

SCHOLARSHIP CRITERIA FOR TENURE AND PROMOTION

Stonehill College

INTRODUCTION

This book comprises the scholarship criteria for tenure and/or promotion of Stonehill College's full-time faculty. Faculty at Stonehill are hired into an academic department and are required to meet the criteria set by the department regarding their scholarly work in addition to the teaching and service expectations as established for the Tenure and Promotion guidelines found in the Faculty Handbook (Appendix C).

Scholarly criteria are developed by a department with careful consideration of the faculty member's academic responsibilities which include teaching, mentoring, advising and service to the department and the institution. Some departments have several programs within that department; these programs may have different criteria informed by their field.

As stated in the Faculty Handbook Appendix C: The College expects a consistent pattern of ongoing, productive work that leads to significant scholarship in the candidate's field. Departmental reviews and external evaluators are important sources of information in the assessment of a candidate's level of scholarly accomplishment.

The expectations set forth by an academic department/program are submitted by the chair of the department to the Faculty Senate for approval after review from the Rank and Tenure committee. Any revisions done to the criteria must also be submitted to the Senate for approval. In some cases, the Rank and Tenure committee will suggest to a department to make a clarification regarding these expectations. In these cases, and after departmental discussions, the departments may revise their criteria and submit to the Senate for approval.

In the case of faculty hired into a tenure-track line, because of the probationary period and expectations set at the time of hiring, the scholarship criteria in place at the time of hiring will be the scholarship criteria the faculty member will follow. If revisions are made after the time of hiring, it is up to the tenured members of the department to decide if the tenure-track faculty member may choose the newer criteria.

It is important to revise the departmental scholarship criteria on a regular basis as peer review and publishing venues are often changing due to new technology, as well as the types and focus of scholarship in different fields. Clarification of the criteria needs to be done to take these changes into consideration to allow for a smooth application process and help the candidate successfully develop and complete their probationary period.

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BIOLOGY DEPARTMENT - SCHOLARSHIP CRITERIA

Revised August 2012; Approved October 2012

SCHOLARSHIP CRITERIA FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

The Biology Department's primary scholarly expectation is that candidates for tenure and promotion to Associate Professor have established an undergraduate research program in which Stonehill students are included in conducting original research. The applicant is responsible for explaining how his/her scholarly activities fulfill this goal, offering evidence of student engagement in research.

The Department letter will address this criterion of establishing an undergraduate research program, and the evidence of its achievement.

The evidence of the candidate's scholarly work must include:

- A. Significant level of Stonehill student research activity under the candidate's supervision. Quantity (numbers of students) and quality (depth of involvement) should be considered. Supervision of SURE and other summer research students, and/or research credits supervised during the academic year would be good indicators.

AND

- B. Two¹ peer-reviewed² publications, at least one of which resulted from work done³ while at Stonehill College. Inclusion of students as co-authors on publications is desirable but not required.

AND

- C. Presentations of the candidate's research or that of his/her undergraduate researchers at two organized conferences, meetings or symposia in the candidate's discipline. Inclusion of students as co-authors on presentations is desirable but not required.

AND

- D. A demonstrated history of grant-writing. Successful funding of a grant is not necessary for tenure and promotion, but the candidate should demonstrate sustained efforts to obtain funding. Application for funding to support individual research, curriculum or facilities improvement, or dissemination of information in one's field are examples of grant proposals expected from a candidate for tenure and promotion.

¹Acknowledging the challenges of the generation of biological data and the extent to which inclusion of undergraduate researchers typically slows one's rate of publication, the Department has carefully established a number of publications that is challenging yet achievable by skilled, committed candidates.

²In biology, the standard is single-blind peer review; specialization into small subfields in which everyone knows the focus of everyone else's research renders even that level of anonymity a challenge for editors to achieve.

³"Work done" need not include data generation; analysis and publication of data gathered prior to hire would be acceptable.

SCHOLARSHIP CRITERIA FOR TENURE AND PROMOTION TO PROFESSOR

The Biology Department's primary scholarly expectation is that candidates for promotion to Professor is the ongoing development of an undergraduate research program in which Stonehill students are included in conducting original research. (This does not require that the candidate's research retain the same focus throughout his/her career; faculty are free to shift into new areas within the discipline.) The applicant is responsible for explaining how his/her scholarly activities since tenure fulfill this goal, offering evidence of student engagement in research.

The Department letter will address this criterion of ongoing development of an undergraduate research program, and the evidence of its achievement.

The evidence of scholarly work must include:

- A. Significant level of Stonehill student research activity under the candidate's supervision. Quantity (numbers of students) and quality (depth of involvement) should be considered. Supervision of SURE and other summer research students, and/or research credits supervised during the academic year would be good indicators.

AND

- B. Two⁴ peer-reviewed⁵ publications. Inclusion of one or more students as co-author(s) on at least one publication is desirable but not required.

AND

- C. Presentations of the candidate's research or that of his/her undergraduate researchers at two organized conferences, meetings or symposia in the candidate's discipline. Inclusion of one or more students as co-author(s) on at least one presentation is required.

AND

- D. At least one extramurally funded grant⁶ supporting individual research, curriculum or facilities improvement, or dissemination of information in one's field is expected from a candidate for promotion to Professor.

⁴Acknowledging the challenges of the generation of biological data and the extent to which inclusion of undergraduate researchers typically slows one's rate of publication, the Department has carefully established a number of publications that is challenging yet achievable by skilled, committed candidates.

⁵In biology, the standard is single-blind peer review; specialization into small subfields in which everyone knows the focus of everyone else's research renders even that level of anonymity a challenge for editors to achieve.

⁶Such grants are not restricted to direct funding from federal science agencies; national or regional public or private funding sources are acceptable as well.

BUSINESS ADMINISTRATION - SCHOLARSHIP CRITERIA

Revised and Approved August 2018

FACULTY QUALIFICATIONS CATEGORIES

The Business Administration Department deems faculty who have met the qualifications in their respective category (SA, PA, SP, and IP) to have met the requirements to be eligible for Promotion. Faculty in the SA category who are Tenure or Tenure-Track, are eligible for Tenure or Promotion if they are qualified in their category. Faculty are evaluated by the Business Administration Department's Faculty Qualifications Committee annually to determine the qualifications in their respective category.

Standard 15 of the 2013 AACSB Accreditation Standards for Business Accreditation states that "The school maintains and strategically deploys participating and supporting faculty who collectively and individually demonstrate significant academic and professional engagement that sustains the intellectual capital necessary to support high-quality outcomes consistent with the school's mission and strategies." Faculty are classified according to their initial academic or professional preparation and ongoing academic and/or professional engagement into one of four categories as laid out in the table below:

Table 1: Faculty Categories

		Sustained engagement activities	
		Academic (Research/Scholarly)	Applied/Practice
Initial academic preparation and professional experience	Professional experience, substantial in duration and level of responsibility	Scholarly Practitioners (SP)	Instructional Practitioners (IP)
	Doctoral Degree	Scholarly Academics (SA)	Practice Academics (PA)

Scholarly Academics (SA) sustain currency and relevance through scholarship and related activities.

Practice Academics (PA) sustain currency and relevance through professional engagement, interaction, and relevant activities. Normally, PA status applies to faculty members who augment their initial preparation as academic scholars with development and engagement activities that involve substantive linkages to practice, consulting, other forms of professional engagement, etc., based on the faculty members' earlier work as an SA faculty member.

Scholarly Practitioners (SP) sustain currency and relevance through continued professional experience, engagement, or interaction and scholarship related to their professional background and

experience. Normally, SP status applies to practitioner faculty members who augment their experience with development and engagement activities involving substantive scholarly activities in their fields of teaching.

Instructional Practitioners (IP) sustain currency and relevance through continued professional experience and engagement related to their professional backgrounds and experience.

All Business Administration Faculty (tenured, tenure-track and term) are expected to meet the qualification guidelines, as described in the following sections of this document, for one of the categories listed above. Those not meeting the criteria for SA, PA, SP or IP will be classified as 'Other'.

SCHOLARLY ACTIVITY CATEGORIES

Scholarship and creative work may be in any one or more of the following three areas (as defined below): basic or discovery scholarship, applied or integration/application scholarship, and/or teaching and learning scholarship. The faculty should engage in scholarly work that supports and strengthens their primary role of teaching. A listing of scholarly activities regularly included in the Business Department's portfolio of scholarship is provided in Attachment A.

- **Basic or Discovery Scholarship** (often referred to as discipline-based scholarship) that generates and communicates new knowledge and understanding and/or development of new methods. Intellectual contributions in this category are normally intended to impact the theory or knowledge of business.
- **Applied or Integration / Application Scholarship** that synthesizes new understandings or interpretations of knowledge or technology; develops new technologies, processes, tools, or uses; and/or refines, develops, or advances new methods based on existing knowledge. Intellectual contributions in this category are normally intended to contribute to and impact the practice of business.
- **Teaching and Learning Scholarship** that develops and advances new understandings, insights, and teaching content and methods that impact learning behavior. Intellectual contributions in this category are normally intended to impact the teaching and/or pedagogy of business.

ACADEMIC PREPARATION AND MAINTENANCE OF STATUS AS SCHOLARLY ACADEMIC (SA)

Academic Preparation. Scholarly Academic (SA) faculty members are normally expected to hold a doctoral degree in their area of teaching. As outlined by the 2013 AACSB standards, exceptions are allowed for faculty with a graduate degree in taxation who teach taxation and engage in sustained academic and professional activities demonstrating relevance and currency in taxation, as well as individuals with a graduate degree in law who teach Legal Environment of Business and engage in sustained academic activities demonstrating relevance and currency in law. Faculty in the dissertation stage of a doctoral program (ABD) in a business-related field in which they teach are considered to be academically prepared for up to three-years.

If a Scholarly Academic faculty member's doctoral degree is not directly related to their field of teaching or if the doctoral degree is less foundational discipline-based research oriented, they must demonstrate higher levels of sustained and substantive academic and professional engagement

activities to support currency and relevance in their field of teaching.

Maintenance of Status. A Stonehill faculty member is deemed SA if they have the academic preparation as defined above and have completed at least four scholarly activities within the past five years, with at least two activities being from Category A. Faculty members earning research doctorates in within five years prior to the review date are generally granted SA status with no further maintenance requirements.

Category A*

- Article in peer-reviewed journal
- Case and teaching notes in peer-reviewed journal

*Faculty can petition the Faculty Qualifications Committee to consider other Category A-level activities (such as published original research book/textbook or substantial revision of research book/textbook, or significant, widely-adopted, peer-reviewed instructional technology) as a substitution for one article or case in a five year period. The burden of proof that the quality and impact of the replacement activity is equal to or greater than required for a peer-review journal publication is on the petitioning faculty member.

Category B

- Active and continuing role as reviewer for a refereed journal, book or software
- Advanced academic coursework/continuing professional education
- Article/case/chapter in editor-reviewed publication or trade journal
- Chapter in a peer-reviewed scholarly book
- Major editorial responsibilities at peer-reviewed journal
- Creation and delivery of executive education course
- Discipline-based book review with substantive discussion and commentary
- Editor of published book/readings/casebook
- Full-paper proceedings at regional/national/international conference
- Leadership position in academic organization
- Preparation of instructor's manual/study guide/teaching software
- Presentation at regional/national/international conference (with or without abstract publication)
- Published original research book/textbook or substantial revision of research book/textbook
- Significant, widely-adopted, peer-reviewed instructional technology

Additional research activities are included at the discretion of the Faculty Qualifications Committee.

ACADEMIC PREPARATION AND MAINTENANCE OF STATUS AS PRACTICE ACADEMIC (PA)

Academic Preparation. Practice Academic (PA) faculty members are normally expected to hold a doctoral degree in their area of teaching. As outlined by the 2013 AACSB standards, exceptions are allowed for faculty with a graduate degree in taxation who teach taxation and engage in sustained academic and professional activities demonstrating relevance and currency in taxation, as well as individuals with a graduate degree in law who teach Legal Environment of Business and engage in sustained academic activities demonstrating relevance and currency in law. Faculty in the dissertation stage of a doctoral program (ABD) in a business-related field in which they teach are considered to be academically prepared for up to three-years.

If a Practice Academic faculty member's doctoral degree is not directly related to their field of teaching or if the doctoral degree is less foundational discipline-based research oriented, they must

demonstrate higher levels of sustained and substantive academic and professional engagement activities to support currency and relevance in their field of teaching.

Maintenance of Status. PA faculty members must participate in ongoing development activities in order to maintain currency within their teaching field. A key litmus test is the sustainability of the activity. A Stonehill faculty member is deemed PA if they have had significant and meaningful involvement in one or more professional engagement activity related to their teaching field, and at least one Category A and one Category B scholarly activity listed below within the past 5 years.

Professional Engagement Activities (at least one)

- Obtained new (and appropriate) professional certification
- Full-time employment in area of teaching
- Part-time employment in area of teaching
- Significant consulting work in area of teaching
- Faculty internship of significant duration
- Member of corporate or non-profit board of directors
- Maintenance of professional certification (CPA, CFA, etc.)
- Significant discipline-related community work
- Served as expert witness

Category A*

- Article in peer-reviewed journal
- Case and teaching notes in peer-reviewed journal

*Faculty can petition the Faculty Qualifications Committee to consider other Category A-level activities (such as published original research book/textbook or substantial revision of research book/textbook, or significant, widely-adopted, peer-reviewed instructional technology) as a substitution for one article or case in a five-year period. The burden of proof that the quality and impact of the replacement activity is equal to or greater than required for a peer-review journal publication is on the petitioning faculty member.

Category B (at least one)

- Active and continuing role as reviewer for a refereed journal, book or software
- Advanced academic coursework/continuing professional education
- Article/case/chapter in editor-reviewed publication or trade/professional publication
- Chapter in a peer-review scholarly book
- Completion of doctoral dissertation in business or related field
- Creation and delivery of executive education course
- Development of practice-related tools or software
- Discipline-based book review with substantive discussion and commentary
- Editor of published book/readings/casebook
- Full-paper proceedings at regional/national/international conference
- Leadership position in academic organization
- Major editorial responsibilities at peer-reviewed journal
- Preparation of instructor's manual/study guide/teaching software
- Presentation at regional/national/international conference (with or without abstract publication) or professional association
- Professional or technical published report (subject to public scrutiny)
- Published original research book/textbook or substantial revision of research book/textbook
- Significant, widely-adopted, peer-reviewed instructional technology

Additional activities are included at the discretion of the Faculty Qualifications Committee.

PROFESSIONAL EXPERIENCE AND MAINTENANCE OF STATUS AS SCHOLARLY PRACTITIONER (SP)

Professional Experience. Both relevant academic preparation, and relevant and substantial professional experience of significant duration and level of responsibility, are required to establish a Stonehill faculty member as a Scholarly Practitioner (SP). A Stonehill faculty member is considered to be SP qualified if they possess at least a master's degree in a field related to their teaching responsibilities. They must also have significant professional experience at the time of hiring consistent with their area of teaching responsibilities.

Maintenance of Status. SP faculty members must participate in ongoing development activities in order to maintain currency within their teaching field. A Stonehill faculty member is deemed SP if they have completed one or more Category A and one or more Category B scholarly activity listed below and had significant and meaningful involvement in one or more professional engagement activity related to their teaching field within the past 5 years.

Category A*

- Article in peer-reviewed journal
- Case and teaching notes in peer-reviewed journal

*Faculty can petition the Faculty Qualifications Committee to consider other Category A-level activities (such as published original research book/textbook or substantial revision of research book/textbook, or significant, widely-adopted, peer-reviewed instructional technology) as a substitution for one article or case in a five year period. The burden of proof that the quality and impact of the replacement activity is equal to or greater than required for a peer-review journal publication is on the petitioning faculty member.

Category B (at least one)

- Active and continuing role as reviewer for a refereed journal, book or software
- Advanced academic coursework/continuing professional education
- Article/case/chapter in editor-reviewed publication or trade/professional publication
- Chapter in a peer-review scholarly book
- Completion of doctoral dissertation in business or related field
- Creation and delivery of executive education course
- Development of practice-related tools or software
- Discipline-based book review with substantive discussion and commentary
- Editor of published book/readings/casebook
- Full-paper proceedings at regional/national/international conference
- Leadership position in academic organization
- Major editorial responsibilities at peer-reviewed journal
- Preparation of instructor's manual/study guide/teaching software
- Presentation at regional/national/international conference (with or without abstract publication) or at professional association
- Professional or technical published report (subject to public scrutiny)
- Published original research book/textbook or substantial revision of research book/textbook
- Significant, widely-adopted, peer-reviewed instructional technology

Professional Engagement Activities (at least one)

- Active role in professional association
- Faculty internship of significant duration
- Full-time employment in area of teaching
- Maintenance of professional certification (CPA, CFA, etc.)

- Member of corporate or non-profit board of directors
- Obtained new (and appropriate) professional certification
- Part-time employment in area of teaching
- Served as expert witness
- Significant consulting work in area of teaching
- Significant discipline-related community work

Additional activities are included at the discretion of the Faculty Qualifications Committee.

PROFESSIONAL EXPERIENCE AND MAINTENANCE OF STATUS AS INSTRUCTIONAL PRACTITIONER (IP)

Professional Experience. Both relevant academic preparation, and relevant and substantial professional experience of significant duration and level of responsibility, are required to establish a Stonehill faculty member as an Instructional Practitioner (IP). A Stonehill faculty member is considered to be IP qualified if they possess at least a master's degree in a field related to their teaching responsibilities. They must also have significant professional experience at the time of hiring consistent with their area of teaching responsibilities.

Maintenance of Status. Within five years of the initial hire date, Instructional Practitioners must participate in ongoing development activities in order to maintain currency within their teaching field. A key litmus test is the sustainability of the activity. A Stonehill full-time faculty member is deemed IP if they have recent/current employment or significant consulting in the area they are teaching and have significant and meaningful involvement in at least one professional engagement activity related to their teaching field. Adjunct faculty maintain currency with their teaching field through work experience.

Work Experience (at least one)

- Full-time employment in area of teaching
- Part-time employment in area of teaching
- Significant consulting work in area of teaching

Professional Engagement Activities (at least one)

- Active role in professional association
- Creation/delivery of executive education course
- Development of practice-related tools or software
- Faculty internship of significant duration
- Leadership position in professional organization
- Maintenance of professional certification (CPA, CFA, etc.)
- Member of corporate or non-profit board of directors
- Obtained new (and appropriate) professional certification
- Preparation of instructor's manual/study guide/teaching software
- Presentation at professional association
- Professional or technical published report (subject to public scrutiny)
- Published paper in professional or trade journal
- Served as an expert witness
- Significant discipline-related community work

Additional activities are included at the discretion of the Faculty Qualifications Committee.

EXPECTATIONS OF QUALITY FOR CATEGORY A INTELLECTUAL CONTRIBUTIONS

Qualifying scholarship/outlets for category A intellectual contributions must meet certain standards of review and quality. These standards include (A) the journal must be refereed (B) the journal should have low- to mid-range acceptance rate, and (C) the journal should not engage in predatory practices (defined below).

(A) Publication of an article or case in a refereed journal is a central component of our standard for review. To be considered a “refereed journal article”, the following criteria must be met:

1. The scholarship was subjected to a formal review process which includes peer or editorial review.
2. The scholarship must be available for public scrutiny.

Journals listed in Cabell’s or Australian Business Dean Council’s directories are presumed to be “refereed journal articles” (based on explicit confirmation about the nature of their criteria for inclusion). Faculty are encouraged to refer to this list as they consider outlets for their research.

(B) As a measure of quality, the journals that meet the above criteria are further evaluated utilizing journal acceptance rates. It is expected that faculty will generally publish in low- and mid-acceptance rate journals, as defined here:

- Low acceptance rate journals – acceptance rates of 25% and below.
- Mid-range acceptance rate journals – acceptance rates of 26% to 50%
- High acceptance rate journals – acceptance rates above 50%

(C) For work published in a journal that is not listed in Cabell’s or ABDC, faculty must provide information in writing about (1) the quality (including not engaging in “predatory” practices) and (2) appropriateness of the outlet for acceptance as a Category A Intellectual Contribution at Stonehill College. Journals listed in Cabell’s or ABDC are presumed to not be engaged in predatory practices. The onus is on the faculty member to provide evidence of quality and a rationale for publishing outside of mainline journals. The Faculty Qualifications Committee will make a case-by-case determination based upon the documentation submitted. Faculty are encouraged to submit this information prior to submission to get pre-clearance for the outlet.

Evidence of quality and appropriateness includes but is not limited to:

1. Evidence of rigor of peer review (e.g., number of reviewers, type of review, actual depth/extent of revisions required)
2. Quality of editorship/review board
3. Acceptance rate
4. Affiliation with a reputable academic institution or association
5. Absence of predatory practices (no one practice is dispositive; the totality of the practices will be considered)
 - a. Substantial fees beyond typical graphics charges (fees over \$100 should be accompanied by an explanation)
 - b. Publishing with only cursory or no review
 - c. Prominent promises of rapid publication
 - d. Aggressive solicitation of submissions
 - e. Irregularities with editorial/review board
 - i. Does not identify formal editorial/review board
 - ii. Gives limited/no academic information about board

- iii. Owner of the publication is the editor
 - iv. Etc.
 - f. Lack of institutional affiliation
6. Rationale for publishing in that particular journal as opposed to a more mainline journal. Possible rationales include, but are not limited to
- a. It's an area not thoroughly covered by Cabell's and ABDC etc. (e.g., pedagogical research, statistics, psychology, etc.)
 - b. Fit of that journal with the department's mission
 - c. Desire to reach a particular audience, in line with the Department's mission

REVIEW PROCESS

FACULTY QUALIFICATIONS COMMITTEE REVIEW/DOCUMENTATION REQUIREMENTS

The Faculty Qualifications Committee is responsible for the regular review and revision of the Faculty Expectations document and the Department's portfolio of scholarship/intellectual contributions. The Faculty Qualifications Committee performs a quantitative and qualitative review of the qualification status of all faculty members (through their scholarly and professional activities) on a regular basis. In order to document ongoing activities, faculty members must provide an updated Curriculum Vita in the Department-specified format on an annual basis (available on the Department eLearn site) and complete data collection sheets for all activities. Faculty members must also submit a Development Plan as part of their regular review cycle (<http://www.stonehill.edu/faculty/forms/>). The faculty qualifications review procedure is provided in Attachment B and is also available on the Department eLearn site.

REMEDIAL PLAN

The Faculty Qualifications Committee is responsible for reviewing the curriculum vita of each faculty member on an annual basis in addition to the development plans for term and pre-tenure faculty. One of the objectives of these reviews is to insure that the faculty member has sufficient scholarly/professional work in their portfolio (an early warning system) to maintain their qualification designation.

If it appears that there may be a problem, the Faculty Qualifications Committee meets with the individual faculty member to determine if they have materials in the pipeline and evaluate the likelihood that they will be successful in producing sufficient intellectual contributions to maintain their status in accordance with departmental policy. If the Committee deems necessary that it is warranted, another faculty member may be assigned to mentor the individual. If the Faculty Qualifications Committee decides that the individual is working diligently toward fulfilling their responsibilities but has encountered unforeseen difficulties, they can recommend to the Chair and/or Dean of Faculty that the faculty member be considered for extra help in the form of a summer grant, course release, etc. if it will help them move the project along. A timeline and plan for completion will be required before any assistance will be considered.

BUSINESS SCHOOL DEAN STATUS

Given the nature of the workload required of the Dean of the Business School, they are considered SA with one Category A and one Category B activity, or PA with one Category A and one Professional Engagement activity while serving as Chair and for three years thereafter.

ATTACHMENT A

INTELLECTUAL CONTRIBUTIONS INCLUDED IN THE BUSINESS DEPARTMENT'S PORTFOLIO OF SCHOLARSHIP

The Business Department's portfolio of scholarship is comprised of the following types of intellectual contributions. Additional research activities are included at the discretion of the Faculty Qualifications Committee.

- Active and continuing role as reviewer for a refereed journal, book or software
- Article in peer in peer-reviewed journal
- Article/case/chapter in editor-reviewed publication or trade/professional publication
- Case and teaching notes in peer-reviewed journal
- Chapter in a peer-review scholarly book
- Completion of doctoral dissertation in business or related field
- Creation and delivery of executive education course
- Discipline-based book review with substantive discussion and commentary
- Full-paper proceedings at regional/national/international conference
- Major editorial responsibilities at peer-reviewed journal
- Preparation of instructor's manual/study guide/teaching software
- Presentation at regional/national/international conference (with or without abstract publication) or at professional association
- Professional or technical published report (subject to public scrutiny)
- Published original research book/textbook or revision of research book/textbook
- Published peer-reviewed instructional technology
- Significant, widely adopted, peer-reviewed instructional technology
- Other activities as approved by the Faculty Qualifications Committee

CHEMISTRY DEPARTMENT - SCHOLARSHIP CRITERIA

Revised March 2020; Approved April 2020

SCHOLARSHIP CRITERIA FOR PROMOTION

Preface

Our department strives to set scholarship criteria that support the respective missions of the department and the College as a whole. We aim to reconcile the often-competing objectives of fostering undergraduate education and achieving high-quality, professional outcomes. We consider peer-reviewed publications and patents to be the final measure of successful scholarship. However, our mission to provide each student with the full experience of being a scientist leads us to value student involvement in true, meaningful research – unseparated from the scholarship of the faculty member – equally to the publication of the research itself. Additionally, we recognize a number of other indicators (*e.g.*, grant proposals, conference presentation, *etc.*) to be evidence of a rigorous, ongoing research effort, and we uphold the importance of these elements when reviewing faculty for tenure and promotion. In developing the criteria outlined below, we took into account the expectation for high-quality scholarship from the faculty at Stonehill College as well as the resources necessary for science faculty to accomplish excellent research with undergraduate students.

Acceptable Types of Scholarship

In chemistry, scholarship primarily takes the form of laboratory or theoretical investigations of natural phenomena (hereafter referred to as research). However, developments in the area of science pedagogy, which bridge between teaching and research, are also considered scholarship. The scholarship of teaching and learning (SOTL), when applied in a scientific context, is also of immense value to our department and is very much aligned with our mission. All faculty members in the Department of Chemistry are expected to be active scholars within their subdisciplines, whether it is through research, pedagogical developments, or SOTL. At the time of application for tenure and/or promotion, the departmental letter will clearly describe the type(s) of scholarship accomplished by the candidate.

Lead Authorship

We use the term “lead author” to indicate the person who is mainly responsible for the published work based on reasons that include, but are not limited to: funding or housing the research, making the largest intellectual contribution to the work, and/or communicating the manuscript to the journal. The lead author can be listed first, last, or in the middle of the author list, depending on the situation. The lead author will be indicated by a mechanism that may involve, among other possibilities, an asterisk (*) marking the communicating author and/or a statement of author contributions at the end of the article. At the time of application for tenure and/or promotion, the departmental letter will interpret and clearly state whether or not the candidate is the lead author on each publication.

Peer-reviewed Journal

We use the term “peer-reviewed journal” to describe any journal that employs scientists with competencies similar to that of the author to review the submitted work. These journals may follow a model that is either subscription-based or open-access.

Criteria for Promotion

For tenure and promotion to both levels of professor (associate and full), we require the faculty member to show evidence of each of the following three criteria:

1. Scholarly work performed while at Stonehill College
2. Collaboration with undergraduate students on scholarship
3. Promise of a continuing trajectory of scholarship in the years to come

Acceptable evidence for these three criteria is outlined in the tables below.

For Tenure and Promotion to Associate Professor:

Evidence of Scholarly Work Performed While at Stonehill College			Evidence of Collaboration with Undergraduates Students on Scholarship		Evidence of Promise of a Continuing Trajectory of Scholarship in the Years to Come
At least one (1) peer-reviewed publication or patent on which the candidate is the lead author/inventor. The majority of the work must be completed while the candidate is on the Stonehill faculty.			Mentorship of at least three (3) Stonehill students in the candidate's own scholarship during the summer or academic year. The particular work completed by the students does not have to be the same as in the publication/patent, as long as it still qualifies as scholarship.		An updated 3-year plan including at least two (2) of the following: <ul style="list-style-type: none"> ▪ Ongoing scholarly project ▪ Ongoing external grant funding ▪ Ongoing mentoring of student research ▪ Manuscript in preparation or submitted ▪ External grant in preparation or submitted ▪ Planned conference presentation (oral or poster) ▪ Other activity considered by the department to be relevant and equivalent to the items above
OR		+		+	
At least one (1) peer-reviewed publication or patent on which the candidate is <u>not</u> the lead author/inventor. The majority of the candidate's contribution must be completed while the candidate is on the Stonehill faculty.	+	At least three (3) of the following items completed while at Stonehill:			
		<ul style="list-style-type: none"> ▪ Submission of an external grant proposal ▪ Oral presentation at a scientific conference ▪ Publication in a non-peer-reviewed journal ▪ Publication of a book chapter or review article ▪ Organization of a workshop, meeting, or conference session ▪ Poster presentation at a scientific conference (counts only once) ▪ Peer-review review of journal article, book chapter, or grant proposal (counts only once) ▪ Other contribution considered by the department to be relevant and equivalent to the items above 			

For Promotion to Professor:

Evidence of Scholarly Work Performed While at Stonehill College (since earning tenure)		Evidence of Collaboration with Undergraduates Students on Scholarship		Evidence of Promise of a Continuing Trajectory of Scholarship in the Years to Come
At least two (2) peer-reviewed publications or patents on which the candidate is the lead author/inventor. The majority of the work must be completed while the candidate is on the Stonehill faculty.		Mentorship of at least six (6) Stonehill students in the candidate's own scholarship during the summer or academic year.		An updated 3-year plan including at least two (2) of the following:
OR: one (1) of the above in addition to the below		The particular work completed by the students does not have to be the same as in the publication/patent, as long as it still qualifies as scholarship.		<ul style="list-style-type: none"> ▪ Ongoing scholarly project ▪ Ongoing external grant funding ▪ Ongoing mentoring of student research ▪ Manuscript in preparation or submitted ▪ External grant in preparation or submitted ▪ Planned conference presentation (oral or poster) ▪ Other activity considered by the department to be relevant and equivalent to the items above
At least one (1) peer-reviewed publication or patent on which the candidate is <u>not</u> the lead author/inventor. The majority of the candidate's contribution must be completed while the candidate is on the Stonehill faculty.	+	At least three (3) of the following items completed while at Stonehill: <ul style="list-style-type: none"> ▪ Submission of an external grant proposal ▪ Oral presentation at a scientific conference ▪ Publication in a non-peer-reviewed journal ▪ Publication of a book chapter or review article ▪ Organization of a workshop, meeting, or conference session ▪ Poster presentation at a scientific conference (counts only once) ▪ Peer-review review of journal article, book chapter, or grant proposal (counts only once) ▪ Other contribution considered by the department to be relevant and equivalent to the items above 	+	

COMMUNICATION DEPARTMENT - SCHOLARSHIP CRITERIA

Revised May 2011; Approved July 2012

SCHOLARSHIP CRITERIA FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

1. Peer-reviewed publications: journal articles, books, book chapters, or monographs. At least three peer-reviewed publications, or one peer-reviewed book published by a scholarly press, are necessary.
 - A. Co-authorship is equivalent to single authorship.
 - B. External grants may qualify as one or more peer-reviewed articles, depending on the scope of the project and the funding source.
 - C. Textbooks are considered a valuable contribution to the discipline, equivalent to one article.
2. Conference papers: papers delivered at regional, national, or international conferences. Papers have either passed peer-review processes or been invited for presentation; the former should be weighed more in importance.
3. Poster presentations: posters delivered at regional, national, or international conferences that have undergone a peer-review process.
4. Other publications: book reviews, encyclopedia entries, non-scholarly publications; and talks/lectures given to community organizations or groups. Items from this category on a candidate's resume strengthen his or her application, but they are insufficient in themselves for promotion or tenure.

Work done as a graduate student or at another institution counts toward tenure and promotion to Associate Professor. The department also recognizes other evidence of scholarly activities such as Stonehill Summer Grants and SURE grants, serving as a reviewer for a scholarly journal, and external grant applications. But the most important indicator of scholarship is peer-reviewed publications.

SCHOLARSHIP CRITERIA FOR PROMOTION TO PROFESSOR

Between tenure or promotion to the rank of associate professor and application to the rank of professor, a candidate will have:

1. At least four peer-reviewed publications from category one above, with a book published by a scholarly press equivalent to three peer-reviewed publications.
2. Evidence of continued scholarly activity through conference participation in categories two and three above.
3. Establishment of a reputation for scholarly achievement in the academic field at large through other scholarly or professional contributions, such as those noted in category four above.

COMPUTER SCIENCE DEPARTMENT - SCHOLARSHIP CRITERIA

May 2010 (Revised/Approved?)

SCHOLARSHIP CRITERIA FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

The successful candidate for tenure and promotion to Associate Professor must satisfy both of the following criteria:

1. The candidate must have acquired a total of ten points according to the following schedule.
 - a. Publication in a refereed, indexed journal or in the proceedings of an exceptionally prestigious conference. A list of such conferences must be submitted by the candidate and corroborated by an external panel of specialists in that area. The journal may be either a computer science research journal or a journal dedicated to pedagogical issues in computer science (e.g. SIGCSE Bulletin or The Journal of Computing Sciences in Colleges).
 - b. Publication of a scholarly book or a textbook — 2 points
 - c. A funded National Science Foundation or Department of Defense sponsored grant — 2 points.
 - d. Conference presentation — 1 point
 - e. Competitive student presentation — 1 point
 - f. Corporate equipment grants, patents — 1 point
2. At least two of the ten points must be acquired through publication i.e., according to criteria 1a or 1b.

(See Note below.)

SCHOLARSHIP CRITERIA FOR PROMOTION TO PROFESSOR

The successful candidate for promotion to the rank of Professor must meet each of the following criteria:

Subsequent to promotion to Associate Professor:

1. The candidate must have at least three (additional) publications in refereed journals.
2. In addition to three publications, the candidate must have acquired at least 10 (additional) points (as detailed in the criteria for promotion to Associate Professor).

Note: Although a candidate may have acquired the requisite number of points for tenure and/or promotion, the quality of the candidate's work (as determined through internal and external reviews) is an equally important factor in the final decision to tenure and/or promote. The accumulation of points alone does not guarantee tenure or promotion.

ECONOMICS DEPARTMENT – SCHOLARSHIP CRITERIA

December 2011 (Revised or Approved?)

The Economics Department suggests the following criteria for scholarly achievement:

SCHOLARLY CRITERIA FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

1. In most cases the faculty member will
 - a. Ordinarily have two peer reviewed articles published or accepted in refereed scholarly journals, conference proceedings, or book chapters. However, the department is also committed to recognizing and rewarding publication quality. As such, the department reserves the right to recognize one high quality refereed scholarly article to be equivalent to two or more publications of various quality.

Or

 - b. One book published or accepted for publication
2. The faculty member must be engaged in current active research and have a clear and feasible long-term research agenda. Therefore the faculty member will present evidence of performing at least four of the activities below. Multiple examples from an individual category may be viewed as a signal of quality.
 - a. Conference presentations of published or unpublished manuscripts,
 - b. Recent journal or book chapter submissions of currently unaccepted manuscripts,
 - c. Recent book proposal submissions of currently unaccepted manuscripts,
 - d. Revise and resubmission requests by a journal,
 - e. Research collaborations with other faculty,
 - f. Research collaborations with Stonehill students,
 - g. Organizing a conference session,
 - h. Serving as conference discussant,
 - i. Serving as conference session chair,
 - j. Book reviews,
 - k. Encyclopedia articles,
 - l. External research grant proposal submissions,
 - m. External research grant awards,
 - n. Invited external lectures or workshop presentations,
 - o. Published interviews or editorials on scholarly achievements,
 - p. Referee reports, or
 - q. Professional consulting related to scholarly achievements

(For example: If a faculty member serves as a session chair, serves as a discussant, and presents an unaccepted manuscript at a conference, the faculty member will have completed three activities. If the faculty member then submits a draft of the presented manuscript for publication, the faculty member would meet the active research requirements listed under part 1, section b.)

SCHOLARLY CRITERIA FOR PROMOTION TO FULL PROFESSOR

1. In most cases the faculty member will
 - a. Ordinarily have a lifetime total of four peer reviewed articles published or accepted in refereed scholarly journals, conference proceedings, or book chapters. However, the department is also committed to recognizing and rewarding publication quality.

As such, the department reserves the right to recognize one high quality refereed scholarly article as equivalent to two or more publications of various quality.

Or

- b. One book published or accepted for publication since promotion to Associate Professor.
2. The faculty member must be engaged in current active research and have a clear and feasible long-term research agenda. Therefore the faculty member will present evidence of performing at least five of the activities below, since promotion to Associate Professor. Multiple examples from an individual category may be viewed as a signal of quality.
- a. Conference presentations of published or unpublished manuscripts,
 - b. Recent journal or book chapter submissions of currently unaccepted manuscripts,
 - c. Recent book proposal submissions of currently unaccepted manuscripts,
 - d. Revise and resubmission requests by a journal,
 - e. Research collaborations with other faculty,
 - f. Research collaborations with Stonehill students,
 - g. Organizing a conference session,
 - h. Serving as conference discussant,
 - i. Serving as conference session chair,
 - j. Book reviews,
 - k. Encyclopedia articles,
 - l. External research grant proposal submissions,
 - m. External research grant awards,
 - n. Invited external lectures or workshop presentations,
 - o. Published interviews or editorials on scholarly achievements,
 - p. Referee reports
 - q. Professional consulting related to scholarly achievements
 - r. One or more citations (other than self-citation) of the candidate's previous research

The economics department recognizes that its current and future members come from a wide range of specializations. Other economists should ultimately evaluate the quality and desired goals of a candidate's scholarship, and professional endeavors.

EDUCATION DEPARTMENT - SCHOLARSHIP CRITERIA

January 2010 (revised/approved?)

Types of Acceptable Scholarship
(order does not imply preference)

Demonstrating Original Research: This includes the collection, analysis and dissemination of original data sources, advancement of methods of inquiry or pedagogical techniques, theory generation or testing, and the dissemination of these in refereed journals and other reputable outlets.

Demonstrating the Integration of Knowledge: This includes books, review articles, chapters in edited books, textbooks, and instructional materials that bring diverse findings together to enhance knowledge,

Demonstrating the Application of Knowledge: This type of scholarship can take many forms. Examples include (but are not limited to) the development and dissemination of new or innovative educational programs or educational partnerships; the writing of program evaluations, or other technical documents; governmental publications; educational curricula, including materials that can be used by teachers in the PK-12 classroom or other original curriculum products (such as teaching videos, CDROMs, tests, workbooks, etc.).

SCHOLARLY CRITERIA FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

The faculty member applying for tenure and promotion to associate professor in the Education Department should demonstrate a substantial commitment to research, writing, and professional development. Therefore, in addition to regular attendance at meetings, conventions or symposia in their area of expertise, the candidate should demonstrate a clear record of scholarly activity with a goal of disseminating their scholarship demonstrating original research, the integration of knowledge and/or the application of knowledge (as defined above).

The candidate for tenure and promotion to associate professor should have:

1. presented at least three scholarly papers, presentations, or posters at national conferences or meetings, and
2. published, or have in press, one book, or a minimum of two peer reviewed/refereed articles in scholarly journals, conference proceedings, chapters in edited books, or their equivalent, and
3. provided evidence of the potential for further scholarly productivity.

In all cases, co-authorship is seen as equivalent to single authorship, with special consideration given to all scholarship (presentations and publications) including Stonehill students as co-authors.

Other evidence which amplifies a candidate's application includes but is not limited to, book reviews; invited lectures; an ongoing agenda for providing professional development to practitioners; internally and externally funded grants; serving as a book or journal reviewer; serving as a journal editor.

SCHOLARLY CRITERIA FOR PROMOTION TO FULL PROFESSOR

The faculty member seeking promotion to full professor should manifest continued scholarly and/or creative productivity with a goal of disseminating their scholarship demonstrating original research, the integration of knowledge and/or the application of knowledge (as defined above).

Beyond the requirements for tenure, the candidate seeking promotion to full professor should:

1. demonstrate regular attendance at meetings, conventions or symposia in their area of expertise, and
2. have presented at least three scholarly papers, presentations, or posters at national conferences or meetings, and
3. have published, or have in press, one book, or a minimum of two peer reviewed/refereed articles in scholarly journals, conference proceedings, chapters in edited books, or their equivalent, and
4. display evidence of the potential for further scholarly productivity.

In all cases, co-authorship is seen as equivalent to single authorship, with special consideration given to all scholarship (presentations and publications) including Stonehill students as co-authors.

Other evidence which amplifies a candidate's application includes but is not limited to, book reviews; invited lectures; an ongoing agenda for providing professional development to practitioners; internally and externally funded grants; serving as a book or journal reviewer; serving as a journal editor.

ENGLISH DEPARTMENT - SCHOLARSHIP CRITERIA

Revised February 2020; Approved March 2020

Because we think there is a reciprocal relationship between teaching and research and because we believe that in order to be an effective teacher, every faculty member needs to be engaged in original scholarship and/or creative production and to keep up with developments in our field, the English Department has agreed upon the following criteria for faculty members applying for (I.) tenure and promotion to Associate Professor and (II.) promotion to Professor:

I. CRITERIA FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR:

- The faculty member should demonstrate an ongoing, outstanding record of teaching and service to the department.
- The faculty member should also display evidence of ongoing research, writing, and professional development. The faculty member should demonstrate a substantial commitment to scholarly and/or creative publication. This evidence may include book-length works, peer-reviewed essays, book reviews, and encyclopedia articles, as well as published works of short fiction and nonfiction, poetry, drama, performed plays and screenplays, and instances of performance art. Other activity includes non-academic articles and works of public scholarship (in print or e- journals), conference papers, and participation at professional seminars, invited lectures, and readings.
- Electronic publication will be regarded as equivalent to print publication.
- A formal letter of acceptance by a publisher or editor will be considered the equivalent of publication.
- Work published between receipt of the Master's degree (or equivalent entry to preparation for the dissertation) and employment at Stonehill College will be counted toward tenure and promotion.

In order to assist the Rank and Tenure Committee with their decision on tenure and promotion a system of points has been developed by the English Department.

The number of points for granting tenure and promotion to Associate Professor is: 10 total. At least 6 points must come from items a. to i.; the remainder may be taken from any item below, a. to q.

The following type and amount of scholarly and/or creative accomplishment should be required for granting of tenure and promotion to Associate Professor:

- a. Publication of a scholarly monograph with a university or academic press (9 points).
- b. Publication of a novel, memoir, or play, or a book-length collection of short fiction, creative non-fiction, or poetry with a university, commercial, or respected small press (9 points).
- c. Publication of an edited or co-edited collection of scholarly essays with a university or academic press (6 points).
- d. Publication of an edited or co-edited collection of fiction, non-fiction, or poetry with a university, commercial, or respected small press (6 points).
- e. Publication of a book-length translation or scholarly edition of a work written by another author with a university or academic press (6 points).

- f. Publication of a textbook by a university, academic, or commercial press (6 points).
- g. Publication of a peer-reviewed chapter in a scholarly collection, article in a scholarly journal, or essay in a conference proceedings (4 points).
- h. Publication of an invited chapter, article, or essay in a scholarly collection, journal, or conference proceedings (4 points).
- i. Publication of a poem, work of short fiction, or work of creative nonfiction in a literary journal or in an anthology published by a university, commercial, or respected small press (4 points).
- j. Publication of a non-academic essay in a regional, national, or international journal (3 points).
- k. Funded external grant, including a research proposal and fellowship (3 points).
- l. Performance of an original creative work, e.g. a play, film production, or performance art (2 points).
- m. Publication of a book review in a scholarly journal (2 points).
- n. Publication of an encyclopedia entry with a university or academic press (2 points).
- o. Presentation at an international, national or regional conference (1 point).
- p. Public reading of creative work, public programming, consulting report, or community service that draws directly upon scholarship (1 point).
- q. Publication of software or an innovative technological application available for public use (1 point).

II. CRITERIA FOR PROMOTION TO PROFESSOR:

- Beyond the criteria for promotion to associate professor, the faculty member should show an ongoing, outstanding record of teaching and service to the department and to the college.
- The faculty member should also display evidence of ongoing research, writing, and professional development. The faculty member should demonstrate a substantial commitment to scholarly and/or creative publication. This evidence may include book-length works, peer-reviewed essays, book reviews, and encyclopedia articles, as well as published works of short fiction and nonfiction, poetry, drama, performed plays and screenplays, and instances of performance art. Other activity includes non-academic articles and works of public scholarship (in print or e- journals), conference papers, and participation at professional seminars, invited lectures, and readings.
- Electronic publication will be regarded as equivalent to print publication.
- A formal letter of acceptance by a publisher or editor will be considered the equivalent of publication.

The number of points required for promotion to Professor is: 10 total, earned after tenure and promotion to Associate Professor. At least 6 points must come from items a. to i.; the remainder may be taken from any item below, a. to q.

The following type and amount of scholarly and/or creative accomplishment should be required for granting of tenure and promotion to Associate Professor:

- a. Publication of a scholarly monograph with a university or academic press (9 points).
- b. Publication of a novel, memoir, or play, or a book-length collection of short fiction, creative non-fiction, or poetry with a university, commercial, or respected small press (9 points).

- c. Publication of an edited or co-edited collection of scholarly essays with a university or academic press (6 points).
- d. Publication of an edited or co-edited collection of fiction, non-fiction, or poetry with a university, commercial, or respected small press (6 points).
- e. Publication of a book-length translation or scholarly edition of a work written by another author with a university or academic press (6 points).
- f. Publication of a textbook by a university, academic, or commercial press (6 points).
- g. Publication of a peer-reviewed chapter in a scholarly collection, article in a scholarly journal, or essay in a conference proceedings (4 points).
- h. Publication of an invited chapter, article, or essay in a scholarly collection, journal, or conference proceedings (4 points).
- i. Publication of a poem, work of short fiction, or work of creative nonfiction in a literary journal or in an anthology published by a university, commercial, or respected small press (4 points).
- j. Publication of a non-academic essay in a regional, national, or international journal (3 points).
- k. Funded external grant, including a research proposal and fellowship (3 points).
- l. Performance of an original creative work, e.g. a play, film production, or performance art (2 points).
- m. Publication of a book review in a scholarly journal (2 points).
- n. Publication of an encyclopedia entry with a university or academic press (2 points).
- o. Presentation at an international, national or regional conference (1 point).
- p. Public reading of creative work, public programming, consulting report, or community service that draws directly upon scholarship (1 point).
- q. Publication of software or an innovative technological application available for public use (1 point).

Rationale:

Given the range of expectations we have for our faculty, including outstanding teaching, ongoing departmental and college-wide service, and productive research, our criteria are based on an assessment of the “whole person” and have been formulated to acknowledge many paths to promotion.

Our conditions for tenure and promotion also recognize the challenge of research and publication in the absence of the pre-tenure sabbaticals and course releases provided by many of our peer and aspirant institutions. At a college like Stonehill, which puts such a premium on excellence and innovation in teaching, it is essential that new faculty devote their primary energies to course development. Until such time as we can give all faculty members such opportunities for research, we believe that the minimums above are reasonable and appropriate expectations for tenure, promotion and subsequent advancement.

Implementation Date:

Our Department wishes for these changes to be implemented immediately.

HEALTH CARE ADMINISTRATION DEPARTMENT – SCHOLARSHIP

CRITERIA

May 2011 (Revised or Approved?)

SCHOLARLY CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR OR TENURE

1. *Peer-reviewed publications*: books, monographs, journal articles, chapters in anthologies, editions, or annotations; one book or at least two other peer-reviewed publications are necessary.
2. *Conference papers*: papers delivered at regional, national, or international conferences. The paper has been an invited contribution or has passed through a program committee (i.e., peer review).
3. *Poster sessions*: posters at professional conferences that have gone through a peer-review process such as a program committee.
4. *“Work for Hire”*: encyclopedia articles, book reviews. These are invited works. Although these publications undergo editorial review and are not automatically published despite the invitation, they are not in the same class as peer-reviewed publications, conference papers, or a poster. Items from this category on a candidate’s resume strengthen his or her application, but they are insufficient in themselves.

For promotion to associate professor or tenure, a candidate will have satisfied number 1 and have at least two items from number 2 or number 3.

Basically, the coin of the realm is a peer-reviewed publication. There are many other indicators of scholarly or professional activity that, like category 4 above, strengthen an application but cannot substitute for publication.

Promotion to the rank of professor: Between tenure or promotion to the rank of associate professor and application to the rank of professor, a candidate will have at least one book or three other items from number 1 and at least two items from number 2 or number 3.

HISTORY DEPARTMENT - SCHOLARSHIP CRITERIA

Revised May 2011; Approved July 2012

Research and scholarship are essential components in the work of professional historians: they add to new knowledge and advance our field; highlight the department's and college's reputation among outside constituencies; and enhance the quality and effectiveness of our teaching. Given the important balance placed on teaching, professional development, and scholarship at Stonehill College, the history department recommends the following criteria for scholarly achievement.

CRITERIA FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

- The faculty member should have published, or have accepted for publication, one peer-reviewed book or two peer-reviewed articles in scholarly journals, conference proceedings, or edited volumes.
- The faculty members should also display evidence of continued research, writing, and professional development. This evidence may include, but is not limited to: book reviews, encyclopedia articles, conference papers, grants, museum exhibits, or invited lectures.

CRITERIA FOR PROMOTION TO PROFESSOR

- In addition to the requirements for tenure, the faculty member should have accepted for publication one peer-reviewed book or two peer-reviewed articles in scholarly journals, conference proceedings, or edited volumes.
- The candidate for full professor should manifest a continued and active agenda of research and scholarly engagement, one that may include, but is not limited to: book reviews, encyclopedia articles, conference papers, grants, museum exhibits or invited lectures.

The History department recognizes that its members come from a wide range of specializations and areas of expertise. The quality and desired goals of their scholarship and professional endeavors should ultimately be evaluated by scholars trained in the field.

LANGUAGES, LITERATURES, AND CULTURES DEPARTMENT -

SCHOLARSHIP CRITERIA

Revised May 2015; Approved May 2015

SCHOLARSHIP CRITERIA FOR TENURE AND PROMOTION

The Department of Languages, Literatures, and Cultures expects its faculty members to demonstrate a strong commitment to teaching, scholarly activity, service and professional development. Given the diversity of programs and teaching assignments for faculty within the Department of Languages, Literatures, and Cultures there is no prescribed field of research nor simple formula for the evaluation of a faculty member's publication and research record for promotion and tenure. Each candidate's record will be evaluated in terms of his or her assigned duties and specialty. In terms of the type and recognized field of research, the department endorses the recommendation of ADFL (Association of Department of Foreign Languages) published in its 1987 "Policy Statements on the Administration of Foreign Languages Departments": "The nature of departments of foreign languages is rapidly changing. The new thrust toward interdisciplinary work and the fields of inquiry including those made possible by technological advances broaden the legitimate areas of both teaching and research within a foreign language department. Colleagues may be involved in disciplines closely related to foreign languages and literatures that have not in the past been considered an integral part of a foreign language department. Some examples of these fields include women's studies, film studies, literary and technical translation, creative writing, area studies, and foreign language methodology and pedagogy, including work in the new technology." In terms of scholarship, ADFL states: "scholarship should be defined broadly and not be limited to the academic book or article. Local definitions of scholarly activity will vary and may include the presentation of papers, the development of instructional materials and computer software, reviews of others' scholarly work, and other forms of writing. These activities should be evaluated according to well-thought-out standards."

In order to assist the Rank and Tenure Committee with their decision on tenure and promotion a system of points has been developed by the Department of Languages, Literatures, and Cultures.

The number of points for granting tenure and promotion to Associate Professor should be: 20. At least 8 points must come from peer-reviewed publications.

The number of points required for promotion to Full Professor should be: 20, earned after tenure and promotion to Associate Professor. At least 8 points must come from peer-reviewed publications.

In order of importance the following type and amount of scholarly accomplishment should be required for granting of tenure and promotion to Associate Professor and for promotion to Full Professor:

- Peer-reviewed scholarly book (18 points).
- Publication of textbook (5 points).
- Peer-reviewed chapter in a book and peer-reviewed article in a professional journal (4 points).
- Invited contribution published in a peer-reviewed book or journal (4 points).
- Dissemination (published, performed, presented) of an original creative work in one's discipline (e.g., novels, poetry, short stories, film production, etc.) (2 to 4 points).
- Software, innovative technological applications available for public use (2 to 3 points).
- Presentation at international, national and regional conferences (2 to 3 points).
- Translation, public programming, consulting report, community service which draws directly upon scholarship, book review (2 points).

- Funded grant application, including fellowship and research proposal (1 point).

Rationale and Justification:

- 1) While the Department of Languages, Literatures, and Cultures strongly encourages peer-reviewed traditional scholarly publications (such as journal articles and books), it wishes to remain open to alternative form of scholarship (such as, but not limited to “online” peer-reviewed journals, publication of software, invited contributions, etc.) in keeping with recent recommendations from the Modern Language Association. Contributions outside of the formal “peer-review” process can be considered provided that they follow some equivalent form as an external peer-assessment procedure (such as approval by an editorial board) or are deemed otherwise significant for the field.
- 2) The Department of Languages, Literatures, and Cultures wishes to remind the Rank and Tenure Committee that in the common parlance of the field, “creative work” refers to works of fiction (novel, short story), theater or poetry as opposed to “scholarly works”. This commonly accepted terminology does not imply in any way a lack of creativity or originality for commonly referred to as “scholarly works” any more than the term “creative work” implies a lack of “scholarly” qualification. The Department further considers a certain amount of “vagueness” a virtue inasmuch as it does not see any compelling reason to reject as a matter of principle forms of scholarship, which do not fit pre-established or rigid categories.
- 3) The Department’s statement is consistent with the ADFL statement and with the on-line statements of other Foreign Language Departments, although ours is more quantifiable.

MATHEMATICS DEPARTMENT - SCHOLARSHIP CRITERIA

Revised April 2020; Approved May 2020

CRITERIA FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

The successful candidate for tenure and promotion to Associate Professor must satisfy **both** of the following criteria:

1. The candidate must acquire a total of 25 points within the 6 years prior to application for tenure and promotion according to the following schedule:
 - a. Publication in a refereed, indexed journal. The journal may be a research journal, an expository journal, or one dedicated to pedagogical issues in mathematics – 6 points
 - b. Publication of a scholarly book or textbook; or a chapter in a scholarly book or textbook – 6 points
 - c. A funded National Science Foundation (or equivalent) grant – 5 points
 - d. Invited survey article (not refereed) in a reviewed journal – 4 points
 - e. Published solution of an open problem in a mathematical journal – 4 points
 - f. Editing a scholarly journal or book – 3 points
 - g. Conference presentation, poster presentation at a conference, invited talk – 2 points
 - h. Publication in nonrefereed conference proceedings – 2 points
 - i. Name acknowledged for a solution to an open problem published in a mathematical journal – 1 point
 - j. Published review of a journal article or book in Mathematical Reviews (or a similar publication) – 1 point
 - k. A mentored student's research talk/poster at a conference – 1 point
2. At least 6 of the 25 points must be acquired through publication, i.e., according to criteria 1a or 1b.

Note: Electronic publication will be regarded as equivalent to print publication. A formal letter of acceptance by a publisher or editor will be considered the equivalent of publication.

Although a candidate may have acquired the requisite number of points for tenure and/or promotion, the quality of the candidate's work (as determined through internal and external reviews) is an equally important factor in the final decision to tenure and/or promote. The accumulation of points alone does not guarantee tenure or promotion.

CRITERIA FOR PROMOTION TO PROFESSOR

The successful candidate for promotion to the rank of Professor must meet each of the following criteria:

Subsequent to promotion to Associate Professor:

The candidate must acquire an additional 25 points, as detailed in the criteria for promotion to Associate Professor. At least 12 of the 25 points must be through publication according to the criteria in 1a or 1b.

Note: Although a candidate may have acquired the requisite number of points for tenure and/or promotion, the quality of the candidate's work (as determined through internal and external reviews) is an equally important factor in the final decision to tenure and/or promote. The accumulation of points alone does not guarantee tenure or promotion.

PHILOSOPHY DEPARTMENT - SCHOLARSHIP CRITERIA

Revised September 2006; Approved July 2012

CRITERIA FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

The department requires its candidates to have demonstrated substantial progress in scholarly work beyond the level of their doctoral dissertation. In most cases, substantial progress would be defined as four articles in peer-reviewed journals, or one book and two articles in peer-reviewed journals. A chapter in a book, an article in an encyclopedia, or the editing of a book would be considered at least equivalent to a peer-reviewed article.

Other activities which would strengthen the candidates' application would include:

1. Papers delivered at conferences:
 - a. Invited papers
 - b. Papers accepted for presentation at professional conferences
2. Other Contributions:
 - a. Membership on Editorial Board for Publishers or Journals
 - b. Evaluator for Publishers or Journals
 - c. Book Reviews
 - d. Holding office in Professional Societies

CRITERIA FOR PROMOTION TO PROFESSOR

The department requires its candidates to have demonstrated continuing, substantial progress in scholarly work beyond the level achieved for tenure and/or promotion to Associate Professor. In most cases, substantial progress would be defined as four articles in peer-reviewed journals, or one book and two articles in peer-reviewed journals.

Other activities which would strengthen the candidates' application would include those indicated above, especially those that indicate a significant level of stature and reputation in the field.

PHYSICS AND ASTRONOMY DEPARTMENT - SCHOLARSHIP CRITERIA

Revised April 2011; Approved July 2012

CRITERIA FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

1. In most cases, two refereed publications as an assistant professor. Greater merit is given for publication in highly respected journals and for first (or equal) authorship.
2. Other evidence of research activity and potential.

CRITERIA FOR PROMOTION TO PROFESSOR

1. In most cases, three refereed publications as an associate professor, at an average rate of at least one per three years. Greater merit is given for publication in highly respected journals and for first (or equal) authorship.
2. Strong additional evidence of successful research activity.

Other evidence of research includes:

- Invited talks at other institutions (usually unpublished).
- Invited talks at conferences (usually published).
- Talks at conferences (usually published).
- Official association with other institutions.
- Informal association with other institutions.
- Refereeing for journals.
- Reviewing grant applications.
- Organizing conferences and/or workshops.
- Attending conferences and/or workshops.
- Grants, personal.
- Grants, shared.
- Direction of undergraduate research.

POLITICAL SCIENCE AND INTERNATIONAL STUDIES

DEPARTMENT- SCHOLARSHIP CRITERIA

Revised June 2011; Approved July 2012

CRITERIA FOR TENURE

At the time of tenure review the department would expect the candidate to have:

- Presented three conference papers at regional, national or international conferences. The papers should reflect the development of research in the candidate's area of specialization. The conferences assess in terms of the ascending difficulty of being on the program. The American Political Science Association and the International Studies Association national conferences, for example, are more competitive than the regional counterparts.
- Established a clearly articulated research agenda.
- Established a record of teaching excellence and service to the College.
- Published two articles in peer review journals or a published book.

CRITERIA FOR PROMOTION TO PROFESSOR

At the time of applying for Full Professor review the department would expect the candidate to have:

- Presented at least three additional conference papers at regional, national or international conferences.
- Published one or more books in their field or at least three additional articles in peer review journals.
- Continued with a record of teaching excellence and service to the College.

Enhancing the candidate's standing would include:

- Publishing chapters in edited books, books of reading.
- Obtaining a grant or grants to support their research and professional development
- Holding office in a professional association, running their annual conference, serving as program chair and other service roles within the discipline.
- Chairing panels or acting as a discussant on panels at professional conferences.

PSYCHOLOGY DEPARTMENT - SCHOLARSHIP CRITERIA

Revised November 2010; Approved July 2012

In accordance with the definitions and guidelines expressed by the American Psychological Association (Halpern et al., 1998), and cognizant of the type of institution we are, the Psychology Department at Stonehill College considers the following to be reasonable expectations regarding professional development.

TYPES OF ACCEPTABLE SCHOLARSHIP

The categories cited below are used solely for the purpose of establishing minimal criteria for scholarly work, which we outline below.

- I. **Original Research**. This includes the collection of original data, advancement in the methods of inquiry (e.g., development of a new psychological instrument), theory generation or testing, and the dissemination of these in refereed journals and other reputable outlets.
- II. **Integration of Knowledge**. Review articles, books, meta-analyses, chapters in edited books, textbooks, and instructional materials (instructors manuals, test banks, study guides) that bring diverse findings together to enhance knowledge are examples of scholarship involving the integration of knowledge.
- III. **Application of Knowledge**. This type of scholarship can take many forms. Examples include writing for a popular audience, writing court briefs that assist judges in resolving legal issues, developing software and other new forms of media in accord with our knowledge of how people think and learn, using psychological principles to establish or review community projects (e.g., schools for LD adults), and conducting site visits in which one's knowledge of a quality program guides the evaluation.
- IV. **The Scholarship of Pedagogy**. This category includes research on teaching and learning at all levels, in all settings (home, job, marketplace) and with all populations (gifted, impoverished, nonhuman, machine intelligence, etc.). Research on ways to promote learning and evaluate effectiveness at a college level, including the teaching of psychology, are included in this category.

There are numerous other activities that the department values as important scholarly work: grant writing and serving as a reviewer, for instance. All of these positively influence a candidate's application. In addition, the department may treat certain substantive long-term projects as equivalent to two scholarly works.

Halpern, D.F., Smothergill, D.W., Allen, M. Baker, S. Baum, C., Best, D. Ferrari, J., Geisenger, K.F., Gilden, E.R., Hester, M., Keith-Spiegel, P., Kierniesdsky, N.C., MCGovern, T.V., McKeachie, W.J., Prokasy, W.F., Szuchman, L.T., Vasta, R. & Weaver, K.A. (1998). Scholarship in psychology: A paradigm for the twenty-first century. *American Psychologist*, 53, 1292-1297.

MINIMUM EXPECTATIONS OF SCHOLARSHIP

CRITERIA FOR PROMOTION AND TENURE TO ASSOCIATE PROFESSOR

In addition to regular attendance at meetings, conventions or symposia in the candidate's area of expertise, the applicant should have

- I. presented at least three papers or posters at refereed conference meetings;
AND
- II. published at least one article reporting original research, as defined above;
AND
- III. published at least one other scholarly work, in any of the four categories defined above.
AND
- IV. provided evidence of the potential for further scholarly productivity.

Co-authorship is equivalent to single authorship.

CRITERIA FOR PROMOTION TO PROFESSOR

In addition to regular attendance at meetings, conventions or symposia in the candidate's area of expertise, the applicant should have, since being granted tenure and promoted to Associate Professor

- I. presented at least three papers or posters at refereed conference meetings;
AND
- II. published at least one article reporting original research, as defined above;
AND
- III. published at least two other scholarly works, in any of the four categories defined above.
AND
- IV. provided evidence of the potential for further scholarly productivity.

Co-authorship is equivalent to single authorship.

RELIGIOUS STUDIES DEPARTMENT - SCHOLARSHIP CRITERIA

Revised May 2010; Approved July 2012

The Religious Studies faculty believes that the criteria articulated below accomplish the following goals:

- The criteria reflect the spirit and embody the academic and professional standards contained in the revised Rank & Tenure criteria and procedures passed by the Faculty Senate, Academic Administration and the Board of Trustees in January 2003.
- The departmental criteria clearly acknowledge that each member is committed to teaching excellence and scholarly development. The Department also recognizes additional demands by outside religious and community organizations seeking to utilize the expertise of its members.
- Stonehill College is a “community of communities” in which the Department of Religious Studies is one community. The wellbeing of Stonehill depends on the complementarity of strengths of each member contributing to its common mission.

The Department expects its members to be engaged in ongoing professional growth, centered on contributing to the field of Religious Studies. We construe professional growth as encompassing several areas (in decreasing importance):

1. The production of scholarly work, i.e., original contribution in one’s field, such as single-author books, peer-reviewed article, chapters in anthologies, translations with commentaries or annotations, and edited volumes.
2. Conference papers, encyclopedia entries, book reviews, special lectures, and the design and facilitation of community workshops, programs, and seminars.
3. Non-scholarly publications, service in professional organizations, education of non-specialists, and grant applications.
4. Attending conferences and giving talks for community groups and organizations.

CRITERIA FOR PROMOTION TO TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

The Department requires candidates for tenure and promotion to associate professor to have demonstrated sustained scholarly productivity beyond the dissertation and strong indications of continued accomplishment.

In terms of the production of scholarly work (area 1 above), they should normally have published at least two articles in refereed journals (or scholarly edited volumes), or have a scholarly book that is either in print or in press with a signed contract.

The candidate should also display evidence of ongoing contributions to the discipline and professional growth as outlined in areas 2-4 above.

CRITERIA FOR PROMOTION TO PROFESSOR

The Department requires candidates for promotion to full professor to have demonstrated sustained scholarly productivity beyond promotion to associate professor and ongoing contributions to the discipline.

The publication of a scholarly book is required for promotion to the rank of Full Professor. If the candidate was promoted to Associate Professor on the basis of a scholarly book, he or she should normally have published three or more articles in refereed journals (or scholarly edited volumes) since the promotion, or have a second book in press with a signed contract. The candidate should also have made ongoing contributions to the discipline and professional growth as outlined in areas 2-4 above.

In addition, the candidate should provide evidence that he or she has achieved recognition as an active and recognized contributor to the discipline.

SOCIOLOGY AND CRIMINOLOGY DEPARTMENT - SCHOLARSHIP

CRITERIA

CRITERIA FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

Revised and Approved July 2015

Based on our review of peer institutions, as well as other social science disciplines at Stonehill College, the Sociology and Criminology Department recommends the following as evidence of scholarship for the purpose of the tenure decision:

1. Published two peer-review articles,
2. One additional written contribution to scholarship, and
3. Clear and compelling evidence of on-going scholarly productivity across a range of activities.

In terms of item #1, we recognize:

- Peer-reviewed book chapters are equivalent to peer reviewed articles.
- A peer-reviewed book published by a scholarly press is equivalent to four (4) articles.
- A peer-reviewed textbook published by a scholarly press is considered the equivalent of 3 peer-reviewed articles
- Co-authorship is equivalent to single authorship.
- By peer-review, we refer to the process where other experts in the field provide detailed feedback and commentary on a project, requiring re-thinking and refinement of the work. This can be open, blind, or double blind. Most importantly, we seek to highlight the value of engaged conversation about the research process, findings, and conclusions.

In terms of item #2, we recognize:

- Reports, external grants, and community-based or applied research and creative public scholarship (including but not limited to photography, film, artistic, or other exhibitions) are all valuable contributions. For our purposes, a considerable project will qualify as an additional contribution.
- An additional peer-reviewed article as defined in #1.

In terms of item #3, we recognize scholarly productivity such as:

- Conference presentations,
- Invited external lectures or workshop presentations,
- Recent journal or book chapter submissions of currently unaccepted manuscripts,
- Recent book proposal submissions of currently unaccepted manuscripts,
- Revise and resubmission requests by a journal,
- Research collaborations with other faculty,
- Research collaborations with Stonehill students,
- Organizing a conference session,
- Serving as conference discussant.
- Book reviews
- Encyclopedia articles
- External research grant proposal submissions
- External research grant awards
- Published interviews or editorials on scholarly achievements,
- Non-peer reviewed reports

As well as evidence of scholarly service such as:

- Serving as an external reviewer for a scholarly journal, press, or granting agency,
- Professional consulting related to scholarly achievements,
- Building relationships with community-based agency,
- Serving on an advisory board for a community-based agency.

CRITERIA FOR PROMOTION TO PROFESSOR

Based on our review of peer institutions, as well as other social science disciplines at Stonehill College, the Sociology and Criminology Department recommends the following as evidence of scholarship for the purpose of promotion to Professor beyond the work already completed for promotion to Associate Professor:

1. Published two peer-review articles,
2. Three additional written contributions to scholarship, and
3. Clear and compelling evidence of on-going scholarly productivity across a range of activities.

In terms of item #1, we recognize:

- Peer-reviewed book chapters are equivalent to peer reviewed articles.
- A peer-reviewed book published by a scholarly press is equivalent to four (4) articles.
- A peer-reviewed textbook published by a scholarly press is considered the equivalent of 3 peer-reviewed articles
- Co-authorship is equivalent to single authorship.
- By peer-review, we refer to the process where other experts in the field provide detailed feedback and commentary on a project, requiring re-thinking and refinement of the work. This can be open, blind, or double blind. Most importantly, we seek to highlight the value of engaged conversation about the research process, findings, and conclusions.

In terms of item #2, we recognize:

- Reports, external grants, and community-based or applied research and creative public scholarship (including but not limited to photography, film, artistic, or other exhibitions) are all valuable contributions. For our purposes, a considerable project will qualify as an additional contribution.
- An additional peer-reviewed article as defined in #1.

In terms of item #3, we recognize scholarly productivity such as:

- Conference presentations,
- Invited external lectures or workshop presentations,
- Recent journal or book chapter submissions of currently unaccepted manuscripts,
- Recent book proposal submissions of currently unaccepted manuscripts,
- Revise and resubmission requests by a journal,
- Research collaborations with other faculty,
- Research collaborations with Stonehill students,
- Organizing a conference session,
- Serving as conference discussant.
- Book reviews
- Encyclopedia articles
- External research grant proposal submissions

- External research grant awards
- Published interviews or editorials on scholarly achievements,
- Non-peer reviewed reports

As well as evidence of scholarly service such as:

- Serving as an external reviewer for a scholarly journal, press, or granting agency,
- Professional consulting related to scholarly achievements,
- Building relationships with community-based agency,
- Serving on an advisory board for a community-based agency.

CRITERIA FOR THE HIRE AND PROMOTION TO ASSOCIATE PROFESSOR OF FULL-TIME PROFESSIONALLY QUALIFIED FACULTY

Revised and Approved November 2016

In addition to academically qualified faculty, Stonehill College values the perspective of fulltime faculty members in term-renewable positions with significant professional work experience. It is through a combination of both academically qualified and professionally qualified professors that the full spectrum of knowledge can be imparted to our students. This is particularly important in the department of Sociology and Criminology as professionals who apply sociological, criminological and legal knowledge in the fields such as social work, policing, and the courts make significant contributions to preparing our students for their future careers. Both relevant academic preparation and pertinent and substantial professional experience of significant duration and level of responsibility are required to establish a Stonehill faculty member as professionally qualified.

PROFESSIONALLY QUALIFIED CRITERIA AT TIME OF HIRING

A Stonehill faculty member is considered to be professionally qualified if s/he possesses at least a Masters Degree in a field related to his/her teaching responsibilities. A faculty member can be deemed Professionally Qualified if s/he holds some type of professionally qualified position and is involved in one or more professionally qualified activities listed below.

Professionally Qualified Positions

- Operating or working in a business which is a major contributor to one's annual income and related to the area of teaching
- Significant consulting work in the area of teaching

Professionally Qualified Activities

- Professional, governmental, or technical published report (subject to public scrutiny) ❖ Published paper in academic, professional or trade journal ❖ Published book chapters or books in the academic area of expertise ❖ Presentation at professional or academic association ❖ Obtained new and appropriate professional certification ❖ Maintenance of existing professional certification ❖ Development of practice related tools or software ❖ Leadership position in professional organization

PROFESSIONALLY QUALIFIED CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR

Professionally qualified Stonehill faculty members must participate in ongoing development activities in order to maintain currency within his/her teaching field. For promotion to Associate Professor, professionally qualified Stonehill faculty members must:

1. Continue to be involved in a professionally qualified position as outlined above,
2. Have two publications, and
3. Demonstrate clear and compelling evidence of on-going professional and/or scholarly productivity across a range of areas.

In terms of #2, we recognize:

- Professional, governmental, or technical published reports (subject to public scrutiny)
- Published papers in academic, professional or trade journals

- Published book chapters in the academic area of expertise
- Published books in the academic area of expertise (a book is the equivalent of four (4) publications)
- External research grant proposal awards
- Other intellectual contributions such as textbooks or supporting academic materials
- Published interviews or editorials on scholarly achievements

In terms of #3, we recognize:

- Obtaining new or maintenance of existing professional certification
- External research grant proposal submissions
- Invited external lectures or workshop presentations
- Conference presentations
- Organizing a conference session or serving as a conference discussant
- Serving as an external reviewer for a granting agency, scholarly journal, or press
- Building relationships with a community-based or governmental agency
- Serving on an advisory board for a community-based or governmental agency
- Participating in researcher/practitioner collaborations
- Research collaborations with other faculty
- Research collaborations with Stonehill students
- Recent journal or book chapter submissions of currently unaccepted manuscripts
- Recent book proposal submissions of currently unaccepted manuscripts
- Book reviews
- Encyclopedia articles

Additional activities not listed in this table may be validated as clear and compelling evidence of on-going professional and/or scholarly productivity by the department Chairperson.

VISUAL AND PERFORMING ARTS DEPARTMENT - SCHOLARSHIP

CRITERIA

Revised November 2016; Approved December 2016

1. ART HISTORY/MUSIC HISTORY

DEGREE SPECIFICATIONS

In theoretical, historical, and/or pedagogical subjects, the Doctor of Philosophy (PhD), the Doctor of Education (EdD), and comparable doctorates are the appropriate terminal degrees. The department also recognizes the existence of the Doctor of Philosophy (PhD), Doctor of Fine Arts (DFA), Doctor of Visual Arts (DVA), Doctor of Studio Art (DA), and other doctoral degrees that incorporate art and/or design practice.

PROMOTION TO ASSOCIATE PROFESSOR, PROFESSOR OR TENURE AND DISTINCTION:

To be considered for promotion to associate professor, professor or tenure, one must satisfy the scholarship criteria outlined below. The criteria and the quantity of works presented remains the same for each type of promotion. However, all work submitted for any previous promotion cannot be resubmitted and used to satisfy criteria for the current promotion or tenure that is being reviewed. The faculty member must also satisfy the degree specifications outlined above.

SCHOLARSHIP CRITERIA

The art historian or music historian should be engaged in on-going scholarly activity which contributes to knowledge in her respective discipline. It is expected that an art or music history candidate for tenure and promotion to associate professor will have a minimum of 7 points from the below categories. To qualify, the faculty must have a minimum of **4 points from category A, and 2 points from category B** with the remainder made up from any category. These points are meant **ONLY** as a starting point from which to further articulate the quantity and quality of the candidate's work.

Greater consideration and greater weight should be given to the below activities when there is evidence of the activity having a greater audience and/or impact. The points below are assuming that there is an audience and that both the activity and venue or publication is understood to be 'professional'. There could be an argument that, for example, a particular article in a particular journal should be worth more points than what is listed below. The candidate and the Department letter should work to provide this context to the R+T Committee.

A NOTE ON HOW MUCH EVIDENCE OF SCHOLARSHIP FACULTY SHOULD INCLUDE:

The criteria below are designed to help describe the candidate's **CURRENT** professional activities. When applying for Associate Professor, faculty should generally include activity over the past 5 years or roughly equivalent to most faculty's time as full-time at the level of Assistant Professor. When applying to Professor a candidate should only include material produced since their last successful application to a previous promotion (generally another 5 years). The points below should be applied to activity submitted by the candidate and which roughly falls into these timeframes. It should be noted that some projects have longer life-spans and therefore an applicant may need to include everything they consider relevant to their current activities or anything that might provide context to their application.

EACH DISTINCT INSTANCE OF A(N).....

A (publication)*

Book (including scholarly work on a particular subject, textbook, edited anthology, or exhibition catalogue)- 4 points

Article in professional or peer-reviewed periodicals - 2 points

Published study guide to accompany a textbook (or online equivalent) -2 points

Chapter or essay in a published book or catalogue - 2 points

Presentation or publication collaborative research with a student -1 point (*work in this category should represent a minority of professional activity and should count for no more than 2 points total*)

**In general the standard in Art/ Music History and Theory remains several peer reviewed articles and a book (publication should be understood to mean acceptance by a reputable publisher of a final manuscript and not a vanity press). Because of the changing 'digital landscape' and the increasing expense of producing full monographs, one should not rely only on this standard but understand that in many instances a record of truly exceptional articles in peer-reviewed electronic/ printed journals may be considered adequate activity from category A.*

B (related research or pedagogical activity)

Curator of an exhibition in a museum or gallery or organizer of concert series-2 points

Published exhibition review or book reviews-1 points

Talk presented at professional conference or symposium - 1 points

Contribution to on-line professional projects - 1 point

Grant, fellowship, or award received for scholarly project- 1 point

C (general professional activity)

Lecture presentation given to a broader public - 1 point

Judge for an art or music competition or review board - 1 point

Reference in a book or article - 1 point

Appointment as a board member/ committee member at professional arts institution - 1 point

2. STUDIO ART

DEGREE SPECIFICATIONS

The Department recognizes a MFA as the terminal degree for qualification. In some cases an *exceptional* record of professional achievement in areas such as creative activity, research, and publication is an indicator of qualifications, productivity, and professional awareness, and may be considered as a significant credential in lieu of an earned terminal degree.

PROMOTION TO ASSOCIATE PROFESSOR, PROFESSOR OR TENURE AND DISTINCTION:

To be considered for promotion to associate professor, professor or tenure, one must satisfy the scholarship criteria outlined below. The criteria remains the same for each type of promotion. All work submitted for any previous promotion cannot be resubmitted and used to satisfy criteria for the current promotion or tenure that is being reviewed. The faculty member must also satisfy the degree specifications outlined above.

SCHOLARSHIP CRITERIA

The below are desirable examples of on-going professional accomplishments (though not exhaustive) for the studio artist. To receive tenure and promotion to associate professor or professor, there should

be evidence of on-going rigorous and sustained studio work and exhibition. Within the studio arts, one should understand exhibition (*each unique instance of an exhibition should count as ‘an exhibition’ regardless of whether or not it is work that has been shown at other venues at other times*) to be equivalent to published work for other disciplines. Traditionally museums and galleries (commercial, independent and academic) are the host institutions for these exhibitions. However, in that there are too many variations to name including non-traditional and artist-run galleries, the candidate may need to include evidence of how that venue or institution should count toward any of the below categories.

It is expected that a studio artist candidate for tenure and promotion to associate professor will have a minimum of 9 points from the below categories. To qualify, the faculty must have a minimum of 6 points from category A, and 2 points from category B. Additional credit may be given for activities in any category in any amount. These points are meant ONLY as a starting point from which to further articulate the quantity and quality of the candidate’s work. Points alone should not be the only factor when assessing the candidate’s professional work.

Greater consideration and greater weight should be given to the below activities when their is evidence of the activity having a greater audience and impact. The points below are assuming that there is an audience and that both the activity and venue is understood to be ‘professional’. There could be an argument that, for example, a particular exhibition in a particular gallery should be worth more points than what is listed below. The candidate and the Department letter should work to provide this context to the R+T Committee.

A NOTE ON HOW MUCH EVIDENCE OF SCHOLARSHIP FACULTY SHOULD INCLUDE:

The criteria below are designed to help describe the candidate’s CURRENT professional activities. When applying for Associate Professor, faculty should generally include activity over the past 5 years- roughly equivalent to most faculty’s time as full-time at the level of Assistant Professor. When applying to Professor a candidate should only include material produced since their last successful application to a previous promotion (generally another 5 years). The points below should be applied to activity submitted by the candidate and which roughly falls into these timeframes. It should be noted that some projects have longer life-spans and therefore an applicant may need to include everything they consider relevant to their current activities or anything that might provide context to their application.

EACH DISTINCT INSTANCE OF A(N).....

A (exhibition and public reception of work)

Solo (or performance/installation) at an gallery, museum or art space (non-curated, pay to exhibit and cooperative galleries should not be considered as relevant unless special circumstances suggest the contrary) - 3 points

Acquisition of work for the permanent collection of a museum or academic collection - 3 points

Representation of work by a prominent gallery (prominent gallery is understood to mean at least regionally relevant) - 3 points

Acquisition of work for a private collection of demonstrated prominence- 2 points

Group exhibition (or performance/installation) at a gallery, museum or art space (non-curated, pay to exhibit and cooperative galleries should not be considered as relevant unless special circumstances suggest the contrary) - 2 points

Freelance or public art commission- 2 points

Work in a curated thematic or group exhibition-1 point

Work in a curated auction- 1 point

Curator of an exhibition in a museum or gallery (may include one’s own work)- 1 point

Published reviews written by critics of artwork or art exhibition - 1 point
Presentation, exhibition or publication collaborative research with a student -1 point (work in this category should represent a minority of professional activity and should count for no more than 2 points total)

B (related professional activity, grants or awards)

Grants, fellowships or awards received (greater consideration should be considered for grants, and prizes of demonstrated national/international importance)- 2 points
Artist residency in a curated or competitive residency- 2 points
Guest or visiting artist or a scholar conducting workshop at an art school, museum, or as part of a museum program (for example, DeCordova's *Gallery on the Go*) - 1 point
Talks panel discussions or presentations given at a professional conference or other academic/cultural institutions- 1 point
Online feature or inclusion of work in an online publication (*this should be a widely recognized source of content and not an instance of simply citing or mentioning one's work online. NYT's "Lens Blog" might be an internationally recognized example [3 points] while "Big Red and Shiny" would be a regionally recognized example [1 point]*)
Juror for art competition or portfolio review - 1 point
Consultant for special projects or educational initiatives - 1 point
Board member or committee member at professional arts institution - 1 point

C (publication and reproduction of work)

Monograph or catalogue raisonne dedicated to one's artwork (by an established commercial or academic press)-4 points
Discussion and/or reproduction of artwork in book or periodical -2 points*
Artwork adopted for a commercial project that has demonstrated public reach (such as a book cover, commercial, album cover etc)- 1 point

**This should not be self-published and it should be of demonstrated public impact. This could include technical guides, art journals or magazines. The artwork could be either the focus of the text as in the case of a critical examination of the work, or simply appear alongside the text as in a poetry journal or news periodical. It is worth noting that some artists (especially those working with video, photography and illustration) might straddle both fine-art, journalistic and commercial worlds. In these cases the appearance of images, video or illustration in commercial printed matter or journalistic publications should be understood as a "reproduction" of equal value.*

3. GRAPHIC DESIGN

INTRODUCTION:

Due to the diverse nature of the graphic design discipline, the Department acknowledges the wide range of work in which a design educator may engage. The goals and outcomes of a design educator's creative, professional and scholarly work are often quite different from those of other educators and this must be considered in this context.

The work of a designer or/and illustrator often involves the creation of professional work for clients, experimental and studio artwork, as well as scholarly work taking the form of articles, conference presentations, books, lectures, etc. Research efforts for a design educator are also diverse and should not be bound solely to traditional models of exhibition or publication typical to those employed by the Fine Arts. Also unique, is that the results of graphic design teaching are often specifically practice-based, and must prepare students for future roles in the profession.

The evaluation of the graphic design candidate for tenure and promotion to Associate Professor will be based on three key considerations: Scholarship, Teaching, and Service.

DEGREE SPECIFICATIONS

The Department recognized the MFA (Master of Fine Arts) and/or equivalent degrees such as the Master of Design (MDes), the Master of Art and Design (MAD), and the Master of Graphic Design (MGraph) among the terminal degrees for qualification. The department also recognizes the existence of a variety of PhD and other doctoral degrees that incorporate are and/or design.

PROMOTION TO ASSOCIATE PROFESSOR, PROFESSOR OR TENURE AND DISTINCTION:

To be considered for promotion to associate professor, professor or tenure, one must satisfy the Scholarship criteria outlined below. The criteria and the quantity of works presented remains the same for each type of promotion. However, all work submitted for any previous promotion cannot be resubmitted and used to satisfy criteria for the current promotion or tenure that is being reviewed. The faculty member must also satisfy the degree specifications outlined above.

SCHOLARSHIP CRITERIA

Professional practice is at the core of what we seek as a key consideration for promotion and tenure.

The Department of Visual and Performing Arts considers the following types of activity and measures of performance as appropriate for consideration in reviewing its graphic design faculty. Emphasis should be placed on this category.

A total of (7) points must be earned of which a *minimum* of (5) points must come from category A.

CATEGORY A.

PROFESSIONAL GRAPHIC DESIGN AND/OR ILLUSTRATOR PRACTICE:

A very significant part of graphic design is professional practice, and thus the work produced for clients, whether for pay or pro-bono, should constitute the bulk of a faculty member's creative production. "Clients" can be comprised of both commercial and non-commercial, profit and non-profit work, as well as self-exploratory work. Faculty concentrating their efforts in this form of scholarship would be expected to work in areas consistent with their academic preparation and teaching assignments.

For such work, the selection of a designer by a client is in itself a competitive and highly selective process that includes considerations of quality and competence. Design faculty who engage in professional practice do so in a part-time capacity. As such, securing a client in a proposal submission process places the designer in direct competition with larger design firms and agencies that can dedicate multiple designers and support personnel to the project. Consequently, when design faculty has his/her own design practice, the nature of his/her clients provides some indication of the quality of the work done, and the work should be considered analogous to having work accepted in a juried exhibition. This is especially true when the faculty member has won the account of a major corporation through a regional or national competition. Such professional engagements should be properly documented (scope of the work, duration of engagement, dissemination and visibility of the work, etc.)

The point allocation of project categories below is indicative of the degree of complexity as well as intricacy of a project, the considerations related to designing for different size organization and the degree of value dependency placed on the work.

POINT ALLOCATION

International Client Project: 5 points for each

National Client Project: 2 points for each

Local Client Project: 1 point for each

CATEGORY B.

EXPERIMENTAL GRAPHIC DESIGN WORK: 1 point per instance

Attention is paid to the process of creating innovative solutions within the field of design, often engaging experimental processes as a means to explore unknown areas. This kind of work may not have a direct commercial application but may feed other experimentation that would indeed have adaptable commercial relationships. Alongside this experimentation, are written explanations and documentation of the relationship each project has to the graphic design field.

CATEGORY C.**RETAIL PUBLICATION:** 1 point per instance

Professional design and/or illustration work that has been purchased by recognized retail vendors for sale to the or sold by the applicant independently.

CATEGORY D.**FEATURED GRAPHIC DESIGN/ILLUSTRATION WORK AND/OR AWARD RECOGNITION:**

1 point per instance

A common venue for peer review is in the form of juried competitions that result in the selected work (this can include graphic design, typeface design and illustration) appearing in publications (whether printed or in digital form) and sometimes (though rarely) exhibitions. These competitions are sponsored by reputable design organizations, design publications or publishing houses and are often published as annual issues for periodical publication or as books for publishing houses. A very select group of design organizations offers actual exhibitions that supplement the publication. When awards are offered, they indicate additional recognition of the significance of the award winner's design(s). In such cases, each instance of publication, even if pertaining to the same work shall be considered as a separate instance, and the quality of each venue or publication, its international, national or regional scope and competitiveness shall be articulated separately.

- Public recognition or Award received for client, experimental, or personal graphic design and/or illustration work
- Design or illustration work published in graphic design trade publication

CATEGORY E.**FINE ART ACTIVITY:** 1 point per instance

- Public exhibition of work
- One-person or group exhibition at an established gallery or museum
- Artwork in the permanent collection of a museum
- Representation of work by a prominent gallery
- Freelance or public art commission
- Reproduction of work in publication or online
- Reproduction and/or Discussion of artwork in a publication
- Published reviews written by critics of artwork or art exhibition
- Curator of an exhibition in a museum or gallery
- Guest artist conducting a workshop at a college, museum or as part of a program
- Talks or presentation given at a professional conference
- Grants, Fellowships or Awards Received Related to Fine Art
- Juror for art competition
- Consultant for special projects or educational initiatives
- Board member or committee member of a professional arts organization or institution

CATEGORY F.**RESEARCH AND WRITING ON DESIGN/TECHNOLOGY/ART:** 1 point per instance

Faculty concentrating their efforts in this form of scholarship would be expected to work in areas consistent with their academic preparation and teaching assignments. It is assumed that the candidate's output would make an original contribution to the body of knowledge about design

or design education (this category could include teaching innovation when done in ways that take a research perspective and yield generalizable results for the field.)

Often designers also have opportunities to publish on the topics of design, pedagogy, technology, and other topics related to graphic design and the teaching of design. Critical essays, book or exhibition reviews, writing of textbooks, magazine/journal articles, chapters in design texts or collections of essays, as well as accepted submissions in peer reviewed design journals, are all recognized forms of publishing in the design industry.

Typical measures of performance by peers and forms of dissemination include:

- Grants and sponsored projects
 - Development of research proposals; securing funding; project execution
- Published work
 - Critical essays, book or exhibition reviews writing of textbooks, magazine/journal articles, chapters in design texts, textbook study guides or collections of essays.
- Awards within Graphic Design Research or Writing
- Lectures/invitations to be a presenter

4. DANCE

DEGREE SPECIFICATIONS

The Department recognizes a MFA as the terminal degrees for qualification in performance though a Phd would be appropriate in the case of dance history or theoretical disciplines (in such cases the criteria for art history or music history from section 2.1 above can be used in addition to the below criteria). In some cases a **exceptional** record of professional achievement in areas such as creative activity, research, and publication is an indicator of qualifications, productivity, and professional awareness, and may be considered as a significant credential in lieu of an earned terminal degree.

PROMOTION TO ASSOCIATE PROFESSOR PROFESSOR OR TENURE AND DISTINCTION

To be considered for promotion to associate professor, professor or tenure, one must satisfy the scholarship criteria outlined below. The criteria and the quantity of works presented remains the same for each type of promotion. However, all work submitted for any previous promotion cannot be resubmitted and used to satisfy criteria for the current promotion or tenure that is being reviewed. The faculty member must also satisfy the degree specifications outlined above.

SCHOLARSHIP CRITERIA

A candidate for tenure and promotion to associate or professor in dance must demonstrate sustained and significance involvement in his/her respective area. It is expected that the candidate will have a minimum of 8 points ANY of the below categories. To qualify, the faculty must have a minimum of **5 points from any category and at least one instance of an activity qualifying as 3 points or higher.**

These points are meant **ONLY** as a starting point from which to further articulate the quantity and quality of the candidate's work.

Greater consideration and greater weight should be given to the below activities when their is evidence of the activity having a greater audience and impact. The points below are assuming that there is an audience and that both the activity and arena is understood to be ‘professional’. There could be an argument that, for example, a particular performance in a particular venue should be worth more points. The candidate and the Department letter should work to provide this context to the R+T Committee.

A NOTE ON HOW MUCH EVIDENCE OF SCHOLARSHIP FACULTY SHOULD INCLUDE:

The criteria below are designed to help describe the candidate’s CURRENT professional activities. When applying for Associate Professor, faculty should generally include activity over the past 5 years or roughly equivalent to most faculty’s time as full-time at the level of Assistant Professor. When applying to Professor a candidate should only include material produced since their last successful application to a previous promotion (generally another 5 years). The points below should be applied to activity submitted by the candidate and which roughly falls into these timeframes. It should be noted that some projects have longer life-spans and therefore an applicant may need to include everything they consider relevant to their current activities or anything that might provide context to their application.

EACH DISTINCT INSTANCE OF A(N).....

A (performance of work)

Solo or ensemble performances in a professional venue- 3 points
Director or choreographer of professional group performances - 3 points
Dance compositions published and /or performed- 3 points
Touring with performing group (professional)- 2 points
Commercially or privately released CD’s, DVD’s or audio/visual materials (by a reputable publisher and not a ‘vanity press’)- 2 points
Collaborative work with a student, presented at an independent, professional forum- 1point
Collaborative work with a student, presented at Stonehill College- 1 point (work in this category should represent a minority of professional activity and should count for no more than 2 points total)

B (relative research or pedagogical activity)

Published book, textbook (by an established press academic or private- not a vanity press-author or first editor)- 4 points
Contributor to publication/ editor or co-author in a publication- 3 points
Article in established and recognized publication- up to 2 points
Guest lecture/ performance at another academic or cultural institution- 1 point
Published review, criticism, program notes- 1 points
Presentation at a conference- 1 point
Master class, guest artist appearances - 1 point
Presentation or publication collaborative research with a student -1 point (work in this category should represent a minority of professional activity and should count for no more than 2 points total)

C (related professional activity, grants or awards)

Grant, fellowship, or award received- 1 point
Juror for a competition - 1 point
Consultant for special projects or educational initiatives - 1 point
Appointment as a board member or committee member at professional organization - 1 point

5. MUSIC (PERFORMANCE AND MUSIC EDUCATION)

DEGREE SPECIFICATIONS

The Department recognizes Ph.D., D.M.A., Ed.D., Mus. A.D., D.M. as the terminal degrees for qualification. In some cases a significant record of professional achievement in areas such as creative activity, research, and publication is an indicator of qualifications, productivity, and professional awareness, and may be considered as a significant credential in lieu of an earned terminal degree

PROMOTION TO ASSOCIATE PROFESSOR, PROFESSOR OR TENURE AND DISTINCTION

To be considered for promotion to associate professor, professor or tenure, one must satisfy the scholarship criteria outlined below. The criteria and the quantity of works presented remains the same for each type of promotion. However, all work submitted for any previous promotion cannot be resubmitted and used to satisfy criteria for the current promotion or tenure that is being reviewed. The faculty member must also satisfy the degree specifications outlined above.

SCHOLARSHIP CRITERIA

A candidate for tenure and promotion to associate professor in the music (performance) must demonstrate sustained and significant involvement in his/her respective area. It is expected that the candidate will have a minimum of 8 points from ANY of the below categories **with at least one instance of an activity qualifying as 3 points or higher**. Further, in that many faculty might have relevant accomplishments that cross over into the criteria as listed for “Art History/ Music History or Theory” from section 2.1, the committee should consider the total of the faculty member’s production and not limit them to one category of practice. These points are meant ONLY as a starting point from which to further articulate the quantity and quality of the candidate’s work.

Greater consideration and greater weight should be given to the below activities when their is evidence of the activity having a greater audience and impact. The points below are assuming that there is an audience and that both the activity and arena is understood to be ‘professional’. There could be an argument that, for example, a particular performance in a particular venue should be worth more points. The candidate and the Department letter should work to provide this context to the R+T Committee.

A NOTE ON HOW MUCH EVIDENCE OF SCHOLARSHIP FACULTY SHOULD INCLUDE:

The criteria below are designed to help describe the candidate’s CURRENT professional activities. When applying for Associate Professor, faculty should generally include activity over the past 5 years or roughly equivalent to most faculty’s time as full-time at the level of Assistant Professor. When applying to Professor a candidate should only include material produced since their last successful application to a previous promotion (generally another 5 years). The points below should be applied to activity submitted by the candidate and which roughly falls into these timeframes. It should be noted that some projects have longer life-spans and therefore an applicant may need to include everything they consider relevant to their current activities or anything that might provide context to their application.

EACH DISTINCT INSTANCE OF A(N).....

A (performance and public reception of work)

Solo or ensemble performances in a professional venue- 3 points

Conductor or director, of professional group performances-3 points

Play, movie score, musical or dance compositions published and /or performed- 3 points
Commercially or privately released CD, DVD or audio/visual material (by a reputable publisher and not a 'vanity press')- 2 points
Touring with performing group (including bands and ensembles where the work is understood to be of a professional level)- 2 points
Collaborative work with a student, presented at an independent, professional forum (work in this category should represent a minority of professional activity and should count for no more than 2 points total)
Presentation or publication collaborative research with a student -1 point (work in this category should represent a minority of professional activity and should count for no more than 2 points total)

B (relative research, pedagogical activity or publications)

Published book, textbook -author or primary editor (by an established press academic or private- not a vanity press)- 4 points
Contributor to publication/ editor or co-author in a publication (established press as noted above)- 3 points
Article in established and peer-reviewed publication- up to 2 points
Published review, criticism, program note in an established periodical- 1 points
Presentation at a national/int. conference- 2 points
Performance guide or essay for an exhibition of at least regional significance - 1 points
Master class, guest artist appearance - 1 point
Presentation or publication collaborative research with a student -1 point (work in this category should represent a minority of professional activity and should count for no more than 2 points total)

C (related professional activity, grants or awards)

Grant, fellowship, or award received - 1 points
Juror for a competition - 1 point
Consultant for special projects or educational initiatives - 1 point
Appointment as a board member or committee member at professional organization - 1 point

6. THEATER

INTRODUCTION

It should be noted that within theater, many forms of scholarship, design, and performance (broadly defined as playwriting, directing, choreography, and dancing/acting, and design) are effectively "sub-disciplines" and that, further, it is possible to exist professionally between and amongst these definitions. Given the wide and varied interests of members of the faculty, there will be examples of work in multiple sub-areas for most tenure and promotion candidates.

DEGREE SPECIFICATIONS

The Department recognizes a MFA or a PhD as the terminal degrees for qualification in theater. The MFA generally indicates a focus on performance or technical practice while the Phd may incorporate performance into a wider range of theoretical and pedagogical training. In some cases an *extraordinary record* of professional achievement in areas such as creative activity, research, and publication is an indicator of qualifications, productivity, and professional awareness, and may be considered as a significant credential in lieu of an earned terminal degree.

PROMOTION TO ASSOCIATE PROFESSOR, PROFESSOR OR TENURE AND DISTINCTION

To be considered for promotion to associate professor, professor or tenure, one must satisfy the scholarship criteria outlined below. The criteria and the quantity of works presented remains the same for each type of promotion. However, all work submitted for any previous promotion cannot be resubmitted and used to satisfy criteria for the current promotion or tenure that is being reviewed. The faculty member must also satisfy the degree specifications outlined above.

SCHOLARSHIP CRITERIA:

A candidate for tenure and promotion to associate or full professor in the performing arts/theater must demonstrate sustained and significant involvement in his/her respective area. It is expected that the candidate will have a minimum of 8 points from any of the below categories. To qualify, the faculty must have a minimum of 5 **points from category A-C with at least one instance of an activity qualifying as 3 points or higher.** The remainder can be made up from any category. These points are meant **ONLY** as a starting point from which to further articulate the quantity and quality of the candidate's work.

Greater consideration and greater weight should be given to the below activities when their is evidence of the activity having a greater audience and/or impact. The points below are assuming that there is an audience and that both the activity and arena is understood to be 'professional'. There could be an argument that, for example, a particular performance in a particular venue should be worth more points. The candidate and the Department letter should work to provide this context to the R+T Committee.

A NOTE ON HOW MUCH EVIDENCE OF SCHOLARSHIP FACULTY SHOULD INCLUDE:

The criteria below are designed to help describe the candidate's CURRENT professional activities. When applying for Associate Professor, faculty should generally include activity over the past 5 years- roughly equivalent to most faculty's time as full-time at the level of Assistant Professor. When applying to Professor a candidate should only include material produced since their last successful application to a previous promotion (generally another 5 years). The points below should be applied to activity submitted by the candidate and which roughly falls into these timeframes. It should be noted that some projects have longer life-spans and therefore an applicant may need to include everything they consider relevant to their current activities or anything that might provide context to their application.

EACH DISTINCT INSTANCE OF A(N).....

A. Theory (Scholarship and publication)

- Publication of a book by a major (not vanity press) arts or academic press-4 points
- Publication of an article in a peer-reviewed journal- 3 points
- Publication of a chapter in an anthologized work- 3 points
- Publication of an article in an online peer-reviewed forum- 3 points
- Publication of an article concerning pedagogy in a book or journal- 2 points
- Presentation of a paper or speaker at a national/international conference- 2 points
- Development of an ongoing critical and interactive blog (or online forum) on literature, theory, criticism, and/or performance studies-1 point
- Presentation or publication collaborative research with a student -1 point (work with a student should be represent a minority of professional activity and should count for no more than 2 points total)

B. Design (includes lighting, stage, sound, projection and costume)

Design for a public performance, exhibition or written publication in a professional theatre company recognized as AEA/USA/LORT or Broadway/Off-Broadway/CAT/BAT or a dance company in a notable performing arts venue- 4 points

Curated gallery installation or exhibition either incorporating or about one's design work- 3 points

Grant or commission awarded to produce a design installation in a public location- 3 points

Publication of design as research in a peer-reviewed journal- 3 points

Presentation of design work at a national/international conference-2 points

Design for a non-professional (as defined above) dance or theatre company- 2 points

Publication of an article concerning design pedagogy in a book or journal- 2 points

Development of an ongoing critical and interactive blog (or online forum) on design- 1 point

Presentation or publication of collaborative design or choreographic research with a student, including any subsequent performance- 1 point (work in this category should represent a minority of professional activity and should count for no more than 2 points total)

C. Performance (acting, directing, choreography, playwriting)

Theatre: Work produced for a professional theatre company, defined as AEA/SSDC/LORT or Broadway/Off-Broadway/CAT/BAT and rendered as a complete production- 4 points

Playwriting: Publication of a script in book form (academic or recognized press)- 4 points

Playwriting: A performance of a script performed by AEA/SSDC/LORT or Broadway/Off-Broadway/CAT/BAT and rendered as a complete production- 4 points

Theatre: Work produced for a professional theatre company, defined as AEA/SSDC/LORT or Broadway/Off-Broadway/CAT/BAT and rendered as a staged reading or workshop.- 3 points

Gallery installations at an independent, professional forum- 2 points

Presentation of work at a national/international conference- 2 points

Work produced for a non-professional dance or theatre company- 2 points

Work produced for Stonehill College- 1 point

Collaborative work with a student, presented at an independent, professional forum- up to 2 points

Collaborative work with a student, presented at the College- 1 point (work in this category should represent a minority of professional activity and should count for no more than 2 points total)

D. Grants/Awards/Distinctions

Grant, fellowship, or award received - 1 points

Juror for a competition - 1 point

Consultant for special projects or educational initiatives - 1 point

Appointment or continued involvement as a board or committee member (or regional representative) at professional theater organization - 1 point