Criteria for Third-Year Review, Tenure, and Promotion
Department of Foreign Languages and Literatures: Valid as of August 2009 for new faculty (accepted unanimously by tenure-line faculty on December 5, 2008)

For the purposes of third-year review and promotion/tenure the department will evaluate faculty members based on their contributions in the areas of teaching, research, and service. All candidates for third-year review, as well as promotion and tenure, must describe in a narrative how their activities in the following areas contribute to the Department’s Goals, Mission Statement and Student and Program Learning Outcomes (~forlang). For purposes of annual evaluation, faculty members will be evaluated in terms of their progress towards third-year review, tenure and promotion.

I. For third-year review, tenure, and promotion, TEACHING will be evaluated based on evidence that must be submitted from at least the following three types of sources:

▶ Peer evaluations
▶ Student evaluations
▶ Teaching Portfolio (including, at the least, teaching philosophy, syllabi, sample assignments and tests, and a reflective narrative on one’s teaching)

Please see Faculty Handbook 103.0302 for a list of evidentiary sources relevant to promotion.

Peer evaluation
Department peers will evaluate the quality of the candidate’s teaching through class observations. A variety of department faculty will observe three classes of different levels. The chair of the department will conduct an independent evaluation of classes. Observations will take place at least once each academic year, including before third-year review and before the application for promotion and/or tenure.

The criteria for such evaluation will include methodology, language skills (where applicable), rapport with the students, classroom management, and student performance.

Student evaluations
Student evaluations will be reviewed annually by the chair. All evaluations should be included in the third-year review dossier. Applicants for tenure should submit all teaching evaluations between third-year review and the application for tenure to the department and should include at least the applications for one academic year prior to the tenure application in the dossier submitted to the COAS tenure/promotion committee.

Portfolio
See Arts and Sciences Faculty Evaluation Guidelines (Appendix II.)

II. RESEARCH

A faculty's research should represent a sustained contribution to his/her field. Research should be ongoing rather than sporadic, although for the purposes of annual review the chair should take into consideration the faculty member's teaching and service load when evaluating research output. Please see Faculty Handbook 103.0302 for a list of evidentiary sources relevant to promotion.

III. SERVICE

Service should represent a meaningful contribution by the faculty member to the life of the department and the institution. Faculty members should undertake service obligations with an aim to improving programs, procedures, and policies that affect the environment in which learning takes place. Since learning can extend beyond the campus, community service will be recognized as service to the institution if it is directly related to a faculty member's teaching or research field. Community service is not required for tenure or promotion but may be included as a subcategory. Please see Faculty Handbook 103.0302 for a list of evidentiary sources relevant to promotion.

Service to the institution
Service to the Institution includes:
- Participation in committee work at the university, college and departmental level.
- Student advising and counseling.
- Student orientation
- Directing, managing, and/or recruiting for a Study Abroad Program.
- Projects such as the organization of conferences, panels, exhibits, arranging guest lectures, film festivals ......
- Sponsoring student organizations
- Grants in support of the institution
- Program development and coordination
- Refereeing articles
- Evidence of supervising student research such as supporting student participation in Big Night, student submission of conference papers, etc.
- Other departmental coordination or support services.

Service to the Community (not required) must relate to the applicant's field of expertise and may include the following:
- Participation in groups and organization in need of our individual service, for example interpretation for legal and health organizations or the translation of documents.
- Cooperative ventures with schools in our community and in its vicinity.
- Work with local agencies in need of advice.
- Volunteer work related to discipline.
- Lectures and presentations to the community related to discipline.
- Offices in regional or national professional organizations.

**RANK AND TENURE**

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These percentages should be considered guidelines rather than strict regulations. The department recognizes that the particular allotment of a faculty member's time devoted to these three areas will shift somewhat from year to year, although a faculty member should have consistent and ongoing involvement in all three areas.

I. Tenure and/or promotion from Assistant Professor to Associate Professor

**Research (see II. above):**

In order to be considered as making satisfactory progress towards tenure, the faculty member reviewed should have completed a minimum of 2 articles that have been accepted by peer-reviewed publications by the time of the third-year review. Appropriate placements for such articles include scholarly journals and volumes edited by scholars in the field. Inappropriate placements include unrefereed conference proceedings and journals edited by graduate students. In addition, book-length literary translations and substantive book reviews may be considered as evidence of scholarly output, but their quality and placement will be carefully reviewed and no one shall be granted tenure whose publications consist solely of translations and book reviews.

Upon the fifth year in rank and at the time of application for tenure and/or promotion in rank, the faculty member must have accumulated:

- a minimum of 4 articles (see above criteria). In certain cases, 3 articles may be deemed sufficient for granting tenure if the applicant has significant additional scholarly output (e.g. literary translations and/or substantive book reviews). An applicant for tenure who has published a scholarly book may not necessarily have published 4 or even 3 articles; the tenured-faculty should advise such a candidate on appropriate expectations based on the quantity and quality of the scholarly research represented by the book.
- a minimum of 6 presentations made at conferences in his/her field.

The requirements for research should be considered a minimum; most applicants for tenure will exceed this minimum.

Evidence of effective teaching as described above must be documented.

Evidence of effective, meaningful and consistent service to the institution over the years prior to application for tenure must be documented.
II. Promotion from Associate Professor to Full Professor
Upon the fifth year in rank and at the time of application for promotion to full professor, a faculty member must have accumulated:

- a minimum of 6 articles and/or a book (see criteria above)

- a minimum of 8 presentations made at conferences in his/her field

Evidence of superior teaching as described above must be documented.

Evidence of service to the institution as described above must be documented.

II. Annual review

In February of each year every faculty member will submit an annual report of activities based on research, teaching and service descriptions above. Copies of publications that appeared during the calendar year in question should be submitted with the report. The chair will give a written assessment of the report to the faculty member. Both chair and faculty member will sign the document. The chair will forward to the Arts and Sciences Dean all recommendations for annual merit raises based upon the summary and assessment. All documents will be kept in the faculty member’s departmental file.