

*Approved April 2017*

**Department of Foreign Languages and Literatures  
Tenure and Promotion Guidelines  
Effective Fall 2017**

The following guidelines replace all previous tenure and promotion guidelines established by the Department of World Languages and Literatures.

These guidelines are established in accordance with those of the College of Arts and Sciences and of The University of Memphis which are in effect. They are valid only after approval by competent University bodies and officials. As such they define what the Department of World Languages and Literatures, The College of Arts and Sciences, and The University of Memphis expect of candidates for tenure and promotion.

**POLICY ON ACADEMIC TENURE**

The guidelines for tenure and the guidelines for promotion to associate professor are the same. No faculty member can be awarded tenure without meeting the eligibility requirements for associate professor or having already attained that rank.

**PROBATIONARY EMPLOYMENT**

1. Probationary faculty may be employed on annual tenure-track appointments for a maximum probationary period, normally six years. A recommendation for tenure and promotion to associate professor of a faculty member following the probationary period may be made by the President; applications for early tenure and promotion to associate professor may be made under special circumstances approval by the Dean, Provost, and President.
2. The probationary period may include credit for prior service when agreed to by the President, and subject to the maximum permissible credit for prior service.
3. As described in the Faculty Handbook, faculty members may request that their “tenure clock” be stopped for family or personal reasons requiring “a fundamental alteration of one’s professional life.”
4. An individual who is denied tenure will be offered a one-year, nonrenewable contract for the following year.

**ANNUAL EVALUATIONS**

All faculty are evaluated annually by the Department Chair, who may seek advice from members of the Departmental Advisory Council.

**MIDTERM EVALUATIONS**

Departments will conduct a major midterm evaluation of untenured faculty in tenure-track positions. This evaluation typically will be held during the faculty member’s third year and will be conducted by the Tenure and Promotion Committee and the Department Chair. A report will be sent to the Dean.

It is the responsibility of each faculty member being reviewed to present documentation of contributions and accomplishments according to departmental, college, and University guidelines. Evidence such as syllabi, student evaluations, and selected course materials to support teaching, copies of published articles or books, or written reviews and evaluations by qualified peers and documentation of service, and outreach activities all become part of the candidate’s file. These materials will be reviewed

when the candidate reaches the third-year midterm review, which is designed to provide faculty members with information about the status of their progress toward tenure and promotion.

### **TENURE AND PROMOTION CRITERIA**

Candidates for tenure and promotion in the Department of World Languages and Literatures shall be judged on the traditional three criteria of teaching, research, and service. The guidelines for tenure and the guidelines for promotion to associate professor are the same. No faculty member can be awarded tenure without meeting the eligibility requirements for associate professor or having already attained that rank.

All applications shall be judged according to criteria in effect when application is made.

#### **A. Tenure and Promotion from Assistant to Associate Professor**

##### **TEACHING**

1. Competence in the major area(s) and language(s) taught.
2. Favorable evaluations of classroom performance, as determined by student evaluations and required classroom visitations by peers.

##### **RESEARCH**

1. Candidates must show sustained research activity.
2. Minimum of one article/essay accepted per year in a refereed publication, or one book accepted, in the candidate's area of expertise. This requirement does not apply to any period of time during which the tenure clock has been stopped.

It is recommended that candidates publish more than the minimum.

The following items, in approximate descending order of importance, stand as evidence of research activity. In every case the nature and quality of the press/journal/conference will be taken into account. The quality of the research is more important than its category.

- a. Sole-authored books and major critical editions.
- b. Co-authored books and major critical editions.
- c. Other books (e.g., in alphabetical order: bibliographies, creative works, textbooks and pedagogical materials, translations).
- d. Editor of proceedings, anthologies, collections of essays, etc.
- e. Refereed or invited publications (sole or co-authored articles, selected conference papers, interviews, review articles)
- f. Successful grant writing in one's area of expertise. Candidates who have obtained grants will receive additional favorable consideration.
- g. Notes.
- h. Book reviews.
- i. Non-refereed publications.

Research output listed on the CV must be clearly marked as such in separate categories.

- “Published”: All items must include, in addition to names and authors, the name of the publisher, the page numbers if relevant, and the date of publication.
- “Accepted”: For items not yet published but accepted by a publisher.
- “Under review”: For items submitted but not yet accepted.

Any reference to work in progress and/or future projects should be included in the research narrative and not in the CV.

The Tenure and Promotion Committee will only take into consideration for Tenure or Promotion items that are already published or accepted for publication. All “accepted” items must be accompanied by some proof of acceptance by the publisher.

## SERVICE

A record of discipline-related service indicating a commitment to serving the institution, the profession, and/or the community as well as the promise of such service in the future.

### **B. Promotion to Full Professor**

## TEACHING

Firmly established record as an effective and excellent teacher, as demonstrated by student evaluations and additional evidence of outstanding accomplishment.

## RESEARCH

The general guidelines for promotion are stated in the Faculty Handbook of the University of Memphis. Promotion to professor requires demonstration that the candidate has achieved a position of national/international prominence and influence within his or her research area. The candidate should show a sustained production of research which should substantially exceed the requirements for associate professor. Submitted work should be judged by quality and quantity.

The ranking of research items outlined in the section on tenure and promotion from assistant to associate professor also applies here.

## SERVICE

Substantial evidence of a continued commitment to professional service, as evidenced by service at various levels (Department, College, University, and professional activities) and in various capacities (chair of committees, section coordinator, etc.).

### **APPLICATION PROCEDURES**

Candidates for tenure and promotion who are already employed by the University shall notify the Department Chair of their intention to apply by May 1 of the calendar year during which application will be made. However, unless the “tenure clock” has been stopped in accordance with University procedures, candidates who will begin their sixth year of creditable service shall be required to make application for tenure and promotion regardless of whether they have notified the Chair.

Candidates hired with the expectation of receiving tenure are not required to give this notification. They are, however, reminded that they too will be judged by their records of teaching, research, and service in previous positions.

Candidates must submit dossiers which conform to University requirements, especially with respect to size and content. No materials may be added to or removed from an application once it has been considered by the Department Committee.

Candidates will provide and upload on UM-Drive all relevant materials that demonstrate achievements in teaching, research, and service. This file must include such items as acceptance letters, copies of articles or books, student evaluations and comments, peer teaching evaluations, evidence of service, and annual evaluations for the preceding five years, as well as the report of a tenure candidate's third-year review.

Both tenure and promotion to associate or full professor require external peer review of a candidate's visible record of scholarly activity by qualified peers in the candidate's area of specialization who are not affiliated with The University of Memphis. The Department Chair will select at least four external peers, half of whom will come from recommendations made by the candidate, and the other half from recommendations made by the Department Committee. No more than one of these referees may have been a major advisor or collaborator of the candidate. All referees shall include in their report a statement of any past or present relationship to or collaboration with the candidate. Referees will also be asked to include their CV with the report for the information of Departmental and College Committee members who are not in the candidate's field.

## **DEPARTMENTAL TENURE AND PROMOTION COMMITTEE**

### **MEMBERSHIP, VOTING PRIVILEGES**

The Tenure and Promotion Committee shall consist of all tenured associate and full professors except the Department Chair, who, however, if tenured, shall be a member of the Committee when changes in these guidelines are being considered.

All deliberations and actions of the Committee shall require a quorum consisting of two thirds of the members eligible to vote on the issue being considered, but in no instance fewer than three.

At the start of each academic year, the Committee Chair in the preceding year shall convene a meeting of the Tenure and Promotion Committee to elect a Chair for the new academic year.

All members may consider and vote on applications for tenure and promotion to associate professor and may participate in the third-year review.

All tenured full professors may consider and vote on applications for promotion to full professor. If fewer than three members are eligible and able to consider and vote on an application for full professor, the Dean of the College shall consult with the Committee Chair and the Department Chair and appoint sufficient eligible members from other departments in the College.

No member may consider or vote on the tenure or promotion application or third-year review of a current or former spouse.

### **COMMITTEE PROCEDURES**

#### **1. Tenure and Promotion**

Only members who have read a candidate's materials and are present at the deliberations are eligible to vote. Applications for tenure and promotion to associate professor shall be considered before applications for full professor. Only members eligible to vote on an application may be present during the deliberations.

Applications shall be voted on by secret ballot, with the Committee Chair voting. Ballots shall be counted and the results announced to the voting members immediately. The voting members may draft and approve by voice vote the required University statement before proceeding to other applications.

Alternatively, the committee chair may draft the statement afterwards and circulate it among the committee members, to be approved within 24 hours.

The Committee Chair shall assure that the results and statements are recorded on the proper forms, which shall be transmitted to the Department Chair, except that action on an application made by the Department Chair shall be transmitted instead to the Dean of the College.

As per University policy, the Department Chair makes a separate recommendation on any application except his own and is not bound to follow the Committee's recommendation.

## 2. Third-Year Review

Only members who have read a candidate's materials and are present at the deliberations may participate in the evaluation.

The members shall draft and approve by voice vote an evaluation of the candidate's progress towards tenure and promotion. The committee chair may vote only to break a tie. This recommendation shall be transmitted to the Department Chair.

## 3. Amending the Guidelines

From time to time, the Committee may meet to consider changes in these Guidelines. These meetings are chaired by the Committee Chair; the Department Chair, if tenured, is a voting member of the Committee. Standard parliamentary procedure is used. Motions may be approved by voice vote or secret ballot, as the Committee prefers, except that the final revised document must be approved by secret ballot.

The new or amended document is then presented to the Dean of the College and takes effect for the coming academic year upon approval by competent University authorities. Such approval shall have no effect on the status of any application which has already been filed.

## **TIMELINE FOR APPLICATION PROCESS**

Additional timelines for the application process are available on the Provost Office website under the title: *Tenure and Promotion Calendar*.

<b>Step</b>	<b>Date</b>	<b>Responsibility</b>	<b>Action</b>
1	March	Candidate	Notifies Department Chair of intent to apply for Tenure and/or Promotion
2	Late March	Candidate	Presents list of 5-6 potential outside reviewers to Department Chair
3	Late March	T&P Chair	Presents list of 5-6 potential outside reviewers to Department Chair
4	End April	Dept. Chair	Makes final selection of outside reviewers. Sends packet of materials to outside reviewers (CV, research statement, publications, T&P guidelines)
5	End August	Reviewers	Submit evaluations to Department Chair
6	End August	Candidate	Submits materials for dossier online

7	Early Sept.	T&P Chair	Submits reports of outside reviewers and their vitae, summary of reviewers' credentials, and letter of solicitation
8	Mid-Sept.	T&P Chair	Schedules and chairs Committee meeting. Presents vote and recommendation to Department Chair
9	End Sept.	Dept. Chair	Receives and studies Committee recommendation. Submits this and own independent recommendation online