

**SOCIOLOGY DEPARTMENT**  
**Departmental RTP Criteria**  
**Approved 4/30/2009**

**DEADLINE FOR SUBMISSION OF MATERIALS TO THE CANDIDATE'S FILE**

- ☐ Materials are due to the Sociology Department RTP Committee seven working days prior to the university deadline.

**TEACHING**

- ☐ The Sociology Department values and encourages demonstrated excellence in teaching. Criteria for demonstrated excellence in teaching will be based on peer evaluations, student evaluations of teaching (SETEs and departmental evaluations), review of syllabi and assignments, demonstration of remaining current in the field and demonstration of incorporating professional development activities into classes.
- ☐ Candidates are expected to follow course catalog criteria in the development of a class syllabus and course content. Candidates are also expected to adhere to departmental course guidelines.
- ☐ Candidates are expected to teach a variety of courses each year and throughout progress toward tenure and/or promotion, including both core required courses and electives.

**SCHOLARSHIP, RESEARCH & CREATIVE ACHIEVEMENTS**

The Sociology Department expects yearly progress in scholarship, culminating in substantive achievements by the time of tenure and/or promotion. Acceptable evidence of scholarship includes the following activities:

- ☐ Published book
- ☐ Published article in peer-reviewed journal
- ☐ Published article/chapter in non peer-reviewed scholarly journal/book
- ☐ Service as an editor for a scholarly journal or press
- ☐ Accepted book proposal and/or work on book manuscript to fulfill accepted proposal
- ☐ Funded grant proposal and/or work on funded grant proposal activities
- ☐ Published book review in scholarly journal
- ☐ Submitted book proposal
- ☐ Submitted grant proposal
- ☐ Research report or scholarly paper presented at professional conference
- ☐ Participation in professional meetings as discussant, committee member, or organizer
- ☐ Service as critic, reviewer, consultant, or similar duties for a scholarly journal or press
- ☐ Service to the profession through active involvement in professional associations within Sociology (e.g., holding positions on committees, task forces, etc.)
- ☐ Publications for professional associations
- ☐ Active engagement in professional development activities (e.g., engaged participation in the SSU Faculty Writing Program, Professional Development

- Subcommittee-sponsored events, and other relevant opportunities on and off campus)
- ☐ Awards, honors or speaking engagements outside of SSU relevant to the candidate's scholarly focus
  - ☐ Post-doctoral studies or continuing education in an area that deepens or augments the faculty member's research

#### **UNIVERSITY SERVICE**

- ☐ The Sociology Department values the role that our faculty are expected to play in university service and encourages substantive contributions.
- ☐ Candidates are expected to consult with the Department RTP Committee Chair concerning suitable university service on an ongoing basis and prior to taking on or discontinuing service activity.
- ☐ Candidates in their first or second probationary year are expected to begin department service (including student advising) no later than the second semester of their first year and university service no later than their second year.
- ☐ Candidates in their third probationary year are expected to be fully engaged in departmental and university service by the end of their first year at SSU.
- ☐ Engaged and substantive service at departmental and university levels is required for a positive recommendation for tenure and promotion.

#### **PUBLIC SERVICE AND SERVICE TO THE COMMUNITY**

- ☐ The Sociology Department encourages active involvement in public service as well as service to the local community.
- ☐ Published policy and/or grant reports for non-profit or governmental agencies are an appropriate form of community service.