

DEPARTMENT OF ROMANCE LANGUAGES
Guidelines for Tenure and Promotion
Revised September 2001
Approved, October 25, 2001

I. Statement of principles.

A. The University of Missouri is an AAU/Carnegie research extensive institution. The requirements for tenure and promotion are consistent with this classification in that the primary criterion for promotion is the quality, originality and impact of the candidate's research on the scholarly community.

B. Nothing in these guidelines should be interpreted in any way so as to limit academic freedom in the classroom or the rights of scholars to pursue any fields of research they feel are valid. All areas of literary, linguistic, and pedagogic inquiry should be viewed as having recognized validity.

C. In accordance with University policy, contributions of individual faculty members are judged in three areas: instruction and student advising, research or other artistic achievements, and service. The first two are paramount; the third is an important complement.

D. With the exception of new assistant professors who will normally be considered for promotion during their sixth year, all faculty will be reviewed annually by departmental colleagues of appropriate academic rank. All tenured members of the department who hold rank above the candidate for promotion will evaluate and vote on that person's record in teaching, academic advising, research and service. If a recommendation for promotion is not made or if there is some other cause for concern, the faculty member may request and will receive a hearing before the Advisory Committee. Faculty members may request that an annual review be postponed, if their case for promotion will be substantially improved by the delay.

E. Candidates for tenure are encouraged to discuss their five-year research agenda with the Chair during the first semester of the beginning of the tenure clock in order to ensure that they will present the strongest possible record when deliberations begin. Candidates are cautioned that the Department recommends, but that the College of Arts and Science is a critical determinant in the decision to award tenure (consult Arts & Science Promotion and Tenure Guidelines at: <http://coas.missouri.edu>). In order to establish some benchmarks for our candidates during their pre-tenure career, we offer the following guidelines based on past experience.

E.1. Criteria for promotion to associate professor with tenure: General Guidelines

1. Candidates for promotion to the rank of associate professor with tenure in the Department of Romance Languages must hold the Ph.D. degree or equivalent.
2. The candidate must be evaluated by students and colleagues as a good teacher and have demonstrated a pattern of being conscientious with reference to departmental responsibilities, such as campus availability and participation in committee assignments.

3. The candidate must have demonstrated the ability to carry out independent, significant post-doctoral research. This will be demonstrated by a record of continuing research in refereed sources appropriate to his or her field of specialization beyond the credentials presented for initial appointment at the rank of assistant professor. A typical profile should include publication of a book as well as full-length refereed articles. A book is defined as a scholarly study of a critical or analytical nature by one author, or a major critical edition with scholarly introduction, bibliography, and, as appropriate, other critical apparatus.

E.2. Criteria for promotion to the rank of professor

1. Promotion will be determined in accordance with the guidelines given above.
2. The candidate shall have established a national and international reputation as a scholar.
3. The candidate must be evaluated by students and colleagues as a good teacher.
4. The candidate must present evidence of continued service to the profession and to the University.
5. The candidate must have produced since his or her promotion or appointment to the rank of associate professor a significant body of research or other artistic achievements in refereed sources appropriate to his or her field(s) of specialization. (This would normally constitute at least one book-length critical study by a reputable academic press or equivalent and a work that played no role whatsoever in the original decision to award tenure and promotion to the rank of associate professor).

II. Procedures

A. Tenure

1. A decision on tenure must be made in the sixth year of academic employment, to take effect in the seventh year. An early decision on tenure is possible in unusual circumstances.
2. The progress of all untenured faculty shall be subject to an annual review. The tenured faculty in the department shall meet at least once a year to review the activities and performance of each non-tenured faculty member in the areas of teaching, academic advising, research and service. All information (e.g., copies of peer reviews of teaching, student evaluations, etc.) used in conjunction with this review shall be made available to the faculty member before the meeting and he or she shall be invited to add any written clarifications. The information gathered in any

evaluations made at these meetings shall be transmitted by the Chair verbally and in writing to the non-tenured faculty member. The non-tenured faculty member shall have the right to request within thirty days of receipt of the written evaluation a meeting with the tenured faculty or their designated representatives to address any perceived inaccuracies.

3. The annual departmental review during the non-tenured faculty member's third year towards tenure shall be especially extensive. This review shall include an explicit statement of how well the candidate is meeting the department's expectations for progress towards tenure. The department shall forward a copy of the third-year evaluation to the Dean together with any written statement by the non-tenured faculty pertaining to it. If the candidate's progress is deemed unsatisfactory overall, he or she will be notified consistent with AAUP guidelines that his/her contract will not be renewed. Satisfactory progress and reappointment after third-year review requires evidence that satisfies at least one of the following three requirements:

1. a book-length scholarly study ready for press (dissertations included),
2. a number of full-length articles accepted by refereed journals,
3. substantial progress on a book other than the dissertation

4. In the spring preceding the year in which the vote on the candidate's tenure is to take place, the Department Chair in conjunction with the Advisory Committee and relevant subject specialists shall begin to gather the information necessary for the department's final deliberations. This will consist primarily of the determination of no fewer than four impartial subject specialists who will be asked to comment on the candidate's scholarly potential. These specialists should be full professors and at least three should be at AAU public Research I institutions. The letters shall be solicited in the following manner:

- a. The candidate will submit a list of three to six names to the Department Chair. The Department Chair in consultation with members of the Advisory Committee and subject specialists shall select three names from this list. The Department Chair in consultation with members of the Advisory Committee and, if necessary, other department specialists will select three subject specialists not on the candidate's list. These six subject specialists shall be contacted during the spring inquiring as to their availability to review the scholarship of the candidate.
- b. The candidate shall be requested to supply the Department Chair with an updated curriculum vitae, reprints or typescripts of publications accepted or in press, and copies of student evaluations. The faculty member shall have the opportunity to review all materials in his or her file with the exception of the confidential letters from impartial referees.

- c. Early in the Fall Semester in which the candidate is to be evaluated, the entire tenured faculty shall be requested to review these materials and a vote by secret ballot shall take place. The results of the vote shall be forwarded consistent with University policy to the Dean of the College. Any narrative material used in this communication will be prepared by the Chair and will be reviewed by the Advisory Committee prior to its forwarding by the Dean.

The entire tenured faculty shall constitute the committee responsible for reviewing and evaluating these materials, and this body shall make its recommendation by means of a secret ballot. Any additional narrative material required by the College or the campus committee will be prepared by the Chair and will be reviewed by the Advisory Committee prior to its forwarding to the Dean.