

**TENURE AND ADVANCEMENT RECOMMENDATIONS**  
**Kingsborough Community College**  
**November 2018**

**Preamble**

The following recommendations articulate shared criteria to guide faculty candidates and reviewers through the tenure and promotion process. Bec â M either the preparation or review of establishing a baseline for promot review.

A central tenet of academic judge respect for disciplinary differences standards in their respective fiel they shape expectations for performance, they should be documented and shared openly within the department and among all stakeholders in the faculty review process. In particular, when decisions about a candidate may be affected by department-specific criteria, the chair's annual evaluation should explicitly reference those criteria.

Note on Expectations for Scholarship: Only publications that exceed the minimum requirements for a given personnel action may be applied to subsequent personnel actions (for the purposes of this document, personnel actions are defined as Tenure, Promotion to Associate Professor, and Promotion to Full Professor).

**Tenure**

The following ´ J rate respect for the its various educational " (CUNY Manual of General Policy

A. Teaching\* Criteria

**\* Library faculty will demonstrate outstanding performance in bibliographic classes and instructional services.**

Demonstration of sustained outstanding performance in this area as evidenced by exemplary performance in the following:

- Peer observations
- Student evaluations (Note: Given the interpretive risks of flawed data, the student response rate for a given class section must meet a minimum threshold in order to be

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### C. Scholarly Contributions Criteria

Demonstration of outstanding performance and relevant contributions in one's field as evidenced by the following:

1. At least two refereed articles or creative works in one's field with at least one as sole author ("lead author" in the sciences) or solo work.

Please note: There is growing array of pay-to-publish "*predatory*" journals and solicitation to conferences as outlets for disseminating research findings. Please see CUNY Guidelines Regarding Publishing In Predatory Journals and contact your Chair with any questions you have about peer-reviewed journals.

The following are acceptable equivalents for this criterion:

- æ May include scholarly articles on pedagogy in one's field, or articles in refereed electronic journals
- à Sole book authorship may satisfy the scholarship criteria
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/dramatists, adaptors/translators, producers, theatrical managers, scenic designers, lighting designers, costume designers, sound designers, hair/make-up designers, projection/multimedia designers, stage directors, choreographers, actor/performer, vocal coaches, acting coaches and/or dramaturges in projects that are intended for and given public presentations, as well as other theatrically related creative activities as deemed appropriate.

- € Individuals on the tenure track in Media Arts can meet the criteria for scholarly contribution by contributing to professional creative works in the media area as writers, producers, directors, presenters, and/or editors for video or audio projects that are

### **Reclassification to Assistant Professor**

Note: Reclassification to Assistant Professor (from non-doctoral lecturer or instructor) can occur in the next semester following the awarding of a Ph.D. or equivalent from an accredited university.

### **Advancement to Associate Professor**

Note: Advancement to Associate Professor requires a Ph.D. or equivalent from an accredited university. The College's Personnel and Budget Committee has voted to require four (4) years in the rank of Assistant Professor before they can be eligible to apply for Associate Professor. This change is effective September 1, 2012. In addition, all

**B. Service Criteria:**

Demonstration of outstanding performance in this area as evidenced by exemplary performance in some or all of the following:

- Departmental committee work
  - Other administrative work in department (e.g., coordinating events, department technology advisor, Webmaster, etc.)
  - Active participation in college-wide events such as orientations, recruitment and other functions.
  - Club advising
  - College-wide committee work
  - Organizing campus events (e.g., conferences, speakers, art shows, etc.)
  - Representing college or department at CUNY-wide conferences or committees
- NOTE: Committee service must be supported by committee chair's acknowledgement of candidate's contributions.

The above list is neither exhaustive nor prescriptive; candidates should consult with their chair regarding the evidence they propose to use for this criterion.

- € Graphic Designers and Illustrators can meet these criteria by professionally commissioned work that has been printed, published for on-screen viewing or produced for an audience. Please see Art Department addendum in faculty member's file for further details on creative equivalencies to academic requirements for promotion and tenure.
- € Within the discipline of Speech Communications, scholars who specialize in Performance Studies engage in standard scholarship (e.g., writing book chapters, journal articles, monographs, research-based speech transcripts) and also in creative works as scholarship (e.g., creating solo/group performances, installations, festivals, video/audio texts). Creative works as scholarship may be archival, ethnographic (i.e., fieldwork, observations, interviews), or critical analysis/interpretation of

2. At least one additional contribution from the following:

- Additional article of like criteria above (co-authorship acceptable)
- Realized grant
- Invited presentation (or presentation published in proceedings)
- Accepted presentation at peer-reviewed conference
- Published editorial work on anthology/scholarly material
- Other creative work (e.g., CD's, videos, etc...) in field







€ Faculty working in the field of Theatre Arts may meet the tenure/promotion criteria for scholarly contribution by providing expertise in professional theatrical works in the capacities of playwrights /dramatists, adaptors/translators, producers, theatrical managers, scenic