

11.20.07

UNIVERSITY OF DELAWARE

Department of Linguistics & Cognitive Science

Promotion and Tenure Document

1. REQUIREMENTS FOR PROMOTION

Faculty are expected to strive for excellence in three areas: scholarship, teaching and service.

A. Appointment as, or promotion to, **Assistant Professor**:

1. American Ph.D. or foreign academic equivalent
2. Evidence of the ability and desire to undertake high quality scholarship
3. Evidence of promise in teaching
4. Evidence of promise in service at the Department, University, professional and/or community levels (for those holding an academic rank equal to or less than Assistant Professor)

B. Appointment as, or Promotion to, **Associate Professor**: The Candidate is expected to apply for promotion by the sixth full year in rank.

1. American Ph.D. or foreign academic equivalent
2. Excellence in research, as evidenced by national reputation and significant scholarly activities
3. Clear evidence of effectiveness in teaching
4. Service to the Department, the University, the community and the profession

A satisfactory or adequate record as an Assistant Professor is not sufficient for promotion to Associate Professor. There must be unmistakable evidence of significant and consistent development in all areas. A national reputation is evidenced by, but not limited to, such things as presentations at major regional and national conferences (especially those with low acceptance rates), invited addresses or plenary addresses, invited editorships, citations of work by other scholars in important publications, and external funding. Significant scholarly activities are defined in section III, B. For more on procedures, see III A. Clear evidence of high quality teaching is constituted by things such as, stable performance or steady improvement in peer and student teaching evaluations at all levels (if applicable). Evidence may also be measured in part by success of student advises at all levels, and letters of support from current and former students. Service: there should be ongoing and regular involvement in

departmental, college, university, professional, and (if applicable) community service. ]

## Promotion & Tenure Document

### C. Appointment as, or Promotion to, **Full Professor**:

1. American Ph.D. or foreign academic equivalent
2. Nationally [and] internationally recognized excellence in research
3. Significant scholarly achievements since last promotion
4. Strong evidence of high quality teaching
5. Service to the Department, the University, the community and the profession

**[See Section III, B for more on significant scholarly achievement since last promotion and strong evidence of high quality teaching.]**

## II. COMPOSITION OF COMMITTEES ON PROMOTION

The Committee on Promotion & Tenure (hereafter the Committee) shall consult the Department Chair, who will counsel but not participate in the final deliberations, recommendations, or vote.

### A. Promotion to the ranks of Assistant, Associate, and Full Professor:

The Committee will consist of all tenured, voting, full-time Department members (excluding the Department Chair) holding ranks above the rank of the Candidate. A minimum of three members is required to form the Committee. A subcommittee (hereafter, the Subcommittee), all of whom will be members of the Committee, will be charged with the responsibility of overseeing the Committee's evaluation of the Candidate. This Subcommittee will be constituted by the end of the Spring semester preceding the Candidate's submission of the dossier (see IV). The Subcommittee will collect and present documentation of the Candidate's qualifications to the Committee. In special cases, such as broadening the expertise of the Subcommittee or increasing the membership of the Committee to meet the minimum requirement, the Executive Committee of the Department (excluding the Department Chair) may elect, by majority vote and in consultation with the Committee and Subcommittee, to include on the Committee faculty members who are not voting members of the Department, and who are above the rank of the Candidate. The Candidate may suggest individuals to be added, and must be notified of, and be allowed to comment on, all additions. In all cases, however, the final decision on the expanded Committee and Subcommittee is made by the Executive Committee.

### B. Chair of the Committee:

The Chair of the Committee, who shall also be Chair of the Subcommittee, shall be elected by the membership of the relevant

Committee in spring in sufficient time to perform all duties related to the promotion process.

### III. PROCEDURES AND STANDARDS FOR EVALUATION OF THE CANDIDATE

#### A. Procedures

1. The Subcommittee members will make every effort to meet with the candidate to clarify requirements and procedures] for promotion as established in this document and in the Faculty Handbook [(including content, internal organization, and physical preparation of the dossier).
2. The Committee will invite input from all voting faculty in the Department and from students in the Department (past and present). For candidates who have funded appointments in more than one unit, the Committee from the primary unit will solicit information from the other unit regarding the candidate's performance (teaching, scholarship, service) during the promotion and tenure review process. The Department follows the University Guidelines for Faculty Promotion and Tenure in the Faculty Handbook for the selection and solicitation of external evaluators. Candidates should consult the [relevant parts of the handbook] for pertinent information and timelines. The Committee Chair will write to external evaluators and obtain five external letters. External evaluators will receive all publications in rank and any research statement the candidate submits to explain their research program. Along with the external letters, into the dossier will go the external evaluator's full C.V. After considering the relevant evidence in the candidate's dossier, the Committee will prepare a report containing an explanation of the manner in which the candidate has met or has failed to meet the criteria established in this document. This report, which will contain a numerical count of the Committee's secret ballot vote, will, by a simple majority, constitute (whether positive or negative) the committee's recommendation.
3. Workload: the promotion and tenure Committee will ask the department chair and the candidate to confirm in writing the nature of the candidate's workload during the period under review, and describe what, if any, implications this may have for the individual's record of accomplishments (appropriately weighted for workload during the period of review).

#### B. Standards

1. Scholarly Activities: keeping in mind the criteria for promotion stated above under Requirements, the Department considers the following as prima facie evidence for scholarly excellence (not in rank order): articles in major refereed journals, books, and monographs. Other demonstrations of scholarly excellence might include edited collections and articles therein, proceedings, review articles, book reviews, squibs, notes, and

presentations at major professional meetings and forums. Publications are judged to be significant if they substantially contribute to scholarship in the field. Because the profession has a variety of means of publication, forums other than journals and books might count as influential (e.g., important working paper series). In all cases, the substance and influence of the publication carry the final word rather than the place of publication. The Department encourages collaborative work. In cases of co-authorship, evidence should be gathered as to the candidate's contribution to each publication. The securing of external funding also counts as a demonstration of scholarly excellence but external support is in no way a necessary condition for promotion or tenure. Further, the Department recognizes that, while applying for external grants is an important activity that funding may not always be forthcoming. In cases where funding is not yet awarded, grant application activities must be documented with supporting materials. On grants with multiple PIs, the candidate must clarify the nature and degree of involvement in the proposed research activity of the grant, supported by the appropriate documentation.

Major journals or conferences: those with low acceptance rates, wide distribution, and general acceptance within the profession as journals of scholarly excellence. Significance: development of novel theories, discovery of new facts, significant extension of understanding of existing theories, citations and citation index counts may be used to help document the impact of one's work on the profession, among other ways of documenting impact.

## 2. Teaching

The Department has a Teaching Document that spells out teaching policy and assessment. Per the Teaching Document, the Department conceives of teaching broadly. Important sources of information for teaching evaluation include, but are not limited to: high quality teaching, success of student advisees (students at all levels), interdisciplinary collaboration, peer observations, solicited and unsolicited letters from current and former graduate and undergraduate students, teaching awards, formal student evaluations, development of course and seminar materials, instructional grants, external teaching activities. Directing dissertations and theses, serving on dissertation and thesis committees, advising graduate and undergraduate students, and overseeing independent studies are also important parts of teaching. These contribute significantly to the Committee's evaluation of the candidate's teaching.

3. Service The Department expects all faculty to fulfill their service responsibilities to the Department, College, and University. The Department

adheres to the University Guidelines for Faculty Promotion and Tenure in the Faculty Handbook. The candidate should consult the relevant sections. Among the forms of service that the Department recognizes as meritorious are:

1. Service to the Department, College, and University: Department, College and University committees, Faculty Senates, special assignments (e.g., search committees outside the Department, ad hoc evaluation committees, and peer observation of teaching), and participation in interdepartmental and interdisciplinary programs.
2. Service to the Profession: active participation in professional organizations (e.g., serving on advisory boards or holding elected or appointed positions in an organization), serving as editor of a journal or editorial board member, refereeing abstracts and manuscripts for journals, conferences, and publications, refereeing grant proposals, special assignments, collaboration with colleagues at other institutions.
3. Profession-oriented service to the community: talks given before local organizations, consultations with local business and governmental agencies, activities which serve to publicize and strengthen interest in linguistics and cognitive science.

#### IV. APPLICATION FOR PROMOTION

The Department follows the schedule set forth in the University Guidelines for Faculty Promotion and Tenure in the Faculty Handbook. with the following addition: by the end of the 31<sup>st</sup> of May the candidate provides a list of suggested external evaluators and a copy of all publications to be evaluated by external referees. Whenever possible, these dates should be anticipated and dossiers forwarded (with recommendations) at an earlier date. However, candidates are entitled to add new evidence to their dossiers at any time. Copies of all recommendations are sent to the Candidate and all previous evaluation bodies.

#### V. APPEALS

The Candidate has the right to appeal all decisions. If the Candidate appeals the Committee's decision, he/she has five working days from receipt of the Committee's recommendation to submit a written appeal with any supporting documents to the Department Committee. The Department Committee will respond in writing to the Candidate's appeal within five working days of receipt of the appeal. If the Candidate appeals the Department Chair's decision, he/she has five working days from receipt of the Chair's recommendation to submit a written appeal with any supporting documents to the Department Chair. The Department Chair will respond in writing to the Candidate's appeal within five working days of receipt of the appeal. Higher levels of the review process will

establish their own schedules for hearing appeals.

## VI. DISTRIBUTION OF THE PROMOTION DOCUMENT

This document shall be distributed to each full-time faculty member upon joining the Department.

## VII. REVISION OF THE DOCUMENT

This document and its provisions may be reviewed at any regular departmental meeting, but not more than once a year. Any such changes require approval by the Provost and by the University Faculty Senate Committee on Promotions and Tenure. The revised document is to be filed with the Faculty Senate. When the department's document is revised, a candidate may choose to be evaluated under the old or the new criteria. This decision must be explicit in the dossier of the candidate.