

**UNIVERSITY OF DELAWARE**  
**Department of Languages, Literatures and Cultures**  
**Departmental Policies on Promotion**

The Faculty Handbook (<http://www.udel.edu/provost/fachb/IV-D-promtenure.html>) contains the University requirements for promotion and tenure. This document provides the definitions and mechanisms necessary to implement the University document for this department.

**I. REQUIREMENTS FOR PROMOTION FOR TENURE-TRACK AND TENURED FACULTY.**

Faculty must strive for excellence in the areas of scholarship, teaching, and service. Promotion to any rank requires evidence that significant achievements have been made and will continue to be made. In particular, all tenure-track and tenured faculty seeking tenure and/or promotion must demonstrate excellence in research and teaching.

***A. Promotion to Associate Professor with Tenure; Tenure only after Initial Appointment as Associate Professor.***

1. Ph.D. or academic equivalent. 2. Significant publication since appointment to present rank. (See Section IB, A and B) 3. Regional or national recognition for excellence in professional or scholarly activity. 4. Excellence in teaching. (See Section IC) 5. Service to the Department and to the University. (See Section ID)

***B. Promotion to Professor.***

1. Ph.D. or academic equivalent. 2. Significant publication since attaining the rank of Associate Professor. (See Section IB, A and B) 3. National or international recognition for excellence in professional or scholarly activity. 4. Excellence in teaching. (See Section IC) 5. Service to the Department, the University and to the profession. (See Section ID)

**IB. SCHOLARLY/PROFESSIONAL/CREATIVE ACTIVITY**

***A. Publications or evidence of scholarly competence shall include:***

1) scholarly books and monographs 2) critical editions 3) textbooks 4) edited collections 5) scholarly articles and notes 6) published computer-assisted instructional programs, CD-ROMs, digital pedagogical and literary materials, and similar electronic publications 7) creative works 8) critical translations 9) internal or external grants.

The "significant publication" required for promotion to Associate Professor or Professor means at least one of the following:

1. A scholarly book or book-length monograph, published by a respected press. For applied linguistics faculty, a textbook with ancillary materials shall be considered the equivalent of a scholarly book, providing the dossier also contains a minimum of two refereed articles (substitutions not permitted).

2. A well-documented book-length critical edition, or a book-length critical and annotated translation of a scholarly book or of a book-length creative work, published by a respected press, providing the dossier also contains a minimum of two refereed articles in the candidate's field (substitutions not permitted).

3. A minimum of seven substantial articles, published in refereed journals or edited collections.

Each of the following, if published by known trade presses or refereed scholarly presses, shall be considered the equivalent of at least two refereed articles except if used as complement to a textbook

--a computer-assisted instructional program or similar electronic publication;

--a creative work, or a translation;

--an edited compendium of scholarly essays;

--a monograph or a critical edition

### ***B. Explanatory Notes.***

1. All publications, including textbooks, are judged to be substantial if they contribute significantly to the advancement of scholarship in the fields of literature, language or pedagogy. Advancement of scholarship implies the giving of new insights, the uncovering of hitherto unknown facts and/or the postulation or implementation of new theories or methodologies judged to be viable and useful.

2. Creative works count as publications only when published by a recognized publishing house known to exercise editorial judgment, or when evaluated by recognized outside authorities.

3. The scholarly activities of a candidate for promotion to Associate Professor should have earned regional or national recognition, and for promotion to Professor national or international recognition.

4. The scholarly production of a candidate for promotion to Professor should include only work done since promotion to or initial appointment at the rank of Associate Professor. However, it is expected that a candidate for promotion to the rank of Professor will have published or have had accepted for publication at least one scholarly monograph or, in the case of applied linguistics faculty, a textbook. If such work was not part of the dossier for promotion to Associate Professor, it is expected that it will be included in the dossier for promotion to Professor.

### ***C. Extramural Evaluation of the Scholarly Work of Candidates' Promotion to Associate Professor and Professor.***

The Promotion Committee will draw up a list of potential outside evaluators; the candidate will also supply a list of at least four names, at least two of whom will be approached. The Committee must secure a total of at least five extramural evaluations of the candidate's work.

The Committee must make every effort to secure evaluators who are outstanding scholars at the rank of full professor at well-regarded institutions. Outside evaluators will be drawn from both lists, but in no case will the number of evaluators drawn from the candidate's list equal or exceed the number of evaluators drawn from the Committee's list. The Department Committee will insert a statement in the external letters section of the dossier, identifying the specific external reviewers who were nominated by the candidate versus those nominated by the Department, and the criteria used to select them.

## **IC. THE EVALUATION OF TEACHING**

Promotion to both Associate Professor and to Professor presupposes excellence in teaching at all levels.

Excellence in teaching will be assessed on the basis of required documentation and a detailed teaching portfolio. The teaching portfolio may include such documentation as syllabi and other course materials; testimonials from former students; 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; materials from workshops and other forms of instruction provided to other faculty or members of the public outside the university, including but not limited to elementary and secondary school teachers; and any other material that attests to the quality of the candidate's teaching or to its recognition in and beyond the university.

Innovations, such as the creation of new courses or new approaches, development of digital pedagogical tools, pedagogical papers read, pedagogical articles published or accepted for publication, pedagogical or textbooks published or accepted for publication (published materials shall also be counted as scholarly publications), and receipt of instructional or similar grants, shall be considered in evaluating the teaching of candidates for promotion and tenure.

Evaluation of teaching excellence for promotion to all ranks will include:

- A. Complete set of student evaluations for all courses taught.*
- B. Report(s) of classroom observation by P&T Committee members.*
- C. Periodic peer reviews of teaching.*

Additional evidence of teaching excellence may include:

- A. Personal "philosophy of teaching" statement.*
- B. Syllabi and other course materials.*
- C. Materials demonstrating student learning.*
- D. Awards and reception of grants.*
- E. Evidence of engagement in professional development activities.*
- F. Pedagogical innovations and extramural activities.*
- G. Annual evaluations by Department Chair.*
- H. Student advisement.*

#### **ID. SERVICE**

Service at various levels includes the following or similar activities:

##### ***A. Service to the Department.***

1. Administrative assignments (Associate Chair, etc)
2. Committee assignments at the sectional and departmental levels.
3. Initiation of and participation in study abroad programs, or other transformational educational activities.
4. Participation in and initiation of cultural enrichment programs (e.g., language club activities, field trips, organization of pedagogical events).

***B. Service to the University.***

1. College and University Senates, committees and special assignments.
2. Participation at all ranks in interdepartmental and interdisciplinary programs and courses (e.g., linguistics, comparative literature, women's studies, etc.).

***C. Service to the Profession.***

1. Active membership in professional organizations (chairing or serving on committees, moderating sessions at meetings, organizing conferences, etc.).
2. Collaboration with colleagues in other educational institutions.

***D. Service to the Community.***

Profession-oriented community service includes such activities as:

1. Talks given before local organizations (e.g., at language clubs, at meetings of such groups as the Alliance Française de Wilmington, or before such organizations as DeCTFL).
2. Language-related committee work.
3. Activities that serve to publicize and strengthen the teaching of languages.

**II. REQUIREMENTS FOR PROMOTION FOR CONTINUING-TRACK FACULTY.**

Faculty must strive for excellence in the areas teaching and service. Promotion to any rank requires evidence that significant achievements have been made and will continue to be made. In particular, all continuing-track faculty seeking promotion must demonstrate excellence in teaching.

***A. Promotion to Associate Professor.***

1. Ph.D. or academic equivalent.
2. Excellence in teaching. (See Section IIB )
3. Regional or national recognition for excellence in pedagogical activity and/ or scholarship.
4. Service to the Department and to the University. (See Section IIC)

***B. Promotion to Professor.***

1. Ph.D. or academic equivalent.
2. Excellence in teaching. (See Section IIB )
3. National or international recognition for excellence in pedagogical activity and/ or scholarship.
4. Service to the Department and to the University. (See Section IIC)

**IIB. THE EVALUATION OF TEACHING**

Promotion to both Associate Professor and to Professor presupposes excellence in teaching at all levels.

Excellence in teaching will be assessed on the basis of required documentation and a detailed teaching portfolio. The teaching portfolio may include such documentation as syllabi and other course materials; testimonials from former students; 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; materials from workshops and other forms of instruction provided to other

faculty or members of the public outside the university, including but not limited to elementary and secondary school teachers; and any other material that attests to the quality of the candidate's teaching or to its recognition in and beyond the university.

Innovations, such as the creation of new courses or new approaches, development of digital pedagogical tools, pedagogical papers read, pedagogical articles published or accepted for publication, pedagogical or textbooks published or accepted for publication, and receipt of instructional or similar grants, shall be considered in evaluating the teaching of candidates for promotion and tenure. Publications (monographs, editions, etc.) that have applications in the classroom may also be included in the dossier.

Evaluation of teaching excellence for promotion to all ranks will include:

- A. Complete set of student evaluations for all courses taught.*
- B. Report(s) of classroom observation by P&T Committee members.*
- C. Periodic peer reviews of teaching.*

Additional evidence of teaching excellence may include:

- A. Personal "philosophy of teaching" statement.*
- B. Syllabi and other course materials.*
- C. Materials demonstrating student learning.*
- D. Awards and reception of grants.*
- E. Pedagogical Publications*
- F. Evidence of engagement in professional development activities.*
- G. Pedagogical innovations and extramural activities.*
- I. Annual evaluations by Department Chair.*
- J. Student advisement.*

## **IIC. SERVICE**

Service at various levels includes the following or similar activities:

### ***A. Service to the Department.***

1. Administrative assignments (Associate Chair, etc)
2. Committee assignments at the sectional and departmental levels.
3. Initiation of and participation in study abroad programs, or other transformational educational activities.
4. Participation in and initiation of cultural enrichment programs (e.g., language club activities, field trips, organization of pedagogical events).

### ***B. Service to the University.***

1. College and University Senates, committees and special assignments.
2. Participation at all ranks in interdepartmental and interdisciplinary programs and courses (e.g., linguistics, comparative literature, women's studies, etc.).

### ***C. Service to the Profession.***

1. Active membership in professional organizations (chairing or serving on committees, moderating sessions at meetings, organizing conferences, etc.).
2. Collaboration with colleagues in other educational institutions.

***D. Service to the Community.***

Profession-oriented community service includes such activities as:

1. Talks given before local organizations.
2. Language-related committee work.
3. Activities that serve to publicize and strengthen the teaching of languages.

**IID. Extramural Evaluation of the Candidate's Dossier for Promotion.**

The Promotion Committee will draw up a list of potential outside evaluators; the candidate will also supply a list of at least four names, at least two of whom will be approached. The Committee must secure a total of at least five extramural evaluations of the candidate's work. The Committee must make every effort to secure evaluators who are outstanding instructors at the rank of full professor. "External" can mean internal to UD but external to the Department. Outside evaluators will be drawn from both lists, but in no case will the number of evaluators drawn from the candidate's list equal or exceed the number of evaluators drawn from the Committee's list. The Department Committee will insert a statement in the external letters section of the dossier, identifying the specific external reviewers who were nominated by the candidate versus those nominated by the Department, and the criteria used to select them.

**III. COMPOSITION OF COMMITTEES ON PROMOTION**

***A. Committee on Promotion to the Rank of Associate Professor.***

The Committee shall consist of all tenured full-time department members holding the rank of Associate Professor or Professor. This Committee will evaluate the candidate's dossier. If the candidate is on continuing-track appointment, the Committee shall include all CT faculty at the rank of associate or full professor.

***B. Committee on Promotion to the Rank of Professor.***

The Committee shall consist of all tenured full-time department members holding the rank of Professor. If the candidate is on continuing-track appointment, the Committee shall include all CT faculty at the rank of full professor. This Committee will evaluate the candidate's dossier in all three areas of teaching, scholarship, and service. Should the number of Professors *in situ* be less than five, the Committee may solicit the participation of one or more professors in related disciplines in the University. Such evaluators will be asked to submit written evaluations to the Committee but will not have a vote in the proceedings.

***C.*** The chairperson of each Committee shall be elected in February, by a majority vote of the members of each Committee. The departmental elections officer will call this and all elections relevant to the promotion process. A chairperson shall serve a two-year term and may be re-elected.

***D.*** The Promotion and Tenure Committee Chairperson will write to the extramural evaluators (for tenure-track and tenured faculty, see paragraph IB(C); for continuing-track faculty, see IID).

*E.* Each year in February, each Committee on Promotion shall meet with potential candidates to discuss requirements for promotion as established in this document and in the Faculty Handbook, and to help them prepare a balanced program of research, teaching and service.

#### **IV. SUBCOMMITTEES ON SCHOLARLY/PROFESSIONAL/CREATIVE ACTIVITIES, TEACHING EVALUATION, AND SERVICE EVALUATION FOR CANDIDATES SEEKING PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR**

*A.* The subcommittees shall consist of three full-time tenured faculty members (or, in the case of a CT candidate, tenured or CT faculty members) elected for a one-year term in March shortly after spring break by all full-time tenured or tenure-track department faculty as stipulated in IIIA. and IIIB. The subcommittees will elect their chairpersons shortly after they are constituted. The chairpersons of the subcommittees will be Associate or Full Professors.. Because no one may serve simultaneously on the scholarship and teaching subcommittees, elections shall be held sequentially, with members of the scholarship subcommittee to be elected first.

*B.* The election announcement/ballot is to consist of an unaccompanied memorandum sent by the Department Chairperson to all eligible voters at least two weeks before the due date of the ballots. The memorandum is to read as follows:

The following persons are eligible for election to the "Subcommittee on \_\_\_\_\_" (\_\_\_\_ positions are open): (names in alphabetical order) Those elected will serve a one-year term. Present members of the subcommittee are: (names in alphabetical order) Indicate your selection by circling no more than \_\_\_\_ names, and return the ballot to the department secretary no later than (date).

*C.* The subcommittees will solicit input from all members of the Committee. After considering all the relevant evidence in a candidate's dossier, the subcommittees will prepare a report containing a demonstration or explanation of the manner in which the candidate has met or has failed to meet the criteria established in this document. A copy of this letter, signed by all subcommittee members present during the deliberations, will be sent to the chairperson of the appropriate promotion committee and to the candidate, within a week after the subcommittees have made their decision.

C.1. In accordance with the University of Delaware document on Promotion and Tenure (section 4.4.2, "Minimum Standards for Promotion"), the terms used to evaluate candidate's performance in each of the three areas shall be: "excellent;" "very good/high quality;" "satisfactory;" "unsatisfactory."

C.2. The chair of each subcommittee, the chair of the FLL P&T committee and the chair of the FLL Department must rate the candidate's performance in all three areas using the specific terms provided above ("excellent;" "very good/high quality;" "satisfactory;" "unsatisfactory").

Dissenting members of the subcommittee may, if they so choose, write signed separate letters or minority reports, which must be attached to the majority report.

#### **V. CONFIDENTIALITY**

All deliberations of the promotion committees must remain strictly confidential.

## **VI. APPLICATION FOR PROMOTION**

It is the candidate's responsibility to present his or her letter of intent to come up for promotion, accompanied by a tentative list of works to be evaluated along with a current c.v. and a statement on academic activity, to the Department Chairperson, with a copy to the Chair of the relevant promotion committee, by March 1. It is recommended that the candidate consult with the Department Chair and the Chair of the relevant promotion committee prior to presenting his or her application for promotion.

In the case of tenure-track faculty seeking tenure and/or promotion, the candidate will submit, in the requisite number of copies, to the Promotion and Tenure Committee Chairperson, by no later than May 1: (1) the publications to be reviewed by the extramural evaluators, along with a list of the same, (2) a 1-2 page statement describing his or her research and (3) an updated version of his or her curriculum vitae. In the case of continuing-track faculty seeking promotion, the candidate will submit, in the requisite number of copies, to the Promotion and Tenure Committee Chairperson, by no later than May 1: (1) his or her teaching portfolio, (2) a brief statement describing his or her teaching; and (3) an updated version of his or her curriculum vitae. Also by May 1, if the candidate wishes to be considered under a promotion document other than the current version, he or she must notify the Chair of the Promotion Committee of this in writing. He or she must also supply a copy of the relevant document to the Promotion Committee Chair.

The complete dossier will be submitted to the Promotion Committee Chairperson by no later than September 1.

Whenever possible, the dates established by the University Committee on Promotion and Tenure should be anticipated and dossiers forwarded (with recommendations) at an earlier date.

## **VII. PROMOTION COMMITTEE PROCEDURES AND NOTIFICATION TO THE CANDIDATE OF THE COMMITTEE'S ACTION**

**A.** Following submission of the dossier, the Promotion Committee Chairperson will convene a meeting of the Committee to discuss procedures and to enable the Department Chairperson to present his/her perspective on the merits of the cases before the Committee.

**B.** Within a week after the reports prepared by the Subcommittee on Scholarly/Professional/Creative Activities, on Teaching Evaluation and on Service Evaluation have been received, the Promotion Committee Chairperson will convene the Committee.

The chairpersons of the reporting subcommittees will report on procedures, explain the subcommittees' judgments and answer questions. Following these discussions, the Promotion Committee Chairperson will ascertain that there is no further debate on each dossier taken as a whole. A vote will then be taken by secret ballot.

Faculty members may participate and vote on the department, college, or university level, but not on more than one. Faculty members may not vote in absentia.

**C.** The results of the procedures in each case shall be disclosed informally to the candidate by a letter signed by the chairperson of the committee. The form of this letter shall be: "The Promotion Committee, having examined your dossier recommends (does not recommend) your promotion by a vote of \_\_\_\_\_ to \_\_\_\_\_." This written notification must be delivered to the

candidate via email no later than one working day after the Committee has reached its decision. Copies of this notification shall be sent to all members of the relevant promotion committee. The complete dossier including the full report of the Promotion Committee (described in paragraph D below) shall be available to every member of the Promotion Committee.

*D.* An ad hoc subcommittee consisting of the chairperson of the Promotion Committee (presiding) and the chairpersons of the three reporting subcommittees (members) shall compose a letter expressing the majority opinion, with the three subcommittee reports as appendices. This majority report will be signed by all members of the ad hoc subcommittee, and will be sent to the Department Chairperson and the candidate, with copies to each Committee member, within a week of the decision.

Dissenting members of the Committee may, if they so choose, write separate signed letters or minority reports, which must be forwarded with the majority report to the Department Chairperson and included in the dossier when it leaves the department. The candidate must receive a copy of these letters or minority reports in sufficient time to respond if he or she chooses to do so.

*E.* The candidate's dossier, including all documentation, shall be available to all members of the Promotion Committee and the Subcommittees on Scholarly/ Professional/Creative Activities, on Teaching Evaluation and on Service Evaluation during the entire time a dossier remains in the department.

All members of the Promotion Committee are expected to maintain the strictest confidence with regard to outside evaluations.

*F.* By no later than October 1, the recommendation of the Promotion Committee shall be forwarded to the Department Chairperson, who will review the evidence submitted by the candidate, the report of the Committee, and the stated criteria, and make a recommendation supporting or failing to support the candidacy. The Chairperson shall explain, in writing, the decision to the candidate and to the Promotion Committee. In accordance with the Faculty Handbook, "the Chairperson's letter should include a description of the candidate's workload distribution during the time in rank, and how that workload relates to his or her recommendation concerning tenure and/or promotion." In case of disagreement between the Committee's and the Chairperson's recommendations, the Chairperson and the Committee shall discuss the case prior to transmission of the dossier.

*G.* Candidates are entitled to add new evidence to their dossiers after evaluation by both the Promotion Committee and the Department Chairperson. If submitted within two working days of receipt of the recommendations of the Committee and of the Chairperson, new evidence will then be considered by the Committee and the Chairperson.

## **VIII. APPEALS**

Appeals to the Department Promotion Committee or to the Department Chairperson will conform to the procedures outlined in the University's Promotion Policy document.

## **IX. TRANSMISSION OF THE CANDIDATE'S DOSSIER**

*A.* If the Promotion Committee and the Department Chairperson agree in recommending promotion, or if either or both recommend against promotion but the candidate chooses not to withdraw it, the application goes forward to the College Committee and the Dean, together with the dossier and a copy of the notification to the candidate and the majority report of the

Committee, by no later than the date set by the University Promotion and Tenure policies (October 15).

*B.* At the departmental level the dossier shall include all materials presented by the candidate and all materials collected by the Committee and the Department Chairperson, as well as minority letters together with the Chairperson's recommendations.

*C.* No other materials shall be submitted without the prior consent of the Committee and the candidate. Any material added to the dossier, even after it leaves the Department, must be shared with the Chairperson of the Department and the Chairperson of the appropriate departmental promotion and tenure committee.

*D.* A candidate for promotion has the sole right to withdraw from the promotion process at any stage. He or she must inform the Chairperson of the Department and the Chairperson of the appropriate departmental tenure and promotion committee.

#### **X. DISTRIBUTION OF THE PRESENT DOCUMENT**

This document on Departmental Policies, Criteria and Committees on Promotion shall be distributed to each full-time tenured, tenure-track, and continuing non-tenure-track faculty member immediately upon approval. It shall also be distributed to every candidate interviewed for a position in the department.

#### **XI. REVISION OF THE PRESENT DOCUMENT**

This document and its provisions may be reviewed no more than once yearly. Should revisions be proposed, the Chairs of the two Departmental Promotion Committees shall call a special meeting of both the tenure-track faculty and the continuing-track faculty to discuss the proposed revisions, which must have been distributed at least one week in advance of the meeting. The Department Chairperson may be present at this meeting. Proposed amendments receiving a vote of 60% of tenure-track faculty present and voting will be adopted and incorporated into the document. In the case of changes regarding promotion of continuing track faculty, all TT and CT faculty present may vote. Once adopted, all changes will first be sent to the appropriate college committee and Dean. If approved, they will then be forwarded to the University Committee on Promotions and Tenure and to the Provost, both of whom will review the proposals for compliance with the Faculty Handbook, and suggest revisions if necessary. The revised document is to be filed with the Faculty Senate.

Revised Nov. 11, 2015 (Published online July 11, 2008)