

Appendix A: Guidelines for Tenure and Promotion Decisions
Department of Foreign Languages and Literatures
Southern Illinois University at Carbondale
November 11, 1998
Policy and Procedure Statement for Tenure and Academic Rank Promotion
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I. Introduction

A. Review procedures for tenure as well as nomination and review procedures for promotion will be in agreement with the most recent version of University guidelines (which can be found on the Web) and with the provisions of the most recent Contract between the Board of Trustees of Southern Illinois University and the SIUC Faculty Association, IEA/NEA. Accordingly, evaluations for tenure and promotion must be made with regard to work assignments and the Operating Paper at time of hire. If the requirements change, the candidate must agree in writing to be evaluated according to the new criteria.

B. Criteria for tenure and promotion in rank are essentially the same: effectiveness in teaching, research/creativity, and service. An Assistant Professor will be recommended for tenure only if recommended for promotion at the same time.

C. When considering a faculty member's accomplishments towards tenure and/or promotion, the Department will consider the individual's achievements for the entire period of his or her professional career whether or not this has been spent entirely at SIUC. However, since judgement regarding the individual's teaching must be based primarily on his or her experience at SIUC, tenure and/or promotion will normally be recommended only after the candidate has demonstrated his or her teaching ability here at SIUC.

D. The goal of tenure deliberations is to determine whether or not there is a strong likelihood of a promising career for the candidate within the Department.

E. The goal of all promotion deliberations is to determine whether or not the candidate has demonstrated such effective teaching and has made such contributions to his/her profession through research and service that he/she should hold higher rank. Thus, promotion should not be recommended for length of service alone nor should the deliberation be influenced by budgetary considerations.

II. Criteria

A. There must be concrete evidence of high-quality teaching. Teaching includes teaching effectiveness in the classroom, an up-to-date knowledge of one's discipline, and a variety of teaching support activities. For promotion to the rank of Associate Professor, the faculty member must be an effective university teacher with an established teaching style. For promotion to the rank of Professor, the faculty member must demonstrate continued effectiveness as a university teacher. Evaluation of teaching may include the following sources:

1. Direct sources.

a. Student evaluations, graduate and undergraduate, as required by the Department, from a variety of courses taught during the probationary period.

b. Classroom visitation arranged in advance with the faculty member.

c. Consultation with the faculty member's Section Head.

d. Peer evaluation within the unit at the faculty member's request.

e. The Chair will consult with the faculty member in regard to all items utilized in the evaluation process.

2. Indirect sources.

a. Letters from colleagues in other disciplines, former students, and professional associates, both on and off campus who have direct knowledge of the faculty member's teaching. Solicited letters will be requested in consultation with the Chair.

b. Classes taught and teaching loads.

c. When appropriate, involvement with graduate student committees, both in this Department and elsewhere, independent studies, work-study enrollments, and interdisciplinary teaching.

d. Acknowledgments of teaching effectiveness through awards or other professional recognition.

e. Contribution to program development in the respective faculty member's area the Department, the College, and the University.

f. Other.

B. Research/Creative Activity.

1. Promotion to the rank of Associate Professor is awarded when the published research or creative activity is of demonstrable quality. Works in media other than print will be evaluated as appropriate. There must be evidence of professional development and continued scholarly research beyond the Ph.D. dissertation in the candidate's field or area(s) of specialization. The bulk of this research should have already been published, and it should form a coherent research program, although diversity and creative curiosity are encouraged. Contributions still in press or accepted for publication will also be considered as evidence of the candidate's scholarship. The quality, not the quantity (number and length of publications), will be considered of primary importance. The quality will be determined by consideration of the originality and significance of the scholarly contributions to the candidate's field or area(s) of specialization, and the reputation of the sources of publication.

Quantity and quality of publication should demonstrate that the candidate is developing into a mature and reputable scholar; this should be corroborated by peer evaluations from at least 5 to 8 reputable scholars (preferably not including the candidate's dissertation supervisor, co-authors, collaborators, or colleagues at SIUC) solicited by the Department Chair.

2. For Promotion to Professor, the candidate must have published substantially and gained a national or international reputation in his or her field or area(s) of specialization.

The candidate's published scholarship must be distinguished by uniform high quality, i.e., it must be original and significant, published in reputable sources, and mature in both methodology and style. There must also be substantial evidence of the candidate's national or international reputation in his or her field or area(s) of specialization, as demonstrated by scholarly reviews, citations, and discussions of the candidate's work in publications by other scholars, as well as at least 5 to 8 peer evaluations from reputable scholars (of the rank of full professor or of comparable stature) solicited by the Department Chair.

The letters of critical review from outside professionals should be solicited by the Chair in agreement with candidate. All such letters received will be included in the tenure/promotion dossier. The only exception will be such letters judged by both the Chair and the faculty member as not addressing the issues at hand.

3. Evaluation of research/creative activity may include the following sources:

Evidence of published research: books, articles, chapters, essays, or research reports in professional journals, both national and international

Research papers delivered at professional conference

Published reviews or critiques of research

Substantial evidence of contractual agreement for publication

Inclusion in publications or non-print sources; such as books, periodicals, CD-ROM, professional journals, newsprint, television, radio, or other

Awards, prizes, honors

Research projects, funded and not funded

Other.

Academic and Professional service will normally include service to the Section, Department, College and University. It will typically take the form of committee and administrative work at the University. Service outside the University may be within the community or at the state or national level and be in such a form as professional conference participation; consultantships, lectures, visiting professorships; manuscript evaluation for professional journals and publishers; offices held and participation in professional organizations; services to program development and improvement outside the Department; service awards; other.

III. Minimum Standards and Criteria for Academic Ranks

The minimum standards for academic promotion within the Department of Foreign Languages and Literatures shall conform with University guidelines (which can be found on the Web).

IV. Procedures for Promotion and Tenure Review

The policy and procedure for tenure recommendation will be the same as that for promotion with the exception that the candidate advanced for tenure consideration will be evaluated by the entire

tenured faculty in the Department, including the Department chair if this person holds tenure in the Department.

A. Untenured faculty on continuing appointment will be reviewed for tenure annually by the Department Chair in accordance with the *Employees Handbook* and in a timely manner as specified in the SIUC Faculty Association Contract.

B. In accordance with the University and College guidelines, each year the Department Chair shall prepare an evaluation of the progress towards tenure for each untenured continuing faculty member. The Department Chair will be aided in this process by an ad hoc Pre-tenure Evaluation Committee for each candidate. The Pre-tenure Evaluation Committee is made up of the candidate's Section Head and one other faculty member from the Department selected by the Department chair in consultation with the candidate. If the candidate is a Section Head, another faculty member will be selected by the Department Chair in consultation with the candidate.

C. Towards the end of the Spring Semester, the Department Chair will solicit applications from all faculty who wish to be considered for promotion and/or tenure. For those faculty members who are scheduled for their mandatory tenure decision, this process will be a continuation of the final pre-tenure review.

D. The candidates seeking promotion and/or tenure should update their CV's and files and provide the Department Chair with a list of qualified referees to conduct the evaluation of their research. The referees will be selected from this list by the Department Chair in consultation with the candidate.

E. No later than the third week of the Fall Semester, the Department Chair, working with the candidate, shall begin to compile a promotion and/or tenure dossier. This dossier should contain at least the following:

1. curriculum vitae
2. numerical summaries of student evaluations and an appropriate number of student comments
3. peer evaluations of teaching
4. letters in response to and citations of publications
5. letters from external evaluators
6. letters from internal evaluators
7. evidence and evaluations of professional contributions.

F. No later than the seventh week of the Fall Semester, the Tenure and Promotion Committees in separate deliberations, will evaluate the respective dossiers and decide in each case whether or not the candidate should be recommended for tenure and/or promotion. The candidate's section head or other faculty member designated by the Department Chair will present the candidate's dossier in an objective and systematic manner, and will consult with the candidate on any information the Committee may require. A majority vote of the Committee shall constitute that Committee's recommendation. The Committee will then submit to the Department Chair a letter containing the vote tally and detailed statements justifying their decision on each candidate.

G. If the Department Chair and the review committees recommend promotion and/or tenure, then the Department Chair shall work with the candidate to prepare and forward to the Dean a formal dossier which contains the Department Chair's recommendation. If the Department Chair recommends promotion and/or tenure in spite of a negative recommendation by a review committee, then the Department Chair shall prepare the dossier with the approval of the candidate and forward it along with the negative recommendation of the committee to the Dean. If the Department Chair does not recommend promotion and/or tenure, but a committee does, then with the approval of the candidate the chair of that committee shall prepare the dossier and forward it along with the negative recommendation of the Department Chair to the Dean. If neither the Department Chair nor a promotion committee recommends promotion, the candidate has the right to prepare and forward his/her own dossier to the Dean. If neither the Department Chair nor the Tenure Committee recommends tenure, the Department Chair shall prepare the negative recommendation and forward it to the Dean. The Department Chair shall provide the Dean of the College and the candidate with copies of the recommendation.

1. If the candidate is the Department Chair, a senior member of the promotion committee shall act as Department Chair in these procedures.
2. In preparing the formal dossier, the Department Chair shall follow the procedures in conformance with University guidelines (which can be found on the Web).

H. All dossiers reviewed shall be forwarded to the Dean. A faculty member may request in writing to withdraw the dossier from further consideration any time prior to its arrival at the Office of the Vice President for Academic Affairs and Provost.

I. Voting Policy on Promotion and Tenure

It is the duty of eligible faculty members to be present at faculty meetings for promotion and tenure votes. Any eligible voting members who are absent will be required to fully inform themselves of the candidate's credentials and deliver their votes as quickly as possible. For faculty who must be absent from campus for professional reasons, every reasonable effort will be made to provide them the information necessary for them to cast their vote.

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