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DEPARTMENT OF MODERN LANGUAGES
Tenure and Promotion Guidelines (Revised 4/27/2019)

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Promotion to Associate Professor

RESEARCH (50%):

Faculty members in the Department of Modern Languages are expected to conduct rigorous research and scholarship in modern languages, literatures, cultures, or linguistics. Candidates for tenure and promotion must demonstrate an active publication, research, and scholarship agenda that promises future productivity.

Successful dossiers must include either a monograph (single-authored, peer-reviewed volume with an academic press) and two (2) peer-reviewed articles; or a minimum of six (6) peer-reviewed articles. An article may be in a recognized scholarly journal or a chapter in an edited volume with an academic press (print or online). Co-authored publications are accepted as long as candidates provide a brief explanation of their contribution and were responsible for at least 50% of the research and writing. Textbooks, introductions, annotated translations, critical editions, edited volumes, and digital humanities projects may be substituted for some of the above. The chair and faculty will decide the weight of these items on a case-by-case basis during candidates' annual review. Candidates provide copies of publications in the dossier. If an accepted publication is in press or forthcoming, candidates must provide proofs or correspondence from the editor as evidence that it has been accepted for publication.

Evidence of an active research agenda includes regularly presenting papers or participating in round tables at international, national, and regional conventions and conferences; giving invited lectures or workshops; and applying for internal and external funding in the form of grants and/or fellowships (even if they are not awarded). Presenting at and participating in state and local conferences alone is not sufficient evidence of an active research agenda.

Four (4) external evaluators, in addition to the department chair and tenured faculty, will evaluate the quality of candidates' research. Candidates provide a list of five (5) or more evaluators to the department chair. These evaluators must be associate or full professors at peer institutions in the same or closely related field. Members of candidates' dissertation committee may not be included on the list. The department chair and tenured faculty select two (2) evaluators from the candidate's list and two (2) evaluators from the wider scholarly community.

TEACHING (40%)

Successful candidates for tenure and promotion must also demonstrate excellence in teaching. To assess candidates' teaching performance, the department chair and tenured faculty will consider the variety of courses taught; directing and coordinating instructional programming; facilitating independent studies; and obtaining grants for pedagogical improvements or program development. Evidence of teaching excellence includes original syllabi, student end-of-course ratings, and peer evaluations. Candidates may also request additional items related to teaching excellence be considered, such as their teaching philosophies; program mission statements; self-evaluations; evaluations submitted by external referees, such as CETL; and grant reports.

SERVICE (10%):

In this area, among the items which will be evaluated are international, national, regional, state, and local committee/task force work; workshop participation; journal editing; professional evaluation of work (e.g. external review of manuscripts for publication, book reviews); organizing/chairing/ serving as discussant for conference panels; advising student organizations; service on editorial boards; work as an officer in professional organizations; consulting; student advising; serving on exam and dissertation committees; university and departmental recruitment; administrative work; and community service.

The fulfillment of service expectations will be judged by the department chair and full professors based on information on the above activities provided in the candidate's promotion dossier.

Time-in-Rank

New hires who have served elsewhere in tenure-track faculty positions may negotiate years toward time in rank before the start of their contracts. Tenured and tenure-track faculty members approve time in rank for these negotiations.

Promotion to Full Professor

RESEARCH (50%)
In order to be promoted to full professor, candidates must demonstrate a sustained record of research and scholarly achievement beyond the work presented for promotion from assistant to associate professor. Six (6) years should have passed since candidates' promotion to associate professor before they are eligible to apply for promotion to full. Successful dossiers must include either one (1) monograph and three (3) peer-reviewed articles; or a minimum of seven (7) peer-reviewed articles. Co-authored publications are accepted as long as candidates provide a brief explanation of their contribution and were responsible for at least 50% of the research and writing. Textbooks, introductions, annotated translations, critical editions, edited volumes, and digital humanities projects may be substituted for some of the above. The chair and faculty will decide the weight of these items on a case-by-case basis during candidates' annual review. Candidates provide copies of publications in the dossier. If a publication is in press, candidates must provide proofs or correspondence from the editor as evidence that it has been accepted for publication. Moreover, candidates should be recognized scholars in their field with a national or even international reputation for excellent research and scholarship, as demonstrated by strong external evaluation letters and publications with respected presses.

Candidates must also show promise for continued productivity. Evidence of an active research agenda includes regularly presenting papers or participating in round tables at international, national, and regional conventions and conferences; giving invited lectures or workshops; and applying for internal and external funding in the form of grants and/or fellowships (even if they are not awarded). Presenting at and participating in state and local conferences alone is not sufficient evidence of an active research agenda.

Four (4) external evaluators, in addition to the department chair and full professors, will evaluate the quality of candidates' research. Candidates provide a list of five (5) or more evaluators to the department chair. These evaluators should be full professors at peer institutions in the same or closely related field. Members of candidates' dissertation committee may not be included on the list. The department chair and full professors select two (2) evaluators from this list, as well as two (2) others. The department chair and full professors only will evaluate these dossiers.

TEACHING (30%)

Successful candidates for tenure and promotion must also demonstrate continued excellence in teaching. To assess the candidates' teaching performance, the department chair and full professors will consider the variety of courses taught; directing and coordinating instructional programming; directing theses and dissertations; facilitating independent studies; and obtaining grants for pedagogical improvements or program development. Evidence of teaching excellence includes original syllabi, student end-of-course ratings, and peer evaluations. Candidates may also request additional items related to teaching excellence be considered, such as their teaching philosophies; program mission statements; self-evaluations; evaluations submitted by external referees, such as CETL; and grant reports be considered.

SERVICE (20%):

Associate professors are expected to perform more service in the department and university in order to protect their junior colleagues seeking tenure. The pertinent service elements remain international, national, regional, state, and local committee/task force work; workshop participation; journal editing; professional evaluation of work (e.g., external review of tenure/promotion dossiers, external review of manuscripts for publication, book reviews); organizing/chairing/serving as discussant for conference panels; advising student organizations; service on editorial boards; work as an officer in professional organizations; consulting; student advising; university and departmental recruitment; administrative work; and community service.

The fulfillment of service expectations will be judged by the department chair and full professors based on information on the above activities provided in the candidate's promotion dossier.

Early Promotion to Full Professor

1. Candidates may apply for early promotion one year in advance of the end of the regular, six-year period of in-rank service. Candidates must possess an extraordinary record of research, teaching and service excelling beyond the normal criteria, as listed above.

2. The chair, in consultation with full professors, will determine the acceptability of an early promotion application.