

## **Guidelines for Promotion and Tenure**

The Department of Classical Studies places a high priority on encouraging the development of its junior faculty and evaluating each colleague's progress toward promotion and tenure. Tenured members of the department meet annually to review the contributions of all junior colleagues in the areas of research, teaching, and service. The results are summarized for the junior member in a formal letter written by the department chair. An especially thorough review takes place mid-way through the probationary period, normally in the third year following the initial appointment, and any potential problems are brought to the candidate's attention.

The formal decision about promotion and tenure for regular ranked faculty is made no later than the beginning of the mandatory review year, which normally is the sixth year after the initial appointment. The process begins the preceding spring when a senior faculty member advises the candidate on assembling the dossier and solicits recommendations for external reviewers from the candidate and other colleagues. The dossier contains a complete curriculum vitae, publications, work in progress, and reviews of teaching and service. A committee comprising the tenured faculty of the department solicits at least six external appraisals of the candidate's published work to guide its work. All tenured faculty members participate in the evaluation process, meeting first to discuss the complete dossier and again to vote on it by secret ballot. A two-thirds vote of the tenured faculty is needed to recommend promotion and tenure.

The department's criteria for awarding promotion and tenure are excellence in research, teaching, and service. The primary expectations of junior colleagues are in the areas of research and teaching, with less emphasis placed on service responsibilities. The College of Arts and Science guidelines specify that award of tenure should be based on "notable or sustained contributions that can be clearly substantiated," which the department recognizes as including professional publications, presentations, exhibitions, reviews, awards, and recognitions. According to the guidelines of the College of Arts and Science, "Promotion to associate professor (and the awarding of tenure) reflects a demonstrated potential for developing a national reputation in the discipline. One promoted to full professor shall have established such a reputation." Evidence of scholarly reputation is normally demonstrated by publication of a book or its equivalent (if based on a dissertation the text must represent a substantial revision and expansion of the original work), several significant articles in well-respected venues, positive evaluation of one's work by recognized scholars in the discipline, and an active program of research.

Non-regular unranked and ranked appointments in the department are honorary (adjunct) or for a single year (visiting). The same promotion criteria apply in cases of non-regular ranked appointments although external letters may be omitted if tenure is not involved.

## **Performance Standards for Post-Tenure Review**

The Department of Classical Studies affirms for purposes of post-tenure review the promotion and tenure guidelines of the department and the College of Arts and Science. All faculty members are expected to make "notable or sustained contributions that can be clearly substantiated" in the areas of teaching, research and service. The normal distribution of professional effort is 40% teaching, 40% research, and 20% service, but varies with specific initiatives (e.g., development or research leave) and service appointments (e.g., director of undergraduate studies, director of graduate studies, department chair). The minimum standards for overall satisfactory performance include contributions in all three areas.

All faculty members submit to the department chair an annual report of professional activities. The contributions of associate professors are reviewed by the department's full professors. The performance of full professors is reviewed by the personnel committee and the chair. The post-tenure review process builds on the College's guidelines for the annual review of tenured associated professors and covers an interval of five calendar years, beginning five years after the last formal review of the faculty member for promotion and/or tenure.