



Department of Hispanic Studies

Guidelines for Faculty Promotion and Tenure

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SPECIAL TITLE SERIES

Per AR 2-4, Special Title Series positions require a description of the position and the criteria for appointment, reappointment, promotion, and the granting of tenure. These should be consulted and adhered to when evaluating STS faculty for promotion and tenure in the department.

Special Title Series Faculty in the Department of Hispanic Studies are faculty members who specialize in teaching, pedagogy, and curricular development. Depending on the faculty member's subfield and professional interests, in addition to teaching, a percentage of the DOE can be assigned to Professional Development and/or Research, Service, and Administration. Faculty evaluation for promotion and tenure will be based upon the following elements according to the faculty member's DOE:

- a) a continuing record of high-quality, effective teaching and advising at multiple levels of instruction,
- b) substantive, demonstrated commitment to pedagogical innovation and curricular development,
- c) sustained professional development and/or research,
- d) effective service and/or administration.

For administrative regulations related to criteria for tenure and promotion, please consult: AR2:4 Appointment, Reappointment, Promotion, and the Granting of Tenure in the Special Title Series: <https://regs.uky.edu/administrative-regulation/ar-24>.

PROMOTION TO ASSOCIATE PROFESSOR

Evaluation of Faculty in the Area of Teaching

When considering a faculty member's teaching performance, teaching effectiveness should be evaluated based on a variety of factors such as, but not limited to: teacher course evaluations, teaching portfolio, course observations, syllabi, and other evidence of in-class performance provided by the faculty member.

Faculty should demonstrate achievements in teaching through activities such as, but not limited to, the following:

- a) developing and teaching new courses
- b) direction of independent studies courses and internships
- c) facilitating Honors Course Agreements in existing SPA classes
- d) mentoring activities in recognized university-wide programs, such as theses for the Honors College or Gaines Fellows, or Chelgren Fellows
- e) teaching courses required for UK Core
- f) coordinating multi-section courses, for which they impart pedagogical guidance to instructors and section leaders, and for which they design the syllabi and/or supervise the creation of examinations
- g) coordination and support of graduate teaching assistants
- h) introducing and implementing novel teaching techniques or instructional technology into the undergraduate program
- i) supporting undergraduate students in presenting their research at regional, national or international conferences
- j) other related pedagogical activities that enhance the candidate's teaching at the undergraduate or graduate level
- k) advising undergraduate students and collaboration with college and university advising programs
- l) receiving awards recognizing teaching achievement

Evaluation of Faculty in the Area of Professional Development and/or Research

Depending on the candidate's DOE, Professional Development and/or Research may be also part of the evaluation criteria for promotion. Based on the percentage assigned to Professional Development and/or Research, Assistant Professors should demonstrate achievement in professional development and/or an active and sustained research agenda through activities such as, but not limited to, the following:

- a) presenting at scholarly or professional conferences
- b) regular attendance and active engagement in teaching workshops and conferences
- c) on-going and active participation in related professional or community organizations
- d) authoring or co-authoring books, textbooks, articles, or substantive digital projects
- e) editing or co-editing books or special journal issues
- f) securing and managing grants or fellowships to support research or professional activities
- g) receiving awards recognizing research or professional achievement
- h) leading workshops for professional or community organizations
- i) delivering guest lectures or invited talks
- j) publishing translations, interviews, instructional design materials, or similar related professional or scholarly-content publications
- k) evidence of regional and/or national recognition in the field.

Evaluation of Faculty in the Area of Service

All faculty members are expected to perform significant service tasks that ensure the smooth operation and continued advancement of the department. Further, their service performance should increase the department's visibility and collegial presence in all matters affecting the teaching mission of the university community. Although the service responsibilities assigned to Assistant Professors are generally modest, it is required that all faculty members contribute conscientiously to the collective growth and development of the department, College and University in the following ways:

- a) serving on at least two departmental committees
- b) assisting in the promotion and growth of the undergraduate Spanish program
- c) participating in other university programs, discipline-related activities, and/or community engagement initiatives

Evaluation of Faculty in the Area of Administration

When the faculty DOE includes an administrative appointment assigned by the Dean's office, candidates should be assessed based on the role and function of their unique administrative role. Candidates for promotion to Associate Professor who are assigned an administrative role within the department should provide tangible evidence of sustained and effective administrative work that supports the mission and function of the department through activities such as, but not limited to, the following:

- a) supervision and pedagogical development of instructors and courses at the undergraduate level
- b) training and assessment of Teaching Assistants and Part Time Instructors
- c) implementation of program level assessments
- d) scheduling of courses and teaching assignments
- e) collaboration and outreach to the college, university, and community at large

PROMOTION TO FULL PROFESSOR

Associate Professors are expected to provide tangible evidence of a high quality and effective teaching record, professional development and/or research, and service to the department, including administrative appointments when applicable.

Evaluation of Faculty in the Area of Teaching

The successful candidate for promotion will demonstrate a continuing record of high-quality and effective teaching, advising, and mentoring of students. When evaluating a faculty member's teaching performance, teaching effectiveness should be evaluated based on a variety of factors including, but not limited to, teacher course evaluations, teaching portfolio, peer observations, syllabi, and other evidence of in-class performance provided by the faculty member.

Faculty should demonstrate achievements in teaching through activities such as, but not limited to, the following:

- a) developing and teaching new courses
- b) direction of independent studies courses and internships
- c) facilitating Honors Course Agreements in existing SPA classes

- d) mentoring activities in recognized university-wide programs, such as theses for the Honors College or Gaines Fellows, or Chelgren Fellows
- e) teaching courses required for UK Core
- f) coordinating multi-section courses, for which they impart pedagogical guidance to instructors and section leaders, and for which they design the syllabi and/or supervise the creation of examinations
- g) training and supervising graduate teaching assistants
- h) introducing and implementing novel teaching techniques or instructional technology into the undergraduate program
- i) supporting undergraduate students in presenting their research at regional, national or international conferences
- j) other related pedagogical activities that enhance the candidate's teaching at the undergraduate or graduate level
- k) advising undergraduate students and collaboration with college and university advising programs
- l) receiving awards recognizing teaching achievement

Evaluation of Faculty in the Area of Professional Development and/or Research

In terms of professional development and/or research, candidates for promotion should present sustained and meaningful contributions to the scholarship and practice of teaching or their chosen field of research, in accordance with their DOE, beyond that presented in their promotion to Associate Professor. Based on the percentage assigned to Professional Development and/or Research, Associate Professors should demonstrate achievement in professional development and/or an active and sustained research agenda through activities such as, but not limited to, the following:

- a) presenting at scholarly or professional conferences
- b) regular attendance and active engagement in teaching workshops and conferences
- c) on-going leadership and active participation in related professional or community organizations
- d) authoring or co-authoring books, textbooks, articles, or substantive digital projects
- e) editing or co-editing books or special journal issues
- f) securing and managing grants or fellowships to support research or professional activities
- g) receiving awards recognizing research or professional achievement
- h) leading workshops for professional or community organizations
- i) delivering guest lectures or invited talks
- j) publishing translations, interviews, instructional design materials, or similar related professional or scholarly-content publications
- k) evidence of national and/or international recognition in the field.

Evaluation of Faculty in the Area of Service

The candidates for promotion to Full Professor are expected to contribute more to the service mission than assistant professors, and it is expected that these contributions will extend beyond the department to include service to the college, university, and/or community. This can be demonstrated through activities such as, but not limited to the following:

- a) serving on at least two departmental and/or college- or university-level committees
- b) on-going leadership in promotion and growth of the undergraduate Spanish program
- c) on-going leadership in university programs, discipline-related activities, and/or community engagement initiatives
- d) service to regional or national professional organizations related to teaching or areas of research interests

Evaluation of Faculty in the Area of Administration

When the faculty DOE includes an administrative appointment within the department, candidates should be assessed based on the role and function of their unique administrative role. Candidates for promotion to Full professors should provide tangible evidence of sustained and effective administrative work that supports the mission and function of the department through activities such as, but not limited to:

- a) supervision and pedagogical development of instructors and courses at the undergraduate level
- b) training and assessment of Teaching Assistants and Part Time Instructors
- c) implementation of program level assessments
- d) scheduling of courses and teaching assignments
- e) collaboration and outreach to the college, university, and community at large



Guidelines for Faculty Promotion and Tenure

College: College of Arts Sciences

Unit: Hispanic Studies

Approved by Provost: Tannock, 12/2/2024

Approved by College Dean: 12/2/2024

Approved by Unit Director (Indicating Approval by Faculty): 11/20/2024