

Date: April 6, 2007

To: CMLT faculty

From: Advisory Committee

Re: Procedures and Criteria Concerning Tenure in the Department of Comparative Literature

Faculty appointed to the Department of Comparative Literature on tenure-track will receive at the time of their initial appointment the statement of department procedures and criteria concerning tenure and the Dean of Faculties checklist of materials to be included in a promotion/tenure dossier. Faculty will also receive a copy of the university's *Academic Handbook*, which includes a statement of the general university policies and procedures regarding tenure and promotion, and a copy of the College of Arts and Sciences Tenure Criteria statement.

The department chair will conduct an annual review of each non-tenured faculty member and meet with the faculty member in the spring of each year to discuss progress toward tenure. The chairperson will provide a written statement to the faculty member, which shall not be included in any subsequent tenure or promotion dossier.

In the third year, the chairperson will name a committee of three senior colleagues (core or adjunct) to conduct a more formal assessment in writing of the faculty member's research, teaching, and service. If the faculty member wishes to have an outside evaluation of a book manuscript and suggestions by a senior colleague in the field, the chairperson will oversee this procedure. All reports in the third year review will be provided to the faculty member, along with the chairperson's overview. None of these documents shall be included in any subsequent tenure or promotion dossier.

During the fifth year counting toward tenure or the year preceding the tenure review, the candidate will receive the Dean of Faculties checklist of materials necessary for a tenure dossier. The chairperson will establish a committee of three tenured members, possibly the three who participated in the third year review, to assess the candidate's record of research, teaching, and service. Following the instructions of the Dean of Faculties and the Dean of the College, the committee and the department chair will collect evidence of the candidate's achievement in research, teaching, and service. Such evidence usually will include: the candidate's statement, letters from colleagues and former students, classroom observations, student evaluations, which will be a representative set of comments selected by the tenure committee, and reviews of the candidate's scholarly work.

Eight letters from outside referees will also be solicited, according to College policy. To this end, the department will forward to the College a list of twelve outside referees, half selected by the candidate, half by the Department. The candidate may submit a list of names to be excluded. The Dean will then review the list, indicate his or her preferences, and return the list to the chair. In May the candidate will prepare a packet of research materials (cv, articles, books) to be mailed to the external referees by the chairperson.

By July 1, the candidate will submit all required materials to the chairperson so that the committee may study them by fall semester. All evidence gathered will be assembled in a dossier, which the chairperson and tenure committee will ascertain is complete. The candidate may, if she/he wishes, also examine the dossier.

The tenure committee will prepare a report, signed by the members, and completed in September of the candidate's sixth counted year. At least three days prior to the faculty meeting devoted to the tenure review, the candidate will receive a copy of the committee report and will then meet with the chairperson to comment on the accuracy and completeness of the document. The candidate's dossier will be made available to all tenured faculty at least two weeks prior to the faculty meeting, and the tenured faculty will receive a copy of the committee report three days prior to the faculty meeting.

The tenured faculty will then meet to consider the tenure committee's report and indicate such changes as they find necessary to make it a department report. The tenured faculty will vote on the report using paper ballots. The department report then will be added to the dossier, along with the numerical vote. The chairperson will add to the dossier a memorandum with her/his own recommendations on tenure. The chairperson will invite the candidate to read the amended report and the chairperson's memorandum and to

correct errors of fact and to make a written response, if he or she wishes, also to be included in the dossier.

The dossier will then be sent to the Dean of the College of Arts and Sciences, where a faculty committee will review it and make their recommendation to the Dean, who will in turn forward it to the Dean of Faculties, who will make a recommendation to the President and Trustees of the University.

The department will recommend for tenure only candidates who are outstanding in at least one of the three categories--research, teaching, and service--and who it judges are doing at least effective work in the other two. In nearly all cases the department will expect an outstanding ranking in the area of research as a condition for tenure. In exceptional cases the Department may recommend a candidate for tenure who fits the College and University's definition of the "balanced case." Department recommendations on tenure will take into account the future promise and likely progress of the candidate. Like the College of Arts and Sciences, the department will evaluate research and teaching in a context of standards expected for comparatists and scholars of literature and culture who have recently received tenure or who will soon be considered for tenure at major research universities.

DEFINITION OF TERMS

OUTSTANDING

Service: A rating of outstanding in service requires significant contributions to the department, the university, and to the profession at the regional, national, or international level.

Teaching: A rating of outstanding in teaching requires performance above the effective teaching expected of all members of the department. The candidate must have demonstrated a superior ability and interest in stimulating student learning, extending to different types of students at various levels, as evidenced in classroom observation, student evaluations, syllabi, course development, original contributions to pedagogy, conference presentations and publications on teaching. The rating of outstanding requires contributions to teaching that have had demonstrated effect outside the candidate's own classroom.

Research: A rating of outstanding in research requires the publication of scholarly works that constitute substantial and innovative contributions to the candidate's field of expertise. In most cases, scholarship will take the form of a book-length study, critical edition, or translation with scholarly apparatus, published or accepted for publication, supplemented by refereed articles in scholarly journals. The book or book manuscript and other publications should be judged by tenured colleagues, publication referees, book reviewers, and other specialists as significant contributions to the field in question. The candidate must also show well articulated plans for future research that promises to lead to other significant publications.

EFFECTIVE

Service: A rating of effective in service requires positive contributions in some of the following areas: service on department, college, or university committees, and service to the profession.

Teaching: A rating of effective in teaching requires, in addition to assuming the ordinary instructional duties expected of members of the department, effective work in some of the following: course development; helping students develop intellectually; contributions to pedagogy, including publications on teaching. Effectiveness must be documented in statements from the candidate, peer reviews, student evaluations, and other evidence in the dossier.

Research: A ranking of effective in research requires publication or acceptance for publication of original scholarly work, usually in the form of a book, plus some scholarly articles. This rating also requires a developed plan of future research.