

PROMOTION AND TENURE POLICY OF THE AFRICANA STUDIES DEPARTMENT

University of Delaware

Approved by AFRA, September 20, 2016

Revised August 2016

Revised February 2018

Final Approval: May 2018

A liberal society is made up of individuals who are diverse in interests and capabilities. Such differences should be recognized and respected. What is true of society is certainly true of the numerous departments (disciplines) within a university. Because faculty vary in the kinds of contributions that they make both to their department and upper institutional levels, the criteria for the evaluation of faculty should allow for these differences.

Teaching, scholarly productivity, and service are the stated functions of the University. Therefore all promotions are based upon distinction in the three categories that are regarded as complementary and cumulative. Highest priority must be given to those behaviors that contribute to the department, college, and University goals of excellence, thus promoting the visibility and stature of the University in the wider academic profession

I. GENERAL INFORMATION

University Promotion & Tenure

Application for promotion and/or tenure must follow University and Africana Studies Department procedures and criteria. Candidates should carefully read and understand both documents. University Promotion and Tenure policies and procedures can be found in the online [Faculty Handbook](#). The Faculty Handbook also specifies the time frame, notification procedures, University standards, and other important information.

The Candidate

Candidates are responsible for initiating the process of promotion and should be knowledgeable about the promotion process, appropriate deadlines, and the dossier requirements. Primary responsibility for the dossier lies with the candidate, in consultation with the Promotion and Tenure Committee. Criteria required for promotion will be evaluated in three categories: scholarship, teaching, and service.

Pre-tenure Reviews

During years two and four of tenure-track faculty members' probationary period, the Promotion and Tenure Committee, working in close collaboration with the Department Chair, shall conduct pre-tenure reviews. The purpose of these reviews is twofold: to develop a Departmental recommendation on contract renewal and to assess tenure-track faculty member's progress toward promotion. In each instance, information shall be solicited from the faculty member regarding activities and performance in scholarship, teaching, and service. Candidates will be provided with feedback and advice regarding their progress toward meeting Departmental expectations for promotion to Associate Professor. The fourth-year review is particularly important as a final opportunity for feedback prior to the sixth-year tenure review and shall be more exhaustive than the second-year review. Reviews will be conducted according to the timeline provided by the College of Arts and Sciences and the University and in line with the

procedures for promotion and tenure, with the exception of no external letters of review. The Department Chair and promotion and tenure committee chair will assist tenure-track faculty in assembling the necessary materials for the reviews. The second and fourth year reviews must be included in the candidate's dossier for promotion and tenure.

II. PROMOTION GUIDELINES

Because of the interdisciplinary character of the Africana Studies Department, promotion standards at all ranks recognize that particular expectations for scholarly performance will vary because of different disciplinary and interdisciplinary orientations. All faculty members should be judged according to the highest standards in their field of work. In addition, a continuous commitment to professional growth and development is expected of all candidates.

TENURE TRACK AND TENURED FACULTY

Appointment to Assistant Professor

Candidates for the rank of Assistant Professor must have attained the Ph.D. or the appropriate terminal degree. In addition, the candidate must demonstrate strong evidence of a continuing commitment to effective scholarship and/or creative work, as well as a strong commitment to effective teaching. Also important is the willingness to participate in service activities vital to the mission of the University of Delaware and the Africana Studies Department.

Promotion to Associate Professor

Candidates for the rank of Associate Professor must have a record of excellence in scholarly/creative productivity and high quality in the other two areas, including teaching and service. The strongest candidacy will be exemplified by excellence in both scholarship and teaching. Ordinarily a candidate must publish or have reviewed and accepted for publication, a scholarly book or its equivalent in the form of significant articles in refereed journals, creative works, solo exhibitions and other competitive creative work, exhibitions at major cultural centers, and/or performances in major venues and/or digital scholarship that are peer evaluated to be rated high quality. A rating of "Excellent" in scholarship will depend on the quality of reviews, quality of journals and external professional judgments about published work. In addition, there must be evidence of continued scholarly productivity and clear indications of professional growth. The Promotion and Tenure Committee will judge excellence in teaching through classroom evaluations by peers, student course evaluations, and appraisal of syllabi, reading lists, course development, and course revisions as outlined in the criteria for evaluation. The Department does not discriminate on the basis of time in rank.

Promotion to Professor

Candidates for the rank of Professor must, at a minimum, have a record of excellence in scholarship and a record of high quality in the other two areas including teaching and service. They should be able to demonstrate continued scholarly or creative productivity since their promotion to Associate Professor. To be considered excellent in scholarship, a candidate must, since their promotion to Associate Professor, publish or have reviewed and in press, a scholarly book or its equivalent in the form of several substantial articles in refereed journals of professional stature or creative works, solo exhibitions and other competitive creative work, exhibitions at major cultural centers, and/or performances in major venues, and/or digital scholarship that are peer evaluated to be rated high quality. A rating of "Excellent" in scholarship will depend on the quality of reviews, quality of journals and external professional judgments about published work. In addition, there must be evidence of continued

scholarly productivity and clear indications of professional growth and development. The Promotion and Tenure Committee will judge excellence in teaching through classroom evaluations by peers, student course evaluations, and appraisal of syllabi, reading lists, course development, and course revisions as outlined in the criteria for evaluation. This rank is reserved for individuals who have established reputations in the profession and whose contributions to the University mission are unquestioned. The Department does not discriminate on the basis of time in rank.

Candidates for this rank must have an established reputation in the profession and make contributions to the goals of the University. There must also be clearly documented evidence of high quality service. The strongest candidates will demonstrate excellence in both scholarship and teaching.

CONTINUING TRACK FACULTY

The Promotion and Tenure Committee will base its recommendation for promotion of Continuing Track (CT) faculty on the same criteria used to evaluate tenure-track and tenured faculty. However, CT candidates for promotion will be judged in accordance to the allocation of their workload as negotiated with the Department Chair during the annual appraisal period.

Appointment to Assistant Professor

Candidates for the rank of Assistant Professor must have attained the Ph.D. or the appropriate terminal degree or present an impressive body of work and/or experience that is the functional equivalent of a terminal degree. In addition, the candidate must demonstrate a strong commitment to effective teaching.

Promotion to Associate Professor

Candidates for the rank of Associate Professor must have a record of excellence in teaching and service and must be judged at least high quality in the other areas. The Promotion and Tenure Committee will judge excellence in teaching through classroom evaluations by peers, student course evaluations, and appraisal of syllabi, reading lists, course development, and course revisions as outlined in the criteria for evaluation. Excellence in service requires substantial contributions to the Department's and University's mission that exceed Departmental norms such as serving in a leadership capacity, curriculum development, securing major grants, and significant participation in professional organizations.

Promotion to Professor

Candidates for the rank of Professor must have a record of excellence in teaching and service and must be judged at least high quality in the other area. They should be able to demonstrate significant achievements in both teaching and service since their promotion to Associate Professor. The Promotion and Tenure Committee will judge excellence in teaching through classroom evaluations by peers, student course evaluations, and appraisal of syllabi, reading lists, course development, and course revisions as outlined in the criteria for evaluation. Excellence in teaching requires clear evidence as indicated in the document. Also, there must be documented evidence of initiatives by the candidate in developing new courses; participation in the Department's mentoring efforts; and playing a leading role in the Department's teaching of research methodology to the students. In those cases where a candidate's workload specifically includes scholarship, the Department's Promotion and Tenure Committee will rate the candidate's output as either Excellent or High Quality in accordance with the Department's established guidelines. A candidate's volume of scholarly production required for promotion to Full Professor will be based upon the agreed upon workload in the period being considered. The Department does not discriminate on the basis of time in rank. Excellence in service requires substantial contributions to the Department's and University's mission that exceed

Departmental norms such as serving in a leadership capacity, curriculum development, securing major grants, launching new initiatives, and significant participation in professional organizations.

III. CRITERIA FOR EVALUATION

Teaching, scholarly productivity, and service are the three major areas of faculty activity. The Promotion and Tenure Committee shall evaluate the candidate by the criteria identified in each area. Although the weight attributed to each may vary for different candidates, each factor should be evaluated separately and independently.

TEACHING [Applicable to both TT and CT Faculty]

Quality teaching at all levels of the instructional process is expected. Each candidate's teaching assignments and the success in carrying them out should be evaluated by the following criteria:

1. Classroom evaluations by peers which consider the demonstration of resourcefulness and creativity in course organization or presentation, subject mastery, and the immediate and long-range impact of the faculty member on the student outside the classroom.
2. The sources of information upon which evaluations of teaching effectiveness will be based: (a) visitation of classes by colleagues; (b) student course evaluations; and (c) course syllabi and assignments.
3. Evidence of strong mentoring of students through ongoing advisement, assisting with professional development, and so forth.
4. Additional evidence, whenever appropriate for individual candidates, might include teaching citations, grants or awards, development of innovative instructional materials, supervision of graduate students, participation in instructional workshops, supervision of undergraduate research, senior theses, special problems courses, and other supportive documents that the candidate and the Promotion and Tenure Committee deem important.

RESEARCH/SCHOLARSHIP

Recognition of the candidate in the wider academic community is through scholarly activity. Criteria and judgments regarding the quality or significance of scholarly activities shall be on the basis of evaluations by peers inside and outside the University. The standards for excellence in scholarship shall include, but not be limited to, contributions to the field, significance of the research or creative work, and methodological originality. Professional growth and reputation in the discipline shall be evidenced by significant contributions in such areas as the following:

- a. books and/or publications in peer-reviewed professional journals or peer-reviewed creative work;
- b. edited books or chapters in edited books;
- c. peer-evaluated creative works and/or digital scholarship;
- d. non-peer reviewed publications in scholarly journals and books or creative works and/or digital scholarship displayed in non-peer reviewed settings;

- e. projects of recognized professional value, including computer software when appropriate to a candidate's research;
- f. receipt of external grants or competitive awards;
- g. presentation of work at national or international professional meetings;
- h. invited addresses at universities or other scholarly forums.

SERVICE

Candidates in all ranks are expected to participate in faculty governance, the internal affairs of the Department, the College of Arts and Sciences, the University, and to extend their professional involvement beyond the usual boundaries of the campus. As in the case of teaching and scholarship, service shall be of high importance. As service activities may vary among candidates, those who distinguish themselves with excellence in service shall enhance their candidacy. Examples of service would include the following kinds of activities:

1. **To the Department.**
 - a. Participating in Department planning, including serving on committees, or other assignments by the Department Chair.
 - b. Consulting with and advising prospective students, department majors and minors.
 - c. Contributing to curriculum planning and development.
 - d. Promoting events by visiting scholars, lecturers, and demonstrations.
 - f. Sponsoring student organizations.

2. **To the University community.** The following are a few of the areas in which contributions may be made for the continued growth of the University, the Colleges and the Department.
 - a. Sponsoring and promoting student organizations and activities.
 - b. Working effectively in University-wide and College committees and in other non-teaching assignments.
 - c. Developing curriculum in keeping with the highest ideals of the profession.
 - d. Assisting inspiring students.
 - e. Representing the University in community, and regional activities.

3. **To the profession.** There are numerous ways to provide service to one's profession, including, but not limited to the following:
 - a. Belonging to committees of professional societies.
 - b. Being an editor or serving on editorial boards of scholarly journals.
 - c. Being elected to and/or serving on boards or as officers of professional organizations.
 - d. Reviewing for academic journals and/or publishers.
 - e. Serving as a reviewer for funding agencies, University promotion cases, department reviews.

4. **To the local community, state and nation.** There are numerous ways to represent the Department and University in the broader community. These activities may include, but are not limited to, the following:
 - a. Directing workshops, and giving lectures.
 - b. Assisting in the development of pre-collegiate curricula.

- c. Consultation and special assignments in areas directly or closely related to the field.
- d. Serving on professional boards, editorships, etc.
- e. Serving as a mentor in the community.
- f. Being appointed to boards, commissions, and so forth.
- g. Representing the Department and University in public media.

IV. PROMOTION PROCEDURE TIMELINE

Each faculty member maintains the right to apply for promotion and may advance or withdraw themselves from the process at any point. The faculty member may wish to consult with the Department Chair and other colleagues about their application for promotion or the preparation of a dossier. It is the candidate's responsibility to provide the information and data necessary to best present their individual case.

1. University policy specifies deadlines for submission of dossiers and for reporting Committee recommendations.

30 April - Candidate notifies the Department Chair in writing of her or his intention to apply for promotion/tenure. E-mail communication is sufficient for this purpose. The request is forwarded to the Chair of the Promotion and Tenure Committee who, with the Committee and candidate will begin the process of soliciting peer reviews.

30 April - Candidate submits her or his curriculum vitae, the names of persons who may be potential reviewers, and a list of published and other material deemed appropriate for review to the Chair of the Promotion and Tenure Committee. The Promotion and Tenure Committee, with the approval of the Dean's office, begins the process of selecting external reviews and securing their participation.

15 May—Candidate submits research dossier, including research statement, CV and examples of published scholarly work, to the Chair of the Promotion and Tenure Committee and the Department Chair.

1 June— Promotion and Tenure Committee sends out research materials to external reviewers.

1 September-- Candidate submits completed dossier to the Chair of the Promotion and Tenure Committee and the Department Chair.

1 October- The dossier and the recommendation of the Promotion and Tenure Committee are forwarded to the Department Chair with a copy to the candidate.

15 October - The Department Chair forwards the dossier and her or his recommendation to the College Promotion and Tenure Committee and the Dean and copies of her or his recommendations to the candidate and the Department Promotion and Tenure Committee.

1 December- The College Promotion and Tenure Committee forwards the dossier and its recommendations to the Dean and a copy of the recommendations to the candidate, Department Promotion and Tenure Committee, and the Department Chair.

2 January- The Dean forwards the dossier and her or his recommendation to the University Promotion and Tenure Committee and a copy of her or his recommendation to the candidate, the Department and College Promotion and Tenure Committees, and the Department Chair.

15 February- The University Promotion and Tenure Committee forwards the dossier and its recommendation of the Provost and copies of their recommendation to the candidate, the Department and the College Promotion and Tenure Committees, the Department Chair and the Dean.

15 March- The Provost forwards the dossier and her or his recommendation to the University President for approval by the University Board of Trustees and a copy of the recommendation to the candidate. Should the Provost fail to support an application for promotion/tenure, the reasons for the decision will be given to the candidate, the Department, College, and University Committees, the Department Chair and the Dean.

Appeals may be made by the candidate at every level (*Faculty Handbook*, Section 4. 4. 8)

2. The research of candidates for promotion to Associate or Full Professor levels must be evaluated by at least five (5) distinguished reviewers from outside the University of Delaware. Candidates have the right to comment on names selected by the Promotion and Tenure Committee, but will not know the identity of those finally selected. There should be at least one reviewer selected from both the candidate's and the Committee's list. Reviews by outside evaluators will be confidential. The Department Chair will provide assistance in the nomination and approval of external evaluators.

3. The Department Chair will appoint a Promotion and Tenure Committee whose responsibility is to advise the candidate on the preparation of the promotion dossier and to present the case to the AFRA faculty. The Promotion and Tenure Committee shall be selected in consultation with the candidate and approval of the Department Chair. The AFRA faculty (as specified in the AFRA By-laws) who are at or above the rank being sought shall vote on the decision. The Promotion and Tenure Committee then writes a letter to the Department Chair reflecting the decision of the AFRA faculty and reporting the vote. All recommendations will become a part of the candidate's dossier.

4. Following the recommendation of the AFRA faculty, the Department Chair shall review the evidence submitted by the candidate and the department faculty's decision and make an independent recommendation. The Department Chair's decision shall be communicated in writing with an explanation of the decision to the candidate and the Promotion and Tenure Committee.

5. A candidate may appeal the decision of the Promotion and Tenure Committee or of the Department Chair and be granted a hearing by the group or person making the decision. The candidate can also appeal the decision of all committees and offices beyond the department. The request for an appeal must be made within five days (5) from the day that the letter of decision is placed in the candidate's office mail box.

Candidates who wish to appeal the decision of the Department Chair must notify the Department Chair in writing no later than five (5) working days following receipt of the Department Chair's decision. The Department Chair shall schedule a hearing within two weeks with the candidate and, if appropriate, others involved in the appeal. Evidence in support of the appeal must be submitted to the Department Chair prior to the hearing, and, after the hearing the Department Chair will determine whether or not to change the recommendation.

6. The decision to forward the dossier regardless of the decision is the right of the candidate.