

**Department of Foreign Language Studies**  
**Criteria and Procedures for Tenure and Promotion**

**Tenure Consideration**

Members of the Department of Foreign Language Studies who are to be considered for tenure must provide a complete dossier to the department chair according to the timetable specified in the *Faculty Handbook*. Upon being notified, the chair will inform members of the department of the request(s) and set a date for a department meeting prior to October 15, to discuss the applicant's credentials.

All materials relevant to the tenure consideration, including letters of recommendation, must be available to all tenured department faculty two weeks before the day of the meeting. This file should include evidence of teaching effectiveness, scholarship, and college and community service. It is the responsibility of the candidate to provide a complete credential file for the department and for the Vice President for Academic Affairs, and to supply sufficient copies of the file for members of the Committee on Academic Rank and Tenure (CART). Although the candidate may consult with the chair and other members of the department in compiling the dossier, he/she is fully responsible for developing, maintaining, and submitting these materials on time.

The candidate may appear before the department to discuss his/her dossier. At the department meeting, following a discussion of the candidate's credentials and in accordance with the procedure specified in the *Faculty Handbook*, a secret ballot will be conducted among all eligible members of the department pertaining to their evaluation of the candidate's teaching, scholarship, and service. Following this meeting, the chair will share the departmental recommendation, positive or negative, with the tenure candidate. The chair shall report the results of the department's evaluation and the chair's own evaluation to the Vice President for Academic Affairs on report forms provided by that office. The vote of the chair will be given on the Chair's Ballot and the vote of the department will be given on the Departmental Ballot. The vote of the chair is not counted in the total of the departmental vote, but submitted separately. Members of the department who are also members of CART must choose to vote with the department at this meeting or at the CART meeting. They may cast only one vote on the matter of the candidate's tenure.

**Third Year Review**

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 fall of the candidate's third contract year. For those faculty who were awarded a full three years of credit toward tenure at the time of initial appointment, the review will take place in their second contract year at Providence College. Prior to the review, the probationary faculty member will submit a summary of his/her teaching, research, and service record. The department chair, following a meeting of the tenured members of the department, should inform the candidate of the department's evaluation. This evaluation will be given in the form of a letter and will include specific recommendations to strengthen the candidate's performance, where necessary, in the areas of teaching, research, and service.

**The criteria for tenure are:**

1. Possession of the earned doctorate
2. Consistent demonstration of effective teaching
3. Evidence of scholarly development
4. Evidence of service to the department and the College
5. An affirmative vote of a majority of the members of the department in each of the three areas: teaching, scholarship, service
6. A recommendation for tenure by the chairperson

**Teaching**

During the probationary period, the candidate's teaching will be evaluated as follows:

1. Teaching effectiveness of probationary faculty will be evaluated by class visits conducted twice per semester during the candidate's first two years as a member of the ordinary faculty, and once per semester thereafter. The chairperson and a tenured member of the department designated by the chairperson will make the first visits. Subsequent visits will be made by a tenured member of the department designated by the department chair. These visits will commence in the first year of the probationary period and will take place before the mid-semester date.
2. Faculty evaluators will submit to the department chair and to the candidate a written evaluation of his/her teaching performance within two weeks of the class visit. A copy of the evaluation will be kept on file in the departmental office.
3. If the candidate's performance is not satisfactory, a list of constructive recommendations will be provided to the candidate in order to improve his/her teaching. The candidate will have the opportunity to respond to the critique on the original evaluation letter.
4. The candidate may request visits from other tenured members of the

department, whose evaluations must be in the form of a written report submitted to the chair and to the candidate within two weeks of the visit. A copy of these written evaluations will be kept on file in the departmental office.

### **Materials for Review**

The candidate will provide any forms of information that he/she believes to reflect on his/her teaching effectiveness. These materials may include but are not limited to:

- peer evaluations
- student evaluations
- teaching portfolios

At a special meeting called for the purpose of voting on the candidate's tenure, the faculty, having reviewed and discussed the material in the dossier and other information available on the candidate's teaching, will vote by secret ballot in accord with procedures described in the *Faculty Handbook* on the question: Does the candidate's teaching record justify the granting of tenure?

### **Scholarship**

The Department of Foreign Language Studies values excellence in scholarship in foreign languages and literatures as an integral and important part of a faculty member's role at Providence College. The following is a list of publications that may be presented as evidence of scholarly development, ranked from high to low:

- Book(s)
- Article(s) in peer reviewed scholarly journals
- Critical editing of scholarly articles, journals, or books
- Chapter(s) in scholarly or pedagogical volumes
- Translation of primary texts
- Book reviews
- Creative writing

Evidence of scholarly development also includes:

- Citations in scholarly works
- Presentation of papers at professional conferences
- Active participation as a discussant, organizer or chair of a panel at professional conferences
- Outside reader for professional journals
- Review of manuscripts or prospectus for publishing companies
- Participation by invitation at professional meetings

The faculty will review the material which the candidate presents as evidence of scholarly development and will discuss their evaluation of this work at the meeting set by the chair. The focus of the discussion will be to determine the quality of the work submitted, the development of the candidate's scholarly work, and the recognition the candidate has earned by experts in his/her field.

After the faculty have reviewed and discussed the candidate's scholarly work, a secret ballot will be taken in accord with procedures described in the *Faculty Handbook* on the question: Does the candidate's scholarly work justify the award of tenure?

### **Service**

The Department of Foreign Languages Studies values service to the department, the college, the discipline of foreign language and literature, and the community. The department will evaluate evidence of continuing performance of service responsibilities in one or more of the following areas:

- **Departmental service** may include but is not limited to service on departmental committees, organization of a departmental academic event, support of departmental scholarly and social functions, representation at Family Day, presence at the Major/Minor Fair, etc.
- **College service** may include but is not limited to representation on college committees, Faculty Senate involvement, directing an academic or administrative program.
- **Service to the discipline of Foreign Languages** may include but is not limited to holding an office or participating in committees of regional or national professional societies, acting as departmental liaison to a professional organization.
- **Service to the community** may include but is not limited to speaking to community groups, or any activity that requires language-related expertise, such as translation or interpretation.

After the tenured faculty have reviewed and discussed the candidate's service record as presented in the dossier, the chair will take a secret ballot in accord with procedures described in the *Faculty Handbook* on the question: Does the candidate's record of service justify the award of tenure?

Criteria that must not be used in evaluation of a candidate's qualifications for tenure include gender, race, ethnicity, religious affiliation, status as a member of a religious order, marital status, family status, and sexual orientation.

After these procedures have been followed, the chair will count the ballots on all three questions, informing the tenured faculty of the result. The chair will then report the result of this final vote to the candidate and to the Vice President for Academic Affairs.

## **Promotion Consideration**

Members of the Department of Foreign Languages Studies who are eligible and wish to wish to be considered for promotion must notify the chair of this intention in writing and provide a complete dossier to the department chair according to the timetable specified in the *Faculty Handbook*. Upon being notified, the chair will inform members of the department of the request(s) and set a date for a department meeting prior to February 1st to discuss the applicant's credentials and conduct a vote by secret ballot among all eligible members of the department.

All materials relevant to the promotion consideration, including letters of recommendation, must be available to all tenured department faculty two weeks prior to the day of the meeting. This file should include evidence of scholarly research and publications, teaching effectiveness, and service to the department and the College. It is the responsibility of the candidate to provide a complete credential file for the department and for the Vice President for Academic Affairs, and to supply sufficient copies of the file for members of the Committee on Academic Rank and Tenure (CART). Although the candidate may consult with the chair and other members of the department in compiling the dossier, he/she is fully responsible for developing, maintaining, and submitting these materials on time.

The candidate may appear before the department to discuss his/her dossier. At the department meeting, following a discussion of the candidate's credentials and in accordance with the procedure specified in the *Faculty Handbook*, a secret ballot will be conducted among all eligible members of the department pertaining to their evaluation of the candidate's teaching, scholarship, and service. The chair shall report the results of the department's vote and the chair's own evaluation to the Vice President for Academic Affairs on report forms provided by that office. The vote of the chair will be given on the Chair's Ballot and the vote of the department will be given on the Departmental Ballot. The vote of the chair is not counted in the total of the departmental vote, but submitted separately. Members of the department who are also members of CART must choose to vote with the department at this meeting, or at the CART meeting. They may cast only one vote on the matter of the candidate's promotion.

## **Teaching**

## **Materials for Review**

The candidate will provide any forms of information that he/she believes to reflect on his/her teaching effectiveness. These materials may include but are not limited to:

- peer evaluations
- student evaluations
- teaching portfolios

At a special meeting called for the purpose of voting on the candidate's promotion, the faculty having reviewed and discussed the material in the dossier and other information available on the candidate's teaching, the chair will take a secret ballot in accord with procedures described in the *Faculty Handbook* on the question: Does the candidate's teaching record justify the granting of promotion?

## **Scholarship**

The Department of Foreign Languages Studies values excellence in scholarship in foreign languages and literatures as an integral and important part of a faculty member's role at Providence College. The following is a list of publications that may be presented as evidence of scholarly development, ranked from high to low:

- Book(s)
- Article(s) in scholarly journals
- Critical editing of scholarly articles, journals, or books
- Chapter(s) in scholarly or pedagogical volumes
- Translation of primary texts
- Book reviews
- Creative writing

Evidence of scholarly development also includes:

- Citations in scholarly works
- Presentation of papers at professional conferences
- Active participation as a discussant, organizer or chair of a panel at professional conferences
- Outside reader for professional journals
- Review of manuscripts or prospectus for publishing companies
- Participation by invitation at professional meetings

The faculty will review the scholarly work presented by the candidate and will discuss their evaluation at a meeting set by the chair. The focus will be to determine the quality, recognition, and quantity of the work submitted.

After the faculty have reviewed and discussed the candidate's scholarly work, a secret ballot will be taken in accord with procedures described in the *Faculty Handbook* on the question: Does the candidate's scholarly work justify the award of promotion?

## **Service**

The Department of Foreign Languages Studies values service to the department, the college, the discipline of foreign language and literature, and the community. The department will evaluate evidence of continuing performance of service responsibilities in one or more of the following areas:

- **Departmental service** may include but is not limited to service on departmental committees, service as department chair, support of departmental scholarly and social functions, representation at Family Day, presence at the Major/Minor Fair, serving as departmental secretary.
- **College service** may include but is not limited to representation on college committees, Faculty Senate involvement, directing an academic or administrative program.
- **Service to the discipline of Foreign Languages** may include but is not limited to holding an office or participating in committees of regional or national professional societies, acting as departmental liaison to a professional organization.
- **Service to the community** may include but is not limited to speaking to community groups, or any activity that requires language-related expertise, such as translation or interpretation.

After the tenured faculty have reviewed and discussed the candidate's service record as presented in the dossier, the chair will take a secret ballot in accord with procedures described in the *Faculty Handbook* on the question: Does the candidate's record of service justify the award of promotion?

Criteria that must not be used in evaluation of a candidate's qualifications for promotion include gender, race, ethnicity, religious affiliation, status as a member of a religious order, marital status, family status, and sexual orientation.

After these procedures have been followed, the chair will count the ballots on all three questions, informing the eligible faculty of the result. The chair will then report the result

of this final vote to the candidate and to the Vice President for Academic Affairs.

**The criteria for promotion to the rank of Assistant Professor are:**

1. Possession of the earned doctorate
2. Evidence of scholarly development
3. Consistent demonstration of effective teaching performance
4. Evidence of service to the department and the College

**The criteria for promotion to the rank of Associate Professor are:**

1. All of the above pertaining to assistant professor
2. Minimum of four years' experience at the rank of assistant professor
3. Evidence of increasing and continuing scholarly development, especially in publication.
4. Recognition by colleagues in the same field

**The criteria for promotion to the rank of Professor are:**

1. All of the above pertaining to associate professor
2. Minimum of five years' experience at the rank of associate professor
3. Evidence of distinguished achievement in teaching, scholarship, and service.

**Emeritus/Emerita Rank Policy**

Professors who are separated from the College by reason of retirement or resignation may be granted the rank of emeritus/emerita. The department chair shall present to the committee on academic rank and tenure (CART) the evidence that the individual deserves consideration for emeritus/emerita status.

The criteria are:

1. The rank of professor
2. Twenty years of teaching at the College
3. Distinguished scholarly or pedagogical contributions to one's field
4. Distinguished service to the College