

**LINGUISTICS DEPARTMENT
TENURE AND PROMOTION GUIDELINES
SEPTEMBER 1997**

All faculty members in line for promotion or for tenure and/or promotion should maintain an up-to-date file in the areas of evaluation: research, teaching and service. For information on the types of materials to include in each file and the criteria used in general to judge these materials for tenure and promotion decisions, consult the Dean of Faculties *Tenure and Promotion Handbook* and the Indiana University *Academic Handbook*.

1. Tenure/promotion procedures

Faculty members on tenure-track appointments must be put up for tenure and promotion to associate professor no later than fall of their sixth year on a tenure-track appointment. Under exceptional circumstances, they may be put up before that time for either promotion alone from assistant to associate rank or for tenure and promotion to associate. However, candidates should be aware that at IU, a negative decision on tenure is final, no matter whether it is early or not.

1.1 Yearly review of tenure-track faculty

The tenured faculty will meet to review all tenure-track junior faculty in February of each year. The function of this review is to evaluate the progress of junior faculty toward advancement through tenure and promotion. The scope used for each evaluation is cumulative, with emphasis placed on work done in rank.

The following materials will be made available to the tenured faculty:

- i) annual faculty reports
- ii) publications and work in progress
- iii) an up-to-date CV
- iv) Copies of previous departmental reviews
- v) student course evaluations, written statements from faculty members who have sat in on the junior faculty member's courses, and any other materials relevant to course evaluation which the junior faculty member provides
- vi) any additional statement that the junior faculty member wants to make regarding accomplishments during the previous year or anticipated accomplishments that are relevant to an evaluation in the areas of research, teaching and service.

All voting faculty members will review all materials. In addition, an individual faculty member will be designated to present a summary of the materials to the faculty at their meeting.

After the discussion, the presenter will provide a written summary of the tenured faculty's evaluation to all tenured faculty for their approval. After it is approved, the chair will present the summary to the junior faculty member in the context of a meeting with the junior faculty member to discuss the evaluation.

Guidelines

1.2 Tenure recommendation procedure

1.2.1 External evaluation

External letters for the departmental tenure review may be solicited by the Department at the candidate's request. The candidate may provide a list of other units and faculty at U.U. from whom the department will solicit evaluations. External review letters for the Department. If solicited, will be included in the candidate's promotion and tenure file as it is presented to the college. A list of outside reviewers will also be compiled by the Department for submission to the College, in conformance with the Dean of Faculties guidelines. It is desirable, when feasible, that this list not contain names of reviewers from whom the Department has solicited letters for its own review.

The Department will notify any unit of which the candidate is an adjunct member that the candidate is being considered for tenure/promotion and invite the unit to submit a statement of evaluation of the candidate's qualifications for tenure/promotion.

1.2.2 Voting procedure

All tenured faculty members are eligible to vote. The vote will be by written ballot and will contain the following information: ranking in the areas of evaluation (research, teaching and service), yes/no/abstain tenure decision. The chair will announce the result of the vote and the ranking at the meeting, and the faculty will then agree on an overall ranking.

The Chair's written report of the Department's decision will be approved by all voting faculty before it is added to the candidate's file. In accordance with university policy, the Chair will in addition submit an independent recommendation on tenure/promotion to the College.

1.2.3 Schedule Guidelines

February	Review of non-tenured faculty.
April	List of College's external referees compiled and forwarded to College.
July	Candidate's tenure/promotion dossier completed.
August	Senior faculty vote on tenure/promotion recommendation.
September	Department and chair's statements completed, dossier completed, all materials forwarded to College.

2. Promotion from associate to full professor

There is no fixed timetable for promotion from associate to full professor. Dean of Faculties guidelines on this indicate that an associate professor should normally be reviewed for promotion during the seventh year in rank and then at two-year intervals thereafter. When a decision is made to consider an associate professor for promotion, procedures for external letters for the college evaluation, for voting, and for reporting the department's decision will be the same as those for tenure/promotion, except that the eligible voters will be only those faculty who have the rank of full professor. The timetable given in 1.2.3 for tenure/promotion, with the exception of the first line, will be followed.

CRITERIA FOR TENURE

1. To receive a judgment of "outstanding" in the area of research, the candidate must have established a directed, coherent and original research program which addresses questions of primary importance within the defined research area(s). There must be evidence that the candidate's work has achieved or will achieve respect and recognition within the field/relevant subfield of her/his expertise, that the candidate's colleagues judge the work to be of high quality, and the candidate's work will form the basis for further productive and significant research.
2. To receive a judgement of "outstanding" in the area of teaching, the candidate must have accomplished significantly more than the good performance in teaching and related instructional duties which all members of a department should be expected to perform. The candidate should have contributed substantially to the development of course content and methods in the departmental program, demonstrated a superior ability in helping students to develop intellectually and creatively, and made recognized contributions to the pedagogy of the field beyond the level of the department.
3. To receive a judgement of "outstanding" in the area of service, the candidate must have made a positive service contribution to the department and must have contributed significantly to the development of the department's direction, policy and missions. The candidate must furthermore be a recognized leader in service to the profession at the national or international level and by that service to must have contributed significantly to the development of the program of the profession and the well-being of its members.

CRITERIA FOR PROMOTION TO FULL PROFESSOR

1. To receive a judgement of "outstanding" in the area of research, the candidate must have maintained a directed, coherent and original research program which has produced substantive and significant results, that has engaged other researchers nationally or internationally, and that had a strong positive influence on their work. The work must have been disseminated through respected and appropriate channels of publication and must be judged by the candidate's colleagues to be consistently of high quality.
2. To receive a judgement of "outstanding" in the area of teaching the candidate must have accomplished significantly more than the good performance in teaching and related instructional duties which all members of the department are expected to perform. The candidate should have contributed significantly to the development of the careers of students in the field and to significant accomplishments of those students. The candidate should have maintained a tradition of substantive contribution to the development and revision of the department's teaching mission and made recognized contributions to the pedagogy of the field, to the teaching mission of the university, or to the academic context in general.
3. To receive a judgement of "outstanding" in the area of service, the candidate must have made a positive service contribution to the department and the university and have maintained a record of substantial contribution to the development of the units' direction, policy and missions. The candidate must have achieved a position of leadership in the profession at the national or international level and to have had a major influence on the shaping of the policy and program of the field.