

## SOCIOLOGY DEPARTMENT

### TENURE AND PROMOTION PROCEDURES

*Revised October 2017*

#### 1. On-Going Review of Probationary Faculty:

Probationary faculty in the Department of Sociology will:

- 1) Post office hours and submit copies of course syllabi each semester to the departmental secretary.
- 2) Conduct student evaluations of their teaching each semester.
- 3) Be observed in the classroom by a tenured faculty member each semester.
- 4) Meet at least once per academic semester with their faculty mentor to assess and evaluate their progress towards tenure. This mentor will be assigned by the Chair, in consultation with other members of the department.
- 5) Meet every spring semester with the department chair—in this meeting, the probationary faculty member will provide the department chair with an updated CV, an outline of progress and achievements in the three areas of evaluation for tenure (teaching, scholarship, and service) and any additional materials of the probationary faculty member's choosing—to assess and evaluate their progress towards tenure. The probationary faculty member's mentor can also attend this meeting, if requested by the probationary faculty member.

\*All probationary faculty will be assigned a tenured faculty mentor in the Department of Sociology who will serve in an advisory role, and who will meet with them at least once each academic year, to assess and evaluate their progress towards tenure.

The chair of the Department of Sociology will:

- 1) Provide the probationary faculty member with a written summary of the content of each annual meeting, including feedback on prior achievements and future goals in the three areas of evaluation for tenure (teaching, scholarship, and service).
- 2) Create, in collaboration with the Departmental Secretary, a file for each probationary faculty member, wherein all syllabi, student evaluations, faculty evaluations, and annual chair meeting write-ups are deposited. Probationary faculty can add any additional materials to this file, as well, and, ultimately, it can be transformed into the dossiers for Third Year Reviews and Tenure.

#### 2. Third Year Review of Probationary Faculty:

A thorough review of the probationary faculty member's record of teaching, scholarship and service should be conducted by the Chair in consultation with the tenured members of the department in the candidate's third contract year. The probationary faculty member

will produce and submit a dossier, inclusive of teaching, scholarship, and service (the three areas normally considered in making a tenure decision)—to the tenured members of the department for review. During the semester in which the review occurs, and prior to the review meeting described below, the probationary faculty member will also make a scholarly presentation to the department. Tenured members of the department will review the dossier and discuss the candidate's presentation in a meeting presided over by the Chair, and will also vote by secret ballot on whether the candidate is making adequate progress towards tenure. Following the meeting, the Chair will produce a summary of the discussion and will submit it for the approval of all members present. Once all have approved the accuracy of the summary, the Chair will meet with the probationary faculty member and provide her/him/them with a written copy of the summary assessment of his/her/their progress towards tenure, along with the results of the vote. This will occur no later than May 1.

### 3. The Tenure/Promotion to Associate Professor Recommendation

Faculty eligible for tenure/promotion to Associate Professor consideration are informed in writing by September 1 of the sixth year of the probationary period. Faculty members eligible for a tenure decision have the opportunity to submit their dossier (incorporative of the areas of teaching, scholarship, and service) to the Department and through the Provost to the Committee on Academic Rank and Tenure (CART), by January 15 of the sixth year of service. The dossier for tenure review will be submitted electronically, via Sakai, to CART, and two hard copies will be submitted to the Provost's Office (the Office of Academic Affairs).

Candidates will provide at least five names of professional colleagues for purposes of external review, by June 1<sup>st</sup> of their fifth year of service. The Chair, at his/her/their discretion, will solicit from those colleagues an assessment, based upon a review of the candidate's publications, of the quality and contribution of the candidate's scholarship. All external assessments will be submitted directly from reviewers to the Chair.

The tenured members of the Department shall attend a meeting by February 1, presided over by the Chair, to receive and discuss information contained in the dossier that the candidate has submitted. The materials in the candidate's dossier should reflect the three required categories for evaluation (teaching, scholarship, and service). The department will also consider additional information, written and oral, relating to the probationary faculty member's performance in each of these categories.

The Chair will forward to the Dean and to CART all supplementary written material considered at the meeting and summaries of any oral testimony will be included in the overall discussion summary.

A vote will be conducted, by secret ballot with no absentee ballots allowed, regarding the candidate's performance in each area. Within five days following the meeting, the Chair shall inform the candidate of the department's recommendation to CART (i.e., whether it

was positive or negative in each area).

The Chair will produce a summary of the discussion, and will submit it for the approval of all members present. This summary is separate from the Chair's own recommendation letter and the overall tenure recommendation of the tenured members.

By February 15, once the accuracy of the summary has been approved by all, the Chair will submit it, along with the ballots and the Chair's personal recommendation, to the Dean of Arts and Sciences.

*The candidate is responsible for preparing her/his/their own dossier in application for tenure including supporting materials, using the following criteria as a guide:*

#### 4. Criteria for Evaluating Scholarship

The Sociology Department expects that its members remain actively engaged in high quality scholarly research and publication. Scholarship will be evaluated in terms of continuing activity, as well as the contribution of already completed scholarly activity, including research and publication. The evaluation process will consist of judgments about the quality and quantity of professional and scholarly work. The relative weight of the professional contributions listed below will be assessed, in each individual case, through a process of discussion and deliberation among eligible voters, who will consider these deliberations in forming their individual judgment. Quantitative weights will not be assigned to these contributions. In making their judgments, faculty should take into account the entire corpus of a faculty member's work.

The activities and achievements listed below are illustrative of the types of professional work that the Sociology Department considers in the process of evaluating scholarship, with Required first, followed by additional, though not exhaustive, contributions that are open to consideration. Please note that for all co-authored work, the roles and responsibilities of the various authors should be made clear.

#### *Required:*

Articles in Peer-Reviewed Journals and/or Scholarly Books and/or Community Action Research\*

\*Examples of community action research include but are not limited to testimony to local, state, and federal government agencies; official reports and data collection for and on behalf of community organizations, non-profit groups, and non-governmental organizations; and artistic and other collaborative projects that draw upon and showcase

the experience of community members.

*Additional Contributions for Consideration in No Particular Order:*

Textbooks; edited books; book chapters; research grants; book reviews; paper presentations at conferences and professional meetings; invited talks; invited panelist at academic institutions, academic conferences, media outlets, and/or community organizations.

## 5. Criteria for Evaluating Teaching

The Sociology Department aspires to produce teaching that is transformative. Exceptional teaching is integral to the ethos of the department, and the evaluation of teaching is important to both tenure and promotion decisions. While the Department embraces a multiplicity of styles and approaches to teaching, faculty are encouraged to inspire active, participatory, and collaborative learning, critical thinking, and civic engagement among their students, both inside and outside of the classroom.

The department identifies the following as informative of successful teaching: 1) a knowledgeable grasp of the subject matter and a passion for teaching it; 2) thorough preparation and organization, which includes detailed course syllabi; 3) clear communication of the material; 4) stimulating student enthusiasm for, engagement with, and interest in, the subject matter; 5) respecting and valuing diversity and difference, and creating an atmosphere of openness and inclusion, in the classroom; 6) building and cultivating sustained relationships with students inside and outside of the classroom; 7) empowering students to become informed, independent thinkers and learners who are able to evaluate, access, and apply the concepts, theories, and empirical data they are learning about in the classroom to their own everyday lives and to the larger social world.

The evidence of quality teaching comes from many sources. In addition to the required materials which are: 1) statement of teaching philosophy, 2) quantitative student evaluations, 3) teaching observations performed by tenured faculty, and 4) course syllabi; probationary faculty are encouraged to submit additional evidence of their teaching, that may include but is not limited to:

Narrative letters from students (who have already graduated from college); independent studies; student mentorship in research and/or community outreach, engagement, and activism on and/or off campus; guiding students through the graduate school application process; recommendation letters; facilitating student placement and mentoring students at internship sites; collaborating with, and supporting, students' efforts to organize campus programming and events; examples of students' work.

## 6. Criteria for Evaluating Service

The Department of Sociology expects its faculty to engage in service. Service includes a variety of tasks and activities that contribute to the promotion of the social justice and the flourishing of each member of the campus and broader community as upheld in the college mission. There four types of service that should be acknowledged in the tenure and promotion processes: service to the department, college, community, and the profession. The following list is illustrative, not exhaustive, of service contributions and the evaluation of these contributions should take account of the extent and quality of service. Examples of service include:

1. Department service - participation in and/or organization of events sponsored/co-sponsored by the Department (lectures, seminars, panels, receptions); providing teaching support to colleagues; committee work; chairing departmental committees; and serving as departmental chair
2. College service – service to other departments and programs, participation in and/or organization of college-sponsored academic events, student-run events, and administrative programs; service on college committees; Faculty Senate Officer or member, chair of college or Senate committee; program director or administrative appointment.
3. Faculty professional service to community - contributing to community activities in terms of professional expertise; serving in a leadership capacity in community agencies; evaluation reports to external agencies and/or communities; local speeches; newspaper op-ed pieces; local or national media interviews.
4. Service to profession - memberships in professional associations; reviewer for professional journal(s); reviewer of book manuscript(s) including edited volumes and/or prospectus for a publishing company and/or research grant proposals; editorial board member for professional journal, academic press, and/or higher education publishing house; editor of professional journal; discussant, organizer, or chair of a session or panel at academic conference and/or professional meeting; officer or committee member in regional or professional organization; session or section organizer in regional or national professional organization; moderating discussion groups on the Internet.

## 7. Promotion to Full Professor

Faculty members who have served four full years as Associate Professors are informed of their eligibility for promotion in rank prior to May 1. These candidates have the opportunity to apply for promotion prior to June 1 of their fourth full year of service as an Associate Professor at Providence College or other comparable institution.

Candidates will provide at least five names of professional colleagues for purposes of

external review, by June 1<sup>st</sup> of their fourth year as Associate Professor. The Chair, at his/her/their discretion, will solicit from those colleagues an assessment, based upon a review of the candidate's publications, of the quality and contribution of the candidate's scholarship. All external assessments will be submitted directly from reviewers to the Chair.

Full Professors of the Department of Sociology, having at least two full years of service at the college, shall attend a meeting prior to October 1, presided over by the Chair, to receive and discuss information contained in the dossier that the candidate has submitted. The materials in the candidate's dossier should reflect the three required categories for evaluation (teaching, scholarship, and service). The department will also consider additional information, written and oral, relating to the faculty member's performance in each of these categories.

The Chair will forward to the Dean and to CART all supplementary written material considered at the meeting and summaries of any oral testimony will be included in the overall discussion summary.

A vote will be conducted, by secret ballot with no absentee ballots allowed, regarding the candidate's performance in each area. Within five days following the meeting, the Chair shall inform the candidate of the department's recommendation to CART (i.e., whether it was positive or negative in each area).

The Chair will produce a summary of the discussion, and will submit it for the approval of all members present by October 8. This summary is separate from the Chair's own recommendation letter and the overall tenure recommendation of the tenured members.

By October 15, once the accuracy of the summary has been approved by all, the Chair will submit it, along with the ballots and the Chair's personal recommendation, to the Dean of Arts and Sciences.

The candidate is responsible for preparing her/his/their own dossier in application for tenure including supporting materials, using the criteria listed above under 4, 5, and 6 as a guide, with the added condition that the candidate must show evidence of *distinguished achievement* in teaching, scholarship, and service.