

**Sociology Department Faculty Expectations Handbook  
For Appointment, Reappointment, Promotion, and Tenure**

**Department of Sociology  
Fayetteville State University**

**Version Monday, January 8, 2009**

## **DEPARTMENT OF SOCIOLOGY**

### **Our Philosophy**

The Department of Sociology is committed to providing a supportive environment that enables all faculty members to excel in the performance of their responsibilities in the areas of teaching, research, and service. The major tool for both junior and senior faculty to work collaboratively to achieve individual and departmental goals is mentoring. Junior faculty members will be mentored by the senior faculty members to achieve their full potential. The senior faculty will continue to engage in effective teaching and scholarship in addition to taking leadership roles in service. Annual evaluations are based on a professional review of a faculty member's performance by peers and the chair. Tenure and promotion decisions are also based on the professional review of the cumulative performance of a faculty member by the senior faculty members and the department chair.

### **EXPECTATIONS**

#### **APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE (RPT) (General Expectations)**

In addition to the Fayetteville State University's (FSU) guidelines for appointment, reappointment, tenure, and promotion and the Faculty Handbook, the Department of Sociology's general expectations are:

#### **A) TEACHING**

Teaching expectations are focused on the following areas and are measured by indicators specified in the evaluation instruments of the Department of Sociology.

1. Clearly developed course objectives and requirements, instructional materials, grading procedures and evaluation materials. Use of technology as necessary;
2. An active role in departmental discussions regarding curriculum and program development and achievement of program goals;
3. Development and use of assessment performance consistent with department's goals;
4. Teaching effectiveness;
5. Continued professional development in teaching;
6. Honor, awards, and other recognitions for excellence in teaching.

#### **B) SCHOLARSHIP**

Scholarship expectations are focused on the following areas and are measured by indicators specified in the evaluation instruments of the Department of Sociology.

1. A record of productive research activity which indicates significant and developing achievements in the field of specialization;
2. Publications in the form of articles in refereed journals;
3. Publications of books and book chapters;
4. Non-refereed scholarly publications;
5. Invited scholarly papers presented at professional meetings;
6. Scholarly papers presented at professional meetings;
7. Writing, submitting, and securing grants;
8. Honors, awards, and other recognitions for excellence in scholarship.

### C) SERVICE

Service expectations relate to the needs of the department, college, university, the community and the profession. The contributions of the faculty members are measured by the indicators specified in the evaluation instruments of the Department of Sociology.

## **EXPECTATIONS AT DIFFERENT RANKS**

### *1. REAPPOINTMENT AS AN ASSISTANT PROFESSOR*

In addition to the FSU guidelines for tenure and promotion and the Faculty Handbook, the Department of Sociology has the following expectations for teaching, scholarship, and service. The department will use the chair and peer evaluation instruments to measure the contribution of a faculty member in the three areas of teaching, scholarship, and service. The results of the annual evaluations, covering the timeframe of a specific personnel action request, will be used.

Expectations for reappointment as an assistant professor in the Department of Sociology are:

### A) TEACHING

1. Organization of course materials, content, and presentation aimed at achieving teaching effectiveness;
2. Involvement in departmental discussions regarding curriculum and program development;
3. Effective teaching skills (as observed by peer evaluators);
4. Incorporation of technology into teaching;

5. Contribution to curriculum development and revision of the curriculum based on new demands.

## B) SCHOLARSHIP

1. A record of research activity;
2. Participation and/or presentation at conferences in the area of professional specialization;
3. Service to professional organizations;
4. Effort toward securing grants.

## C) SERVICE

1. Service to the department, college, university, community, and profession;
2. An active role in student advisement (as demonstrated by active involvement in student-led clubs and organizations).

## *2. TENURE AT THE RANK OF ASSOCIATE PROFESSOR OR TENURE AND PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR*

The expectations for the three separate personnel actions at the associate professor rank are:

### A) TEACHING

1. Ability to organize course materials, content, and presentation aimed at achieving teaching effectiveness;
2. Involvement in departmental discussions regarding curriculum and program development;
3. Maintaining student performance level consistent with departmental and/or degree program standards;
4. Good teaching skills (as observed by peer evaluators);
5. Excellence in advisement (as demonstrated by student letters/emails of appreciation).
6. Participation in professional development activities related to teaching.

### B) SCHOLARSHIP

1. Continued high quality research and/or creative scholarly activities;
2. Documented evidence of a record of research activity;
3. Documented evidence of effort toward securing grants;
4. Documented evidence of participation and presentation at conferences in area of professional specialization;

5. Service to professional organizations;
6. At least two presentations at a professional conference;
7. Publication Expectations (since last personnel action)
  - (Option 1): Two articles published in refereed journals;
  - (Option 2): One article published in a refereed journal and two chapters published in scholarly books or three encyclopedia entries;
  - (Option 3): One article published in a refereed journal and one published book;
  - (Option 4): One article published in a refereed journal and two substantive research monographs (letters of evaluation from peer reviewers are required to indicate scholarly contribution).

### C) SERVICE

1. Continued service to the department, college, university, community, and profession;
2. Leadership and contribution to the academic mission of the department, college, and university.

### *3. PROMOTION FROM ASSOCIATE TO FULL PROFESSOR*

In addition to the FSU guidelines for tenure and promotion and the Faculty Handbook, the Department of Sociology has the following expectations for promotion from associate to full professor.

#### A) TEACHING

1. Development of course materials, content, and presentation aimed at achieving teaching effectiveness;
2. Involvement in departmental discussions regarding curriculum and program development;
3. Maintaining student performance level consistent with departmental and/or degree program standards;
4. Good teaching skills (as observed by peer evaluators);
5. Excellence in advisement (as demonstrated by student letters/emails of appreciation);
6. Consistent teaching contribution and professional development;
7. Contribution to the university community regarding teaching and learning.

#### B) SCHOLARSHIP

1. Continued high quality research and/or creative scholarly activities;

2. A record of research activity;
3. Effort toward securing grants;
4. Participation and presentation at conferences in the area of professional specialization;
5. Service to professional organization(s);
6. At least three presentations at a professional conference;
7. Publication Expectations (since last personnel action) for Tenured Associate Professor Seeking Promotion to Full Professor
  - (Option 1): Two articles published in refereed journals;
  - (Option 2): One article published in a refereed journal and two chapters published in scholarly books;
  - (Option 3): One article published in a refereed journal, one chapter published in a scholarly book, and one substantive research monograph (letter of evaluation from peer reviewers is required to indicate scholarly contribution);
  - (Option 4): One article published in a refereed journal and a published textbook or a scholarly book.
8. Publication Expectations (since last personnel action) for a untenured Associate Professor Seeking Promotion to Full Professor with Tenure
  - (Option 1): Four articles published in refereed journals;
  - (Option 2): Two articles published in refereed journals and three chapters published in scholarly books;
  - (Option 3): Two articles published in refereed journals, two chapters published in scholarly books, and one substantive research monograph (letter of evaluation from peer reviewers is required to indicate scholarly contribution);
  - (Option 4): One article published in a refereed journal and a published textbook or a scholarly book.

### C) SERVICE

1. Continued service to the department, college, university, community, and profession;
2. Leadership and contribution to the academic mission of the department, college, and university.
3. Leadership roles in department, college, and university committees.

Department of Sociology Expectations for RPT approved by:

\_\_\_\_\_  
Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Dean  
College of Arts Sciences

Date: \_\_\_\_\_

\_\_\_\_\_  
Chair  
Faculty Senate

Date: \_\_\_\_\_

\_\_\_\_\_  
Provost and  
Vice Chancellor for Academic Affairs

Date: \_\_\_\_\_

\_\_\_\_\_  
Chancellor  
Fayetteville State University

Date: \_\_\_\_\_

**DEPARTMENT OF SOCIOLOGY  
GOALS & OBJECTIVES (2006-2011)**

The goals and objectives of the Department of Sociology fall under four broad categories.

1. Undergraduate Program

-- Recruitment, Enrollment and Retention

- (i) Complete the Intent to Plan for the Bachelor of Interdisciplinary Studies.
- (ii) Monitor and evaluate the success of the Online Degree Completion program.
- (iii) Increase the number of 2+2 agreements with community colleges.
- (iv) Improve the scores on the Major Field Test in Sociology.
- (V) Develop and implement a seamless transfer protocol for sociology majors.

2. Graduate Program

- (i) Conduct a survey to determine interest in graduate certificate programs, including certificate programs in teaching sociology and program evaluation.
- (ii) Increase retention rate of graduate students by developing and implementing support strategies for graduate students.
- (iii) Offer graduate courses in the summer.
- (iv) Develop online courses for the Sociology M.A. Program.

3. Faculty Scholarship

- (i) Increase the number of publications within the department.
- (ii) Increase the number of grant proposals within the department
- (iii) Increase the number of faculty members who attend and present papers at national and international conferences.

4. The Academic Culture in the Department

- (i) Increase the number of department sponsored activities (e.g., speaker series, sociology and the movies, meeting a sociologist, brown bag discussion group).
- (ii) Increase the number of students who actively participate in the Sociology Club

Departmental Goals and Objectives have been approved by:

\_\_\_\_\_ Date: \_\_\_\_\_  
Chair  
Department of Sociology

\_\_\_\_\_ Date: \_\_\_\_\_  
Dean  
College of Arts and Sciences

\_\_\_\_\_ Date: \_\_\_\_\_  
Chair  
Faculty Senate

\_\_\_\_\_ Date: \_\_\_\_\_  
Provost and  
Vice Chancellor for Academic Affairs

\_\_\_\_\_ Date: \_\_\_\_\_  
Chancellor  
Fayetteville State University

## **PEER ASSESSMENT PROCEDURE**

Each faculty member in the Department of Sociology will be evaluated by a committee of his or her peers annually. Tenure track faculty will be evaluated by a committee of senior faculty members. The department's Peer Assessment/Evaluation Rating Form will be used for the annual assessment/evaluation. It is expected that the committee and the person being evaluated will engage in a professional dialogue before and after the evaluation to avoid any misunderstanding of the results.

There are two components of the instrument. The first part of the instrument requires the peer evaluation committee to score items that are listed on the instrument. The second part is a narrative that is written by the peer evaluation committee. Among other things, the narrative should provide feedback to the faculty member being evaluated in terms of his or her strengths and weaknesses, and how best to improve upon his or her performance.

The peer evaluation committee will assess performance in the three areas of teaching, scholarship, and service. It is the responsibility of the person being evaluated to compile and make available to the evaluation committee documents to enable the committee to make an informed judgment on performance in the three areas. The sources of the specific documents that are required for the evaluation are noted on the instrument. It is expected that the evaluation committee will mark each item on the instrument. Exceptions must be noted and explained in detail.

After reviewing and marking the items in each of the three sections, the peer evaluation committee will assign one of the three categories below.

- Needs Improvement
- Meets Expectation
- Exceeds Expectation

The narrative must provide a detailed explanation of why a particular category was assigned. In particular, if the evaluation committee assigns the Needs Improvement category, it must suggest possible avenues for improvement.

It is expected that a faculty member will continually meet the annual required minimum for "Meets Expectation" before applying for tenure and/or promotion.