



primarily includes the clear communication of departmental requirements for tenure, and guidance on how best to reach these goals.

### 3. Annual Reviews

Untenured, TT faculty will be made aware of their progress toward tenure through an annual evaluation at the departmental level. The criteria for the annual evaluation are based upon the criteria for tenure, as documented below (see "II. Criteria for Promotion"). It is the obligation of the Peer Review Committee and Department Chair to report to the faculty member any deficiencies or other causes for concern that may play a role in a later tenure decision, as well as to suggest ways to overcome these difficulties. (For the membership requirements and responsibilities of the Peer Review Committee, please see the Department Faculty Manual)

- By January 1 of each year, faculty will submit documents to the Department's Peer Review Committee: a report of their professional activities during the past calendar year, and a form on which they evaluate their own teaching, research, and (if applicable) administration. This form provides space for three successive departmental levels of evaluation.
- By January 15, the Peer Review Committee offers a second level of evaluation of each faculty member on the above-mentioned form, and submits both the reports and evaluation forms to the Chair.
- By January 30, the Chair offers a final assessment of the faculty member. The Chair shares the result of the annual evaluation with each faculty member.

The primary purpose of the annual review is to provide information that allows the faculty member to improve his or her research, teaching, and service. However, if an untenured, TT faculty member is found significantly deficient in one or more areas, the Chair will forward a written review to the Peer Review committee. After reading the Chair's evaluation and meeting with the untenured faculty member, the Peer Review Committee, along with the Chair, will decide on a course of action. If the termination of contract is recommended, a two-strike rule by the tenured faculty in the Department will ratify the recommendation.

The candidate will submit a complete dossier (both a print and electronic copy) to the Department Chair by December 15. The dossier will follow the format of the tenure dossier as described in the College rank and tenure documents (less external evaluations and colleague evaluations).

The Peer Review Committee will evaluate the candidate's dossier. Each member of the Committee will review the dossier in its entirety and make an evaluation. The Committee Chair will write up a report based on a consensus of the Committee.

This report and the candidate's dossier will be made available to all the tenured members of the Department for examination before they meet to discuss the candidate's strengths and weaknesses.

At a meeting of the tenured faculty early in the semester, individual members will be invited to state their views on the candidate, and time will be allotted for general discussion. The assessment of the quality of the candidate's profile will be informed by as broad a range of evidence as is available. Following this discussion, the Chair will state his or her own views on the applicant's candidacy. A vote will be taken by secret ballot. The Chair will count the ballots, which will be checked by a colleague, and declare the results.

If two-thirds or more of the voters determine that the candidate is not likely to achieve tenure, University policies regarding non-renewal of contract apply, as found in the Faculty Manual (2006/2008, section III.I.1.4).

After the meeting, the Chair of the Peer Review Committee will revise, if necessary, the Committee's report in light of the departmental discussion and then circulate this report among the meeting participants to ensure its accuracy; the Department Chair will prepare his/her own separate, confidential recommendation on the applicant's candidacy; (3) and then, by February 15, forward the report and his/her own recommendation, with the vote, to the Dean of the College of Arts and Sciences. Thereafter the Department Chair will inform the candidate of the outcome of the vote, not disclosing the actual vote count.

A positive midpoint review does not guarantee an eventual positive tenure review.

#### 5. Application for Promotion to Associate Professor with Tenure

Candidates normally apply for tenure in their year on the tenure clock. The process of application begins in the Spring semester of the previous academic year. Candidates and Chairs should refer to the CAS deadlines for their respective responsibilities during that semester.

The Chair will make every effort to avoid potential conflicts of interest in selecting referees. The dissertation adviser of a candidate for tenure and his or her spouse does not serve as a referee. Scholars who have served on the candidate's dissertation committee, belong to the candidate's home Ph.D. department, are former teachers, or are close research collaborators with the candidate must be avoided. Any compelling exception is discussed with, and approved by, the Dean.

The Chair will make every effort to secure up to six external referee reports. In no case may there be fewer than four external reports. External referees will be provided with the candidate's curriculum vitae, a copy of peer-reviewed publications, and the Department's criteria for tenure as they pertain to research.

### Internal Reviews

Colleague Evaluations: the candidate will supply to the Chair the name of one colleague from within the Department or College to be an internal evaluator. The candidate may also submit the name or names of any faculty who may be biased against the candidate. The Chair will select an additional colleague, whose

so, they will be supplied with an electronic copy of the candidate's dossier and participate either in person or by video conference in the faculty deliberation.

At the meeting of tenured faculty, individual members of the Department will be invited to state their views, and then sufficient time will be set aside for general discussion. The assessment of the quality of the candidate's scholarly profile will be formed by as broad a range of evidence as is available. A vote will be taken by secret ballot. The Chair will count the ballots, which will be checked by a colleague, and declare the results.

After the meeting, two statements will be prepared. A member of the Peer Review Committee will summarize and explain the departmental vote at the meeting and circulate this statement among the meeting participants to ensure the accuracy of the summary. The Chair will produce a separate, confidential recommendation on the applicant's candidacy.

### Materials Sent to the Dean

By October 1, the Chair will send to the Dean the following materials: a cover sheet on which the vote of the Department is recorded; a copy of the program criteria for tenure and promotion; the candidate's part of the dossier and all additional documents (external referee reports, internal recommendations and reviews, the Chair's two statements and, if applicable, the Dean's decision about credit toward tenure).

After October 1, the Chair will inform the candidate of the outcome of the vote, not disclosing the actual vote count.

## B. TENURED FACULTY

### 1. Annual Reviews of Tenured Faculty

Tenured faculty are subject to annual reviews, as described above.

### 2.

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Unlike TT and tenured faculty, whose performance is evaluated based on their contribution to research, teaching, advising, service, skill and knowledge of the field, NTT faculty are evaluated according to their particular responsibilities, hours of service and professional activities related to those responsibilities. That is, at the time of employment the Chair of the Department will spell out the workload requirements for each NTT faculty member. Workload requirements might vary among NTT faculty, as well as for an individual NTT faculty member over his/her time in the Department.

NTT faculty are not prohibited from being involved in multiple duties related to research, teaching, or service. However, decisions regarding continuation of employment, and evaluation of NTT faculty performance relate to their primary purpose of their appointment.

NTT faculty are eligible for promotion to the rank of Associate Professor, but at least five years of continuous service

## II. CRITERIA FOR PROMOTION



candidate's visibility and impact in the profession should be evident by way of papers given at national and international conferences, as well as other forms of professional academic engagement that indicate recognition by one's peers of preeminence in the relevant field

The preceding guidelines presuppose a 2-2 teaching load.

## 2. Teaching

Candidates are expected to give careful and consistent attention to providing their students with an education that is of the highest quality. They should make continuous improvement of their teaching a fundamental dimension of their careers in the department. As necessary or desirable, faculty are encouraged to avail themselves of the many resources the university provides them to improve their teaching, for example, the Reinert Center for Transformative Teaching and Learning, consultation with senior colleagues.

The Department acknowledges that successful teaching has many configurations, and that the manner of exhibiting these qualities will vary faculty member to faculty member. Nevertheless, characteristics of such teaching include candidate's command of the appropriate subject and evidence of activities that lead to continuous growth in his/her field; clearly articulated learning goals; setting high expectations for student performance; the ability to organize material and present it with clarity; rigorous standards for assignments and examinations; the capacity to challenge students and awaken in them an awareness of the relationship of the subject to other fields of knowledge; the ability to arouse curiosity in beginning students and to stimulate advanced students to creative, independent work; responsibility in meeting classes, grading and returning examinations and papers in a timely manner.

Primary evidence of teaching effectiveness includes results of peer evaluation based on class visitations, the review of course materials including syllabi and examinations, and the results of periodic and systematic student evaluation, appropriately documented and explained. Other evidence may be included, such as is listed in the CAS Rank and Tenure statement.

In addition to teaching in their areas of specialization, faculty should be prepared and willing to serve the department and the students through effective teaching of introductory courses. They must be willing to teach at all levels of the curriculum.

Teaching includes not only classroom instruction but also a range of supervisory work, including directing theses at the undergraduate and graduate levels, supervising internships and independent studies, and running exams. The candidate should provide evidence of growing involvement in supervision. Only candidates who have successfully passed their third-year Review will be allowed to direct doctoral dissertations.

Teaching also includes mentoring, such as writing letters of recommendation and providing guidance for course scheduling. Candidates will provide evidence that demonstrates that they are effective student mentors. Evidence of effectiveness includes: numbers of students mentored and letters of recommendation written; comments in the formal student letters of recommendation solicited at the time of rank and tenure review.

### 3. Service

The Department expects collegiality from all its facul

