

DEPARTMENT OF SLAVIC LANGUAGES AND LITERATURES
Indiana University, BH 502
Bloomington IN 47405-6616
(812) 855-2608; Fax (812) 855-2107
E-Mail: IUSLAVIC@INDIANA.EDU

**Promotion and Tenure Criteria and Procedures for
Research Ranks**

I. Criteria for Reappointment, Promotion and Tenure

Candidates for reappointment, promotion and/or tenure are evaluated on the basis of three categories: published scholarship, teaching, and service. The evaluative scale consists of four grades: excellent, very good, satisfactory, and unsatisfactory. In order to be reappointed, promoted and/or tenured, a candidate must have either: a grade of excellent in one category (typically published scholarship), and at least satisfactory in the other two categories; or a grade of very good in all three categories (the so-called "balanced case scenario").

Published Scholarship

It is expected that a candidate for reappointment, promotion and/or tenure will be an active researcher and publisher, and that his/her dossier will contain an adequate *quantity*--the precise determination of adequacy will be determined on a case-by-case basis--of scholarship that has been published since the candidate's initial appointment or most recent promotion. (Evaluation of scholarly publications prior to the candidate's hiring or previous promotion may be considered as part of the candidate's overall publication record, but the grade for published scholarship should be given largely on the basis of most recent productivity. Unpublished scholarship may also be considered, especially if it has formally--i.e., in writing--been accepted for publication, but once again the grade in this category should be given for the most part on the basis of what has already appeared in print or some other appropriate format.) The *quality* of the candidate's published scholarship will be determined by departmental members with relevant expertise in a written evaluation to accompany the candidate's dossier; by written external evaluations of specialists in the candidate's area(s), solicited by the department and the dean's office and included in the dossier; and by the quality of the publishing houses, journals, and other venues in which the candidate's work has appeared. In the case of reappointment, to qualify for a grade of excellent the candidate must give evidence that s/he is in the process of building a dossier that can lead to tenure and promotion on the basis of published scholarship. In the case of tenure and/or promotion to associate professor, the candidate must give evidence that s/he has established a national reputation for excellence in some aspect of Slavic linguistics, language pedagogy, or literary studies. In the case of promotion to full professor, the candidate must have significantly added to the body of his/her published scholarship since promotion to associate rank and have established an international reputation in one or more fields.

Teaching

It is expected that a candidate for reappointment, promotion and/or tenure will be an outstanding classroom teacher. The *quantity* of a candidate's teaching, to be determined by precise statistics on the number of students taught in regularly scheduled classes, the number of courses taught, the number and variety of independent courses offered, and other relevant factors, will constitute one component in the evaluation of teaching, with due consideration given to the nature of the candidate's field and the enrollments it is likely to attract. The *quality* of a candidate's teaching will be determined by departmental peer review, especially class visitations and faculty review of syllabi and other relevant teaching materials; external evaluations of a candidate's teaching materials, especially textbooks (as relevant to each individual candidate); student evaluations, as evidenced in regular course evaluation forms distributed at the end of each semester, and also in letters solicited from individual students by the department and the dean's office; departmental, college, university, and field-wide teaching awards; course revisions and the development of new courses, especially as they contribute to strengthening and increasing the overall program of the department; and the success of the candidate's students (as measured by their progress through their programs, awards to them, their employment, etc.). Excellence in teaching can be demonstrated by the winning of prestigious university-wide or national teaching awards, by success in winning grants from prestigious sources for teaching-related projects, election to leadership positions in national organizations dedicated to teaching excellence, and/or other criteria the department deems indicative of superior teaching ability.

Service

It is expected that a candidate for reappointment, promotion and/or tenure will give active service to the Slavic Department, the College and its other departments and programs, the University, and the field at large. In some cases community or national service that is field-related (such as working with East European refugees, or involvement with professionally relevant but non-academic organizations like the State Department, the USIA, the Department of Education, NGOs, etc.) will also be considered as part of a candidate's service obligation. The *quantity* of service will be measured by a precise description of activities, including terms, offices held, duties performed, results achieved, etc. And the *quality* of the service will be determined by departmental peer review, external letters of evaluation, prestigious university, national and international awards for service, prestigious grants awarded, and other accomplishments. Excellence in service--probably the most difficult designation to achieve among the three categories--will be awarded for extraordinary service achievements, the nature of which will have to be determined on a case-by-case basis by the department and the dean's office.

II. Procedures

1. Reappointment In addition to the annual review the chair conducts of each member of the department on the basis of his/her annual faculty summary, tenure-track candidates will undergo a thorough review of their published scholarship, teaching and service before the end of their third year of employment. Candidates will assemble dossiers containing relevant materials; each section will also contain a statement by the candidate about his/her achievements since hiring in each of the three areas. A full, updated curriculum vitae will be supplied. And a candidate may request that external letters of support may be solicited at this time. These materials will be made available to the tenured members of the department who will, after having had sufficient time to review them, meet and vote to recommend or not to recommend to the dean that the candidate should be reappointed. In addition the tenured faculty will provide the candidate with an evaluation of the candidate's dossier. If the faculty vote not to recommend reappointment, they must provide the candidate with their reasons in written form. A review also occurs after each successive year until the candidate is ready to come up for tenure.

2. Tenure When a candidate is ready to come up for tenure, the tenured members of the department will meet to review the candidate's updated curriculum vitae and cast an informal vote, the results of which will be reported only to the candidate, advising on the department's evaluation of the candidate's tenurability. And the department will provide the candidate with recommendations for compiling the tenure (and promotion) dossier over the following summer. At the beginning of the fall semester, before the deadline for the transmission of the candidate's dossier to the dean's office, the tenured members of the department will read the candidate's tenure (and promotion) dossier, and cast written, anonymous ballots evaluating the candidate's published scholarship, teaching and service using one of the four grades listed at the beginning of this memorandum. The tally of this vote will be reported to the dean's office, along with the department's written evaluations of the candidate's performance in each area. A separate letter from the chair will also evaluate the candidate. The candidate will receive copies of the vote tally and the evaluations. A candidate may add new information to his/her tenure (and promotion) dossier at any time after it has left the department, and may request departmental reevaluation of his/her grades on the basis of that new information.

3. Promotion Candidates for promotion separate from tenure should inform the chair in the spring semester of their desire to be considered, and they should provide the chair with an updated curriculum vitae, noting published scholarship, teaching and service activities that have accrued since their last promotion. The chair will ask those faculty in the rank to which the candidate wishes to be promoted for their informal evaluation of the candidate's eligibility and the chair will report to the candidate their recommendations for assembling the promotion dossier over the following summer. At the beginning of the fall semester, before the deadline for the transmission of the candidate's dossier to the dean's office, the appropriately ranked members of the department will read the candidate's promotion dossier, and cast written, anonymous ballots evaluating the candidate's published scholarship, teaching and service using one of the four grades listed at the beginning of this memorandum. The tally of this vote will be reported to the dean's office, along with the department's written

evaluations of the candidate's performance in each area. A separate letter from the chair will also evaluate the candidate. The candidate will receive copies of the vote tally and the evaluations. A candidate may add new information to his/her dossier at any time after it has left the department, and may request departmental reevaluation of his/her grades on the basis of that new information.

Updated 1 May 2001