

DEPARTMENT OF ENGLISH

POLICY ON PROMOTION AND TENURE

Approved by Faculty Vote, April 27, 2016

Approved March 2017

This policy statement defines the standards and procedures for promotion and tenure in the Department of English. It does not repeat material that appears in the [Faculty Handbook](#) or in the College of Arts and Sciences [Policy on Promotion and Tenure](#). Candidates must refer to those documents for information regarding dossier preparation, deadlines for the promotion process above the department level, and university-wide or college-wide promotion and tenure policies. In the event of a conflict, the university policy takes precedence, followed by the college policy and then the department policy.

These policies govern the review of both tenure-track and continuing-track faculty. The promotion of continuing-track faculty to the rank of associate or full professor without tenure is 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 for the quality of work are the same for all faculty, both tenure-track and continuing tracks. These standards are described in the 2015 English Department Review Rubric (EDRR). All that varies is the weight placed on each category.

Appointment to Assistant Professor

The rank of assistant professor does not carry tenure. A candidate for this rank must have attained the Ph.D. (or the appropriate terminal degree in a given field) or present an impressive body of work that represents the functional equivalent of a terminal degree. In addition, the candidate must show strong potential to perform excellent work in scholarship (if tenure track) or teaching (if continuing track).

Promotion to Associate Professor

In the years since appointment to the rank of assistant professor, the candidate must have demonstrated excellence in scholarship (if tenure-track) or in teaching (if continuing-track), as well as high-quality performance in the other areas specified by his or her workload assignment. Unsatisfactory performance in any area will preclude promotion. A candidate must earn a score of 7 or higher on the English Department Review Rubric (EDRR) to be rated as performing excellent work. He or she must earn a score of 5 or higher on the EDRR to be rated as performing high-quality work. Letters solicited from scholars in the candidate's field must also confirm excellence in scholarship (if tenure-track) or teaching (if continuing-track).

Promotion to Full Professor

In the years since appointment to the rank of associate professor, the candidate must have demonstrated excellence in scholarship (if tenure-track) or in teaching (if continuing-track), as well as high-quality performance in the other areas specified by his or her workload assignment. Unsatisfactory performance in any area will preclude promotion. A candidate for full professor must earn a score of 8 or higher on EDRR to be rated as performing excellent work. He or she must earn a score of 6 or higher on the EDRR to be rated as performing high-quality work. Letters from outside evaluators must confirm the established reputation of the candidate in his or her field of scholarship (if tenure-track) or teaching (if continuing-track).

Granting of Tenure Only

In order to be recommended for tenure, faculty appointed at the rank of associate professor without tenure must present convincing evidence of ongoing productivity in 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 candidate's initial appointment. The quality of ongoing scholarship must meet the standards for excellent performance required for promotion to associate professor.

Review Process

All cases for promotion go through two stages of deliberation, conducted by two different departmental committees.

Stage One

THE FACULTY REVIEW COMMITTEE (FRC) conducts regularly scheduled reviews of all tenure-track and continuing-track faculty. The membership and protocols of this committee are specified in the Department Bylaws. The standards for evaluation used by the committee are described in the 2015 English Department Review Rubric (EDRR).

The FRC conducts the first stage of review. If research is a part of the candidate's workload, or if research is directly relevant to the candidate's teaching or service, then any materials not yet accepted for publication must be included in the dossier with their status (submitted, resubmitted, in press) clearly identified. Based on the FRC's review of the required materials in his or her online dossier, the committee assigns a candidate a numerical score in each of the three categories of scholarship, teaching, and service. It also provides a written rationale for each numerical score. In that report, the FRC will comment on whether and how materials still in progress would affect the candidate's rating. This report is given to the candidate, who then

reaffirms (or not) his or her intention to be considered for promotion or for promotion and tenure. If the candidate decides to move forward, then the FRC provides its report to the Chair of the Promotion & Tenure Committee and to the department chair.

Stage Two

THE PROMOTION AND TENURE COMMITTEE (P&T) then conducts the second stage of review. The materials for this review include the candidate's complete dossier (updated to account for materials newly accepted for publication, additional service, and teaching evaluations from the previous semester), the report of the FRC, and letters solicited from scholars in the candidate's field and from former students. All of these materials must be made available to members of the committee at least two weeks before they meet to review a case for promotion and tenure.

Composition of the P&T Committee

All continuing-track and tenure-track faculty holding the rank of associate or full professor are members of the P&T committee. For reviews of continuing-track faculty seeking promotion to associate professor, the committee is made up of all associate and full professors. For reviews of tenure-track faculty seeking promotion to associate professor, the committee is made up of all tenured associate and full professors. For reviews of continuing-track associate professors seeking promotion to full professor, the committee is made up of all full professors. For reviews of tenured associate professors seeking promotion to full professor, the committee is made up of all tenured full professors.

The Chair of the P&T Committee must be a tenured full professor. He or she is appointed by the Department Chair for a three-year term.

Quorums and Voting

A quorum consists of one-half plus one of all P&T committee members not on leave. Members of the committee do not need to be present to vote, but must be familiar with the candidate's dossier, the FRC report, and outside letters in order to do so. Absentee ballots and proxies are permitted, but should be used only when absolutely necessary, as they do not count in the quorum.

Role of the Department Chair

The Department Chair does not vote or participate in the discussions of either the FRC or P&T committees. However, the Department Chair does present a written report to the FRC summarizing the candidate's annual reviews for the period under consideration. In addition, the FRC Chair provides the Department Chair with its report on the candidate, and the P&T Chair provides the Department Chair with a copy of the formal letter to the Dean, signed by the members of the P&T committee, summarizing their recommendations for or against promotion and, when appropriate, tenure.

Timetable for Departmental Promotion Procedures

- 1 October: Deadline for written notification to the department chair, the chair of the Promotion and Tenure Committee, and the chair of the Faculty Review Committee of the candidate's intent to apply for promotion the following academic year. E-mail communication is sufficient for this purpose. The Chair of the Promotion and Tenure Committee begins the process, outlined in this document, for identifying potential external reviewers and for identifying students to approach for letters concerning the candidate's teaching.
- 15 February: Deadline for the candidate to complete an electronic dossier for consideration by the Faculty Review Committee. The dossier should follow the format described in the Faculty Handbook except that no letters attesting to scholarship, teaching, or service are required. It is strongly recommended that the candidate include a statement summarizing his or her case for promotion in the areas of scholarship, teaching, and service. Deadline for the Department Chair to submit a written report to the FRC summarizing the candidate's annual reviews.
- 1 May: The Faculty Review Committee Chair presents its assessment of the dossier to the candidate. Based on this appraisal, candidate reaffirms, or not, her or his intent to apply for promotion. If the candidate decides to move forward, the chair of the Promotion and Tenure Committee begins the process of soliciting external reviews and student letters.
- 1 June: Deadline for the candidate to supply six copies of the curriculum vitae and of all scholarly work to be sent to external reviewers. These materials should also be made available to members of the P&T Committee.
- 1 September: Deadline for the candidate to make any needed updates to her or his electronic dossier.
- 1 October: Deadline for a final vote by the department Promotion and Tenure Committee. The committee chair is to report the vote orally to the candidate as soon as possible after the meeting. If the candidate wishes to appeal, he or she must do so within five working days after being informed of the committee's decision.
- 10 October: Deadline for a second vote following the candidate's appeal, if any.

Letters From Outside Evaluators and Students

Immediately following the preliminary review in the spring, the candidate will be asked to supply the names of approximately ten highly regarded scholars in his or her field. Names will also be solicited from the department at large. The candidate will be given an opportunity to comment on the names on the department's list, and the P&T chair will give weight to the candidate's assessment of their suitability. The candidate will also be asked to specify his or her relationship (if any) with all potential reviewers. The P&T chair, in consultation with faculty in or close to the candidate's field, will then select five outside evaluators. These evaluators, and the template for the letter they will be sent, must then be approved by the CAS Dean before potential reviewers are contacted.

The candidate will be asked to submit the names of fifteen former students from whom the committee may solicit letters attesting to the quality of the candidate's teaching, advisement, sponsorship of student activities, and other student-related work. The P&T chair will also select students at random from the candidate's class rosters, and the candidate will not be informed of their names. Letters will be solicited from an equal number of students from the candidate's list and from the department's random list.

The candidate may submit to the Promotion and Tenure Committee the names of anyone who can document service to the university or any of its units, to professional organizations, to community service groups, or to any other organizations with which the candidate is associated. The committee will solicit letters from everyone named by the candidate. All letters from outside evaluators and from former students are confidential.

Conduct of Committee Meetings

If the committee is reviewing more than one candidate for promotion, all continuing-track candidates will be considered before all tenure-track candidates. Within each of the two tracks, candidates for associate professor will be considered before candidates for full professor.

The order of business for each candidate is as follows:

1. The P&T Chair leads the discussion of each case for promotion and tenure.
2. The FRC Chair may be asked to provide background information as needed.
3. To be eligible to vote, members of the P&T committee must be familiar with the candidate's dossier, the FRC report, and outside letters.
4. Vote is by paper ballot.

If more than one candidate is being considered for promotion to a given rank, this procedure will be completed for all candidates.

Reports

As soon as possible after the meeting, the P&T Chair will orally inform both the candidate and the Department Chair of the numerical vote and the committee's reasoning. The candidate may also request a formal meeting with the P&T Chair, the FRC Chair, and the Department Chair.

Within a week after the vote, the P&T chair will deliver a letter summarizing the committee's decision to the department office, where it will be available to all committee members. Those who participated in the meeting will be given at least three working days in which to sign it; those who are unable to do so may authorize signatures by proxy. When this process is complete, the P&T chair will deliver the signed letter to the department chair, with a copy to the candidate.

Confidentiality

Confidentiality is of the essence in carrying out promotion and tenure evaluations, and information is to be conveyed to the candidate only by the committee chair and other faculty appointed by the committee for this purpose. Although it may sometimes be necessary for committee members to discuss promotion and tenure questions in venues other than official meetings, the times and places for such discussions must be selected with due regard for the privacy of the candidates and of fellow committee members. The committee may temporarily exclude members who persistently or grossly violate the confidentiality of its proceedings.