# ENGLISH DEPARTMENT POLICIES, CRITERIA, AND PROCEDURES REGARDING PROMOTION AND TENURE

2011-2012

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# English Department Policies, Criteria, and Procedures Regarding Promotion and Tenure

#### **Table of Contents**

#### Preamble

- I. Guidelines / 1
- II. Definitions / 2
- III. Committee Structure and Function / 3
- IV. Policy Statements / 5
  - 1. Promotion/5
  - 2. Tenure / 6
  - 3. Materials to Be Presented / 6
- V. Academic Rank/9
- VI. Procedures/ 10
  - 1. Promotion/ 10
  - 2. Tenure /11
- VII. Reconsideration / 13
- VIII. Appendices
  - 1. Appendix A Policy for the Evaluation of Teaching /17
  - 2. Appendix B Procedure for the Evaluation of Teaching/19
  - 3. Appendix C Instructions and Evaluation Forms/20

### English Department Policies, Criteria, and Procedures Regarding Promotion and Tenure 2011-2012

#### **Preamble**

All parties involved are encouraged to familiarize themselves with the rights, responsibilities, and procedures that are outlined in the University, College, and Department promotion and tenure documents. Faculty personnel policies--including University and College statements concerning tenure and promotion--are found in Section II of the <u>Faculty Handbook</u>. Although those statements are not repeated in this department document, their pertinence is implicit throughout. In cases where questions arise, University and College documents take precedence over this departmental document.

#### I. Guidelines

The evaluation of a faculty member's eligibility for promotion or tenure shall be based on
evidence of a continuing pattern of achievement consistent with the faculty member's rank,
role, and duties in the department and university throughout the faculty member's
professional career in the following areas: teaching; scholarship; service in a professional
capacity.

#### 1.1. Teaching

1.11. Ball State University and the Department of English give their primary emphasis to teaching, and the appropriate degree of teaching effectiveness is the primary requirement for departmental recommendation of satisfactory progress toward tenure, tenure, or promotion. However, effective teaching alone is not sufficient to justify tenure or promotion.

#### 1.2. Scholarship

1.21. Significant publication and presentation of scholarly results are required for departmental recommendation of satisfactory progress toward tenure, tenure, or promotion. Each candidate will be expected to show evidence, through an appropriate form of peer review, of an ongoing program of scholarly accomplishment and contribution in appropriate activities, such as: publications, presentations, ongoing or completed research or creative projects, grants or fellowships. A candidate will not be required or expected to show evidence of accomplishment in all possible areas of scholarly endeavor; the selection and emphasis should be consistent with the pattern of achievement that is appropriate to the individual candidate's declared role and duties in the department. In reviewing scholarship, the English Department recognizes the value of scholarship in the categories of discovery, integration, application, and teaching, as specified in the University Strategic Plan. In evaluating scholarship the key evaluative criteria are that scholarship be refereed by professional peers and disseminated through publication.

- 1.3. Service in a professional capacity.
  - 1.31. Professional service is required, as appropriate to good institutional citizenship in the individual's rank, role, and duties within the institution and the profession.
- 2. Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in promotion and tenure deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State.

#### II. Definitions

- 1. Department and departmental refers to the Department of English.
- 2. College and collegiate refers to the College of Sciences and Humanities
- 3. <u>Reconsideration</u> refers to the initial action required when there is an adverse recommendation concerning promotion or tenure at the departmental level. <u>Request for reconsideration</u> by the departmental Promotion and Tenure committee is the first step to be taken by a candidate.
- 4. <u>Appeal</u> refers to the action taken by a candidate when the outcome of the departmental reconsideration is the same as the original recommendation or when an adverse recommendation is made at the college or Provost and Vice President of Academic Affairs level.
- 5. Working days are those days when Ball State University administrative offices are open.
- 6. <u>Calendar days</u> are the days which appear on a calendar, including Saturday, Sunday and holidays. They do not relate to the Ball State academic schedule or calendar.
- 7. <u>Tenure-track faculty</u> are those faculty who are currently in the seven year probationary tenure period.
- 8. Tenured faculty are those faculty who have been granted tenure.
- 9. <u>Scholarship</u> is the process of attaining new knowledge, creating a new work, or recreating/interpreting existing works, and disseminating the results. Generally this takes the form of appropriate peer reviewed publications, presentations or exhibits, performances, other creative endeavors and grant proposals. Scholarship can occur in four areas: discovery, integration, application, and teaching.
  - 9.1 <u>The scholarship of discovery</u> is traditional research and creative endeavors that pursue and contribute to new knowledge for its own sake.
  - 9.2 <u>The scholarship of integration</u> makes connections across disciplines bringing together isolated knowledge from two or more disciplines or fields to create new

- insights and understanding.
- 9.3 <u>The scholarship of application</u> applies knowledge to address significant societal issues.
- 9.4 <u>The scholarship of teaching</u> studies the development of knowledge, skill, mind, character, and/or ability of others.
- 10. <u>Notifications</u>. Faculty members reviewed for tenure, promotion, or progress towards tenure in a given year will receive from the Department Chair and the chair of the Promotion and Tenure Committee the following documents. Copies of each will go in the faculty member's Personnel File.
  - 10.1 A brief <u>Notification Letter</u> informing the candidate of the committee's finding on the candidate's case for that year.
  - 10.2 A Summary Evaluation Form, prepared by the department's administrative assistant, which consists of a collation of the comments committee members wrote on the college evaluation form (See VI.1.1.10 below).
  - 10.3 A written Chair's Synopsis, prepared by the Department Chair, of the committee's deliberations, delineating the person's strengths and weaknesses in each of the areas of 10 teaching, 2) scholarship, and 3) service in a professional capacity. The letter may also contain specific suggestions about areas needing improvement.

#### **III.** Committee Structure and Function.

#### 1. Committee Membership.

- 1.1. Recommendations for promotion and tenure shall originate from the English Department Promotion and Tenure Committee (hereafter, the committee), elected by all tenure-track and tenured members of the departmental faculty.
- 1.2. The committee will be comprised of the department chairperson as an ex officio non-voting member and five members elected from the tenured and tenure-track faculty. No more than one pre-tenure member may serve on the committee in any given year. An untenured faculty member may serve only once during his or her probation period. Candidates for promotion cannot be members of the committee. Individuals with leave of absence for any semester of the year cannot be members during that year.
- 1.3. If any of the six department areas—American Literature, British and World Literature, Composition and Rhetoric, Creative Writing, English Education, Language and Linguistics—is not directly represented on the committee, the elected chairperson of the area or a representative for that area will attend as a non-voting member of the committee meetings at which the candidate's vita is discussed, to provide information about items on the vita.

- 1.4. Election to the committee will be held in late spring, or as soon as possible after promotions are announced.
- 1.5. The term of service of elected members is one year. Anyone who has been elected to the committee for three successive years is ineligible to serve in the following year.
- 1.6. In the case of the death, extended absence or resignation of a member of the committee, the member will be replaced by departmental election as soon as possible.
- 1.7. A quorum shall consist of all six committee members (the five elected members and the Department Chair), with the following exceptions: a member shall recuse him or herself when his or her file is reviewed; a member shall recuse him or herself in accordance with the university nepotism policy; or a member shall recuse him or herself in the case of other good and sufficient reason, in consultation with the department chairperson. In these cases a quorum shall consist of five members (four elected members and the Department Chair). In the event that the department chairperson is up for promotion to full professor, the chairperson shall recuse him or herself for discussion of his/her candidacy and the candidacy of other candidates for full professor, if any. In such cases a quorum shall consist of the five elected members.
- 1.8. The committee will meet on the day of its election to elect a chairperson, secretary, and representative to the college Promotion and Tenure Committee.
- 1.9. All actions of the committee must concur with the University anti-nepotism policy ("Anti-Nepotism Policy and Procedures for Faculty and Professional Personnel," Faculty Handbook).

### 2. <u>Committee Responsibilities</u>.

- 2.1. Confidential minutes are to be kept of all proceedings: one set retained by the department chairperson, one by the committee chairperson, one by the committee secretary. Committee members will review and approve minutes of each previous meeting. After the full responsibilities of the committee have been discharged, the latter two sets of minutes must be destroyed.
- 2.2. The committee will be bound by the rules in Robert's Rules of Order Revised, except where changes have been made by vote of the committee or as stated in the P&T policy statement.
- 2.3. The committee will annually review and develop policies, procedures, and criteria, consistent with College and University policies, state and federal legislation regarding university employment practices, and recommendations and policy statements of the American Association of University Professors.

- 2.4. Annual schedule for the promotion and tenure process.
  - 2.41. As early as possible after the organization of the committee, the deadline for submission of Promotion and Tenure documents will be set, and the committee chair will inform the faculty of that deadline.
  - 2.42. As early as possible after submission of documents, the committee will begin its series of meetings for review and recommendations. The committee will first consider all candidates for satisfactory progress toward tenure, or award of tenure, and will then consider all candidates for promotion.
  - 2.43. Immediately following the deliberations and voting on all candidates for satisfactory progress toward tenure, tenure, and promotion, the committee chairperson will present to the department chairperson alphabetical lists of all persons recommended by the committee for satisfactory progress toward tenure and for tenure, and two ranked lists, one of all persons recommended for promotion to associate professor, and the other of all persons recommended for promotion to professor. The committee will also present to the department chairperson a list of any candidates not recommended for tenure or promotion. The department chairperson will submit the committee's recommendations to the college, following college procedures and deadlines.
  - 2.44. In no case later than the last day of classes of Fall Semester and at least ten working days before the committee's recommendations are submitted to the college, the committee chairperson and the department chairperson will provide a written notice to each candidate of the committee's recommendation regarding that candidate. The department chairperson and the committee chairperson will provide a Notification Letter to each candidate of the committee recommendation regarding that candidate. This letter will be provided as soon as possible after completion of the committee's deliberations and before the conclusion of Fall Semester classes.

#### **IV. Policy Statements.** (See Faculty Handbook, UP and T document, Section III.)

#### 1. Promotion

- 1.1. Faculty shall be evaluated in the light of the University Mission Statement.
- 1.2. The evidence for evaluating a faulty member's eligibility for promotion must demonstrate a <u>continuing pattern of achievement</u> consistent with the faculty member's rank and duties in the department and university.
- 1.3. Ball State University and the Department of English place their primary emphasis on teaching, and the appropriate degree of teaching effectiveness should be the primary requirement for promotion. Effective teaching alone is not sufficient to justify promotion, however. Significant publication and presentation of scholarly results also are required. Such results may fall under any of the categories of scholarship defined in section I. 1.21. Service is required as appropriate to good

citizenship, the expectations of rank, and duties of the individual.

- 1.4. Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in promotion deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State.
  - 1.5. Any faculty member has the right to present herself or himself to the Department Promotion and Tenure Committee for consideration for promotion. Candidates for associate professor will inform the Chair in writing early in the Fall Semester during which they wish to be considered for promotion. Candidates for full professor will inform the Chair in writing in the Spring Semester preceding the Fall Semester in which they wish to be considered for promotion, and will begin the process of soliciting letters from outside referees.

#### 2. Tenure

- 2.1. Faculty shall be evaluated in the light of the University Mission Statement.
- 2.2. The evidence for evaluating a faulty member's eligibility for tenure must demonstrate a <u>continuing pattern of achievement</u> consistent with the faculty member's rank and duties in the department and university.
- 2.3. Ball State University and the Department of English give their primary emphasis to teaching, and the appropriate degree of teaching effectiveness should be the primary requirement for tenure. Effective teaching alone is not sufficient to justify tenure, however. Significant publication and presentation of scholarly results also are required. Such results may fall under any of the categories of scholarship defined in section I. 1.21. Service is required as appropriate to good citizenship, the expectations of rank, and duties of the individual.
- 2.4. Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in tenure deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State.
- 2.5. A tenure recommendation will be made by the department, academic dean, and the Provost and Vice President for Academic Affairs at least one year prior to the end of a faculty member's probationary period. That recommendation will be either a recommendation to grant tenure at the end of the following year or a recommendation to terminate the faculty member at the end of the following year.
- 2.6. For each faculty member who is more than one year from the end of his/her probationary period, the committee will vote on whether the faculty member is making satisfactory progress towards tenure. The faculty member will be informed of this decision as specified below

#### 3. Materials to Be Presented for Promotion and Tenure

- 3.1. See "University Promotion and Tenure Document," Section III, Item 3, <u>Faculty Handbook</u> and Section VI of the present document.
- 3.2. The Vita sheets should include brief and precise comments to help guide readers on the department and college committees in understanding assumptions in one's field, particular items, and evidence (e.g. student evaluations, refereed status, number of manuscripts submitted and accepted). Evidence and documentation of evidence are necessary but should not be overdone. Value will be placed on balanced achievement of kinds of contribution, and on a differently balanced achievement for each person, consistent with the individual's rank and duties in the department.
- 3.3 The Vita should include a list of all classes taught to date; numerical summaries of numerical teaching evaluations; and narrative summaries of both narrative and numerical teaching evaluations. For course evaluations collected before the department adopted its current numerical form, the chair of the committee will provide--for each candidate for promotion—a letter reporting the consensus among members of the committee about the accuracy of any candidate-generated numerical summaries.
- 3.4 English Department faculty typically teach courses using several different evaluation forms, including the University form adopted in 2010-11; the previous English Department evaluation form (Appendix C); the Writing Program evaluation form; and the Honors College evaluation form. In all cases, candidates should provide numerical summaries of teaching evaluations for each class in the vita and place any officially generated reports on the evaluations in the support file.
- 3.5 Narrative commentary should summarize trends in student responses; discuss goals and structure of courses; indicate how the faculty member has responded to previous evaluations; and when appropriate, address areas in need of improvement. However, narratives should not be used to account for every complaint or negative comment in evaluations. Whenever possible, faculty should summarize multiple sections of the same course (e.g., 10 sections of English 210) or same types of courses (e.g., graduate seminars) in the same narrative and/or numerical table. Brevity is the goal. More detailed, course-by-course commentary can be included in the support materials.
- 3.6 In the case of a candidate seeking promotion to Professor, a minimum of two letters from reviewers external to the University shall be included. Such letters shall provide supplementary review of the candidate's scholarship creative endeavors, and other scholarly productivity. These letters will be collected and used in accordance with University and College policy and procedures.
  - 3.61 The candidate shall be fully involved in the selection of reviewers, with one-half of the contacted reviewers being from the candidate's list. To select external reviewers, the candidate will provide the Department Promotion and Tenure Committee Chair the names of at least two external reviewers and

explain in writing why each individual was proposed as a reviewer. The candidate will also describe the relationship, if any, between the candidate and each reviewer. The Department Promotion and Tenure Committee will select at least two additional external reviewers and record for the file in writing why each individual was proposed as a reviewer. The candidate and the Department Promotion and Tenure Committee will jointly decide on the reviewers to be contacted for letters. One-half of the contacted reviewers must be from the candidate's list.

- 3.62 If the candidate objects to any of the references selected by the Department Promotion and Tenure Committee, s/he will provide the Committee written reasons why a particular reference is inappropriate. If the Committee objects to any of the references selected by the candidate, it will provide the candidate with written reasons why a particular reviewer is inappropriate. If a compromise cannot be reached between the Committee and the candidate on external reviewers, the dean will decide the issue. If four reviewers are insufficient to produce two letters, the Department Promotion and Tenure Committee and the candidate will each propose one more name, using the procedures above, until a total of two reviewers agree to write in a timely manner.
- 3.63 The Department Chair is responsible for contacting as many of the four reviewers identified as necessary to secure at least two external letters. All letters received from external reviewers will be available to reviewers in the promotion review process. These review letters shall be inserted and retained in the candidate's Promotion and Tenure file for use by the departmental, collegiate, and, in the case of an appeal, University Promotion and Tenure Committees, and by the Provost in promotion deliberations for the current year.
- 3.64 Not later than one week prior to the beginning of the Departmental Promotion and Tenure Committee's consideration of the candidate's promotion to Professor, the chair of the committee shall make a copy of the external letters received available to the candidate for review. In the external letters presented to the candidate, the anonymity of the external reviewers will be protected by blocking out all information in the letter that could be used to identify a reviewer (such as her/his name, position, letterhead identifying the location of employment, etc.). This set of letters shall be referred to as the "redacted file". The candidate may respond in writing to information included in the redacted file for inclusion in the promotion file. Any written responses and all copies of the redacted letters must be delivered by the candidate to the chair of the Departmental Promotion and Tenure Committee before the scheduled beginning of the committee's consideration of the candidate's promotion to Professor.
- 3.65 At the conclusion of the promotion deliberations, the redacted file received from external reviewers will be destroyed by the Office of the Dean. The original letters from external reviewers shall be retained in a confidential file

in the Office of the Dean. Once letters are placed in this separate confidential file, they cannot be reopened for purposes of subsequent promotion deliberations at any level of consideration unless requested by the candidate.

#### V. Academic Rank.

1. There are three ranks for tenure-track or tenured faculty in the department: Assistant Professor, Associate Professor, and Professor. Qualifications for each rank differ both qualitatively and quantitatively.

#### 1.1. Assistant Professor

- 1.11. Evidence of effective teaching performance or evidence of potential for effective teaching.
- 1.12. Evidence of, or potential for effective scholarship in categories of discovery, integration, application and/or teaching.
- 1.13. Evidence of, or potential for, significant professional service and other appropriate, professional accomplishments and contributions.

#### 1.2. Associate Professor

- 1.21. Evidence of high quality teaching.
- 1.22. Evidence of high quality scholarship in categories of discovery, integration, application and/or teaching.
- 1.23. Evidence of high quality professional service.

#### 1.3 **Professor**

- 1.31. Evidence of excellence as a teacher.
- 1.32. Evidence of excellence in scholarship in the categories of discovery, integration, application and/or teaching, including at least two letters from external reviewers who have reviewed and commented upon the evidence of excellence.
- 1.33. Evidence of excellent professional service.
- 2. Normally the degree required for each rank is the earned doctorate; the MFA may substitute for the earned doctorate in the case of individuals with primary duties in creative writing.
- 3. The English faculty expect of individuals in each rank a higher quality of overall

accomplishment and contribution than they expect of those in ranks that are lower. Individuals should apply for promotion when they can present a strong case that they will consistently meet the expectations that accompany the higher rank.

#### VI. Procedures.

#### 1. Promotion

- 1.1. Recommendations for promotion originate from the English Department Promotion and Tenure Committee.
- 1.2. A tenure-track or tenured faculty member may be recommended for promotion on the basis of the requirements set forth in Section I and the qualifications for rank set forth in Section V.
- 1.3. Each faculty member below the rank of Professor must maintain his or her own *Cumulative Promotion and Tenure File* containing a current, cumulative vita and supporting materials (e.g. teaching evaluations, publications, presentations, letters of appointment or acceptance) that relate to his or her professional performance here and elsewhere. Results of teaching evaluations that will be considered by the committee are those collected in accord with approved university, college, and departmental procedures and appropriate to promotion and tenure decisions. (See the attached "Policy for the Evaluation of Teaching" and "Procedures for the Evaluation of Teaching.")
- 1.4. The *Department Personnel File* shall serve as a supplement to the Cumulative Promotion and Tenure File for each candidate for promotion. In addition to items kept in a personnel file and items kept in a promotion and tenure file as listed in the <u>Faculty Handbook</u>, this Department Personnel File shall contain all summary evaluation forms, synopses, and evaluation letters from the committee's deliberations in all years of candidacy.
- 1.5. When a person applies for promotion, The Cumulative and Departmental files shall be examined by the committee for information relevant to promotion. Before the department personnel file is made available to the committee, the department chair will remove any materials deemed confidential in accordance with <u>Faculty Handbook</u> item, "Files," especially paragraph 1.3.
- 1.6. An untenured or tenured faculty member who wishes to be considered for promotion must (1) submit a letter so indicating to the department chairperson, and (2) submit a Cumulative Promotion and Tenure File (see section VI.1.3) for use by the committee. The department chairperson must acknowledge receipt of such letters within seven working days. Vita sheets of candidates applying for promotion will be made available for inspection by all faculty.
- 1.7. Each candidate for promotion may request to meet with the committee for twenty (20) minutes to emphasize and clarify the details of his/her vita before the committee evaluates the performance of the candidate.
- 1.8. Upon the request of a candidate or of one member of the committee, the committee

must invite a faculty member not serving on the committee to meet with the committee to provide an explanation of the nature and significance of a candidate's achievements. Normally this will happen only when there is no member of the committee who is familiar with advanced work in a candidate's field.

- 1.9. The department chairperson will write the Chair's synopsis of the committee's deliberations for each candidate.
- 1.10. Committee members will complete the current college evaluation form for each candidate for promotion. These unsigned forms, to be used as non-binding aids to discussion, will be maintained by the department chairperson until announcement of results of the committee's deliberations, at which time the Summary Evaluation Forms will be prepared for each candidate and placed in each candidate's Personnel File. A candidate's Summary Evaluation Form and the Chair's Synopsis will be made available to the candidate as soon as possible after committee deliberations, and before the end of the calendar year.
- 1.11. All voting for promotion will be by written ballot. A recommendation for promotion requires three positive votes. Abstentions are not permitted. Candidates with favorable recommendation for promotion shall receive written notification of the department's decision. Upon disagreeing with any of these actions by the committee, the department chairperson will provide the committee and the college dean with a full explanation of his or her position.
- 1.12. For each applicant applying for promotion, the department chairperson shall write the Chair's Synopsis.

#### 2. **Tenure**

- 2.1. Recommendations for tenure, satisfactory progress toward tenure, unsatisfactory progress toward tenure and dismissal/termination originate from the English Department Promotion and Tenure Committee.
- 2.2. A tenure-track faculty member will be recommended by the committee to the department chairperson for tenure or as making satisfactory progress towards tenure if he or she meets the requirements as set forth in Section I ("Guidelines"). If a candidate is not recommended, just cause should be established in accordance with established procedures.
- 2.3. Each tenure-track faculty member must maintain his or her own *Cumulative Promotion and Tenure File* containing a current, cumulative vita and supporting materials (e.g. teaching evaluations, publications, presentations, letters of appointment or acceptance) that relate to his or her professional performance here and elsewhere. Results of teaching evaluations that will be considered by the committee are those collected in accord with approved university, college, and departmental procedures and appropriate to promotion and tenure decisions. (See the attached "Policy for the Evaluation of Teaching" and "Procedures for the Evaluation of Teaching.")

- 2.4. Each tenure-track faculty member must submit annually his or her Cumulative Promotion and Tenure file for use by the committee.
- 2.5. The *Department Personnel File* shall serve as a supplement to the Cumulative Promotion and Tenure File for each candidate for tenure or satisfactory progress toward tenure. In addition to items kept in a personnel file and items kept in a promotion and tenure file as listed in the <u>Faculty Handbook</u>, this Department Personnel File shall contain all summary evaluation forms, synopses, and any evaluation letters (see VI.2.13) from the committee's deliberations in all years of candidacy.
- 2.6. These files shall be examined annually by the committee for information relevant to tenure. Before the department personnel file is made available to the committee, the department chair will remove any materials deemed confidential in accordance with <a href="Faculty Handbook">Faculty Handbook</a> item, "Files," especially paragraph 1.3.
- 2.7. Each candidate for tenure or satisfactory progress toward tenure may request to meet with the committee for twenty (20) minutes to emphasize and clarify the details of his/her vita before the committee evaluates the performance of the candidate.
- 2.8. Upon the request of a candidate or of one member of the committee, the committee must invite a faculty member not serving on the committee to meet with the committee to provide an explanation of the nature and significance of a candidate's achievements. Normally this will happen only when there is no member of the committee who is familiar with advanced work in a candidate's field.
- 2.9. The department chairperson will write the Chair's Synopsis.
- 2.10. Committee members will complete the current college evaluation form for each candidate for tenure or satisfactory progress toward tenure. These unsigned forms, to be used as non-binding aids to discussion, will be maintained by the department chairperson until announcement of results of the committee's deliberations, at which time the Summary Evaluation Form will be prepared and placed in each candidate's Personnel File. The Summary Evaluation Form and Chair's Synopsis will be made available to the candidate for examination as soon after committee deliberations as they can be prepared, and no later than the candidate's meeting with the department chair and the committee chair, to be held before the conclusion of the calendar year (see VI.2.12).
- 2.11. All voting for tenure or satisfactory progress toward tenure will be by written ballot. A report of satisfactory progress toward tenure or a recommendation of award of tenure requires three positive votes. Abstentions are not permitted. Upon disagreeing with any of these actions by the committee, the department chairperson will provide the committee and the college dean with a full explanation of his or her position.
- 2.12. The committee will provide each tenure-track faculty member in the department

with a written assessment of the strengths and weaknesses of that faculty member's performance, as provided for in the University Promotion and Tenure document. This written assessment will take the form of the summary evaluation form and the synopsis, both of which are placed in the faculty member's personnel file. The committee may also suggest areas for improvement. When the committee's deliberations have been completed, the department chairperson and committee chairperson must meet with each untenured faculty member to discuss the committee's assessment of that individual's progress. The Department chairperson and the Committee Chairperson may write a letter summarizing the discussion at the meeting. Any such letter will be placed in the candidate's Personnel File.

#### **VII. Reconsideration.** (See Faculty Handbook, UP and T document, Section VII.)

- 1. The candidate for tenure and/or promotion who desires reconsideration must ask, in writing, for the reconsideration within ten (10) calendar days following the date of his or her receipt of the Notification Letter reporting the adverse recommendation. The request shall cite the basis or bases for the request for reconsideration. There are three permissible reasons to request reconsideration or appeal: violation of approved procedures, allegation of unfair treatment, and allegation of discriminatory treatment. (See Faculty Handbook.)
- 2. If candidates request information about what votes they received, and/or how they were ranked, they will be given the information. Each member of the committee shall be notified of that person's request and required to inform the department chairperson in writing (anonymously, if he or she wishes) of the decisive factors which influenced his or her vote. Candidates may request a conference with the department chairperson and the committee chairperson, a meeting with the committee chairperson, a meeting with the committee, or both, but must so request before the report is submitted to the college.
- 3. All appeals will follow the procedures outlined in the current College and University Promotion and Tenure documents (see "University Promotion and Tenure Document," Section VII, <u>Faculty Handbook</u>). The appeal must be filed in writing within ten (10) calendar days following the date of the faculty member's receipt of the department's reconsideration decision affecting him or her adversely. The date of receipt will normally be construed as the working day following the date of the written reconsideration decision.

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Changes to Policies, Criteria, and Procedures Regarding Promotion and Tenure approved by the Regular English Faculty April 16, 1998 for use in 1999-2000.

Changes to Policies, Criteria, and Procedures Regarding Promotion and Tenure approved by the Regular English Faculty November 9, 2000 for use in 2001-2002.

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Changes to III.1.1.3., IV.3.3.2, 3.3, 3.4, 3.5. Approved by the Regular English Faculty April 24, 2003 for use in 2004-2005.

Changes to IV.3.3.6, V.1.3.1.32 Approved by the Regular English Faculty October 23, 2003 for use in 2004-2005. Approved by College Criteria Subcommittee, November 12, 2003.

Changes to IV.3.3.3. Approved by Regular English Faculty February 5, 2004 for use in 2004-2005.

Changes to III.2.2.43, III.2.2.44, V.1.1.22, V.1.1.32 approved by the Regular English Faculty October 14, 2004 for use in 2005-2006.

Changes to III.2.2.43, VI.2.7, VI.2.12 approved by the Regular English Faculty October 20, 2005 for use in 2006-2007.

Changes to IV.3.6 approved by the Regular English Faculty December 6, 2005 for use in 2006-2007.

Editorial corrections made and Appendix D dropped by Regular English Faculty August 24, 2006 for use in 2007-2008.

Editorial corrections made and approved by Regular English Faculty April 17, 2008 for use in 2009-2010.

Editorial corrections made and approved by Regular English Faculty April 23, 2009 for use in 2009-2010.

Editorial corrections made and approved by Regular English Faculty October 29, 2009 for use in 2010-2011.

Editorial corrections made and approved by Regular English Faculty April 20, 2010 for use in

### 2010-2011.

Editorial corrections made and approved by Regular English Faculty October 19, 2010 for use in 2011-2012.

## P&T APPENDIX A DEPARTMENT OF ENGLISH POLICY FOR THE EVALUATION OF TEACHING

- 1. The Department will establish and implement with the approval of enfranchised faculty departmental policy and procedures for the evaluation of teaching which are consistent with College and University policies and procedures as stated in the <u>Faculty and Professional Personnel Handbook</u>
- 2. Anonymous student evaluations will be administered in every section of regularly scheduled courses in the Department of English. Faculty will use the departmental student evaluation form (attached). Faculty teaching Writing Program courses will substitute the Writing Program student evaluation forms (attached) for the departmental evaluation form. Faculty teaching Honors courses will substitute the Honors student evaluation form (attached) for the departmental form.
- 3. Each faculty member=s teaching will be evaluated by peer review in the Salary Committee, the Promotion and Tenure Committee, and/or the Contract Faculty Salary Committee. Faculty members will submit all student evaluation forms as well as a required summary of or reflection on those evaluations to the department chairperson for review by the relevant committee(s). These materials will be submitted according to deadlines established by department policy documents.

In addition, a faculty member may choose to be evaluated by one or more of the following means:

- a. Supplemental peer review of teaching. A faculty member may request from the department chairperson or designee supplemental peer evaluation. This request will include suggested peers and methods of evaluation, such as classroom visitation, evaluation of syllabi, examinations, and other instructional materials, or evaluation of student achievement.
- b. Chairperson review of teaching. The chairperson or designee will use the chairperson visitation form (attached) which has been approved by the department.
- c. Peer and chairperson review of a teaching portfolio. Typically a portfolio will contain a balance of materials of three types:
  - (1) Representative instructional materials from the faculty member such as: statement of teaching philosophy, course goals, description of teaching, syllabi, assignments, handouts, tests,

audio- and/or videotapes of teaching, self-evaluation;

- (2) Evaluation from others such as classroom visitations, internal or external peer evaluations of syllabi, examinations and/or other instructional materials student evaluations
- (3) Results of teaching such as sample student work such as papers, answers to test questions, journals, videotapes, creative projects, student publications, honors, awards, comparison of pre- and post- course test scores

These materials will become part of any annual faculty review procedure (e.g., the Salary Committee, the Promotion and Tenure Committee, and the Contract Faculty Salary Committee). These materials will also be used by the department chairperson as one of the factors affecting course assignments. To expedite these reviews, these materials will be stored for one calendar year in the main office and then returned to the individual faculty member.

Approved 2 December 1993 Revision approved 9 February 1995. Revision approved 19 October 1995. Revision approved 25 February 1999. Revision approved 26 April 2001.

## P&T APPENDIX B DEPARTMENT OF ENGLISH PROCEDURES FOR THE EVALUATION OF TEACHING

The anonymous student evaluations will be completed near the end of the semester, but not during the final examination period.

The faculty member is to be absent from the room during the distribution and collection of the student evaluation forms, and these forms are to be administered in a professional manner by someone other than the faculty member. Faculty and/or students are not in any way to attempt to influence the outcome of the evaluation.

In graduate courses, the person who administers the evaluation will distribute the evaluation forms with the request that each student return the evaluation form to him/her at the next regularly scheduled class meeting. Taught-with classes may use this evaluation process for graduate students or may use the undergraduate evaluation form and process for entire class and invite graduate students to supply additional commentary to the office (RB 297) to be included in the evaluation packet.

Immediately upon collection of the student evaluation forms, the person who administered them will deliver them in a sealed envelope to the appropriate office:

Forms for Honors College will be delivered to the Honors College (BA 104), and forms to be scored by the Writing Program will be delivered to the Writing Program Office (RB 2115). Forms from evening classes should be dropped in a campus mailbox or in the locked wooden box under the Service Center window (RB 297).

All other student evaluation forms will be delivered to the Department of English (RB 297); forms will be available to the faculty involved after they turn in final grades for these courses.

- The peer review of teaching or the chairperson review of teaching may be completed at any time during a semester, but it is recommended that it be completed near the end of a semester, but not during the final examination period, for submission to the department chairperson for review by the appropriate personnel committee according to announced deadlines.
- Materials for the teaching portfolio may be gathered any time during the year for submission to the department chairperson for review by the appropriate personnel committee according to announced deadlines.

Revision to 1.b.1 approved 2 December 1993 Revision approved 19 October 1995 Revisions approved 4 March 1999

#### APPENDIX C

#### Instructions for Administration of English Undergraduate Course/Instructor Review

#### To the Instructor:

- 1. A student course/instructor review will be conducted for every English class, using the appropriate form (Departmental, Writing Program, Honors College).
- The review will be administered in a regular class meeting during the last two weeks preceding final exam
  week.
- 3. The review will be administered by a student member of the class or a member of the English Department staff.
- 4. The administrator will distribute and collect the forms.
- 5. The instructor of the course may not be present during the review.

#### To the Student Administrator:

- 1. Please distribute, collect, and deliver the review forms to the appropriate place.
- 2. Before the members of the class begin the review, read aloud the following instructions:

To help maintain high standards for course quality, the Department of English asks you to participate in our course review program. Please give thoughtful consideration to each item on the form, and feel free to comment on any other aspect of the course.

Do not put your name on the review form.

During the review, do not discuss the items or your responses with other members of the class. When you have completed the review, place your form in the collection envelope.

These forms will be returned to the instructor only AFTER the semester has ended and grades for this course have been turned in.

3. Immediately after collecting the review forms, sign and date this instruction sheet and seal it in the envelope with the review forms. Deliver the sealed envelope to RB 297. Forms from evening classes should be dropped in a campus mailbox or placed in the locked wooden box under the Service Center window (RB 297).

I have administered this review in a	ccord with the above instr	ructions.
Name		

#### Instructions for Administration of English Graduate Course/Instructor Review

#### To the Instructor:

- 1. A student course/instructor review will be conducted for every English class, using the departmental form. Taught-with classes may use this evaluation process for graduate students or may use the undergraduate evaluation form and process for the entire class and invite graduate students to supply additional commentary to the office (RB 297) to be included in the evaluation packet.
- 2. The review will be administered in a regular class meeting during the next-to-last full week of the regular session.
- 3. The review will be explained to students by a student member of the class or a member of the English Department staff. This person will distribute the review forms and announce the class period during which the forms are to be returned. This class period will be one which follows the distribution of the forms.
- 4. The instructor may not be present during the explanation, distribution, and collection of the forms.
- 5. The person who explained and distributed the forms will collect the forms during the designated class session, returning them to the English Department main office in a sealed envelope.

#### To the Student Administrator:

- 1. Please distribute and collect the review forms, and deliver the completed forms in a sealed envelope to the appropriate place.
- 2. Before the members of the class begin the review, read aloud the following instructions:

To help maintain high standards for course quality, the Department of English asks you to participate in our course review program. Please give thoughtful consideration to each item on the form, and feel free to comment on any other aspect of the course.

Do not put your name on the review form.

During the time allotted for the review, do not discuss the items or your responses with other members of the class. Return these forms to me during the designated class period.

These forms will be returned to the instructor only AFTER the semester has ended and grades for this course have been turned in.

3. Immediately after collecting the review forms, sign and date this instruction sheet and seal it in the envelope with the review forms. Deliver the sealed envelope to RB 297. Forms from evening classes should be dropped in a campus mailbox or placed in the locked wooden box under the Service Center window (RB 297).

NameDateTime

. . . .

### **P&T Appendix C**

# Department of English Course/Instructor Evaluation Form

Course	Section	Semester/	Year	Instructor			
Part A: Pleas statements on	se place a check in the the left.	e appropriate col	umn to indic	ate your ag	greement or	disagreemen	it with the
			Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
	or taught the course in ional manner.	a competent					
	tor taught the course w	ith interest and					
	tor treated students wit	h courtesy and					
	tor presented the mater	ial in a clear and					
The content	of the course challenged/or creatively.	ged me to think					
Overall, I for	ound this course to be a	a valuable					
	ore the principal str and/or helpful?	engths of this c	ourse? Wh	nat aspect(	s) of it did	you find n	nost
2. What, if rewarding for	anything, could be or you?	done to improv	ve this cou	rse and ma	ake it more	relevant a	nd
3. How wo	uld you characteriz	ze your level of	participati	on and inv	volvement :	in this cour	rse?
Please prov	vide additional coi	mments on the	course or	the instru	uctor on tl	ne back of	this form

### P&T Appendix C University Core form

Instructor Evaluation	1: Strongly Disagree	2: Disagree	3: Neutral	4: Agree	5: Strongly Agree
My instructor explains the course objectives					
clearly.					
My instructor explains course content clearly.					
My instructor uses effective examples and					
illustrations.					
My instructor is respectful when I have a					
question or comment.					
My instructor provides feedback that helps me					
improve my performance in the class.					
My instructor is available for consultation (e.g.,					
after class, email, office hours, or by					
appointment).					
Please provide any additional written comments on the faculty's strengths and weaknesses.	(Comment b	ox)			

	1: Strongly	2: Disagree	3: Neutral	4: Agree	5: Strongly
Course Evaluation	Disagree				Agree
This course has clear objectives.					
This course is effective in meeting its objectives.					
This course has assignments related to the					
objectives of the course.					
This course has a clear grading system.					
This course broadens my perspective and/or					
knowledge.					
Please provide any additional written comments	(Comment b	ox)			
on the strengths and weaknesses of the course.					
You may comment on such things as the use of					
assignments, text(s), exercises, exams, etc.					