

## MERIT REVIEW GUIDELINES FOR TENURE-TRACK AND TENURED FACULTY SPANISH AND PORTUGUESE STUDIES DEPARTMENT

This document was created to provide the chair and the Department of Spanish and Portuguese Studies with guidelines to evaluate tenure-track and tenured faculty for merit during the annual review. It aims to recognize the broad spectrum of professional activities in which our faculty engage, and it is presented with the understanding that there are activities which may not be included in the criteria listed below, but which might be considered on an individual basis.

This document recognizes that priority should be given to research, public scholarship and cultural production. Within this broad category, items have been ranked based on their relative weight. The order in which they appear in the document is the order of priority.

Items in the teaching and service sections have not been ranked because the committee was not able to reach an agreement.

The committee recognizes that racial and gender bias often impact the success of faculty in arenas such as publication or invited speaking opportunities, and urges departmental decision makers to take these biases into account in the consideration of merit.

### I. RESEARCH, PUBLIC SCHOLARSHIP & CULTURAL PRODUCTIONS

#### I.1. PUBLICATIONS

- Books:
  - Single-authored books: research monographs (the prestige of the publishing press will be taken into consideration when assessing the publication; priority will be given to research published by a university or premier trade press)
  - Single-authored textbooks
  - Co-authored books (the prestige of the publishing press will be taken into consideration when assessing the publication; priority will be given to research published by a university or premier trade press)
  - Co-authored textbooks
  
- Articles and book chapters:
  - Articles in a peer-reviewed journal (single or first author for linguistics)
  - Chapters in an edited book (single or first author for linguistics) (the prestige of the publishing press will be taken into consideration when assessing the publication; priority will be given to research published by a university or premier trade press)
  - Co-authored articles in a peer-reviewed journal

- Co-authored chapters in an edited book (the prestige of the publishing press will be taken into consideration when assessing the publication; priority will be given to research published by a university or premier trade press)
- Articles in a non-peer-reviewed journal (single or first author for linguistics)
- Co-authored articles in a non-peer-reviewed journal
  
- Public scholarship and cultural production:
  - Art exhibits
  - Documentary films
  - Single-authored fiction books or poetry books
  - Published poems, stories, and personal essays
  - Media and/or social media contributions, for instance, a blog entry, a pod cast, a website, an op-ed, a radio or printed interview, etc.
  
- Editing:
  - Edited volumes or special editions of a refereed journal (the prestige of the publishing press or journal will be taken into consideration when assessing the publication; priority will be given to research published by a university or premier trade press and peer-reviewed journals)
  - Co-edited volumes published or special editions of a refereed journal (the prestige of the publishing press or journal will be taken into consideration when assessing the publication; priority will be given to research published by a university or premier trade press and peer-reviewed journals)
  
- Other categories:
  - Book reviews
  - Encyclopedia entries
  
- Work in progress:
  - Substantial progress on a book manuscript or other long-term project, including field work (evidence needs to be provided of the work that has been completed)

Other considerations about publications:

- A distinction should be made between authoring and editing
- Printed and online publications should be treated similarly
- The length of the book, article, or chapter, together with the prestige of the publishing press or journal, may be taken into consideration when assessing the publication. The committee recognizes that, all other things being equal, a longer book or article should have more value than a shorter book or article.

## I.2. PRESENTATIONS

- Plenaries and keynotes at a national or international conference
- Plenaries and keynotes at a local conference
- Invited lecturers (at a university, scholarly institution, professional organization, etc.)
- Paper presentations or other forms of active participation (poster, round-table, etc.) at a national or international conference
- Paper presentations or other forms of active participation (poster, round-table, etc.) at a local conference

## I.3. GRANTS AND FELLOWSHIPS

- External research grants (PI or co-PI)
- External research grants (Member)
- Internal (UW) research grants (PI or co-PI)
- Internal (UW) research grants (Member)

## I.4. AWARDS AND HONORS

- Competitive external awards and honors
- Non-competitive external awards and honors
- Competitive internal (UW) awards and honors
- Non-competitive internal (UW) awards and honors

## II. TEACHING

- Active engagement in peer mentoring within the university
- Advising graduate students: PhD dissertation advisor, PhD dissertation committee member, PhD dissertation exam chair, PhD dissertation exam committee member, MA thesis director, director of graduate certificate capstone project, supervisor of graduate independent study, etc.
- Advising undergraduate students: directing honors theses, directing ad-hoc honors projects, supervising independent studies, etc.
- Awards and prizes related to teaching and mentoring
- Evidence of teaching excellence: peer evaluations and student evaluations as required by the Faculty Code
- Graduate student instructors training, supervision and mentoring (for applied linguistics faculty)
- Meeting the needs of the curriculum by teaching required courses, core courses, etc.
- New course development or substantial revision of an existing course (evidence needs to be provided by submission of teaching portfolio and/or syllabus)
- Number of classes taught
- Number of students taught
- Professional development activities related to teaching

- Teaching courses that have a significant diversity content and/or count towards the diversity requirement
- Teaching in other units and teaching cross-listed or withered courses with other units

### III. SERVICE

#### III.1. SERVICE TO THE DEPARTMENT

- Service in administrative positions
- Serving on departmental committees

#### III.2. SERVICE TO THE COLLEGE OR UNIVERSITY

- Service in administrative positions
- Serving on college or university committees

#### III.3. SERVICE TO THE COMMUNITY

- Service in administrative positions
- Serving as external reviewer in tenure and promotion cases
- Serving as external reviewer of a departmental or unit review
- Community-based engagement and service

#### III.4. SERVICE TO THE PROFESSION

- Serving on committees of national or international organizations
- Serving as editor of a journal or book series
- Serving on the editorial board of a journal
- Evaluating books, articles, book proposals, etc.

#### III.5. OTHER

- Awards and prizes related to service
- Professional development activities related to service

### IV. DIVERSITY

Special consideration will be given to items in each of the above categories that engage issues of diversity and equity