

Department of East Asian Languages & Cultures
CRITERIA AND PROCEDURES FOR PROMOTION AND TENURE

Criteria for tenure and promotion evaluations:

Candidates for tenure and promotion in EALC are expected to perform satisfactorily in research, teaching, and service. They should excel in research or teaching or present a balance of strengths. The department's criteria for evaluating the relevant categories are outlined below.

A. Research: The candidate for tenure is expected to have achieved or be developing a position of scholarly prominence or leadership in a recognized field; the candidate for promotion to full professor is expected to have achieved that position. This must be demonstrated by publications including books; articles in scholarly journals or edited volumes; bibliographies, anthologies, and textbooks and translations based on original research or a high level of scholarly expertise; annotated and critical editions of others' work; and conference papers. Refereed publications of original research are especially important, and the scholarly distinction of venues (presses, journals, conferences) is taken into consideration. Candidates are also expected to be engaged in ongoing research projects, with demonstrable progress on new research.

B. Teaching: Candidates should provide evidence of significant success in teaching at all levels, graduate and undergraduate. Relevant activities include classroom performance, curricular planning, and course development; AI training; direction of MA theses and doctoral dissertations; direction of undergraduate honors theses, and related forms of advising and mentoring; and the publication of textbooks and teaching materials. The department judges teaching by such means as course evaluations; syllabi and other class materials; class observation by colleagues; letters solicited by the department from the candidate's former students and Associate Instructors; and teaching awards.

C. Service: Professional service includes book reviews; refereeing manuscripts for academic journals and presses; editing scholarly publications; serving as external reviewer for promotion and tenure at other institutions; and writing for the public press. Service to the institution includes committee work, administrative positions, and other contributions to the department, college, campus, or university; the supervision of exchange programs; and outreach activities aimed at schools, businesses, and other community organizations.

Foreign Language Coordinators:

The EALC faculty includes tenure-track foreign language coordinators (FLC) whose principal responsibilities revolve around language teaching, administering language programs, development of pedagogical methods and materials, and scholarship in the area of pedagogy. The criteria for evaluating faculty in these positions for tenure and promotion are essentially the same as for other tenure-track faculty: satisfactory performance in research, teaching, and service with outstanding performance in research or teaching (or a balance of strengths). It is presumed that candidates for tenure or promotion as FLC in EALC will come up on the basis of outstanding teaching, though a research or balanced case is also acceptable; in these cases, FLC are expected to satisfy the departmental criterion of "very good" in teaching.

In view of the emphasis on teaching and teaching-related activities, the department has prepared a separate document, "Criteria for the Evaluation of Foreign Language Coordinators," which spells out in detail what is expected of FLC in the three areas of performance.

Procedures for tenure and promotion decisions:

In documenting candidates' qualifications and assembling materials for tenure and promotion dossiers, the department follows the procedures of the College of Arts and Sciences and the Dean of the Faculties.

A. Coming up for P&T: An individual faculty member may request that the department process a case for tenure before completing the normal term of service; an associate professor may ask the department to process a case for promotion at any time. In such cases, the department must receive the faculty member's request no later than the end of March for promotion in the following academic year. For faculty appointed as lecturers on convertible tenure-track lines, on completion of the doctorate the chair recommends promotion to the rank of assistant professor after consulting with the department's Advisory Committee.

B. Departmental review committee: The department chair initiates the preparation of tenure and promotion cases. After consulting with the candidate, the chair appoints a committee of three professors to collect all relevant information and to evaluate the candidate's record according to the criteria listed above. In the case of tenure candidates, all three must be tenured faculty. In the case of candidates for promotion to full professor, associate professors may in certain cases participate on the committee. (Due to the department's size and diversity, there may not be three full professors in fields proximate to the candidate's.) The committee submits to the department chair a written report assessing the candidate's qualifications, rating the candidate's qualifications in research, teaching, and service respectively, and recommending for or against promotion.

C. Deliberation and vote: For tenure decisions and promotion to the ranks of associate or full professor, all departmental faculty who have achieved the target rank or higher deliberate and vote on the case, regardless of whether they are FTE or non-FTE appointees in EALC. The chair makes the committee's report and the candidate's complete dossier available to all departmental faculty of rank higher than the candidate. The chair then calls a meeting of these faculty to discuss and vote on the committee's recommendations. Faculty members must be present at the meeting to vote; they may not vote by mail or by proxy. The vote is written and confidential.

D. Chair's report: The chair then relays to the dean of the College of Arts and Sciences the promotion committee's written report, a review of the points made during faculty discussion, and the results of the faculty's vote, along with the chair's own evaluation of the candidate's qualifications and recommendation.

The timing of this process is synchronized with the schedule of the College. Generally, the committee reports to the chair in the first week of September; the voting faculty reviews the committee report and the dossier during the second week of September, and meets for discussion and vote around September 15; and the dossier is sent to the College, along with the chair's report, in the following week.