

Professional Academic Career

Note that this procedure is similar across many types of institutions, from research intensive schools to teaching-intensive schools. What is different across these institutions are the rates of research production and teaching expected.

ASSISTANT PROFESSORS (also known as JUNIOR FACULTY)

Basic requirements involve the three components: TEACHING, RESEARCH, and SERVICE. At Minnesota, you typically teach two courses a semester, you conduct research and publish it!, and you provide service. All three are formally evaluated. Summer teaching is optional.

Annual Review by Dept. of teaching, research and service. Written to identify your strengths and weaknesses. Must be documented with evidence. This is sent to the Dean. After 6 years (ordinarily), a junior faculty member is considered for tenure and promotion to Associate Professor.

Expectations:

- 1) Teaching: student evaluations, peer evaluations including classroom visits, evaluation of syllabi and course materials, student advising – grads and undergrads. If you have published teaching-related materials (like an undergraduate text), these will typically be evaluated under teaching. Teaching awards are also useful.
- 2) Service: Department service includes committees, the “service” courses you teach (for example, large general education requirement courses like Introduction to Sociology). University service includes committees and panels. Professional service includes reviewing for journals, journal editing, presenting papers at conferences, organizing conference sessions, any invited scholarly presentations, any elected offices (e.g., ASA Section offices), ASA Section or other professional association committee service.
- 3) Research:
 - a) Publications – these include books and research monographs, refereed journal articles (these are ranked according to prestige), refereed edited volumes, invited chapters in edited volumes, texts that make major research contributions, research reports pursuant to contracts, etc.
 - b) Invited papers and presentations, refereed conference papers.
 - c) Grants (includes internal and external)
 - d) Work in Progress, including articles under review, papers in process, etc.
 - e) Future Plans – you need to demonstrate *a systematic program of research*.
 - f) National Visibility (any research honors or awards you have received help provide evidence of this as will all the above).

Procedures (see handouts – if you really want to appreciate the degree to which all this has been “legalized” you can consult the 78 page document from the Office for Faculty and Research titled “CLA Guide to Promotion and Tenure.” It includes general

principles, all the nitty-gritty procedures, and has lots of appendices, including interpretive comments and memos on the procedural guidelines.)

The Junior faculty member every year maintains what is known in the Department as his/her “Blue Book.” This includes the current CV, annual statements regarding research and teaching objectives, written work (manuscripts, publications, etc), and other documents detailing one’s work over the previous year. Come tenure decision time, typically at the start of the 6th year, the Blue Book, and other supporting documents (eg, external letters), are presented to the PT&S committee. The PT&S committee does fact finding (and evaluation) and a case is reported to the tenured faculty. The entire tenured faculty does evaluation and votes. There can be multiple meetings of the full tenured faculty so that thorough discussion occurs.

Recommendations are then sent to the Dean. Dean then evaluates, in conjunction with the College P&T committee. Dean can uphold the Dept. decision or can over-ride it. The case then goes to the President and finally the Board of Regents.

SENIOR FACULTY – They have tenure. But contrary to popular rumor outside the university, this does not mean senior faculty can “coast.” In many, many ways, instead, the ante is “upped” at this stage. Still, the anxiety IS considerably lessened when one receives tenure.

ASSOCIATE PROFESSOR – for about 5-7 years, then considered for Full Professor. Here it is the Full Professors who meet, gather facts and evaluate the candidate’s teaching, research and service. Same materials and process as above, but even higher achieved level of success and external recognition required. Also, it is handled by full professors only. This is NOT an automatic step based on seniority.

ALL TENURED FACULTY, INCLUDING FULL PROFESSORS can be reviewed every so many years on teaching, research and service. Also, every faculty member is reviewed annually by the PT&S Committee for the purpose of determining salary increases. The PT&S Committee recommends to the Chair who recommends to the Dean. All salary increases are to be based on merit on teaching, research, and service. There are no automatic salary increases to keep up with inflation. Sometimes, however, adjustments may be made for salary compression due to market pressures.

DISTINGUISHED OR CHAIRED PROFESSORSHIPS