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## ENGLISH DEPARTMENT

### Criterion for Tenure and Promotion

The purpose of this document is to ensure that there are clear guidelines for tenure and promotion from Assistant to Associate Professor in the English Department at Queensborough Community College. These guidelines have been categorized into three broad categories: (1) Teaching, (2) Scholarship, and (3) Service.

**Annual Evaluations** are a valuable tool in which faculty will track and explain their activities in these three categories. In the annual evaluations, faculty should document the specifics of their teaching, scholarship, and service. When faculty members come up for tenure and/or promotion, both the department and college-wide Personnel & Budget Committees (P&B) rely heavily on these documents, so faculty should be specific and detailed in them.

**Teaching** applies to any manner in which curriculum and content material is imparted to students. It primarily applies to classroom instruction (in-person and online); however, the development of new courses (including Special Topics), significant revisions to standing courses, and the development and/or implementation of innovative approaches to instruction are also significant and will be evaluated.

### Documents Used to Assess Teaching

- **Observations** (required, most recent)
- **Student Evaluations** (required, most recent)
- **Teaching Philosophy Statements** (optional)
- **Representative Course Material** (optional, e.g. syllabi, assignments)
- **Teaching Professional Development** (optional; e.g. documented development participation)
- **Participation in Pedagogically-Oriented Initiatives** (optional, e.g., Common Read, FIGs)

**Scholarship** applies to the literary, pedagogical, and creative research and work that faculty members conduct, produce, and disseminate to others through publication and conference presentations, with the aim of sharing with a larger audience in contribution to the faculty member's field(s). Publications should undergo a peer review process, and the faculty member should be able to describe this process as well as the impact factor of the work. In order of significance, scholarship is demonstrated through the following:

- **Publications:** Includes articles in scholarly journals, books, book chapters, book reviews, creative works, edited literary texts, and textbooks. More than one peer-reviewed publication is encouraged, and the faculty member's Queensborough Community College affiliation is clearly identified.
- **Completed Conference Presentations:** Conference presentations should help to lay groundwork for future publication and/or contribute to best practices in teaching and learning.

- **Ongoing Research:** In these cases, there is not yet a publication or conference presentation but active research is being conducted. Faculty members are strongly encouraged to include the nature of the research, progression made, expected completion, and anticipated means of dissemination to a wider public.

Queensborough Community College's college-wide P&B privileges peer-reviewed scholarship. If a faculty's scholarship does not fall into this category, the faculty member is strongly encouraged to include a short explanation, explaining how the work aligns with their teaching and service to the college.

**Service** applies to the faculty member's activities that are geared to advancing the objectives and mission of the department, the college, and CUNY.

- **Departmental** service is measured by the faculty's attendance at English department meetings, membership on various department committees (serving as an officer on one of these committees is strongly encouraged), coordinating of programs, and/or serving as a faculty advisor for an English Department student club.
- **College** service is measured by faculty's membership on QCC committees (serving as an officer on one of these committees is strongly encouraged), membership in leadership bodies such as the Academic Senate, active participation on QCC-Wide Initiatives and program review/accreditation, coordinating of programs, and/or serving as a faculty advisor for a QCC student club.
- **CUNY** service is measured by faculty's active involvement on committees and initiatives within the wider CUNY community.

Service also applies to the faculty member's involvement with other institutions and organizations in support of the dissemination of knowledge within English Studies and the teaching profession.

**Final Notes:** In planning teaching, scholarship, and service goals, faculty members should carefully select those projects that contribute to one unique perspective of the faculty member's overall contribution to the discipline. In other words, the faculty member's teaching, scholarship, and service should all contribute to this perspective.

Revised and adopted by the English Department P&B 2/11/22. Approved by the English Department 2/17/22.