

**Faculty Performance Expectations  
Edwards College of Humanities and Fine Arts**

**Department of English**

**Preface**

The Scope of Professional Life

Performance expectations for the faculty of the Department of English at Coastal Carolina University are based upon a definition of professional life that encompasses teaching and learning; research, scholarship, and creative activity; service to the institution and the community; and professional development.

Expectations

A statement of expectations for each performance area constitutes the standards by which the Faculty of the Department will be evaluated for the purposes of annual salary adjustment, tenure, promotion, and post-tenure review. Annual productivity in each performance area is required for a satisfactory review.

The Faculty of the Department endorses excellence as the performance goal in each area and accepts that excellence of achievement in the arts and humanities involves evaluation of quality as well as quantity, in the context of institutional mission. As members of a self-governing profession, the Faculty of the Department endorses the concept of peer evaluation, locally by peer committees and academic administrators; regionally and nationally by peers within the discipline.

Performance Indicators

Performance indicators are of two kinds: 1) those that denote modes of activity relevant to a performance area and 2) those that provide documentary support of the quantity and quality of activity in a performance area. Neither the number of activities nor the number of supporting documents necessarily indicates a high (or low) quality of performance.

**I. Teaching**

Statement of Expectations

The successful teacher-scholar in the Department of English will maintain content currency in all courses; employ pedagogical variety to improve student learning; maintain high performance standards for students; maintain a high standard of professionalism in the preparation of teaching materials and in the mentoring of students; observe institutional regulations regarding class meetings and final examinations; exhibit civility, approachability, and fairness in all interactions with students.

Activities Performance Indicators:

- Classroom teaching
- Student advising
- Mentoring of student research or creative projects
- Supervising independent study
- Course and curriculum development
- Participation in teaching seminars and workshops
- Collaborative, team, and interdisciplinary teaching

Documentary Performance Indicators:

- Student evaluations
- Teaching awards and commendations
- Peer, chair, and dean classroom observation and evaluation
- Sample syllabi, assignments, examinations
- Evidence of student learning (e.g. pre- and post-tests; student presentation or publication beyond the classroom; graduate school acceptances; career and public service accomplishments of graduates)
- Evidence of effective use of technology

## II. Scholarly and Creative Activities

### Statement of Expectations

The successful teacher-scholar in the Department of English will develop, continuously refine, and diligently pursue a scholarly or creative agenda; submit work in progress for peer review; incorporate scholarly or creative learning into appropriate classroom settings; and bring scholarly or creative projects to successful conclusion as demonstrated by performance, presentation, and publication.

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"><li>• Chapbook</li><li>• Book published by scholarly press</li></ul>	<ul style="list-style-type: none"><li>• Presentation, International Conference</li></ul>	<ul style="list-style-type: none"><li>• Online Publication</li><li>• Local Reading/Lecture</li></ul>

<ul style="list-style-type: none"> <li>• Edited Collection</li> <li>• Scholarly Edition</li> <li>• Book Chapter in an Edited Collection</li> <li>• Scholarly or Creative Refereed Work</li> <li>• Textbook</li> <li>• National or State Teaching/Professional Awards</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation, National Conference</li> <li>• Presentation, Regional Conference</li> <li>• Book Review in Scholarly Journal</li> <li>• Outside Grant</li> <li>• National Publication, (non-scholarly, administrative, commentary)</li> <li>• Published Poem</li> <li>• Item/Article in Reference Work</li> <li>• Disciplinary Award/Recognition</li> <li>• Regional Reading/Lecture</li> <li>• Conference Panel Participant/Session Chair</li> <li>• Summer Seminar, Fellowship, Symposium</li> <li>• Organizing Conference, (International, National, or Regional)</li> </ul>	<ul style="list-style-type: none"> <li>• Local non-academic publication</li> <li>• Poster Presentation</li> <li>• Organizing Local Conference</li> </ul>
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### III. University and Public Service

#### Statement of Expectations

The successful teacher-scholar in the Department of English will fulfill the basic responsibilities of university citizenship and collegiality; will respond to institutional needs as they arise; will accept a fair share of service work; will seek opportunities to use special talents and knowledge for the benefit of the institution and the wider community; and will participate regularly in the professional activities of his or her discipline and seek other opportunities for ongoing professional growth and renewal.

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> <li>• Non-CCU Disciplinary Board/Committee</li> <li>• Officer in Professional Organization</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty Senate</li> <li>• Ad-hoc Departmental Committee</li> <li>• Non-CCU, ENGL Community Outreach</li> </ul>	<ul style="list-style-type: none"> <li>• Sponsor, Student Club</li> <li>• Departmental Committee</li> <li>• Workshop Organizer</li> <li>• CCU Professional</li> </ul>

<ul style="list-style-type: none"><li>• Professional Reviewer (Grants, Proposals, Submissions)</li><li>• Editorial Board</li><li>• Chair, University Committee</li><li>• University Committee</li><li>• COHFA Committee</li><li>• Search Committee</li><li>• Advisor, Student Group or Publication</li></ul>		Development Presentations
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