V. Review of Tenured Faculty

A. Reviews and Procedures

1. Associate Professors are reviewed by the Full Professors at least every three years. The review will be based upon the curriculum vitae and other materials if necessary or relevant, and will be coordinated by a Full Professor designated by the Head. Results of this review will be used as a basis for advising the candidate about progress toward promotion. An Associate Professor may ask to be reviewed by the Full Professors for promotion at any time.

2. In the event of a formal request from the candidate and/or a consensus among the full professors to proceed, the Head will appoint a faculty member to chair a promotion committee composed of the full professor to review of the curriculum vitae and/or other materials. As part of the review process, a group of external referees will be selected to review the case of each faculty member who is under consideration for promotion. The Department will adhere to university guidelines regarding the number of and type of letters to be solicited.

3. The referees for the promotion process are selected by the Head in consultation with the promotion committee. The candidate will be invited to provide the names of scholars who, in her/his judgment, may not be suitable reviewers, but all final decisions concerning the list of reviewers will be made by the Head and the chair of the promotion committee. The list of reviewers selected will be held in strict confidence and will not be shared with the candidate, nor are their letters of recommendation to be made available to the candidate. Consistent with University policy, candidates may not see or receive summaries of outside letters. Candidates are also not permitted to contact external reviewers. Any violation of this rule would be considered a series breach of professional ethics and of the tenure and promotion process, and could result in a termination of the process.

B. Criteria for Promotion

All reviews will consider performance in the following three areas:

a. Scholarship. Outstanding and substantial achievements beyond the dissertation will be required for promotion to the rank of full professor. The rank of full professor is reserved for those cases in which the candidate has achieved national or international scholarly visibility or recognition for her/his scholarly contributions, as evidenced by books and articles published or accepted for publication by reputable publishers and journals, scholarly citations, papers read or accepted for reading at conferences of established scholarly organizations, research grants secured from foundations or other outside agencies, as well as evidence that strongly suggests that the scholarly contributions are likely to continue into the future. The requirements of scholarly reputation and productivity must be met irrespective of teaching and/or service to the department, university, or profession.

b. Teaching. Demonstration of competent teaching is essential for promotion. Substantial evidence of a candidate's outstanding teaching ability or of an extraordinary contribution to the

development of new teaching programs will be considered an additional positive factor in recommending promotion.

c. Service. A positive recommendation for promotion requires evidence of adequate service (at a minimum, accepting routine assignments to committee work, advising, and other non-teaching duties). Exceptionally meritorious service to the department, profession, college, or university (including university-related community service will be considered as additional positive factors in favor of promotion and tenure).

VI. Addendum

A. University policy provides that all tenured members of a Department (except spouses of candidates) are entitled to participate in promotion and tenure discussions. Departmental bylaws (in force as of September 3, 1998) require that to be eligible to vote, a faculty member must hold at least a 25 percent appointment in the department. Voting rights are further restricted to those who have reviewed the material and attend the meeting where a case is discussed and who hold a rank equal to, or higher than, the rank being proposed for the candidate (i.e., full professors and associate professors vote on promotions to associate professor, full professors vote on promotions to professor). Faculty members on leave or sabbatical who formally hold a 25 percent appointment or more and who review the material may attend the meeting. There is no proxy voting. The balloting shall be secret, and the results of all balloting shall be recorded.

B. Following a decision on a candidate for either tenure and promotion or promotion to full professor, the Head shall promptly inform the candidate of the action taken on the case and the reasons therefore, but shall not identify the position taken by any individual member. Consistent with University guidelines, none of the following--the ad hoc committee's report, the Head's report, or the external reviewer letters--are to be disclosed to the candidate, even in redacted form. If the Head concurs in the decision regarding promotion or tenure, s/he will prepare official promotion/tenure papers. If there is a disagreement between the department's committee of the whole and the Head, the majority view shall normally be presented by a faculty member who endorses that view, and the Head shall present independently his or her judgment. University Statutes provide for appeal of departmental personnel decisions to university officials.

C. All departmental deadlines reflect current college policies. Any conflict, expressed or implied, between any of departmental policies and procedures and the University Statutes, shall render the foregoing invalid and of no effect to the extent of such conflict. Nothing contained in departmental policies or procedures shall in any way be construed to alter, change or modify, amend, expand or decrease any substantive rights or obligations created by, or any procedures specified in, the University Statutes. Any amendments hereafter made to the university statutes by the board of trustees shall automatically invalidate anything herein contained which is contradictory to the statues as so amended.