

DEPARTMENT OF CRIMINOLOGY, SOCIOLOGY, AND GEOGRAPHY
CRITERIA FOR PROMOTION, RETENTION, AND TENURE

(Revised September 2018)

EFFECTIVE 2022-2023

Composition of the Committee

1. The PRT Committee will consist of all tenured faculty in the Department up to a maximum of five persons.
2. When the Department has more than five tenured faculty members, PRT Committee members will be elected by the faculty at-large from among the tenured faculty in the Department.
3. When the Department has more than five tenured faculty members, PRT Committee members will serve three years with the possibility of reelection and the terms shall be staggered so that no more than two members are replaced in any year.
4. The committee shall elect its chair for the academic year as soon as its membership is constituted.
5. The chair of the Departmental PRT Committee will serve as the departmental representative on the College PRT Committee.

Minimum Criteria for Tenure Consideration

The Department considers the awarding of tenure a major decision. Granting of tenure is important, and it should be understood that a judgment to grant tenure comes with the expectation that the superb effort demonstrated to gain tenure will continue. It should also be clear that the consideration process for tenure is separate from that for promotion. A recommendation for tenure may be accompanied by one for promotion, however, this additional recommendation is not automatic. Achievement is expected in teaching, scholarship and service, but it is important that the applicant realize that the University Promotion Retention and Tenure Committee (UPRTC) does not expect the candidate to be outstanding in every area. In each area of evaluation, it is the applicant's responsibility to provide the documentation relevant for consideration of promotion, retention and tenure.

Since it is unusual for a faculty member to amass a record of performance that reflects exemplary productivity in less time than the standard probationary period, accelerated tenure is rare. However, any faculty member has the right to submit an application seeking tenure during any application period in which they can demonstrate meeting the performance criteria that would be expected during the mandatory review. If a faculty member fails to earn tenure in this accelerated review cycle, he/she may apply for tenure again only after two years or in the sixth year of the pre-tenure cycle.

A prospective faculty member may negotiate the terms of initial employment with regard to tenure status and academic rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the Executive Vice Chancellor and Provost of the University and be based on the thorough review and positive recommendation of the Department PRT committee within the academic unit in which tenure and rank will be held. Any potential adjustments to the standard PRT schedule will be in consultation with the Dean of Liberal Arts and Communication and written copies of the agreement will be maintained in both the Dean's office and the faculty member's personnel file. Documentation of negotiated terms must be included with the application for tenure and/ or promotion.

Criteria

Terminal Degree:

Only an individual who holds the rank of assistant professor or above, and is in a tenure track position will be considered for tenure. In addition, the earned doctorate appropriate to the discipline is expected.

Time in Rank:

Arkansas State University requires a mandatory tenure review and decision for tenure track faculty by the sixth year of employment. Tenure must be awarded with the beginning of the seventh year of service. In referring to a “year,” it is the policy of the University that a full semester of service under pre-tenure-status appointment, which begins on or before the first day of the spring semester in an academic year, counts as a full year. Non-compensated leave time of a full semester or more will not count as time toward tenure.

Promotion to associate professor will be awarded only after six years as assistant professor except in outstanding cases that are clearly apparent to ASU peers within the discipline.

Promotion to professor will be awarded only after five years as associate professor except in outstanding cases that are clearly apparent to peers within the discipline.

Teaching:

Creative and effective teaching are important criteria to be used for the granting of tenure. Deliberations concerning these criteria will be based upon student evaluations, course syllabi, and documentation of innovative learning experiences (both inside and outside of the classroom). Course syllabi, course objectives, examinations, reading lists, research papers, assignments and exercises, and other documentation demonstrating effective teaching techniques should be submitted by applicants to the DPRTC. Other pertinent activities include directing theses and independent studies. At the applicant’s request, a peer/department head review of the applicant’s teaching and classroom performance will be considered as additional documentation concerning the quality of the candidate’s teaching. This review will be based on a department PRT approved form for classroom visitation.

Scholarship:

The candidate should present evidence which documents consistent and recent scholarly activity. In a diverse department such as Criminology, Sociology, and Geography, a broad definition of scholarship is essential and should include original research and the publication of refereed articles, monographs or books, the presentation of papers to learned forums, the writing and/or securing of grants, participation in workshops and symposia, and reviewing or editing manuscripts. All of the above will be documented by published or unpublished manuscripts or reports. Publications in predatory journals will not be considered as scholarly activity.

Service:

All applicants for tenure at the time of application are expected to submit to the DPRTC evidence in support of service. The service component of the review process includes activities such as university committee work, faculty senate participation, professional and community involvement, support of alumni activities, student recruitment, advisement and career counseling, and the writing and/or securing of grants. When given the opportunity, faculty members are expected to serve on Departmental, College, and University committees. Faculty members are also encouraged to become involved in professional organizations by holding membership and/or office appointments in these associations. Other efforts involving non-teaching, non-scholarly activities include fund raising, and the sponsorship of student organizations. The organization, direction and presentation of conferences or training sessions for professional groups would be considered service. Service may also include participation in national, state, and local policy-making bodies such as, but not limited to, membership on boards of directors, consultant positions to such agencies, and activities which result in policy review or policy change.

Pre-Tenure Review

The department PRT Committee will review annually the progress towards tenure of pre-tenure faculty and will prepare written recommendations regarding retention that will be forwarded to the department chair. The chair will review the retention recommendations, add his or her own recommendations, and send them to the college PRT Committee or to the dean as determined by college procedures. All tenure recommendations--both positive and negative--will be forwarded to the UPRTC. Pre-tenure faculty will be evaluated for tenure and promotion based on the department, college and university criteria in place during their third year of employment on a pre-tenure appointment. Tenure track faculty will be reviewed according to the following schedule:

First Year--Review by the DPRTC and the Departmental Chair, with written appraisal.

Second Year--Review by the DPRTC and the Departmental Chair, with written appraisal.

Third Year--Review by the DPRTC and the Departmental Chair, with written appraisal. This is a comprehensive review--all pre-tenure faculty members submit documentation of performance in teaching, scholarly activities, and service using the tenure application format.

Fourth year--Review by the DPRTC and the Departmental Chair, with written appraisal.

Fifth year--Review by the DPRTC and the Departmental Chair, with written appraisal.

Sixth year--Review by the DPRTC, the Departmental Chair, the Dean of the College of Liberal Arts and Communication, and the UPRTC, with written appraisal.

Minimum Criteria for Promotion Consideration

The Department considers the earned doctorate appropriate to the discipline as the terminal degree for promotion and tenure consideration. The J. D. degree is not considered to be the earned doctorate appropriate to the discipline for Criminology.

The criteria below are minimum standards and do not guarantee promotion. Faculty who are seeking promotion will be judged on the basis of their cumulative record of professional activity at their current rank, while employed by Arkansas State University. Promotion to Professor requires greater professional activity than does promotion to Associate Professor. Promotion implies the expectation of continued superb performance.

Criteria

Promotion to Assistant Professor:

The rank of Instructor is awarded as a temporary appointment. Faculty at the Instructor rank who complete requirements for the terminal degree should provide the Department Chair with evidence of completion. Evidence will consist of a letter from the appropriate administrator of that university stating that the individual has completed the requirements for the terminal degree, to be affirmed by a certified transcript from that institution within one year from the date of the letter. In this situation, it is not necessary to apply for promotion. Upon favorable recommendation by the Department Chair and the Dean of the College of Liberal Arts and Communication, and subject to the approval of the Executive Vice-Chancellor/Provost, promotion to the rank of Assistant Professor will be granted, effective immediately.

Promotion to Associate Professor:

1. Earned doctorate in a field appropriate to the discipline. The J. D. degree is not considered to be the earned doctorate appropriate to the discipline for Criminology.
2. Demonstrated ability as a successful teacher as evidenced by long-term, regular and recent evaluations by students and supervisors. Documents to be examined by the DPRTC will include student evaluations, formal proposals for new courses, new courses taught, number of courses taught, letters from peers, and related materials.
3. Continuing excellence in professional, scholarly, or creative work in Criminology, Sociology, and Geography, as documented by peer reviewed publications in scholarly journals, the publication of a monograph or book (not self-published), the presentation of papers at professional meetings, the writing and securing of grants, and reviewing and editing manuscripts. Only scholarly and creative work completed at Arkansas State University will be considered. If an article, monograph, or book has been accepted for publication, but is not yet in print, a letter from the editor of the journal, or publisher of the monograph or book will be acceptable documentation. Copies of grants requested but not funded also should be submitted to the DPRTC. Publications in predatory journals will not be considered as scholarly activity.
4. Outstanding record of service activities as evidenced by long-term and recent contributions to student advisement; Departmental, College and University committees; sponsorship of student organizations; contract activities such as the writing and/or securing of grants; professional consultation and other professional non-teaching, non-scholarly activities that serve the University and community (see statement regarding service under requirements for tenure). Documentation for cited service work should include a description of the nature of the specific activity, as well as the names of the appropriate persons(s) to contact for verification and/or evaluation of the work.
5. Promotion to associate professor will be awarded only after six years at the rank of assistant professor at Arkansas State University except in outstanding cases that are clearly apparent to peers within the discipline.

Promotion to Professor:

1. Earned doctorate in a field appropriate to the discipline. The J. D. degree is not considered to be the earned doctorate appropriate to the discipline for Criminology.
2. Demonstrated ability as an excellent teacher as evidenced by long-term, regular and recent evaluations by students and supervisors. Documents to be examined by the DPRTC may include student evaluations, formal proposals for any new courses taught, number of courses taught, new courses taught, letters from peers, and related materials.
3. Distinguished record in professional, scholarly, or creative activity appropriate to Criminology, Sociology, and Geography as documented by recent and long-term peer reviewed publications in scholarly journals, the publications of books and monographs, the presentation of papers at professional meetings, the writing and securing of grants, and the reviewing and editing of manuscripts. The candidate will receive greater reward for scholarly accomplishments completed while employed at Arkansas State University. As evidence of excellence in scholarship, candidates may be asked to provide documentation of the citation of their work in other scholarly publications and sources. Publications in predatory journals will not be considered as scholarly activity.

4. Superior record of service activities as evidenced by long-term and recent contributions to student advisement; to Departmental, College and University committees; to sponsorship of student organizations; to contract activities such as the writing and/or securing of grants; to professional consultation and other professional non-teaching, non-scholarly activities that serve the University and community (see statement regarding service under requirements for tenure). Documentation for cited service work should include a description of the nature of the specific activity, as well as the names of the appropriate person(s) to contact for verification and/or evaluation of the work.
5. Promotion to full professor will be awarded only after five years as an associate professor at Arkansas State University except in outstanding cases that are clearly apparent to ASU peers within the discipline.