

Tenure Guidelines: Department of English
College of Arts & Sciences
Baylor University

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This document serves as a description of expectations regarding teaching, research, service, and interpersonal relationships for candidates for tenure in the Department of English.

Teaching

The candidate for tenure must have a record of successful teaching. Though we comprise various disciplines (literary studies, rhetoric and composition, creative writing, and linguistics), our faculty are committed to engaging students in dialogue with nuanced, imaginative works of literature; enabling them to think and write with insight, understanding, and clarity; grounding them in writing knowledge, practices, and processes in a variety of genres addressing multiple audiences and situations; instilling careful practices of rhetorical and linguistic analysis; and assisting in their professional development. This record is measured by:

- Student evaluations and peer evaluations;
- Teaching materials: e.g., course descriptions, major assignments, and other artifacts or documents ~~things~~ that demonstrate range and skill;
- A reflective summary of teaching and plans for improvement since the previous review;
- Engagement with students outside the classroom (e.g., advising, mentoring, or supervising graduate or undergraduate research).

Research: Tenure candidates are expected to achieve a continuous record of quality research and scholarship or creative activity comparable to peers at R1 universities. This record, along with a clearly defined five-year plan, should demonstrate a strong trajectory of future scholarly productivity and the foundation of a national reputation. An acceptable record should include the following:

- Option 1: the publication of a book, edition, or monograph by a reputable press as well as two articles in peer-reviewed journals or refereed edited collections; for faculty in creative writing, the expectation is a book plus additional, original creative publications of a quantity that is genre-appropriate and comparable to that expected at R1 universities; or
- Option 2: the publication of eight or more articles of merit in reputable, refereed journals or refereed edited collections; creative writing faculty who choose the non-book path must establish a significant body of original creative work that has been peer-reviewed and published by reputable presses appropriate to the genre(s) in which the candidate works, of sufficient quality and quantity to establish the foundation of a national reputation; and
- Additional scholarly or creative activity, e.g., the presentation of papers at academic conferences, publication of book reviews and other relevant non-refereed articles, invited lectures, or applications for external grants or fellowships; for creative writing faculty this might also include readings, fellowships, and residencies.

Service: Tenure candidates in the English department are expected to perform service appropriate to their progression on the tenure track; candidates closer to the final tenure decision have more expectations regarding service than do those just starting. Some examples of relevant service include the following.

- Department: Participating in meetings, committees, and student and faculty recruitment, and attending departmental events, such as the Beall Poetry Festival;
- University: Serving on university committees, attending graduation, contributing to university groups such as ATL and IFL, and collaborating with others across campus;
- Profession: Serving on executive and editorial boards of journals or professional organizations or as judge on prize committees, reviewing manuscripts for journals or presses, organizing conferences, etc.;
- Local community: Volunteering in schools, youth organizations, literacy groups, etc.; and
- Faith community: Active involvement in a local faith community – a university requirement – may also present opportunities that count toward one’s service record.

Interpersonal Relationships: The candidate’s actions should result in positive cooperation between the candidate and members of the department, university, community, and profession, and ultimately must contribute to an atmosphere of mutual support and encouragement.

Additional Scholarly Guidelines: The following practices and expectations are standard within the various fields that comprise the Department of English:

- A manuscript edition or a book-length bibliography is generally considered equivalent to a scholarly monograph if it makes an original and significant contribution to the candidate’s field.
- A book-length edited collection of essays does not ordinarily qualify as a scholarly book; however, a scholarly introduction and any essay the candidate contributes may add to the article count, if they were subject to peer review.
- Essays invited for inclusion in refereed collections will be counted among the candidate’s scholarly publications so long as each invited essay has been subject to internal and external review.
- An article in a volume of peer-reviewed conference proceedings may be considered for inclusion in this list of publications if there is evidence that the venue is particularly influential in the scholarly community and if the competitive nature of the publication is documented.
- Co-authorship and co-editorship are standard in some fields; however, candidates must explain their level of responsibility for co-authored and co-edited publications.
- Completed scholarly work that has been accepted for publication, contracted with a firm publication date, with all revisions completed and approved by the editor will be treated as a *de facto* publication and should be numbered among the publications of the candidate for tenure. However, a case for tenure should not rest predominantly upon work that will likely be published but has not yet appeared in print.
- Faculty in creative writing will work with tenured faculty to establish an expectation for publications appropriate to the genre(s) in which they publish as well as to university expectations for productivity in publication in keeping with R1 peer universities. Such expectations should be set at or by the first pre-tenure review but may be revised by mutual agreement when necessary.

- While work published prior to joining Baylor will contribute to a candidate's tenure case, candidates will be evaluated primarily on their scholarly productivity at Baylor.

University Policies and Procedures Governing Tenure: The Provost's website includes a page devoted to *Policies related to employment with Baylor*, <https://www.baylor.edu/provost/index.php?id=948441>, which contains useful links related to tenure. Specific policies regarding the tenure process are governed by *BU-PP 704*, <https://www.baylor.edu/content/services/document.php?id=287054>. Tenure procedures, including information on tenure reviews and preparing the tenure dossier are detailed in the document *Tenure Procedures* <https://www.baylor.edu/provost/doc.php/287055.pdf> .