

# TENURE AND PROMOTION GUIDELINES FOR SOCIOLOGY FACULTY

Department of Sociology

University of Memphis

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## Guidelines for Tenured and Tenure-Track Faculty

### I. Overview

The Department of Sociology is a community of scholars and teachers which is dedicated to outstanding research, teaching, and service. Decisions about tenure and promotion are crucial to the maintenance of excellence in the department and larger university. The criteria discussed in this document supplement the University of Memphis Faculty Handbook and the College of Arts and Sciences Tenure and Promotion Guidelines. All candidates for tenure and/or promotion must meet departmental, college, and university eligibility criteria in effect at the time of application. *It is a faculty member's responsibility to keep current with changes in the guidelines.*

Most specific requirements, timetables, forms, and resources are provided by the University. Those resources are available here:

<https://www.memphis.edu/aa/resources/tenurepromotion/index.php>

Additional specific requirements are found in the University of Memphis 2023 Faculty Handbook, in Chapter 4 (Tenure Track Faculty). The current version is available here:

[https://www.memphis.edu/faculty\\_handbook/](https://www.memphis.edu/faculty_handbook/)

Written departmental guidelines are available on-line and will be distributed to faculty when they join the department, when they come up for mid-tenure review, and when they apply for tenure and promotion. Guidelines will be distributed to all affected faculty members whenever they are revised. It will be the role of the Department Chair to see to the availability of the departmental guidelines.

### II. Categories for Evaluation

Candidates for tenure and/or promotion are evaluated on their research, teaching (which includes advising and mentoring), and service. Although it is not possible to provide a rigid and absolute criteria for evaluation, it is important to provide faculty and others with a well-defined set of criteria and expectations which will guide departmental recommendations on tenure and promotion. The following procedures and processes are designed to ensure an impartial evaluation of candidates.

In terms of **teaching (which includes advising and mentoring)**, it is expected that candidates for tenure (and promotion) demonstrate that they are “effective teachers.” An effective teacher:

1. has command of the subject matter
2. exhibits the ability to organize the subject matter and present it in logical and meaningful ways
3. exhibits the ability to motivate undergraduates
4. exhibits the ability to stimulate creativity in graduate students
5. demonstrates creative and effective use of innovative teaching methods and curricular innovations

Examples of documentation for teaching (which includes advising and mentoring) may include, but are not limited to, the following:

- Statement of teaching philosophy
- Course materials (syllabi and assessments)
- Systematic student evaluation for each course each semester (ie., SETE scores)
- Grade distributions (and comments, if desired, about relationship of grades and nature of course)
- Evidence of supervision of student projects, honors contracts, and other forms of mentorships including collaborations with students on presentations and publications
- Peer evaluation of classroom teaching
- Teaching awards and recognitions
- Development of new courses or developing courses for new modalities
- Teaching-related publications
- Creating relevant computer software and audio-visual material

In terms of **research and scholarship**, it is expected that candidates for tenure (and promotion) demonstrate “productive scholarship.” The most common way to show research productivity is through the publication of independent research in refereed journals that makes a valuable contribution to the existing literature. Another equally acceptable way is through the publication of original books (not edited readers). It is not expected that candidates for tenure and promotion must write books; however, if they have published a book (or have one in press), then it normally would be equivalent to several journal articles, depending on the quality of the book and prestige of the publisher.

With regard to refereed journals, some articles have more professional impact than others. Candidates should document the quality, importance, and influence of their publications to assist in the evaluation of their work.

The types of evidence and documentation for effectiveness in research and scholarly activities may include, but are not limited to, the following:

- Publications, e.g., appropriate textbooks, books or chapters in books, articles in refereed journals, monographs, refereed and non-refereed conference proceedings, book reviews and other related items, written reviews, and evaluations by qualified peers
- Papers presented, e.g., papers presented at local, state, regional, national, and international professional meetings
- Invited guest lectures, both inside and outside the university, pertaining to one’s research and scholarship
- Contributions to the art of teaching, e.g., appropriate textbooks or education articles in peer review forums, development of computer software or audiovisual media, and so forth
- Contributions to engaged scholarship including collaborative reports, documentation of impact, external funding, and publication in peer-reviewed journals
- Contributions to public sociology, e.g., sharing research with public-facing outlets, whether

in print or through other forms of media

- Evidence of activity in pursuit of funding in the form of grants, fellowships, or contracts to support research/scholarship/creative activities

In terms of **service**, it is expected that candidates for tenure (and promotion) demonstrate “good service” within and beyond the university.

Service **within the university** may include:

- Chairing/serving on departmental committees
- Holding administrative positions in the department (e.g., graduate coordinator)
- Chairing or serving on College or University committees, including Faculty Senator
- Holding administrative positions in the College or University (e.g., director of a program)
- Serving as a formal mentor for a colleague
- Writing professional recommendation letters for students (e.g., recommendations to enter doctoral programs, etc.)
- Activities that support student recruitment and success (participation in recruitment events, student advising, service to student organizations, etc.)

Service **beyond the university** may include:

- Community service, if professionally-related
- Serving as an editor, associate editor, book review editor, editorial board member, or reviewer for journals or publishing houses
- Serving and/or holding office in a professional association, task force, or advisory group
- Serving on an external review panel for another department or unit
- Serving as an external reviewer for candidates under consideration for tenure and/or promotion.

Candidates must demonstrate that service contributions enhance the university, community and/or discipline and demonstrate that they were acting in a professional capacity in these endeavors.

In any of the above areas of teaching and mentoring, research and scholarly activities, and service, faculty should also document activities related to professional growth (courses taken for credit or as an auditor, seminars or webinars attended, etc.).

### **III. Annual Reviews/Evaluations**

1. As mandated by University of Memphis policy, the Department Chair will evaluate the performance of all faculty members each Spring. Details on the annual review process, the rating scale used, and the consequences for low performance ratings can be found in the Faculty Handbook.
2. Annual Performance Reviews are used as a basis for decisions relating to tenure, promotion, workload assignments, recommendations for salary increases and other personnel actions, including decisions regarding renewal of tenure track faculty appointments.

3. The goals of these performance reviews are to:
  - review accomplishments as compared to previously set specific objectives for the faculty member by the faculty member and the Department Chair consistent with this handbook and academic unit and departmental guidelines
  - establish new objectives for the coming year, as appropriate, using clearly understood standards that are consistent with this handbook, academic unit guidelines, and departmental guidelines
  - provide the necessary support (resources, environment, personal and official encouragement) to achieve these objectives
  - fairly and honestly assess the performance of the faculty member by the Department Chair
  - recognize and reward outstanding achievement

#### **IV. Mid-Tenure Reviews**

1. The University mandates mid-term evaluations of all tenure-track faculty. It is designed to provide faculty members with information about the status of their progress toward tenure and promotion. The process mirrors the full tenure process, except that external letters are not requested.
2. As in cases of tenure and promotion, the faculty member is evaluated by both the T & P Committee and the Department Chair. The composition of the committee, including selection of a “Candidate Representative” for the faculty member, is outlined below in Section VII.
3. The faculty member, with assistance from her/his representative, will prepare a dossier that mirrors a full tenure dossier. The faculty member will be provided with a checklist of all documentation required by the Departmental T & P Committee (also see link at the beginning of this document). These requirements will be in line with University and College guidelines for tenure and promotion, excluding external reviews.
4. The faculty member will submit a dossier to the Department Chair by February 1<sup>st</sup> of her/his third year of service. The Department Chair and the faculty member’s representative will ensure that all required items have been submitted and that the dossier is complete. Once the dossier is complete, it will be forwarded to the T & P Committee for consideration.
5. The T & P Committee will convene soon after the dossier is submitted to begin evaluation of the faculty member. The Committee Chair is responsible for ensuring that a careful examination of the faculty member’s research, teaching, and service is undertaken by committee members. If there are multiple faculty members undergoing a mid-term evaluation, the committee may begin discussions of all faculty members at this meeting. Or they may schedule separate meetings for each faculty member. The department tenure and promotion committee will take a formal anonymous vote on whether the faculty member is progressing satisfactorily toward the grant of tenure. If the majority of the committee members vote that the faculty member is not making satisfactory progress, then the

committee will take an additional anonymous vote on whether the faculty member should be retained.

6. The T & P Committee will meet a second time to study a written evaluation of the faculty member (that has been composed by committee members) and other supporting documentation. The committee will discuss the candidate and finalize a report that assesses the faculty member with respect to her/his progress toward tenure and promotion. The report will discuss strengths, as well as any areas of concern and what must be done to address those concerns. The committee may also submit a minority report with the rationale for dissenting opinions. If there are multiple faculty members undergoing a mid-term evaluation, a separate meeting for each faculty member will be held to compose final reports.
7. Only those committee members who have attended all meetings about the candidate and studied the dossier may vote on the final report. However, committee members who have been unable to attend all the meetings may still provide written input into the final report. And, as with tenure and promotion cases, a quorum for all T & P Committee meetings is 2/3 of all eligible voting members of the committee.
8. The Committee Chair will submit the committee's vote and report, which will include a detailed written statement with supporting evidence on the faculty member's research, teaching, and service. A separate report will be written for each faculty member under discussion.
9. The Department Chair will complete and submit their own assessment based on an independent reading of the candidate's materials and a review of the Department Committee's report.
10. A copy of the Department Chair's report and the T & P Committee's report will be presented to the faculty member. The Department Chair will meet with the candidate to discuss the reports. The T & P Committee Chair or other designated Committee Representative has the option to meet with the candidate as well.
11. The faculty member may write a brief statement in response to the discussion and reports obtained from the T & P Committee and the Department Chair. The faculty member may address inaccuracies and/or describe plans to address concerns in the report.
12. Following completion of the Departmental Committee and the Department Chair reviews, the candidate's file is then forwarded to the Dean. If the Dean decides to retain the mid-tenure review candidate, then the review is completed. If the Dean recommends non-retention of the candidate, then the file is forwarded to the Provost for review. Additional information on review by the Provost is included in the Faculty handbook.

## **V. Criteria for Tenure and Promotion to Associate Professor**

The criteria for earning tenure and promotion to the rank of Associate Professor include the following:

1. Documented evidence of ability in instruction, service, and research, as described in section II.
2. Served at least five years at the rank of Assistant Professor at the time of the application for tenure and promotion. Exceptions to this minimum rank qualification can be approved by the provost.
3. Documented evidence of high-quality professional productivity which is leading to regional, national, or international recognition in the academic discipline.
4. Professional comportment consistent with the Faculty Code of Conduct

The candidate has the responsibility for providing evidence of scholarly productivity (reprints of publications, copies of books, conference presentations, proceedings, etc.) for which the candidate seeks recognition. Scholarly productivity prior to employment at The University of Memphis will be viewed as indicative of scholarly potential suitable for being employed. However, major evaluative weight for recommending tenure and promotion will be placed on the fulfillment of that potential by demonstrating a consistent trajectory toward achieving a regional, or national/international scholarly reputation during the tenure and promotion probation period.

## **VI. Criteria for Promotion to Full Professor**

Promotion from Associate Professor to Full Professor is of a different magnitude than promotion from Assistant Professor to Associate Professor. Promotion to Full Professor occurs when faculty members have achieved national or international recognition in their respective discipline. More specifically, criteria for promotion to the rank of Professor in sociology include the following:

1. Documented evidence of sustained ability in instruction, service, and research.
2. Served at least five years at the rank of Associate Professor at the time of the application for promotion. Exceptions to this minimum rank qualification can be approved by the provost.
3. Documented evidence of sustained high quality professional productivity and national or international recognition in the academic discipline.
4. Professional comportment consistent with the Faculty Code of Conduct

A candidate should make innovative and sustained contributions to teaching beyond effective classroom performance. This could take the form of having initiated new courses, advising large numbers of graduate students, publishing in the area of pedagogical development, and/or other contributions that indicate excellent teaching beyond classroom performance.

A candidate should demonstrate that he/she has achieved national or international prominence in the area of scholarship as evidenced by numerous high-quality, refereed publications (journal articles, book chapters, and/or books) that have made a significant contribution to the discipline. Although no attempt is made to define precisely the number of required publications, it is understood that there must be a sufficient number and quality to establish the candidate as a national or international scholar in her/his field. The most important criterion is not quantity of publications, but the reputation that has been generated through the publications. The candidate must demonstrate quality scholarly achievement indicative of a national or international reputation.

A candidate should demonstrate that he/she has maintained high-quality service to the department, College, and University, as well as to her/his profession. Again, some of this service should be at the national level (e.g., editorial boards of respected journals, holding office in major sociological associations, etc.).

## **VIII. Application Process**

1. Faculty members who wish to be considered for tenure or promotion during the next academic year must inform the Department Chair in writing by the date designated by the

- College. The Department Chair will then inform the Chair of the T & P Committee.
2. Candidates will be supplied with a checklist of the documentation required for the tenure or promotion dossier. These requirements will be in line with University and College guidelines.
  3. Candidates must submit their dossier for review by the Candidate's Representative one week prior to the College deadline for dossier submission. The Department Chair and the Candidate's Representative will ensure that all required items have been submitted and that the dossier is complete. Once the dossier is complete, it will be opened to the T & P Committee for consideration.
  4. Material included in the dossier is determined by the criteria for tenure and promotion outlined in the University of Memphis Faculty Handbook, the Tenure and Promotion Guidelines of the College of Arts and Sciences, and the Department of Sociology's Tenure and Promotion Criteria.
  5. By the deadline established by the College, the candidate will provide the T & P Committee with a list of 4-8 recognized scholars in the candidate's area of study who are outside the University of Memphis. Members of the T & P Committee will provide an additional list of recognized scholars in the candidate's area of study who are outside the University of Memphis. The Department Chair will select a minimum of four (4) names to act as external reviewers. At least one of the selected reviewers must be from the list provided by the candidate. A minimum of four letters must be received.
  6. The external reviewers are expected to provide informed, objective evaluations rather than testimonials. Therefore, no more than one external reviewer can be a past mentor or collaborator of the candidate. It is the responsibility of the Department Chair to provide a rationale for the selection of each referee.
  7. Outside letters of evaluation will be kept confidential to the maximum extent allowed by University policy and the laws of Tennessee. The potential external referees must be informed of these procedures when their letters of evaluation are requested.
  8. External reviewers will be provided with the candidate's CV, a representative sample of her/his scholarly work, a narrative research statement, the department's tenure and promotion criteria, and any other materials deemed relevant. Both tenure and promotion to Associate Professor or Professor require external peer review of a candidate's record of scholarly activity by qualified peers who are not affiliated with the University of Memphis. The purpose of external peer review is solely to provide an informed, objective evaluation of the quality of the scholarship, research, or creative activity of the candidate. Reviewers will be asked to evaluate the candidate's scholarship and to provide a robust assessment of their regional/national/international visibility and reputation, particularly as these factors compare to scholars in the same field and at a similar stage of career development.
  9. Candidates may include other unsolicited or solicited letters in their dossier.
  10. All letters and the dossier will be available to members of the T & P Committee and the Department Chair. It is expected that all members of the committee will study the candidates' dossier carefully prior to any committee meetings.
  11. For cases involving promotion only, candidates may withdraw their names from consideration at any point prior to the dossier being submitted to the provost for review. Once the file has been transmitted to the provost, a candidate may no longer withdraw their request for promotion review.
  12. Faculty who are not recommended for tenure and/or promotion by the provost have the right

to appeal the provost's recommendation under tenure and promotion appeals procedures found in Appendix B.2 of the Faculty Handbook.

#### **IX. Composition and Functioning of Departmental Committee**

1. For **tenure** deliberations, the Committee consists of all tenured departmental faculty members. For **promotion to Associate Professor**, the Committee consists of all tenured Associate and Full Professors in the department. For **promotion to Full Professor**, the committee membership consists of departmental faculty who are tenured Full Professors. A quorum must be present to conduct business in any T & P Committee (see below, number 10).
2. According to University policy, the T & P Committee advises the Department Chair on tenure and promotion cases, and the Department Chair then makes an independent evaluation and recommendation. Thus, the Department Chair does **not** vote in the T & P Committee and does not attend meetings of the T & P Committee.
3. The Departmental T & P Committee will elect a Chair before the end of the Spring semester to serve as its Chair the following academic year. The Committee will also elect a Representative to the College of Arts and Sciences T & P Committee when necessary.
4. According to College guidelines, the Departmental Representative to the College T & P Committee may vote at the departmental level but must recuse her/himself at the College level when Sociology candidates are discussed.
5. Each candidate for tenure will select a "representative" from the tenured faculty of the department. The representative will consult with and assist the candidate as the candidate prepares a tenure dossier. The representative will also work with the full T & P Committee and the candidate to ensure that the T & P Committee has all the information it needs to make an informed decision. If, for instance, the T & P Committee feels the dossier is missing some information, the representative would inform the candidate and provide the candidate with an opportunity to respond. The representative is not necessarily an advocate for the candidate and it is clearly understood that *the ultimate responsibility for the dossier resides with the candidate*.
6. A candidate for Full Professor may also request a representative, but that is up to the candidate.
7. The T & P Committee will meet early in the fall semester to begin the evaluation of candidates. The Committee Chair is responsible for ensuring that a careful examination of candidates' research, teaching, and service is undertaken by committee members. If there are multiple candidates for tenure or promotion, the committee may begin discussions of all candidates at this initial meeting. Or they may schedule separate meetings for each candidate.
8. The T & P Committee will convene a second time to study a written evaluation of the candidate (that has been composed by committee members) and other supporting documentation. The committee will discuss the candidate and, if the committee is ready, vote on the candidate for tenure or promotion. The committee may also submit a minority report with the rationale for dissenting opinions. If there are multiple candidates for tenure and promotion, a separate meeting for each candidate must be held for this second meeting. The vote will be by secret ballot.
9. Only those Committee members who have attended all meetings to review a candidate and studied the dossier and external letters are eligible to vote. Absentee votes are not permitted.
10. A quorum for all T & P Committee meetings is 2/3 of all eligible voting members of a

committee (i.e., 2/3 of all tenured faculty members in the case of a mid-tenure review or a case involving promotion from Assistant to Associate Professor, and 2/3 of all tenured Full Professors in a case involving promotion from Associate to Full Professor). If a faculty member is on any type of leave or professional development assignment, then they are not “required” to vote and therefore they are excluded from consideration in calculating the 2/3 rule.

11. Participation or voting by faculty spouses or close relatives in any tenure or promotion deliberations will be regulated by university policy and Tennessee law.
12. The Committee Chair will submit the committee’s recommendation along with a true count of the tenure and/or promotion vote. The Committee Chair will also provide a detailed written statement supporting its recommendation. This recommendation will comment specifically on the quality of the candidate’s research, teaching, and service. In the case of multiple candidates for tenure or promotion, a separate report will be completed for each candidate.
13. All T & P Committee deliberations will remain confidential.
14. The final report on each candidate will be submitted in sufficient time for the Department Chair to meet College deadlines with their report.
15. The Department Chair will submit her/his own recommendation and supporting statement based on an independent reading of all materials and a review of the report of the Department Committee, to the Dean of the College of Arts and Sciences.
16. The candidate may not add or delete anything from the dossier following departmental review.
17. Candidates are evaluated according to the T & P criteria in effect during the fall semester preceding the submission of their **application** for tenure or promotion, **not at the time of their hiring**.
18. If the Department Chair is being considered for tenure or promotion, the dossier will bypass the Department Chair level of review and proceed from the Department Committee to the Dean of the College of Arts and Sciences.
19. The Department Chair gives the candidate a progress report after the T & P Committee has met and voted and after the Chair has written his/her recommendation and sent it to the college.

## **X. Modification of Tenure-track T & P Guidelines**

The Department of Sociology will review its T & P requirements/procedures for Tenure-track faculty during the spring semester. Any change in requirements/procedures can be effected through a simple majority vote of all tenured Associate and Full Professors in the department. The Department Chair participates in the discussion and votes on Faculty Guideline changes as well. Untenured faculty members may participate in discussions related to modifying tenure and promotion standards, but they may not vote on such changes. The Chair of the T & P Committee will be responsible for forwarding any revisions of the Tenure and Promotion Guidelines for Tenured and Tenure-track Faculty to the Dean of the College of Arts and Sciences and will continue to check on them until they have been posted to the provost’s website.

## PROMOTION GUIDELINES FOR TEACHING FACULTY

Department of Sociology

University of Memphis

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### I. Overview

The Department of Sociology is a community of scholars and teachers which is dedicated to outstanding research, teaching, and service. Decisions about tenure and promotion are crucial to the maintenance of excellence in the department and larger university. The criteria discussed in this document supplement the University of Memphis Faculty Handbook and the College of Arts and Sciences Tenure and Promotion Guidelines. All candidates for promotion must meet departmental, college, and university eligibility criteria in effect at the time of application. *It is a faculty member's responsibility to keep current with changes in the guidelines.*

Most specific requirements, timetables, forms, and resources are provided by the University. Those resources are available here:

<https://www.memphis.edu/aa/resources/tenurepromotion/index.php>

Additional specific requirements are found in the University of Memphis, 2022, Faculty Handbook, in Chapter 5 (Non-Tenure-Track-Faculty Policies). The current version is available here:

[https://www.memphis.edu/faculty\\_handbook/](https://www.memphis.edu/faculty_handbook/)

Written departmental guidelines are available on-line and will be distributed to faculty when they join the department and when they apply for promotion. Guidelines will be distributed to all affected faculty members whenever they are revised. It will be the role of the Department Chair to see to the availability of the departmental guidelines.

### II. Categories for Evaluation

Candidates for promotion to Associate Professor of Teaching or Full Professor of Teaching are evaluated primarily on their teaching and mentoring, and any other duties specifically required as part of the candidate's position. Although it is not possible to provide rigid and absolute criteria for evaluation, it is important to provide faculty and others with a well-defined set of criteria and expectations which will guide departmental recommendations on promotion. The following procedures and processes are designed to ensure an impartial evaluation of candidates.

In terms of **teaching and mentoring**, it is expected that candidates for promotion demonstrate excellence in teaching. An excellent teacher:

- has command of the subject matter
- exhibits the ability to organize the subject matter and present it in logical and meaningful ways
- exhibits the ability to motivate undergraduates

- demonstrates creative and effective use of innovative teaching methods and curricular innovations

Examples of documentation for teaching and mentoring may include, but are not limited to, the following:

1. Statement of teaching philosophy
2. Course materials (syllabi and assessments)
3. Systematic student evaluation for each course each semester (i.e., SETE scores)
4. Grade distributions (and comments, if desired, about relationship of grades and nature of course)
5. Evidence of supervision of student projects, such as the product of honors contracts and other forms of mentorships including collaborations with students on presentations and publications
6. Peer evaluation of classroom teaching
7. Teaching awards and recognitions
8. Development of new preparations or developing courses for new modalities
9. Teaching-related publications
10. Creating relevant computer software and audio-visual material

Candidates for promotion may also provide documentation of scholarly or outreach activities that contribute to or support their teaching or mentoring.

**Service** to the department, university, or community may also be documented as supporting the mission of the university or when specifically required as part of the candidate's position.

Service **within the university** may include:

1. Advising students (either as part of a formal role or in an informal capacity)
2. Chairing/serving on departmental committees
3. Holding administrative positions in the department
4. Chairing or serving on College or University committees
5. Holding administrative positions in the College or University (e.g., director of a program)
6. Serving as a formal mentor for a colleague
7. Writing professional recommendation letters for students (e.g., recommendations to enter doctoral programs, etc.)
8. Activities that support student recruitment and success (participation in recruitment events, service to student organizations, etc.)

Service **beyond the university** may include:

1. Community service, if professionally related
2. Developing internship opportunities for students
3. Serving as an editor, associate editor, book review editor, editorial board member, or reviewer for journals or publishing houses
4. Serving and/or holding office in a professional association, task force, or advisory group

5. Serving on an external review panel for another department or unit

Candidates must demonstrate that service contributions enhance the university, community and/or discipline and demonstrate that they were acting in a professional capacity in these endeavors.

In the above areas of teaching/mentoring and service, faculty should also document activities related to professional growth (courses taken for credit or as an auditor, seminars or webinars attended, etc.).

### **III. Annual Reviews/Evaluations**

1. As mandated by University of Memphis policy, the Department Chair will evaluate the performance of all faculty members each Spring. Details on the annual review process, the rating scale used, and the consequences for low performance ratings can be found in the Faculty Handbook.
2. Annual Performance Reviews are used as a basis for decisions relating to promotion, workload assignments, recommendations for salary increases and other personnel actions, including decisions regarding renewal of faculty appointments.
3. The goals of these performance reviews are to:
  - review accomplishments as compared to previously set specific objectives for the faculty member by the faculty member and the chair consistent with the handbook, academic unit, and departmental guidelines
  - establish new objectives for the coming year, as appropriate, using clearly understood standards that are consistent with this handbook, academic unit guidelines, and departmental guidelines
  - provide the necessary support (resources, environment, personal and official encouragement) to achieve these objectives
  - fairly and honestly assess the performance of the faculty member by the department chair
  - recognize and reward outstanding achievement

### **IV. Criteria for Promotion**

The minimum qualifications and criteria for promotion to each of the teaching faculty ranks are described in detail in the Faculty Handbook section 5.2.1.

### **V. Application Process**

1. Faculty members who wish to be considered for promotion during the next academic year must inform the Department Chair in writing by the date designated by the College. The Department Chair will then inform the Chair of the Teaching Faculty Promotion (TFP) Committee.
2. Candidates will be supplied with a checklist of the documentation required for the promotion dossier. These requirements will be in line with University and College

guidelines. The composition of the committee, including selection of a “Candidate Representative” for the faculty member, is outlined below in Section VI.

3. Candidates must submit their dossier for review by the Candidate’s Representative and the Department Chair one week prior to the College deadline for dossier submission. The Candidate’s Representative and Department Chair will ensure that all required items have been submitted and that the dossier is complete. Once the dossier is complete, it will be opened to the TFP Committee for consideration. It is solely the responsibility of the candidate to make sure that the dossier is complete.
4. Material included in the dossier is determined by the criteria for promotion outlined in the University of Memphis Faculty Handbook, the Tenure and Promotion Guidelines of the College of Arts and Sciences, and the Department of Sociology’s Tenure and Promotion Criteria.
5. The dossier will be available to members of the TFP Committee and the Department Chair. It is expected that all members of the committee will study the candidate’s dossier carefully prior to any committee meetings.

## **VI. Composition and Functioning of Departmental Teaching Faculty’s Promotion Committee**

1. For **promotion to Associate Professor of Teaching**, the Committee consists of all Associate Professors, Teaching Associate Professors, Full Professors, and Full Teaching Professors in the department. For **promotion to Professor of Teaching**, the committee membership consists of all Full Professors and Teaching Full Professors in the department. A quorum must be present to conduct business in any TFP Committee (see below, number 7).
2. According to University policy, the TFP Committee advises the Department Chair on promotion cases, and the Chair then makes an independent evaluation and recommendation. Thus, the Department Chair does **not** vote in the TFP Committee and does not attend meetings of the TFP Committee.
3. Each candidate for promotion may select a “representative” from the TFP Committee. The representative will consult with and assist the candidate as the candidate prepares a promotion dossier. The representative will also work with the full TFP Committee and the candidate to ensure that the TFP Committee has all the information it needs to make an informed decision. If, for instance, the TFP Committee feels the dossier is missing some information, the representative would inform the candidate and provide the candidate with an opportunity to respond. The representative is not necessarily an advocate for the candidate, and it is clearly understood that *the ultimate responsibility for the dossier resides with the candidate*.
4. The TFP Committee will meet early in the fall semester to begin the evaluation of candidates. The Committee Chair is responsible for ensuring that a careful examination of candidates’ teaching (or service where appropriate) is undertaken by committee members.
5. The TFP Committee will convene a second time to study a written evaluation of the candidate (that has been composed by committee members) and other supporting documentation. The committee will discuss the candidate and, if the committee is ready, vote on the candidate for promotion. The vote will be by secret ballot.
6. Only those Committee members who have attended all meetings to review a candidate and studied the dossier are eligible to vote. Absentee votes are not permitted.

7. A quorum for all TFP Committee meetings is 2/3 of all eligible voting members of a committee. If a faculty member is on any type of leave or professional development assignment, then they are not “required” to vote and therefore they are excluded from consideration in calculating the 2/3 rule.
8. Participation or voting by faculty spouses or close relatives in any promotion deliberations will be regulated by university policy and Tennessee law.
9. The Committee Chair will submit the committee’s recommendation along with a true count of the promotion vote. The Committee Chair will also provide a detailed written statement supporting its recommendation. This recommendation will comment specifically on the quality of the candidate’s teaching. The committee may also submit a minority report with the rationale for dissenting opinions.
10. All TFP Committee deliberations will remain confidential.
11. The final report on each candidate will be submitted in sufficient time for the Department Chair to meet College deadlines with their report.
12. The Department Chair will submit her/his own recommendation and supporting statement based on an independent reading of all materials and a review of the report of the Department Committee, to the Dean of the College of Arts and Sciences.
13. The candidate may not add or delete anything from the dossier following departmental review.
14. Candidates are evaluated according to the promotion criteria in effect during the fall semester preceding the submission of their application for promotion, **not** at the time of their hiring.
15. The Department Chair gives the candidate a progress report after the TFP Committee has met and voted and after the Chair has written his/her recommendation and sent it to the college. The TFP Committee Chair or other designated Committee Representative has the option to meet with the candidate as well.
16. Candidates may withdraw their names from consideration at any point prior to the dossier being submitted to the Provost for review. Once the file has been transmitted to the Provost, a candidate may no longer withdraw their request for promotion review.
17. Faculty who are not recommended for promotion by the provost have the right to appeal the provost’s recommendation under tenure and promotion appeals procedures found in Appendix B.2

## **VII. Modification of Teaching Faculty Promotion Guidelines**

The Department of Sociology Teaching Faculty Promotion Committee will review its promotion requirements/procedures for teaching faculty during the spring semester. Any change in requirements/procedures can be effected through a simple majority vote of all the tenured faculty, and teaching associate and full professors in the department. The Department Chair participates in the discussion and votes on TFP Guideline changes as well. Tenure-track and teaching faculty members holding the rank of assistant professor may participate in discussions related to modifying promotion standards, but they may not vote on such changes. The Chair of the TFP Committee will be responsible for forwarding any revisions of the Promotion Guidelines for Teaching Faculty to the Dean of the College of Arts and Sciences and will continue to check on them until they have been posted to the Provost’s website.