

## School of Humanities and Cultural Studies Bylaws

Approved: April 27, 2023

### I. School Membership and Governance

- a. **Membership of School.** All Tenured and Tenure-Eligible (TET) and Non-Tenure Eligible (NTE) bargaining unit faculty members (BUFM) with primary appointments in the School of Humanities and Cultural Studies are voting members of the School faculty. The chair of the School is a non-voting member of the School.
- b. **Meetings.** The Chair will call at least one meeting of the School faculty per semester (Fall and Spring), or more often as needed to conduct business, or at the request of one-third of the members of the faculty. Prior to the meeting, customarily one business week, the Chair will distribute an agenda for the meeting and call for any additional agenda items from the faculty. The faculty shall record minutes of the meetings, to be taken on a rotating basis among faculty, and to be approved by the faculty at the next subsequent meeting. In cases of dispute, Robert's Rules of Order (latest edition) must be followed.
- c. **Quorum.** A majority of the BUFMs who are not on professional development or medical leave must be present to conduct official business in any School meeting.
- d. **Voting Procedures.** All BUFM will have one vote at a School meeting except on issues reserved for TET faculty or matters for faculty who are members of the Graduate School. Neither absentee nor proxy voting shall be allowed. Voting in School meetings will be open-response unless a faculty member requests that the voting for a particular issue use secret ballot.
- e. **Faculty Shared Governance.** Whenever necessary, faculty will make recommendations to the School Chair on matters of concern. The School Chair will keep the school faculty informed regarding the disposition of any requests or recommendations. At the request of the Dean of the College of Liberal Arts, the faculty will nominate members of the faculty to serve on the College Steering Committee and college-level committees as appropriate.
- f. **Chair Review.** At the request of the Dean of the College of Liberal Arts, the faculty will participate in the periodic review of the school Chair and other school administrators as appropriate. Should there be a vacancy in the position of Chair, the faculty will make recommendations to the Dean of the College of Liberal Arts in the selection of a new School Chair. Should there be a search, either internal or external, a majority of the faculty on any such search committee will be BUFMs elected by the school faculty.

## II. School Committees

- a. The School will have five committees. The Chair of the School will appoint the membership of the committees, with the approval of the faculty. Membership will rotate among the faculty from year to year, unless otherwise stated. The recorded minutes of committee decisions shall be taken and deposited with the School's records for later review. Other committees, including *ad hoc* and search committees, will be created from time to time as needed.
- b. **Promotion and Tenure Committee.** The membership of this committee shall consist of all BUFM at the rank of Associate Professor or higher. The committee members will elect a chair of the committee. In the event of a need to evaluate the candidacy of a BUFM for promotion to full professor, only full professors shall participate in and vote on such cases. The Chair of the School shall participate in the work of the committee *ex officio*, except for voting. The committee will be responsible for coordinating and ensuring completion of peer evaluations of TET faculty as appropriate. The committee will provide annual statements to untenured TET BUFMs regarding cumulative progress toward tenure and/or promotion. The committee will provide upon request annual statements to tenured associate professors regarding cumulative progress towards promotion. These requests must be made with sufficient advance notice that the committee has time to complete such a review and issue such a statement before the close of an academic year. The committee will follow the Collective Bargaining Agreement (CBA) procedures for the promotion and tenure process. In voting on promotion and tenure, it shall vote by secret ballot and no record of its deliberations, save for the final decisions, shall be kept. The committee will provide upon request a written opinion of the applicability of an item of scholarship towards the requirements for promotion and tenure. These opinions shall be retained in the files of the School for future reference.
- c. **Undergraduate Curriculum Committee:** This committee will include a minimum of five bargaining-unit faculty members. The membership shall include representation from each of the separate programs that previously existed, as far as may be reasonable and possible. One of them will be a faculty member from the Lake Campus in the disciplines that comprise the School who will serve *ex officio* without a vote. The Chair of the School (or the Associate Chair at the Chair's designation) is a member *ex officio* without a vote. At least five of the voting members shall be tenured faculty. The members will elect a chair, who must be a tenured faculty member. The duties of this committee include: reviewing and making recommendations on proposals for all new undergraduate courses and programs; reviewing and making recommendations on revision of existing undergraduate courses; reviewing and making recommendations on cancellation of existing undergraduate courses; reviewing and making recommendations on all proposals for changes in undergraduate program

graduation requirements; reviewing and making recommendations on all proposals for changes in the offerings to General Education by programs in the School; and providing review and assessment of the undergraduate programs on a regular basis as needed. The committee has the right to review the applicants for part-time positions, including those being considered for adjunct positions at the main campus and those instructing in College Credit Plus or similar programs off-campus, and make recommendations to the Chair. The Undergraduate Curriculum Committee may from time-to-time form such sub-committees as it may find it necessary to create, and staff such sub-committees with faculty who are not voting members of the Undergraduate Curriculum Committee in a given academic year but who have programmatic expertise in a particular program in the School, in order to expedite the work of the committee. These include specific sub-committees to oversee the undergraduate programs in English language and literature; History; and Religion, Classics, and Philosophy. The chair of such sub-committees created to oversee program areas will be a voting member of the Undergraduate Curriculum Committee in the disciplinary area of the program that is the subject of the sub-committee's attentions.

- d. **Graduate Studies Committee:** This committee will include a minimum of five bargaining-unit faculty members, including the directors of such graduate programs as are included in the School. The membership shall include representation from each of the separate programs that previously existed, as far as may be reasonable and possible. At least five members will be tenured faculty. All members must be members of the Graduate Faculty. The Chair of the School is a member *ex officio* without a vote. The members will elect a chair, who must be a tenured faculty member. The duties of this committee include: reviewing and making recommendations on all proposals for new graduate courses; reviewing and making recommendations on all proposals for revision of existing graduate courses; reviewing and making recommendations on all proposals for cancellation of existing graduate courses; reviewing and making recommendations on all proposals for changes in graduate program graduation requirements; providing recommendations to the School Chair on awarding of graduate assistantships, fellowships, and scholarships; providing recommendations on graduate students for academic achievement awards at the School level and beyond; providing leadership on establishment and maintenance of outreach efforts to graduate program alumni and program partners; and providing review and assessment of the graduate programs on a regular basis as needed. The Graduate Studies Committee may from time-to-time form such sub-committees as it may find it necessary to create, and staff such sub-committees with faculty who are not voting members of the Graduate Studies Committee in a given academic year but who have programmatic expertise in a particular discipline encompassed by a particular graduate

program, in order to expedite the work of the committee. These include specific sub-committees to oversee the graduate programs in English and History. The chair of such sub-committees created to oversee program areas will be a voting member of the Graduate Studies Committee in the disciplinary area of the program that is the subject of the sub-committee's attention.

- e. **Public Relations Committee.** This committee will include a minimum of five bargaining-unit faculty members. The membership shall include representation from each of the separate programs that previously existed, as far as may be reasonable and possible. The Chair of the School will also serve *ex officio*. The members will elect a chair. The duties of this committee include: providing advising to student clubs and honors societies in the different programs; staffing recruiting events on behalf of the School; organizing and overseeing all School colloquia, annual formal lectures, and other public events of the like; providing advice and oversight to any student publications; and reporting annually to the School on its activities.
- f. **Awards and Scholarships Committee.** This committee will include a minimum of five bargaining-unit faculty members. The membership shall include representation from each of the separate programs that previously existed, as far as may be reasonable and possible. The Chair of the School will also serve *ex officio*. The members will elect a chair. The duties of this committee include: identifying potential nominees for student, staff, faculty and alumni awards both inside the university and outside of it; initiating, processing, and coordinating nominations for these awards as appropriate; and initiating, processing, and coordinating recommendations for programmatic undergraduate and graduate scholarships.

### III. Search Committees and Hiring.

- a. The School faculty assume a major role in the process of searching for and hiring prospective new faculty through recommendation of the responsibilities of the position to be filled; review of applicant credentials; interview of applicants; and recommendation of a candidate to be hired. The School as a whole will vote on what recommendations to make to the Dean when a position becomes available, and, with the approval of the Dean, the School Chair will initiate the process of forming a search committee.
- b. A search committee will include no fewer than six BUFMs, and a majority of the BUFMs shall be from the disciplinary area (English, History, or Religion/Classics/Philosophy) that is the focus of the search. The committee members shall elect a chair. The search committee will have the responsibility of screening the applicant pool and recommending to the School faculty the short list of candidates who will be brought for on-campus interviews. Statements affirming adherence to a particular research, teaching, or service approach or viewpoint beyond the purpose of the position shall not be sought nor used in

consideration of applicants. The search committee will assist in the administration of the candidates' visit, and will provide a recommendation to the School faculty on which candidate should be hired.

- c. The School faculty shall be informed about the Search Committee's recommendation on which candidates should be brought to campus at the time of the recommendation. The School faculty shall approve which candidates should be recommended to the Dean for hiring. All votes on hiring recommendations at all levels shall be by secret ballot with a supermajority (2/3rds) of those present and voting. The School Chair shall forward the School faculty's recommendation to the Dean.

#### **IV. Criteria and Procedures for Annual Evaluation**

- a. The school chair shall conduct an annual evaluation of every Bargaining Unit Faculty Member's performance in accordance with the procedures outlined in the CBA.
- b. Evidence for the Evaluation of Teaching—Peer Evaluation
  - i. A committee of faculty shall conduct peer evaluations of TET faculty members.
  - ii. All TET non-tenured faculty must have at least one course and course materials reviewed by faculty peers every semester. Course materials include but are not limited to syllabi, handouts and other classroom materials, tests and other instruments used for assessing learning, descriptions of methods and technologies used, and student evaluations. These should be different courses in a given academic year. Where possible, these courses should be different by level (one upper-division and one lower-division).
  - iii. TET faculty with tenure may request course evaluation by the appropriate faculty committee. This is best done by faculty with familiarity of the academic background of the requesting faculty member. This may include prearranged classroom observations if requested by the faculty member or if requested by the Promotion & Tenure Committee or the Chair of the School.
  - iv. Additional Factors: Quantitative considerations, such as the number of new courses being offered and number of writing assignments, should factor into the evaluation process. Peer evaluations are expected to note carefully and credit appropriately indications of quality in teaching in the context of the course's goals, contents, and methods. Student evaluations should constitute only one factor among several in rating the faculty member's teaching. Teaching outside the traditional classroom setting should also be documented when appropriate, including directing senior theses, leading study abroad, serving on Honors or Master's thesis committees, supervising independent study, and facilitating appropriate

extracurricular activities that advance students' understanding of our disciplines.

- v. The chair of the committee conducting the peer evaluation shall submit a written report, including any classroom observations, to the faculty member under review and to the Chair of the School within two weeks of the completion of the review.
  - vi. TET faculty with tenure seeking promotion should have course evaluations and class visitations at least once every three years.
  - vii. The Chair of the School may also gather evidence to be used as part of the evaluation of teaching. In such cases, the Chair shall make all written records and/or summaries of evidence available to the faculty member.
- c. Peer Evaluation of NTE Faculty will be conducted in accordance with the CBA.
- d. Criteria for the Evaluation of Scholarship:
- i. In this document, "scholarship" refers to the publication of original research and scholarship in both print and electronic media. In assessing electronic scholarship, the Chair will be guided by the standards current in the profession for evaluating electronic media. The School faculty value research and scholarship, and fully understand that real scholarship often bears fruit only after a researcher spends a considerable time preparing the ground. The School also recognizes collaborative scholarship might be equivalent to single-author scholarship. However, higher levels of merit in scholarship, particularly the rankings of Outstanding and Extraordinary, will normally require publication of the kind described below.
  - ii. For faculty in the disciplines of Religion, Classics, and Philosophy, the following scores will apply for the evaluation of scholarship:
    - 1. To receive a score of 1 (Adequate) in scholarship, a faculty member must maintain currency in the scholarship of the professor's own field. This currency can be demonstrated by contributing to the ongoing life of his or her discipline by attending a conference, chairing a panel, responding to a paper, submitting or publishing one or more book reviews, preparing a brief article for a reference work, submitting significant revisions to a previously submitted article, or the equivalent.
    - 2. To receive a score of 2 (Meritorious) in scholarship, a faculty member must maintain currency in the scholarship of the professor's own field and present evidence of serious research by at least one of the following:
      - delivering a scholarly paper at a professional meeting
      - preparing a substantial article for a reference work
      - preparing a preliminary field report
      - engaging in archaeological field work or museum work

- submitting a significant grant application
  - publishing a non-peer-reviewed article or chapter
  - submitting an article to a peer-reviewed journal
  - submitting a chapter to a peer-reviewed book
  - submitting a substantial book proposal to an academic publisher
  - submitting a preliminary fieldwork report or museum research documentation
  - publishing a substantial review of a major work
  - editing an academic series
  - or the equivalent.
3. To receive a score of 3 (Outstanding) in scholarship, a faculty member must Maintain currency in the scholarship of the professor's own field and demonstrate that currency by contributing to the ongoing life of his or her discipline and present evidence of sustained research by at least one of the following:
- publishing an article in a peer-reviewed journal
  - publishing a chapter in a peer-reviewed book
  - publishing a co-authored article in a peer-reviewed journal
  - publishing a report on an archaeological project
  - obtaining a significant grant.
  - editing or co-editing a peer-reviewed book
  - revising and republishing a previously published book or textbook, or the equivalent
  - completing a significant portion of a book-length manuscript
  - supervising and conducting an excavation project
  - or the equivalent.
4. To receive a score of 4 (Extraordinary) in scholarship, a faculty member must maintain currency in the scholarship of the professor's own field, demonstrate that currency by contributing to the ongoing life of his or her discipline, and present evidence of comprehensive research by at least one of the following:
- publishing a peer-reviewed academic book
  - publishing a peer-reviewed textbook in the appropriate field
  - publishing 2 or more articles in peer-reviewed academic journals
  - publishing 2 or more chapters in peer-reviewed academic books
  - or the equivalent.
5. Faculty members who do not fulfill at least the requirements for Adequate will receive a score of 0 (Unsatisfactory).

- iii. For faculty in the discipline of History, the following scores will apply for the evaluation of scholarship:
1. To receive a score of 1 (Adequate) in scholarship, a faculty member must demonstrate development of a research or project agenda.
  2. To receive a score of 2 (Meritorious) in scholarship, a faculty member must demonstrate at least one of the following:
    - is pursuing a clearly defined research agenda and has presented a clear blueprint or outline for publication and/or communication of research
    - has presented research at a professional conference
    - has submitted a proposal for an external grant
    - has submitted a scholarly article for review
    - has offered other suitable examples of scholarly activity
    - has produced one or more new draft chapters of an ongoing book project
    - has submitted a substantial digital or public history project proposal to a granting agency
  3. To receive a score of 3 (Outstanding), a faculty member must demonstrate one of the following:
    - has a scholarly article accepted for publication or published
    - has an equivalent external grant funded
    - has presented research at several professional conferences
    - has submitted a scholarly book manuscript for consideration at a scholarly press
    - Has successfully completed a comparable scholarly, digital or public history project.
  4. To receive a score of 4 (Extraordinary), a faculty member must accomplish one of the following:
    - has published or has in press 2 peer reviewed articles
    - has published or has in press a peer-reviewed book
    - has multiple external grants or a major external grant funded
    - has a single publication that is considered by the annual evaluation committee to be seminal in the research field
    - has completed other major comparable scholarly, digital or public history projects. Credit for major publications, such as peer-reviewed scholarly monographs, will normally extend for two years.
  5. Faculty members who do not fulfill at least the requirements for Adequate will receive a score of 0 (Unsatisfactory).



- iv. For faculty in the discipline of English Language and Literature, the following scores will apply for the evaluation of scholarship.
1. To receive a score of 1 (Adequate) in scholarship, a faculty member must
    - Keep current with scholarship in an appropriate professional field.
    - Demonstrate that currency by attending a conference, chairing a panel, delivering local lecture(s) or creative reading(s) or presentation(s) on ongoing research, engaging actively in ongoing research and writing, or the equivalent.
  2. To receive a score of 2 (Meritorious) in scholarship, a faculty member must
    - Keep current with scholarship in an appropriate professional field.
    - Demonstrate that currency by attending a conference, chairing a panel, delivering local lecture(s) or creative reading(s) or presentation(s) on ongoing research, engaging actively in ongoing research and writing, or the equivalent.
    - Go beyond the demonstration of scholarly competence by delivering one to three papers or presentations at academic conferences, publishing one or more reviews, preparing an article or articles for a reference work, publishing one or more short creative works, editing an academic series, or the equivalent
  3. To receive a score of 3 (Outstanding) in scholarship, a faculty member must
    - Keep current with scholarship in an appropriate professional field
    - Demonstrate that currency by any two of the following: attending a conference, chairing a panel, delivering local lecture(s) or creative reading(s) or presentation(s) on ongoing research, engaging actively in ongoing research and writing, publishing one or more reviews, preparing an article or articles for a reference work, or the equivalent
    - Go beyond the demonstration of scholarly competence by delivering a significant paper or a presentation at a significant academic conference, publishing one or more reviews, preparing an article or articles for a reference work, publishing one or more short creative works, editing an academic series, or the equivalent
    - Demonstrate professional originality and independence by publishing a peer-reviewed article (or several articles) in a

peer-reviewed academic journal, or a chapter (or chapters) in a peer-reviewed academic book, publishing a longer creative work or a collection of short creative works in a recognized creative-writing journal or in chapbook form with a recognized creative writing press, editing or co-editing an academic book with a recognized university or academic press, revising and republishing a previously published book or textbook, revising and collecting previously published work in a single volume, or the equivalent

4. To receive a score of 4 (Extraordinary) in scholarship, a faculty member must do at least one of the following fully or some partial combination of at least two of the following, or the equivalent, in addition to otherwise keeping at least an Adequate or Meritorious level of scholarly activity:
  - Publish an academic book with a recognized university or academic press.
  - Publish a professional textbook with a recognized publisher of texts in the appropriate field.
  - Publish four or more professional articles in peer-reviewed academic journals.
  - Publish four or more chapters in peer-reviewed academic books.
  - Publish a novel or collection of short stories with a recognized publisher of creative writing.
  - Publish a book of poetry with a recognized publisher of poetry.
  - Publish four or more stories in recognized and significant journals publishing short fiction.
5. Faculty members who do not fulfill at least the requirements for Adequate will receive a score of 0 (Unsatisfactory).

**e. Documentation of Scholarship**

- i. For all works listed as published, a copy of the publication must be submitted. "Vanity press" books and articles published in "predatory" journals may not be used to satisfy requirements for annual evaluation. For all works listed as accepted but not yet published, a copy of the submitted manuscript or page proofs, and/or a letter of confirmation from the editor of the work, must be submitted. For all conference papers, a copy of the manuscript must be submitted.
- ii. The School of Humanities and Cultural Studies recognizes that sustained and comprehensive research is the product of many years of labor. Research, writing, and revision of an article or book frequently takes more than one year. Such activity should be rewarded. A faculty member may receive credit for sustained work on a project over the course of

several years, but in each successive year he or she must submit documentation of demonstrable progress. Such documentation may include evidence of work in progress, in addition to evidence of completion of the project. For example, a draft of a publication, or part of a publication, may be submitted as evidence of work in progress; a contract may be submitted to demonstrate acceptance for publication; or the publication itself may be submitted to demonstrate successful completion of the project.

- iii. Faculty may claim an actual publication credit with a scholarly work (other than for a major publication) for purposes of merit in only one year. For example, a scholarly article accepted without further revision in one calendar year but appearing in the next may only be used one time, not in both years.
- iv. Credit for a major publication, such as a peer-reviewed scholarly monograph, will normally extend for two years.
- v. Non-traditional projects. The School, along with national academic organizations recognizes that the nature of meaningful scholarship is changing along with technology. Therefore it agrees with our professional organizations that as the context of scholarship changes, the School, along with our disciplines needs to address means to evaluate substantial, but non-traditional, forms of scholarship including digital, video, public history, and translation.
- f. Evaluation of Teaching: Evaluation of teaching shall be conducted in accordance with the provisions of the CBA.
- g. Evaluation of Service: Evaluation of service shall be conducted in accordance with the provisions of the CBA.

**V. Criteria and Procedures for Promotion & Tenure**

- a. The following sections outline the criteria for promotion and tenure of TET faculty. Normally, candidates for tenure and promotion to the rank of Associate Professor, or tenure at the rank of Associate Professor, should be able to show that their activities in each area have been ongoing from the time of hiring to the date of their evaluation for promotion. Accomplishments from before the hiring may be presented if the accomplishments are relevant to the case for tenure. All candidates must show that they have been productive in all three areas of teaching, scholarship, and service during their time at Wright State. Teaching and scholarship will be valued most highly. Service is important but should not be pursued to the detriment of teaching and scholarship. Statements affirming adherence to a particular research, teaching, or service approach or viewpoint beyond the purpose of the position shall not be sought nor used for evaluating the productivity of a candidate for promotion and/or tenure. The candidate for promotion and tenure must submit all supporting materials (as specified in the contract) to the School Chair who will make those materials available to the promotion committee. If necessary, this shall include works accepted but not yet published, works not yet accepted for publication, conference papers, and works

in progress (if appropriate and claimed). The candidate will provide a list of five to seven potential outside reviewers qualified to evaluate the work in question.

b. Promotion to Associate Professor with Tenure

i. Teaching: The candidate for promotion from Assistant to Associate Professor must demonstrate consistent effective teaching and advising of students. The cumulative evidence of effective teaching and advising of students should include most of the following, or their equivalent:

1. Receiving student and peer evaluations that indicate consistently significant learning experiences.
2. Developing new courses, or significantly revising existing courses.
3. Advising students both formally and informally.
4. Supervising students in independent studies, honors projects, and the like.

ii. Scholarship: The requirements in the area of scholarship for promotion to Associate Professor are outlined in the following ways for the three general subject areas as follows.

1. For faculty in the disciplines of Religion, Classics, and Philosophy, scholarship will be considered superior when there is evidence of sustained research and publication while at Wright State and previously that has resulted in the publication of four or more peer-reviewed articles or chapters of demonstrated quality, or the publication of an authored and peer-reviewed book, or a combination of three published, peer-reviewed articles and other scholarship deemed an equivalent accomplishment (e.g. edited volumes, translations, major review articles). Such equivalents are not automatic and must be judged as equivalent by the Promotion & Tenure Committee, the School Chair, and subsequent reviewers.
2. For the faculty in the discipline of History, faculty are expected to produce and disseminate research of recognized quality within the discipline. Because of the changing forms of historical scholarship, non-traditional work can be recognized. A candidate for promotion to the rank of Associate Professor with tenure will need to demonstrate accomplishments equivalent to one of the following:
  - A peer-reviewed scholarly monograph; or
  - 4 peer-reviewed articles in scholarly journals or peer-reviewed book chapters; or
  - 3 peer-reviewed articles in scholarly journals or peer-reviewed book chapters, plus a combination of at least six of the following from at least three categories:

- i. Book, film, or exhibit reviews;
- ii. Dictionary or encyclopedia articles;
- iii. Museum and documentary scripts;
- iv. National Landmark recommendations;
- v. An Oral History collection created with a guide and an index;
- vi. Digital scholarship project;
- vii. Other appropriate scholarly activities; or
- 2 peer-reviewed articles in scholarly journals or peer-reviewed book chapters, *and* an editorial project (including any article or chapter within the volume) *and/or* a substantial translation project.

No more than one article can be in the scholarship of teaching and learning. Serving as a Principal Investigator or co-Principal Investigator on grants for public history projects totaling a minimum of \$50,000 are deemed equivalent to one article (and only one substitution may occur), but the total may not include routine internship funding structured as grants. An invited article in a scholarly journal or collection, although not necessarily anonymously peer-reviewed, may count as one article.

3. For the faculty in the discipline of English, the candidate for promotion to Associate Professor with tenure must show pursuit of a successful and effective program of ongoing scholarship. Scholarship may include traditional forms of research and publication as well as creative writing (The term “traditional” here does not exclude scholarship that appears in online journals or other non-print-and-paper formats). At a minimum, success in scholarship sufficient for promotion and tenure will include at least four units of published work or a clear equivalent. Units are defined as follows:

- An article in or accepted without revision for a reputable peer-reviewed academic journal will equal one unit.
- A chapter in or accepted without revision for a reputable peer-reviewed academic book will equal one unit, but only half of the units counted toward promotion may come from such chapters.
- A peer-reviewed scholarly book or monograph published by a reputable press in the field will equal six units.
- A substantial short story or work of creative non-fiction in a reputable literary journal will equal one unit.
- A substantial short story or work of creative non-fiction in or accepted for an edited, multiple-author collection

published by a reputable press in the field will equal one unit.

- A novel or a substantial collection of stories or work of creative non-fiction published by a reputable press in the field will equal six units, provided none of the material thus collected is counted toward promotion in any other published form.
- Four substantial poems in a) reputable literary journals and/or b) edited, multiple author collections published by reputable presses in the field will equal one unit.
- A substantial, well-received poetry chapbook with significant distribution will equal two units, provided not more than one chapbook is counted at each stage of promotion (e.g. one counted toward promotion to Associate Professor and/or one counted toward promotion to Professor).
- A substantial poetry collection published by a reputable press in the field will equal four units, provided none of the material thus collected is counted toward promotion in any other published form.
- Co-authored publications will be considered the equivalent of single-authored publications and evaluated accordingly.
- Other forms of sufficiently rigorous scholarly or creative activity will equal one to two units at the discretion of the committee responsible for promotion & tenure.
- An edited book by a reputable press will equal one to two units if the editor has also made a substantial contribution.
- An invited article in an important journal or collection, although not technically “peer-reviewed” will equal a unit.

Although scholarly publication is a goal, we recognize that not all significant faculty scholarship eventuates in publication.

Candidates for promotion with tenure may further demonstrate their “successful and effective program of ongoing scholarship” by listing activity such as the following, or equivalent:

- Conference papers
- Research-related grant proposals
- Published reviews, notes, and other short articles
- Entries in reference works
- Editorial work
- Preparation of unpublished drafts
- Conference attendance
- Scholarly consulting

- iii. Service: The candidate for promotion from Assistant to Associate Professor must demonstrate performance of appropriate service successfully and effectively. Success in service should include the following, or their equivalent.
  - 1. Adhering to all service requirements as specified in the CBA, including, for example, attending commencement regularly and submitting workload plans and faculty activity reports on time.
  - 2. Attending a majority of the School's faculty meetings.
  - 3. Serving on at least one program or School committee each year.
  - 4. Serving on at least one college or university committee each year.
  - 5. Demonstrating an interest in or undertaking leadership roles in at least one of the committees mentioned above.
  - 6. Serving the broader community in terms of public outreach or service to the profession. These will complement but not be in lieu of service to the institution itself.

c. Promotion to Professor

- i. Teaching: Promotion to Professor requires superior performance in teaching as demonstrated by the following, or their equivalents:
  - 1. Received consistently high student and peer evaluations
  - 2. Developed and revised courses
  - 3. Advised students effectively
  - 4. Supervised independent reading courses, undergraduate honors theses, graduate theses, graduate portfolios, or other comparable projects
  - 5. Taught necessary service, writing intensive, and relevant General Education courses successfully.

ii. Scholarship

- 1. For the faculty in the disciplines of Religion, Classics, and Philosophy, superior performance in scholarship is indicated by regular and substantive publication, resulting in a significant body of work that is widely recognized as making a notable contribution to the field. In addition to the record of scholarship required for promotion to associate professor, the candidate is expected to publish either a peer-reviewed scholarly book or six peer-reviewed scholarly articles of demonstrated quality, or the equivalent. In assessing the recognition of the scholarship, the committee will rely on data such as the evaluation of outside reviewers, participation in national or international conferences, and the citation of the candidate's work by other scholars.
- 2. For the faculty in the discipline of History, candidates must produce scholarship that is beyond that required for promotion to associate professor at Wright State, as follows:
  - A peer-reviewed scholarly monograph; or

- 4 peer-reviewed articles in scholarly journals or peer-reviewed book chapters.

No more than two articles can be in the scholarship of teaching and learning. Serving as a Principal Investigator (PI) or co-PI on grants for public history projects totaling a minimum of \$50,000 are deemed equivalent to one article (and only one substitution may be made), but the total may not include routine internship funding structured as grants. An invited article in a scholarly journal or collection, although not necessarily anonymously peer-reviewed, counts as one article. In cases where a faculty member's contribution to a collaborative work was that of substantial co-author, the work will be counted as the equivalent of a similar single-authored work. In cases where an individual's contribution may have been that of a co-researcher or facilitator, or where the individual authored a portion of the scholarly work, the appropriate portion of the work will be counted.

3. For the faculty in the discipline of English, success in scholarship sufficient for promotion to Professor will include at least ten units of published work (or a clear equivalent) (with units defined as above in the criteria for promotion to Associate Professor). Units put forward for promotion with tenure to Associate Professor may count toward the total ten units. Candidates for promotion to Professor may further demonstrate their ongoing scholarship by listing activity like the following, or the equivalent:
  - Conference papers
  - Research-related grant proposals
  - Entries in reference works
  - Editorial work
  - Preparation of unpublished drafts
  - Conference attendance
  - Scholarly consulting

iii. Service: Promotion to Professor requires service to the School, the College, the University, and the community. All of the following, or the equivalent, are required.

1. Attends all faculty meetings and contributes to the discussion at these meetings.
2. Show a sustained record of activity on program/school committees that include obvious leadership contributions.
3. Since promotion to Associate Professor, serve on a minimum of one college committee and one university-level committee with demonstrated leadership contributions, and provide other forms of institutional service. These may include assisting with a search, evaluating required texts for a commonly taught course, leading



an assessment activity for the school or the university, developing a student-centered activity, or the equivalent.

4. Perform some form of external (local, regional, national, or global) professional and community service; the latter may include community service related to professional expertise and/or social media outreach.

**VI. Amendment of the Bylaws**

- a. These by-laws may be amended.
- b. Amendment of the bylaws will be in accordance with the current CBA.

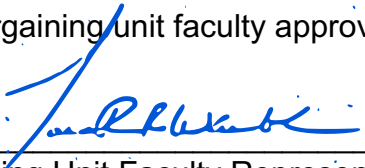
# BYLAWS APPROVAL FORM

The bylaws for the School of Humanities and Cultural Studies of the College of Liberal Arts,

dated April 27, 2023 are approved as follows.

## Bargaining Unit Faculty Approval

The bargaining unit faculty approved the bylaws by a vote of 20 to 0.



\_\_\_\_\_  
Bargaining Unit Faculty Representative

27 April 2023

\_\_\_\_\_  
Date Approved

## Dean Approval



\_\_\_\_\_  
Dean(s)

2 May 2023

\_\_\_\_\_  
Date Signed

## Faculty Governance Committee Approval

DocuSigned by:



\_\_\_\_\_  
Co-Chair (AAUP Representative)

7/31/2023

\_\_\_\_\_  
Date Signed

DocuSigned by:



\_\_\_\_\_  
Co-Chair (University Representative)

7/31/2023

\_\_\_\_\_  
Date Signed