
Approved March 2017

Promotion and Tenure Policy

This document indicates the procedures and criteria to be followed for promotion and the granting of tenure in the Department of Geography. It is supplemental to and does not supersede any University-wide policies concerning promotion and tenure. All faculty and potential candidates for tenure and/or promotion are urged to consult the University of Delaware's policy on promotion and tenure as reflected in the Faculty Handbook. Amendments and alterations to this document can be made in accordance with Section 6 of the Bylaws of the Department of Geography.

1 Procedure

Any faculty member (including the Chair of the Department) has the right to apply for promotion (subject to the provisions described in Section 4 of the Faculty Handbook) and he/she (hereafter referred to as the 'Candidate') has the exclusive right to withdraw the dossier from the promotion process at any time. The request to apply for promotion must be made in writing to the Chair of the Department by March 15 who must then announce this request to the faculty and activate the Department Promotion and Tenure committee (PTC) by April 15. A timetable for the completion of the various steps in the promotion and/or tenure process is given in the Faculty Handbook.

The PTC shall consist of three members of the Department tenured faculty who are elected at the beginning of each *annual* year and serve throughout the promotion and tenure process for any faculty member who initiates a candidacy for promotion and tenure. The selection of faculty members to serve on the PTC will reflect the candidate's research expertise and breadth of our discipline, and consider the rank of the candidate(s) sought each year. All members of the PTC must be tenured and the majority must be at or above the rank to which a candidate seeks. If the department lacks a sufficient number of faculty to serve on the PTC, participation will be solicited of faculty from kindred departments. The Chair will ask for faculty suggestions, gain the approval of kindred faculty participation, and then obtain the approval of the majority of voting tenured faculty. Under unusual circumstances, the term of a given PTC may extend beyond one annual year if cases of promotion under its purview also extend beyond its normal one-year term, but in no instance will the same PTC consider new cases unless elected to a second or subsequent term. One of the committee members shall be elected by the Department faculty as Chair of the PTC. Once its membership is constituted, the PTC shall institute evaluation procedures based on the specifications outlined in this document and according to the timetable given in the Faculty Handbook. While the dates listed represent deadlines, items should be completed at an earlier date whenever possible.

The PTC acts for the Department in an organizing role. It is the responsibility of the PTC to provide assistance to the candidate in the assembly of the dossier, assemble the external letters, draft preliminary reports on teaching, research, and service, and prepare a presentation of the dossier to the faculty, with the Candidate and Chair of the Department in absentia. In accordance with the University Promotion and Tenure policy, the selection of external reviewers is made by the PTC. The PTC will solicit names of potential reviewers from the candidate and other members of the Department faculty familiar with the Candidate's sub-field(s). When possible, the external reviewers shall be at the full professor rank and they should not have been associated with the Candidate during his or her graduate education, previous professional employment, or with the Candidates' current teaching, research, or service activities.

The Candidate will have the opportunity to comment on the list of names concerning possible biases or conflicts. The PTC should take the Candidate's comments under advisement, but an objection to a name should not necessarily invalidate the final selection. The PTC will then determine the final list of evaluators who are recognized scholars in the Candidate's field and solicit external reviews of the Candidate's scholarly work. In the solicitation of external reviews, the PTC must include for reviewers the Candidate's curriculum vitae, copies of the Candidate's scholarly publications, a description of the Candidate's workload and the Department's Promotion and Tenure Policy. A minimum of five external review letters are necessary for inclusion in the Candidate's dossier.

At the Candidate's option, he or she may present a seminar to the Department on his or her teaching and/or research activities and plans for future development in these areas. Such a seminar should be held prior to the presentation of the dossier by the PTC to the faculty.

The dossier available to the faculty prior to the vote on a Candidate's application for promotion and/or tenure shall include the external letters of evaluation. It is therefore incumbent upon all participating faculty members to respect the privileged nature of the content and authorship of the external review letters and to refrain from discussing this information with the Candidate or any other individuals not present at the faculty meeting where the vote on promotion is taken. The faculty present at this meeting, consisting of all tenured faculty members, shall then vote on the promotion and/or tenure of the Candidate. ["Departmental Faculty" hereafter in this document shall refer to all tenured faculty authorized by the Department's Bylaws to vote on personnel matters.] After this meeting, the Chair of the PTC, with the advice of the PTC and the feedback from the meeting of the faculty, shall finalize the written report on teaching, research, and service and record the vote taken by the faculty at that meeting, including the number of absentees and abstentions. These reports require approval from the PTC before being forwarded to the Chair of the Department and placed in the dossier. It must be understood that the Chair of the Department formulates his or her own evaluation of the nomination independently of the PTC.

The Candidate must receive a copy of the full, written summary letter that the PTC, representing the decision of the Department faculty, prepares for the dossier, as well as the

Department Chair's recommendation letter. The Candidate has the option to appeal either of these reports in writing to the PTC and/or the Chair on or before the deadlines specified in the Faculty Handbook. The PTC and/or the Chair must respond in writing to any written appeal, notifying the Candidate of any changes that have been made in the recommendation as a result of the appeal and again, according to the schedule given in the Faculty Handbook.

2 Criteria

Considerations for promotion from one rank to another and the granting of tenure should result from excellence in scholarship and high quality teaching, consistent with the Candidate's individual workload. University service and contribution to the professional discipline also add to the Candidate's level of achievement. Criteria for evaluation in each of these areas and at each rank are outlined below:

2.1 To Assistant Professor

Appointment to Assistant Professor from the rank of Instructor is assumed upon obtaining the Ph.D. degree. As such, formal evaluation for appointment to this rank is not necessary, but recommendation for promotion from the Department faculty, meeting as a committee of the whole with the Candidate in absentia, is required. Such an appointment does not carry with it the granting of tenure. Guidelines for the minimum standards for promotion to Assistant Professor are provided in Section 4 of the Faculty Handbook.

2.2 To Associate Professor:

For promotion to Associate Professor, the University Promotion and Tenure policy requires evidence of excellence in scholarship and high quality teaching and service, consistent with the Candidate's workload. Two- and four-year reviews will be conducted for faculty seeking promotion to Associate Professor. Candidates will submit dossiers to the department promotion & tenure committee and chair for evaluation. The results of these reviews should be included in the dossier for promotion and tenure. Guidelines for the minimum standards for promotion are provided in Section 4.4 of the Faculty Handbook. Evaluation of each of these elements should consider the following criteria:

2.2.1 Evaluation of teaching

The effectiveness of the Candidate's teaching shall be measured by the degree to which the objectives of the Department have been met. Evaluation of the fulfillment of these objectives shall include: 1) student course evaluations developed and administered by the Department, including evidence of interaction, stimulation and motivation of students in the Candidate's courses; 2) classroom evaluations by peers who consider subject-knowledge, organization and clarity, ability to stimulate interest and ability to lead discussions; 3) an appraisal of syllabi, reading lists, new course development, especially responding to Department, College or University initiatives, continued course revisions and the range of courses taught; 4) opinions from students in the Candidate's courses, departmental majors, graduate students, current and

former, and other faculty with whom the Candidate has taught; 5) other supportive evidence may be provided by the degree to which the candidate receives requests from other faculty to participate in courses or give invited lectures or seminars outside the Department; 6) supervision of graduate and undergraduate theses and dissertations, the quality of this guidance as gauged by the quality of the dissertations and theses produced and statements of the students involved regarding the nature of their mentorship by the Candidate; 7) advisement and mentoring of students, including provision of independent study and directing internships; 8) University or College teaching and advising awards, and improvement of instruction grants received; 9) authorship of textbooks and other substantial educational materials; and 10) any additional information that may demonstrate the teaching effectiveness of the Candidate.

2.2.2 Evaluation of scholarship

The candidate must have established a quality program of scholarship and must show an ability to independently organize, carry out, and sustain a research agenda. Quality is demonstrated by original research of significance to geography and its collaborating disciplines and by its broader impact. All scholarly work conducted at rank will be considered. The research program may be related to previous doctoral or postdoctoral research, but must show independence and growth. Within collaborative research efforts, it must be shown that the candidate has made a substantial contribution in an innovative way.

Peer-reviewed publication of research results is required. The most important mode of publication will typically be in refereed journals, but some subfields of geography may follow a model in which academic books are common. Any other scholarly output, such as review articles and monographs, may be included as evidence of quality. The candidate's work should also be presented at professional meetings.

In addition to typical scholarly publication, output in other media may be offered as evidence of research quality. Published maps, in particular, are a traditional scholarly output for some geographers. However, published and disseminated scholarly output may take various forms, such as software, digital GIS, or multimedia output, distributed as physical media or as online resources. If such nontraditional media are a significant part of a case for promotion, it is especially incumbent upon the candidate to provide sufficient evidence of the type of review, nature of dissemination, breadth of usage, and external scholarly impact of such items. It is additionally incumbent upon the PTC to seek external reviewers who can evaluate the quality and impact of nontraditional output.

Both the quantity and quality of scholarship will be considered. Quality is evidenced by the evaluation of published works by the external reviewers and may also include consideration of the quality of the journals in which published work appears. Because research in some areas produces fewer publications for a given effort, the quantity of publication per se is less important than quality and will be considered in the light of the subfield, the teaching load, and the number of research coworkers (postdocs, graduate students, and undergraduates).

It is expected that the candidate will actively seek and obtain external funding to support his/her research program; evidence must be shown of continuing efforts to obtain funding. The extent of external funding will be considered with regard to the availability of funds in the research area and the needs requisite to sustain independent support of their research enterprise. Collaborative funded research with other Departmental colleagues, especially between faculty members in human and physical geography, should be considered particularly noteworthy.

Other evidence of the quality of the research may include the following: invited papers and lectures, awards, reputation in his/her field among peers, and potential for national reputation in his/her research specialty. A potential for continued growth of the research program is expected.

2.2.3 Evaluation of service

Positive contributions to the Department's mission and professionally-related service is required. Evaluation of this service contribution can include, but is not limited to, participation on departmental, college and university committees, activity in professional and community organizations, organization of symposia or meetings relating to the Candidate's area of expertise, evidence of active participation in the academic community through peer review of books, articles, and proposals, and a summary of the Candidate's professional consulting activities.

2.3 To Full Professor

This rank is reserved for individuals who have established reputations in the profession and whose contributions to the University's mission are unquestioned. There must be unmistakable evidence of significant achievement in both teaching and scholarship since the last promotion and candidates for promotion to the rank of Professor must have a strong record of service. It should be stressed that the longevity of service at the associate professor rank alone shall not qualify an individual for promotion to full professor. All the criteria for promotion to Associate Professor shall be applied with the following additions:

To teaching: The Candidate shall demonstrate that content in his/her courses is continually updated to reflect general developments in the discipline and the Candidate's research is translated into their teaching activities. For example, a textbook publication or other forms of media as previously described above may be considered as significant if the book is recognized by peers as evidence of important research being translated into teaching activities.

To scholarship: Unequivocal evidence of a consistent publication record which represents a significant impact in the field recognized at the national and international level, as judged by outside referees, citations in other published work, and invited papers at other institutions or conferences shall be provided. It is therefore encouraged but not required that at least two outside reviewers of the Candidate's scholarly work should be from outside the United States.

3 The Dossier

A dossier is to be prepared by the Candidate and submitted to the PTC and the Department Chair by the deadline specified in the Faculty Handbook. The contents and organization of the dossier must follow the guidelines presented in Section 4.4 of the Faculty Handbook. Recommendations for the contents of the Curriculum Vitae are contained in Table 2. In addition to evidentiary materials provided in the dossier, the Candidate should provide the PTC with sufficient copies of his or her written works, or provide them in digital form, so that each outside reviewer can receive a complete set.

4 Appeals

The Candidate may appeal decisions by both the Departmental Faculty and the Department Chair, following the guidelines and deadlines indicated in the University Faculty Handbook. An appeal initially should be in writing and specify the particular instances in which the Candidate believes the recommendations were at fault. An appeal regarding the recommendation of the Department Chair is made directly to that individual. An appeal regarding the recommendation of the Departmental Faculty should be made to the Chair of the PTC. The PTC will then meet with the Departmental Faculty to discuss the appeal. The Departmental Faculty, at its discretion, may choose to have a face-to-face meeting with the Candidate before formally responding to the appeal. The Departmental Faculty's response will be conveyed to the Candidate by the Chair of the PTC, providing the Candidate with the reasons for its response.

Deadlines for Promotion and Tenure Proceedings at the Department Level are referred in Faculty Handbook.

Table 1
Contents of the Curriculum Vitae

I. Professional History

- A. Biographical Information
- B. Educational History
- C. Previous Professional Experience
- D. Professional Posts at the University of Delaware.

II. Teaching activities at the University of Delaware.

- A. Courses and Enrollments
- B. Undergraduate and Graduate Student Advisement, Mentoring and

Thesis/Dissertation direction

- C. Special Studies
- D. Special Lectures and Seminars

III. Research Activities at the University of Delaware.

- A. Funded Research
- B. Students Supported by Research Funds
- C. Papers Presented at Professional Meetings
- D. Bibliography of Scholarly Writings and other forms of Scholarly Work
- E. Research Related Honors and Awards
- F. Miscellaneous

IV. Public Service for the University of Delaware.

- A. Service to the Department, College, and University
- B. Service to the Profession and Affiliations
- C. Other Forms of Service

Legislative History

- Geography Department discussion and revisions – March through October 2011
- Approved by Geography Faculty – November 2011
- CEOE Academic Council discussion and revisions – December 2013
- Geography Department discussion and revisions suggested by CEOE – September through November 2014
- Approved by CEOE Academic Council – February 2015
- Approved by CEOE Dean – March 2015
- Revised and Approved by Geography Faculty- September 2016
- Submitted to CEOE for approval- November 2016