

11. Promotion and Tenure Procedures

A. Schedule for Tenure and/or Promotion Reviews

1. Candidates intending to seek tenure and promotion to Associate Professor or promotion to Professor must notify the Department Chair of this intention in writing by April 1 of the spring semester before the year their candidacy is to be considered.
2. Before the end of the spring semester, the members of the Promotion and Tenure Committee will elect a Chair for the following year from members holding the rank of Professor and will elect two members of a Subcommittee to review the candidate's file and offer the Committee a summary and assessment of the candidate's work; that subcommittee will assign one of its members the responsibility of serving as chair.

B. Outside Letters of Evaluation

After a faculty member declares his or her candidacy, the chair and that faculty member will arrange for outside reviews of the candidate according to the following procedure.

1. The faculty member must submit to the chair the names (including addresses, e-mail, phone numbers, and a description of why the person will be an appropriate reference) of at least six persons who might be asked to review the candidate's publications and write a letter of evaluation. In consultation with the chair of the subcommittee, the department chair will compose a separate list of up to six names and ask the candidate for three names that the candidate feels should not be on the chair's list. The list compiled by the chair should be made up of nationally and internationally recognized scholars in the candidate's field of research. The candidate should submit to the department chair, published and in-press works, a copy of his or her c.v., and a personal statement, two pages in length, outlining the candidate's record in research, teaching and service and setting forth an overview of the candidate's research agenda for the next five years. These materials will be made available to outside reviewers.
2. The chair shall then form a composite list, drawn from both lists, and write to at least six of these persons, requesting that they serve as evaluators and asking them which of the candidate's materials they would like to receive for review. The Chair will enclose a copy of the candidate's c.v. with detailed citations, summarize the Department's standards for promotion and tenure appropriate to the candidate in question, and list the materials available for review. A minimum of four letters must be received in time for the Promotion and Tenure Committee (see section E below) to review them before meeting.
3. The Chair will ask evaluators to address the following questions in their letters: How would you rate the originality and importance of the candidate's work? How does the candidate's work contribute to his or her field? How would you rate the candidate in relation to others in his or her field at a comparable stage in their career?

C. Materials to be included in a candidate's file

1. Prior to the beginning of the Fall semester of the year in which the candidacy of the faculty member for tenure and/or promotion is to be considered, the faculty member must submit the following materials to the department chair: a personal statement, a statement of teaching philosophy, course syllabi, and copies of published works or in-press publications. The term "monograph" as used here is defined as a book of original scholarship based on primary sources that make a significant contribution to the field. The personal statement (approximately two pages in length) should address the candidate's accomplishments in the areas of research, teaching and service and a summary of the research plan and the teaching goals the candidate expects to carry out over the next five years. The candidate may also include additional items he or she deems relevant.
2. The chair will provide student teaching evaluations, peer reviews of teaching, previous letters of the Promotion and Tenure Committee concerning probationary evaluations, and any programs devised in response to those evaluations (see the document, "Guidelines for Review of Probationary Faculty," contained in the Department's Policies). The chair will also ensure that at least one additional copy of published works or in-press publications are available. Faculty may borrow these publications for brief periods as they review the file.

D. Presentation Subcommittee

For each candidate for tenure and/or promotion, there will be a presentation subcommittee made up of the Chair of the Promotion and Tenure Committee and two other tenured faculty elected by the Committee each spring. Typically, at least one member of the subcommittee should be in the candidate's general field. The subcommittee will assign one of its members the responsibility of serving as chair. Both the Committee and the subcommittee are expected to read all of the materials carefully before the meeting. The subcommittee's task is to summarize for the Committee the materials submitted by the candidate to facilitate departmental discussion. Discussion of the candidate's suitability for promotion and/or tenure should address whether the candidate has met department standards for research, teaching and service for the appropriate rank as specified in the department's Policy (#10) on Promotion and Tenure Procedures. While the subcommittee's task is by its nature evaluative, it will not make a formal recommendation. Only persons able to attend meetings of the Committee are eligible for election to the subcommittee. Those serving on the subcommittee must make their reports in person at the Committee meeting and may not submit written reports in absentia.

E. Formal Evaluation of the Candidate

1. The Promotion and Tenure Committee meets sometime during the first five weeks of the fall semester to discuss the candidate's qualifications for promotion and/or tenure, review the subcommittee's report and finally to vote on its recommendation on whether

the candidate should be promoted and/or tenured. Those casting ballots should offer reasons in support of their decision.

2. The Chair of the Promotion and Tenure Committee will draft a letter summarizing the Committee's deliberations and reporting the Committee's vote, paying due heed to the range of opinions that may be presented as well as the sense of the majority of the Committee. The letter will be submitted to members of the committee for advice, possible revision, final approval and signature. The letter as approved by the Committee will be forwarded, with the remainder of the candidate's file, to the next stage of the evaluation process.
3. The Department Chair will also write a letter offering an assessment and a recommendation concerning the applicant's application for promotion and/or tenure. This letter will also be forwarded with the candidate's file to the next stage of the evaluation process.

F. Communication with the Candidate

Following the completion of the Committee's work and the forwarding of all materials to the Dean, the Department Chair will inform the candidate of the recommendations made by both the Chair and the Committee (the specific details of the discussion by the Committee will remain confidential at this time).