines agreed to by College Administration in making these decisions. *These guidelines in these departmental documents describe a set of minimal (necessary) performance expectations. They should not be construed, however, as explicating a set of criteria that are sufficient for a positive recommendation.* Minimal expectations will be taken into consideration as part of a thorough and comprehensive evaluation of the candidate’s professional performance and contributions. Furthermore, the comprehensive evaluation should consider both retrospective and prospective points of view, including, for instance, the candidate’s potential for achieving and/or performing at, the highest academic rank.”

**Introduction**

It is the position of the AAS department that scholarship, teaching, and service are interconnected, with each of these areas of endeavor informing and supporting the others. These three areas are also an essential part of a faculty member’s professional growth. Favorable or unfavorable appointments, promotions, and tenure decisions are based on established standards in keeping with the department’s mission statement, which outlines the goals and purposes of the curriculum.

Standards for (A) Teaching; (B) Scholarship; and (C) Service are detailed, with specific references to minimal performance at rank for each faculty member. The weights attached to teaching, scholarship, and service are 50/40/10 respectively.

### **Criteria for Initial Appointment**

To be appointed as an Assistant Professor, the candidate must have his/her pertinent terminal degree in hand (Ph.D., or demonstrable equivalent); evidence of potential as a scholar and teacher; and evidence that he/she can deal knowledgeably about issues pertinent to persons of African descent in Africa or the African diaspora. Teaching experience in African, Caribbean, or African-American Studies is desirable, in addition to the completed terminal degree.

#### **A-1: Assistant Professor –Teaching for Renewal of His/Her Appointment**

The assistant professor must have completed a Ph.D. (or demonstrable equivalent)-  
Renewal materials should include:

- 1) Evidence of certain knowledge in the field (since founders of the discipline—such as Edward Blyden, Kwame Nkrumah, W.E.B. DuBois, K. Onwuka Dike, Eric Williams, and Chinua Achebe—were scornful of ignorance and error).
- 2) Evidence of peers' review and evaluation of classroom teaching effectiveness with regards to style, classroom management, delivery of content, and treatment of pertinent issues from an Africa-centric perspective;
- 3) Evidence of students' evaluation of teaching effectiveness;
- 4) Evidence of syllabi showing currency in the field and effective pedagogy;
- 5) Grade distributions for all classes taught;
- 6) Samples of mid-term, final exams, and term papers;
- 7) Samples of instructor's comments made in response to student submissions;
- 8) IAS forms that evaluate teaching from good to excellent.

#### **A-2: Assistant Professor - Scholarship for Reappointment**

The assistant professor, to be recommended for renewal, will have made considerable progress in scholarship, beyond the dissertation, as evidenced by:

- 1) Presentation of papers in professional conferences or organizations, regionally or nationally;
- 2) Membership and participation in a pertinent regional or national professional organization;
- 3) Scholarly outputs.
- 4) Positive annual reviews.
- 5) Clear progress toward positive tenure/promotion review.

#### **A-3: Assistant Professor - Service for Reappointment**

The assistant professor, to be recommended for renewal, will have made service contributions to the department through governance, advisement, mentoring and similar activities, as duly noted in annual reviews by the departmental chairperson.

## **Criteria for Promotion and Tenure**

### **A-4 Assistant Professor – Teaching Criteria for Promotion and Tenure to Associate Professor**

To be considered for tenure and promotion, an assistant professor must demonstrate teaching competence. Indicators of this include:

- 1) Evidence of certain knowledge in the field;
- 2) Evidence of peers' review and evaluation of classroom teaching effectiveness with regard to style, classroom management, delivery of content, and treatment of pertinent issues from an Africa-centric perspective;
- 3) Evidence of students' evaluation of teaching effectiveness, using IAS forms;
- 4) Evidence of detailed syllabi showing currency in the field and effective pedagogy;
- 5) Grade distributions of all courses taught;
- 6) Evidence of positive annual reports;
- 7) Demonstrated interest in enhancing and improving pedagogy through participation in CELT workshops or similar activities;
- 8) Statement of teaching philosophy

### **A-5: Assistant Professor – Scholarship for Tenure and Promotion to Associate Professor**

To be considered for tenure and promotion, an assistant professor must demonstrate an active program of scholarship or creative activity (beyond the completed PhD), with the following minimal accomplishments:

- 1) A completed Ph.D. (or demonstrable equivalent);
- 2) Regular participation and presentation at professional conferences.
- 3) For social scientists and those with humanities' backgrounds, a minimum of four refereed published articles, or four chapters in peer reviewed books, or a monograph;
- 4) For creative writers, the publication of four to six poems, or two to three short stories
- 5) For performing artists, evidence of at least three juried performances.

### **A-6: Assistant Professor – Service for Tenure and Promotion to Associate Professor**

An assistant professor is expected to make regular service contributions to the department through governance, advisement, mentoring and similar activities that are deemed satisfactory by the departmental chairperson in his or her annual review. A record of regular and successful work in this area is required for tenure and promotion to associate professor.

## **Criteria for Promotion to Full Professor**

### **B-1: Associate Professor – Teaching Criteria for Promotion to Full Professor**

To be considered for tenure and promotion, an associate professor must demonstrate competence in the area of teaching. Indications of this include:

- 1) Evidence of certain knowledge in the field;
- 2) Evidence of peers' review and evaluation of classroom teaching effectiveness with regard to style, classroom management, delivery of content, and treatment of pertinent issues from an Africa-centric perspective;
- 3) Evidence of students' evaluation of teaching effectiveness, using IAS forms;
- 4) Evidence of detailed syllabi showing currency in the field and effective pedagogy;
- 5) Grade distributions of all courses taught;
- 6) Evidence of positive annual reports;
- 7) Demonstrated interest in enhancing and improving pedagogy through participation in CELT workshops or similar activities;
- 8) Statement of teaching philosophy
- 9) Evidence of strong contributions to the department's curricular offerings through development of new courses or initiatives, or through innovative pedagogy.

### **B-2: Associate Professor – Scholarship for Promotion to Full Professor**

An associate professor is expected to master subject matter in areas of his or her expertise, and demonstrate this mastery objectively in published form. The minimum requirements, since promotion and tenure, are:

- 1) Four peer-reviewed articles published in professional journals or a scholarly book or monograph.
- 2) Regular presentations of papers at professional conferences.
- 3) For creative writers, the publication of four to six poems, or two to three short stories.
- 4) For performing artists, evidence of at least three juried performances.

### **B-3: Associate Professor – Service for Promotion to Full Professor**

An associate professor is expected to continue making service contributions to the department through governance, advisement, mentoring and similar activities-that are deemed creditable by the departmental chairperson in his or her annual review. In addition, an associate professor is expected to perform College-wide service contributions. A record of regular and successful service on both the departmental and institutional level is required for promotion to full professor.

## **Expectations for Full Professors [Performance at Rank]**

### **C-1: Full Professor – Teaching [Performance at Rank]**

The full professor would have satisfied the required expectations of assistant and associate professors, already enumerated above. Specifically, the full professor will lead in most of these efforts:

- 1) In leadership, the full professor will guide the AAS department in implementing creative teaching methods;
- 2) Prepare students for graduate or professional schools;
- 3) Assume initiatives in the improvement of teaching and teacher effectiveness by participating in the Center for Excellence in Learning and Teaching (CELT);
- 4) Mentor and support junior faculty to become effective teachers and scholars, and
- 5) Continue to demonstrate excellence in teaching in various ways.

### **C-2: Full Professor – Scholarship [Performance at Rank]**

In scholarship, the full professor will continue to publish, present at professional conferences and provide leadership in the professional development of junior faculty members, edit books, write popular articles, chapters, book(s), and assume leadership in professional organizations to demonstrate continuing growth in his/her area(s) of expertise and serve as a resource for the department as a whole as well as for junior faculty members.

### **C-3: Full Professor – Service [Performance at Rank]**

In service, the full professor is expected to continue making service contributions on both the departmental and institutional levels. It is expected that a full professor will show a regular and ongoing record of significant service on both levels.