

Women's Studies Program  
Promotion and Tenure Policy

The Faculty Handbook (<http://www.udel.edu/provost/fachb/IV-D-1-facpt.html>) contains the University requirements for promotion and tenure. This document provides the definitions and mechanisms necessary to implement the University document for the Women's Studies Program. Directions on the content, internal organization and physical preparation of the dossier can be found at: <http://www.udel.edu/provost/fachb/IV-D-9-dossier.html>.

**I**  
**Standards for Promotion**

Faculty must strive for excellence in the areas of teaching, scholarship and service. Promotion to any rank requires that significant achievements have been made and will continue to be made. Excellence in the areas of teaching and scholarship is of particular importance. In judging scholarly work that has been completed prior to the employment at the University of Delaware, the Women's Studies Program follows the guidelines of the UD faculty Handbook which state: "Unless otherwise noted in the faculty appointment letter, all work in rank, even if conducted at other institutions of higher education, shall be considered for promotion and tenure. It shall be the faculty's responsibility to include evidence of this work in his/her dossier and to clearly identify when and where this work was performed." (<http://www.udel.edu/provost/fachb/IV-D-9-dossier.html>).

**ASSISTANT PROFESSOR**

Candidates for the rank of Assistant Professor must have completed the Ph.D. degree or its equivalent and have demonstrated ability as teachers and scholars, along with the willingness to participate in significant service activities. The appraisal of scholarship shall be based on the quality of the completed dissertation or published work, letters of recommendation, and on a continuing commitment to significant research and publication. The appraisal of teaching shall be based on peer and student evaluations and letters of recommendation.

**ASSOCIATE PROFESSOR**

Candidates for the rank of Associate Professor must have published, or have accepted for publication, a scholarly book or its equivalent in the form of several substantial articles in refereed journals and appropriate to the multidisciplinary/interdisciplinary character of Women Studies and gender research. Performance as a scholar or a teacher must be rated as excellent, and in the other area a candidate's performance must be considered of "high quality." High quality in the area of teaching

will be based on the categories used for the evaluation of teaching. Candidates for the promotion to the rank of Associate Professor must have a strong record of service.

## **PROFESSOR**

Candidates for the rank of Professor must have continued their scholarly activities while Associate Professors and have published, or have accepted for publication, an additional book or its equivalent in the form of several substantial articles in refereed journals. There must be unmistakable evidence of significant achievement in both teaching and research since the last promotion. Promotion to this rank is reserved for those who have secured an established reputation in the profession and whose contributions to their profession and the University's mission are excellent. Candidates for promotion to the rank of Professor must have a strong record of service, and their work must be judged as excellent in at least one of the most important areas—teaching and research—and must be considered of “high quality” in the other.

### **Granting of Tenure Only**

In order to be recommended for tenure, faculty hired at the rank of associate professor without tenure must present convincing evidence of ongoing productivity on scholarship, teaching, and service at the University of Delaware. The standards, procedures, and timetables used for promotion to associate professor will apply to the tenure process except that the quantity of scholarly work will be assessed in accord with the length of time that has elapsed since the initial appointment. The quantity of ongoing scholarship must meet the standards for excellent or high-quality performance required for promotion to associate professor.

### **Promotion of Non-Tenure Track Faculty**

The promotion of non-tenure-track faculty to the rank of assistant, associate, or full professor without tenure will be based on the principle that the weights assigned to teaching, scholarship, and service must be directly related to the candidate's workload assignment. The standards and expectations for the quality of the work are the same for all faculty, tenure-track, and non-tenure-track. All that varies is the weight placed on each category.

If the candidate's workload assignment includes scholarship, either the scholarship or the teaching must be excellent and the other area must be of high-quality. The candidate's service must be excellent or high-quality.

If the candidate's workload assignment is made up entirely of teaching or of teaching and service (including program development and administration), the teaching must be excellent and the service must be excellent or high-quality.

Excellence in teaching will be assessed on the basis of a detailed teaching portfolio including such documentation as syllabi and other course materials; numerical and discursive student evaluations and testimonials from former students; peer evaluations; teaching grants and awards; samples of student work demonstrating how their performance has improved over the course of instruction; a statement explaining the candidate's instructional goals and methodologies and their impact on student learning; and any other material that attests to the quality of the candidate's teaching or to its recognition in and beyond the university.

Promotion on the basis of excellent teaching also requires a demonstration of leadership and high visibility in the pedagogy of the relevant field. Demonstration of such achievement must include such evidence as participation in regional or national organizations, membership on editorial boards, conference participation, online or print publications, membership on assessment teams evaluating programs in other institutions, and other activities that demonstrate the candidate's contribution to the pedagogy of the relevant WOMS field beyond his or her classroom teaching. For promotion to assistant professor on a non tenure-track line, evidence of such activities in the university and local area is sufficient. Promotion to associate professor without tenure requires evidence of regional, national, or international recognition. Promotion to full professor without tenure requires evidence of national or international recognition.

The criteria for evaluating teaching, research, and service at *tenure-track* ranks are described in section II.

## **II Criteria for Evaluation**

### **A. Teaching**

The Promotion and Tenure Committee shall judge teaching by the following criteria:

- Classroom evaluations by peers which consider the subject-knowledge, organization, clarity, ability to stimulate, interest, challenge students and the ability to lead discussions as well as lectures.
- Student course evaluations administered according to the procedures of the program.
- Syllabi, course portfolios and other course materials
- Testimonials from former students
- Innovations, such as the creation of new courses or new teaching approaches and/or technologies, and receipt of Improvement of Instruction or other teaching grants.

- Additional evidence, whenever appropriate for individual candidates might include teaching citations, supervision of graduate students and Undergraduate Honors theses, and other supportive documents that the Promotion and Tenure Committee deems appropriate.
- Student Advisement, if appropriate to the candidate.

### B. Research

The Promotion and Tenure Committee shall judge scholarship on the basis of evaluations by Colleagues within the Department and by peers outside the University who are recognized experts in the candidate's field. The criteria for excellence in scholarship might include, but not be limited to, contributions to the field, significance of research, originality and methodology. Professional growth and reputation in the field and appropriate to the multidisciplinary/interdisciplinary character of Women's Studies and gender research shall be evidenced by significant contributions in such areas as the following:

- a. Books and/or publications in professional journals
- b. Awards, grants or prizes
- c. Membership on editorial boards and the councils of professional organizations
- d. Appointment to the editorship of scholarly journals or series
- e. Invitation to review books, manuscripts, and proposals
- f. Invitations to present papers, lectures, or participate as a discussant
- g. *Creative works as appropriate to the candidate's discipline*
- h. Letters from peers on the candidate's standing in the profession

### C. Service

Candidates at all ranks are expected to serve in faculty governance, the internal affairs of the program, the college, and the university. Associate Professors and Full Professors are expected to contribute to their scholarly community at large. The Promotion and Tenure Committee shall base its judgment of service on evidence gathered from the candidate and from the candidate's supervisors or colleagues in the service role. In making this assessment, the Committee shall consider the importance of the assignment, the time required, and the value of the candidate's contribution. As a general guideline, service must receive a rating of "high quality." Service shall be judged by the following criteria:

#### 1. To the Program:

- a. Serving on committees
- b. Program and Curriculum planning and development
- c. Organizing and promoting events by visiting scholars
- d. Sponsorship of student organizations

#### 2. To the University Community:

- a. College and University Senates and committees
  - b. Special assignments
3. To the Profession:
- a. Active membership in professional organizations (chairing or serving on committees, organizing conferences etc.)
4. To the Community:
- a. Workshops, lectures etc.
  - b. Public school curriculum
  - c. Consultantships, board memberships, and special assignments in areas directly or closely related to the field
  - d. Activities which serve to publicize and strengthen Women's Studies

### **III Promotion Procedure Guidelines**

1.  
Each Women's Studies faculty member shall be provided with a copy of the Promotion and Tenure policy along with an annual promotion process schedule.
  
2.  
Faculty members maintain the right to apply for promotion at any time and may advance or withdraw themselves from the process at any point. Faculty members may wish to consult with the Director and other colleagues about their application for promotion or the preparation of the dossier. It is the candidate's responsibility to provide the information and data necessary to best present his or her individual cases.
  
3.  
The promotion process schedule is as follows:
 

15 March	Candidate will have notified the director in writing of intention to apply for promotion. Departmental Promotion and Tenure Committee begins the process of soliciting peer evaluations.
April 1:	Candidate submits to the department committee a list of as many as four to six potential external evaluators, their addresses (including e-mail addresses), and telephone numbers, and relationship to candidate. Later in the month, candidates will

receive the program's full list of potential extramural evaluators for comment.

May 1	Candidate submits to the P&T Committee Chair copies of publications and of CV, in unaddressed envelopes, for forwarding to external evaluators.
By May 15	Chair of P&T committee will contact external evaluators.
15 August	Deadline of submission of dossier to Chair of Promotion and Tenure Committee
1 October	Promotion and Tenure Committee's recommendation to Director
15 October	Director's recommendation to the College Committee and Dean
1 December	College Committee's recommendation to Dean
2 January	Dean's recommendation to the University Promotion and Tenure Committee
15 February	University Promotion and Tenure Committee recommendations to Provost
25 February	Provost's recommendation

4.

All candidates to the rank of Associate Professor will be required to include the 2- and 4-year reviews (i.e. reviews conducted by the corresponding program committee and reviews conducted by the director) in their dossiers starting in the 2008-09 Promotion and Tenure cycle; dossiers that do not include these reviews will be considered incomplete.

5.

Each candidate for promotion will be asked to submit a list of possible external referees who are senior scholars and recognized experts in the candidate's field to the chair of the promotion and tenure committee. Reviews by outside evaluators will be confidential and reviewers should not be friends, teachers or students. The committee will submit its own list of possible external referees to the candidate. From these two lists a master list will be assembled by the committee. The candidate will then have the opportunity to question potential referees who might not be appropriate, but the Promotion and Tenure Committee will make the final decision. Then the committee will choose at least five (5) referees whose identity must not be known to the candidate. External reviewers will be asked to submit a copy of their current curriculum vitae. The Director will provide assistance in the nomination and approval of external evaluators.

6.

The small size of Women's Studies faculty requires that the committee to evaluate its members for promotion and/or tenure include faculty from other departments. (The committee shall be selected in consultation with the candidate and approval of the director.) The committee shall be known as the Women's Studies Promotion and Tenure Committee and will consist of all WOMS in-house faculty at the rank of Associate and Full professor, one (1) member from the candidate's area of specialty, and one (1) at-large-member from an area related to the candidate's field. WOMS faculty members on CNTT appointments at the rank of Associate or Full professor can vote on promotion but not on tenure. Membership on the committee is not confined to faculty in the College of Arts and Sciences. One member of the committee who must be a Full Professor shall be designated as chairperson. In the case of full Professor, the committee must be adjusted to assure that membership consists only of Full Professors.

7.

The primary function of the Promotion and Tenure Committee is to review and make recommendations on those faculty presented for promotion and/or tenure in the unit. Responsibilities of the committee shall include (a) conducting a thorough examination of the candidate's record and determining the promotability of that candidate and (b) forwarding the recommendation to the Director and the respective candidate (including a statement of explanation of the decision). All recommendations will become a part of the candidate's dossier. The evaluation of the committee should present the dossier in terms of how the candidate has performed relative to the program's requirements. The P&T Committee will ask the Director and the candidate to confirm in writing the nature of the candidate's workload during the period under review, and describe what, if any, implications this may have for the individual's record of accomplishment.

8.

Following the examination of the evidence, the Committee, after thorough deliberation, shall vote to support or not support a candidate and submit in writing a letter explaining the reasons for the decision. The letter shall include the composition of the Committee, the numerical vote, and any minority opinions. The Committee's letter shall be submitted to the Director with a copy to the candidate. A copy shall be included in the dossier.

9.

The Director shall not participate in the deliberations of the Promotion and Tenure Committee.

10.

Following the recommendations of the Promotion and Tenure Committee, the Director shall review the evidence submitted by the candidate and the Committee's report and make a recommendation for or promotion and/or tenure. The Director's decision shall be communicated in writing with an explanation of the decision to the candidate and the Promotion and Tenure Committee. The letter written by the Director also needs to present

the dossier in terms of how the candidate has performed relative to the program's requirements.

11.

Candidates may appeal the decision of the Promotion and Tenure Committee or the Director's action and be granted a hearing by the group or individual making the decision. An appeal request must be made within one week from the time the results of the decision are placed in the candidate's mailbox. In addition to the right to appeal at each stage of the P&T process, candidates have the right to add additional information to their dossier, including information that can clarify or elaborate on any issues or concerns that emerge throughout the P&T process.

12.

The decision to forward the dossier regardless of negative or positive decision from either the Promotion and Tenure Committee or the Director is the right of the candidate. Unless the candidate decides to withdraw, the dossier shall be forwarded to the College Committee and the Dean along with the recommendations of the Director and the Promotion and Tenure Committee.

#### IV. Policy Issues

1.

When an academic unit changes its promotion and tenure policies, a candidate may choose to be evaluated under the old criteria which were in effect when they were hired or under the new criteria. This decision should be made explicit in the dossier.

2.

For candidates who have funded appointments in more than one unit, the P&T Committee from the primary unit will solicit information from the other units regarding the candidate's performance (e.g. teaching, scholarship, service) during the P&T review process.

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