

University of Delaware
Newark, Delaware

BLACK AMERICAN STUDIES
PROMOTION AND TENURE POLICY

A liberal society is made up of individuals who are diverse in interests and capabilities. Such differences should be recognized and respected. What is true of society is certainly true of the numerous departments (disciplines) within a university. Since faculty do vary in the kinds of contributions that they can make both to their department and upper institutional levels, criteria for the evaluation of faculty should allow for these differences.

Teaching, scholarly productivity, and service are the stated functions of the University. Therefore all promotions are based upon evident distinction of performance in the three categories which are regarded as complementary and cumulative. Highest priority must be given those behaviors which contribute to the program, college, and University goals of excellence in promoting the visibility and stature of the University in the wider academic professional community.

I

STANDARDS FOR PROMOTION

ASSISTANT PROFESSOR

Candidates for the rank of Assistant Professor must have completed requirements for a terminal degree or its equivalent in experience, demonstrate strong evidence of a continuing commitment to effective scholarship and teaching, along with the willingness to participate in significant service activities vital to the mission of the institution.

ASSOCIATE PROFESSOR

Candidates for the rank of Associate Professor must publish, or have accepted a scholarly book or equivalent in the form of several significant articles published in substantial journals of appropriate to the multidisciplinary/interdisciplinary nature of the discipline. Performance as scholars or teachers must be rated as excellent and in the other areas candidates must be judged as good by the highest professional standards. Candidates must also exemplify themselves by maintaining a good but distinguished record of service. In addition, there must be strong evidence of continual professional growth and development.

PROFESSOR

Candidates for the rank of Professor must continue their scholarly and/or creative activities while Associate Professors and publish or have accepted an additional book or its equivalent in the form of articles published in substantial journals appropriate to the multidisciplinary/interdisciplinary nature of the discipline. There must be unmistakable evidence of accomplishment in teaching skills and significant research. Candidates for this rank must have an established reputation in the profession and contributions to the goals of the University that are without question. Their performance as scholars or teachers must be rated as excellent and in the other areas as high quality by using the highest professional standards. Candidates must demonstrate meritorious service to the program, college or University, as well as the extension of the University beyond the boundaries of the campus. Continual commitment to professional growth and development is expected to all candidates.

II

CRITERIA FOR EVALUATION

Teaching, scholarly productivity, and service are the three (8) major areas of faculty activity. The Promotion and Tenure Committee shall judge by the criteria identified in each area. While each factor should be evaluated separately and independently, all the activities should be considered as an integrated whole although weight factors may vary according to each candidate.

TEACHING

Quality teaching at all levels of the instructional process is expected. Each candidate's teaching assignments and the success in carrying them out should be judged by the following criteria:

1. Classroom evaluations by peers which consider the demonstration of resourcefulness and creativity in course organization or presentation, subject mastery, and the immediate and long-range impact of the faculty member on the student outside the classroom.

Measures of demonstrations of teaching effectiveness to be considered shall be (a) visitation of classes by colleagues; (b) submission of evidence of student evaluations; (c) course syllabi, and (d) effect of instruction on graduates (when appropriate).

3. Additional evidence, whenever appropriate for individual candidates, might include teaching citations, grants or awards, innovative developments, supervision of graduate students, examples of scholarly student work, and other supportive documents that the Promotion and Tenure Committee deems important.

RESEARCH

Recognition of the candidate in the wider academic community is through scholarly activity. Criteria and judgments regarding the quality or significance of scholarly activities shall be on the basis of evaluations by peers inside and outside the University. The standards for excellence in scholarship shall include, but not be limited to, contributions to the field, significance of the research, originality and methodology. Professional growth and reputation in the discipline shall be evidenced by significant contributions in such areas as the following:

- a. books and/or publications in professional journals
- b. activity in professional societies
- c. projects of recognized professional values
- d. appointment to editorships or scholarly journals
- e. membership on boards of professional organizations
- f. recipients of grants or awards

SERVICE

Candidates in all ranks are expected to serve in faculty governance, the internal affairs of the program, the college, the University, and to extend their professional involvement beyond the usual boundaries of the campus. As in the case of teaching and scholarship, service shall be of high importance. As service activities may vary among candidates, those who distinguish themselves with excellence in service shall enhance their candidacy. Service shall be judged by the following criteria:

1. **To the program.**
 - a. Program planning, including committee assignments
 - b. Consulting with and advising prospective students
 - c. Curriculum planning and development
 - d. Promoting events by visiting scholars, lecturers, and demonstrations
 - e. Serving on committees
 - f. Sponsorship of student organizations

2. **To the University community.** The following are a few of the areas in which contributions may be made for the continued growth of the University, the colleges and the program.
 - a. Sponsoring and promoting student organizations and activities
 - b. Effective work in University-wide and college committees and in other non-teaching assignments
 - c. Curriculum development in keeping with the highest ideals of the profession
 - d. General assistance and inspiration to student
 - e. Effective representation of University in community and regional activities, studies, and services

3. **To the state and nation.**
 - a. Direct workshops, lectures
 - b. Public school curriculum
 - c. Consultantships and special assignments in areas directly or closely related to the field
 - d. Professional boards, editorships, etc.

CRITERIA FOR ESTABLISHED REPUTATION IN THE PROFESSION

All candidates for the rank of Professor must be evaluated for established reputation in the profession based on the following criteria:

- A. Awards, prizes or grants
- B. Reviews and outside evaluations by experts in the profession
- C. Membership on editorial boards of significant publications in the profession
- D. Board membership on professional organizations
- E. Invitations to review books, manuscripts, and grant proposals
- F. Invitations to present papers, lectures, and serve as discussion leaders or panelists
- G. Collegial acknowledgment of professional standing
- H. Reprints of works or studies extended to non-English publications

III

PROMOTION PROCEDURE GUIDELINES

1. Each Black American Studies faculty member shall be provided with a copy of the Promotion and Tenure policy along with an annual promotion process schedule.
2. Each faculty member maintains the right to apply for promotion at any time and may advance or withdraw themselves from the process at any point. The faculty member may wish to consult with the Director and other colleagues about their application for promotion or the preparation of a dossier. It is the candidate's responsibility to provide the information and data necessary to best present their individual case.
3. *The Promotion Process Schedule:*

30 September	Deadline for submission of dossier to Director and the Promotion and Tenure Committee
1 November	Program's Recommendation to the College Committee and Dean of the College
15 January	College Committee and Dean's Recommendation to the University Promotion and Tenure Committee
1 March	University Promotion and Tenure Committee Recommendations
10 March	Provost's Recommendation
4. Candidates are encouraged to start the procedure as soon as possible by making their intentions known in the Spring since the process for external review and peer evaluation must be facilitated in time for evaluative consideration.
5. The research of candidates for promotion to Associate or Full Professor levels must be evaluated by at least four ⁽⁴⁾ distinguished reviewers from outside the University of Delaware. Reviews by outside evaluators will be confidential, and reviewers are not expected to be friends, teachers or students of the candidate. Candidates may suggest and comment on potential reviewers, but the Promotion and Tenure Committee will make the final decision. The Director will provide assistance in the nomination and approval of external evaluators.
6. The small number of Black American Studies faculty requires that the committee to evaluate its members for promotion and/or tenure include faculty from other departments. The committee shall be selected in consultation with the candidate and approval of the Director. The committee shall be known as the Black American Studies Promotion and Tenure Committee and will consist of three regular full-time faculty members, the majority of which must be at the Associate Professor level or above. The committee shall consist of one ⁽¹⁾ member from Black American Studies (when appropriate); one ⁽¹⁾ member from the candidate's area of specialty; and one ⁽¹⁾ at-large-member from an area related to the candidate's field. Membership on the committee is not confined to faculty in the College of Arts and Science. One member of the committee shall be designated as chairperson. In

the case of full Professorship, the committee must be adjusted to assure that membership consists only of Full Professors.

7. The primary function of the Promotion and Tenure Committee is to review and make recommendations on those faculty presented for promotion and/or tenure in the unit. Responsibilities of the committee shall include (a) determining the promotability of each faculty member under consideration; (b) conducting a thorough examination of the candidate's record after the initial decision of promotability is made; and (c) forwarding the recommendation to the Director and the respective candidate, including a statement of explanation for the decision. All recommendations will become a part of the candidate's dossier.
8. Following the examination of the evidence the Committee, after thorough deliberation, shall vote to support or not support a candidate and submit in writing a letter explaining the reasons for the decision. The letter shall include the composition of the Committee, the numerical vote, and any minority opinions. The Committee's letter shall be submitted to the Director with a copy to the candidate. A copy shall be included in the dossier.
9. The Director shall not participate in the deliberations of the Promotion and Tenure Committee.
10. Following the recommendation of the Promotion and Tenure Committee, the Director shall review the evidence submitted by the candidate and the Committee's report and make a recommendation for or against the candidate. The Director's decision shall be communicated in writing with an explanation of the decision to the candidate and the Promotion and Tenure Committee.
11. Candidates may appeal the decision of the Promotion and Tenure Committee or the Director's action and be granted a hearing by the group or individual making the decision. An appeal request must be made within one week from the time the results of the decision are placed in the candidate's mailbox.
12. The decision to forward the dossier regardless of negative or positive decision from either the Promotion and Tenure Committee or the Director is the right of the candidate. If the candidate refuses to withdraw, the dossier shall be forwarded to the College Committee and the Dean along with the recommendations of the Director and the Promotion and Tenure Committee.