

DEPARTMENT OF ENGLISH

SECTION III:

TENURE, PROMOTION, AND MATTERS RELATING TO FACULTY

PROCEDURES FOR EVALUATING FACULTY FOR ANNUAL REVIEW, PRE-TENURE REVIEW, TENURE, AND PROMOTION

1. ANNUAL REVIEW for probationary faculty

Each year the Chair and another tenured member of the department, chosen by the probationary faculty member with the Chair's consent, shall evaluate the probationary faculty member's teaching (at least once per semester the first year, and once per year thereafter). Classroom visits shall take place on dates agreed upon by the visitors and the probationary faculty member. Teaching will be evaluated by the following standards: knowledge of material, clarity of presentation, class rapport and student response, and any remarkable features of the faculty member's teaching. Both the Chair and the other department member (a different department member each year) will write a letter of evaluation, and they will share and discuss those evaluations with the probationary faculty member. At least once per year the Chair will meet with the probationary faculty member to discuss progress in teaching, scholarship, and service. At this meeting, the Chair and probationary faculty member will also review and collect relevant materials in a dossier (including letters of teaching evaluation, student course evaluations, syllabi, course assignments, publications, records of service, and any additional material the Chair or faculty member would like to include). At the end of each academic year, the probationary faculty member should write a one-page assessment of his or her own progress in teaching, scholarship and service, and include a copy of this self-assessment in the dossier. The dossier will be kept on file by the English Department, and a copy of the dossier will be available to the probationary faculty member upon request.

2. PRE-TENURE REVIEW

A thorough review of the probationary faculty member's record of teaching, scholarship, and service shall be conducted by the Chair and tenured members of the department in the Spring semester of the candidate's third contract year (for faculty with two years of credit toward tenure at the time of the initial appointment, the review will take place in the Spring). By November 15 of the year in which the probationary faculty member is to be reviewed, the probationary faculty member shall have the opportunity to submit materials to the Department which he or she believes may be helpful to the pre-tenure consideration. The primary purpose of the review should be to help the probationary faculty member continue to develop as a professor. The Chair shall make available to all tenured members of the department the candidate's full dossier. At a meeting called by the Chair, the tenured members of the department shall discuss the strengths and weaknesses of the candidate. The Chair shall later consult with the probationary faculty member on ways that he or she can improve in teaching, scholarship, and service.

3. TENURE

In the year during which the probationary faculty member is to be considered for tenure, the probationary faculty member must submit materials to the Department which he or she believes may be helpful to the tenure consideration. Faculty operating under the deadlines of the current 11th Edition of the Faculty Handbook must submit materials by January 15. Faculty who have opted out of the new system must submit materials by September 21.

Teaching

In evaluating the probationary faculty member's teaching during the year in which the probationary faculty member is to be considered for tenure, a Classroom Visiting Committee will be formed. This Committee will consist of three members of the Department: the Chair, someone selected by the Chair, and someone chosen by the candidate. Two classroom visits by each member of the committee will be the norm. Classroom visits shall take place on dates agreed upon by visitors and candidate. The standards to be used by the Classroom Visiting Committee will include knowledge of material, clarity of presentation, class rapport and student response, and any remarkable features of the probationary faculty member's teaching. The two members of the Classroom Visiting Committee (other than the Chair) will write a detailed summary of their observations. They shall submit this summary to the voting members of the Department, when the Department meets to consider the case of the probationary faculty member.

Scholarship

During the year in which the probationary faculty member is to be considered for tenure, the Chair will invite the probationary faculty member to submit a *curriculum vitae*, evidence of scholarship or creative development, and any other evidence he or she sees fit to present. It is the responsibility of the probationary faculty member to present evidence of continuing scholarly development and performance of scholarly responsibilities. Scholarship and writing may be reflected in a range of professional and intellectual activities depending on the faculty member's discipline and individual talents. This is especially relevant to the work of professors of English, who may publish their scholarship and writing in a wide variety of publications and/or present it at a wide variety of literary gatherings and scholarly meetings. The department's primary criterion will be the quality of the probationary faculty member's work. Candidates for tenure are encouraged to provide information that will help the department and the members of CART assess the value of their publications and other scholarly or creative work.

Service

During the year in which the probationary faculty member is to be considered for tenure, the Chair will invite the probationary faculty member to submit evidence of service, or anything else he or she sees fit to present. It is the responsibility of the probationary faculty member to present evidence of continuing performance of service responsibilities to the Department and one or more of the following: service to the college, service to an academic discipline, service to the community.

When the Department meets to discuss a candidate for tenure, the eligible members of the English Department will evaluate the probationary faculty member in the areas of teaching, scholarship, and service vis-à-vis the qualifications and professional responsibilities specified and defined in the Faculty Handbook and the Department's Procedures for Evaluating Faculty.

One member of the Classroom Visiting Committee, and not the Chair, will write a summary of the Department's discussion, submit the summary for review to the voting members of the Department, and send it in its approved form to the Committee on Academic Rank and Tenure. The Chair will write a confidential letter evaluating the probationary faculty member in the areas of teaching, scholarship, and service, and send it to the Committee on Academic Rank and Tenure. Within one week of the Department meeting, the Chair should inform the candidate of the Department's recommendation (though the exact vote should be kept confidential).

4. PROMOTION

During the year in which a faculty member wishes to be considered a candidate for promotion, the faculty member must submit materials to the Department which he or she believes may be helpful to the promotion consideration. Those faculty operating under the deadlines of the earlier 10th Edition of the Faculty Handbook must submit materials by December 15. Faculty who already have tenure and who have chosen to operate under the current 11th Edition of the Faculty Handbook must submit materials by September 15.

Teaching

In evaluating the candidate's teaching during the year in which he or she is to be considered for promotion, a Classroom Visiting Committee will be formed. This Committee will consist of three members of the Department: the Chair, someone selected by the Chair, and someone chosen by the candidate. Two classroom visits by each member of the committee will be the norm. Classroom visits shall take place on dates agreed upon by visitors and candidate. The standards to be used by the Classroom Visiting Committee will include knowledge of material, clarity of presentation, class rapport and student response, and any remarkable features of the candidate's teaching. The two members of the Classroom Visiting Committee (other than the Chair) will write a detailed summary of their observations. They shall submit this summary to the voting members of the Department, when the Department meets to consider the case of the candidate for promotion.

Scholarship

During the year in which the candidate's case for promotion is to be considered, the Chair will invite the candidate to submit a *curriculum vitae*, evidence of scholarship or creative development, and any other evidence he or she sees fit to present. It is the responsibility of the candidate to present evidence of continuing scholarly development and performance of scholarly responsibilities. Scholarship and writing may be reflected in a range of professional and intellectual activities depending on the faculty member's discipline and individual talents. This is especially relevant to the work of professors of English, who may publish their scholarship and writing in a wide variety of publications and/or present it at a wide variety of literary gatherings and scholarly meetings. In evaluating candidates for promotion to the rank of Associate Professor, the Department's primary criterion will be the quality of the candidate's work. Candidates for promotion to the rank of Professor will be expected to present evidence of distinguished scholarship or creative writing of substantial quantity and sustained quality. Candidates for promotion are encouraged to provide information that will help the department and the members of CART assess the value of their publications and other scholarly or creative work. Candidates, in consultation with the Chair, should also secure 2-4 reviews from peers at

other institutions (such reviews should be sent directly to the Department Chair, and should focus on the candidate's research or creative work).

Service

During the year in which the candidate's case for promotion is to be considered, the Chair will invite the candidate to submit evidence of service, or anything else he or she sees fit to present. It is the responsibility of the candidate for promotion to present evidence of continuing performance of service responsibilities to the Department and one or more of the following: service to the college, service to an academic discipline, service to the community.

When the Department meets to discuss a candidate for promotion, the eligible members of the English Department will evaluate the candidate in the areas of teaching, scholarship, and service vis-à-vis the qualifications and professional responsibilities specified and defined in the Faculty Handbook and in the Department's Procedures for Evaluating Faculty. One member of the Classroom Visiting Committee, and not the Chair, will write a summary of the Department's discussion, submit the summary for review to the voting members of the Department's discussion, and send it in its approved form to the Committee on Academic Rank and Tenure. The Chair will write a confidential letter evaluating the candidate in the areas of teaching, scholarship, and service, and send it to the Committee on Academic Rank and Tenure.

(Approved, November 11, 2009; Revised, March 26, 2014, March 18, 2015; September 21, 2016. Approved by CART November 18, 2016)