

Professional Activity: Contract faculty should participate in the professional discourse of their disciplines. They may do so by attending a conference or workshop annually off campus or by participating or presenting in several conferences or workshops on campus.

•

Tenure track and tenured faculty seeking promotion should expect to be evaluated on the basis of courses taught outside the English Department as well as courses taught within.

4.2 Expectations for Tenure and Promotion

(The following statements refer to and elaborate on the USI Handbook.)

4.2.1 Teaching

In order for candidates to be considered for tenure or promotion, their teaching performance must be viewed as satisfactory by students, colleagues, and administrators with respect to preparation, relevance to subject matter, and organization of material. An applicant for tenure or promotion must provide evidence that efforts beyond caretaker administration occur in those courses for which she or he has primary responsibility. Moreover, effective teaching assumes intellectual competence and integrity, creative pedagogical techniques that stimulate and direct student learning, cooperation with students and colleagues, and scholarly inquiry which results in revision of courses and curricula consistent with new knowledge. (Handbook statement, with slight modification)

Evidence of satisfactory teaching will include the following:

1. Reports of classroom teaching before tenure and before promotion to associate professor, one report of a classroom visit from the chairperson each year and a second report from a tenured faculty member in even years (e.g., 2nd, 4th, 6th years); before promotion to professor, one report of classroom visit by chair for the two years immediately before application, and reports by two other full professors during the immediately preceding year.
2. Teaching materials and activities such as
 - Syllabi stating course goals and requirements
 - Assignments and exams addressing course goals
 - Marked student essays to indicate appropriate, fair, timely grading
 - Course freshness new or renewed materials or approaches
 - Documents from Blackboard or other course sites
 - Videotapes to document teaching
 - Knowledge of what, how, and why colleagues teach
 - Knowledge of new developments in the field
3. Evidence of successful student advising
4. Cogent statement of teaching philosophy
5. Student evaluations and responses to them

4.2.2 Scholarship, Creative Work, and Professional Activity

Evidence of satisfactory performance may include any of the following, depending on the administrative assignment:

1. Records of major assignments such as scheduling and hiring
2. Materials prepared specifically for the assigned-time task (e.g., handbooks, bibliographies, Power-