

Post-Tenure Review Guidelines
Department of Romance Languages and Literatures
Approved by the tenured faculty, (February 14, 2011)

Tenured professors (like all regular faculty members) must be evaluated every year in the areas of teaching, research, and service. The department uses a scale of 1 through 5, with 3 meaning satisfactory and 5 meaning excellent. Annual reviews are conducted by the department's advisory committee, composed of three tenured faculty members, the associate chair, and the chair. All tenured faculty members are expected to score at least a 3.00 in each of the three areas to receive an overall satisfactory evaluation.

a. Teaching of tenured faculty is evaluated on: 1. classroom performance as indicated by student evaluation questionnaires; 2. materials (syllabi, sample exams, for example) submitted by the individual faculty; 3. advising and mentoring of graduate students; and 4. other teaching activities conducted outside of the traditional classroom setting, such as, teaching independent study classes, working with students on conference paper presentations or publications, or directing a study abroad program.

A score of three in teaching is awarded to tenured faculty who teach their required teaching load (comprised of writing intensive classes, capstones, and/or graduate seminars, as needed); who receive problem-free evaluations on any of the evaluation forms used in the department; and who do their fair share of advising and mentoring graduate students.

b. Research of tenured faculty is evaluated by: 1. peer-reviewed publications (articles and books) ; 2. quality of journals and presses in which the articles and books are published; 3. other scholarly activities, such as the production of documentaries, videos, and films; 4. presentations at professional meetings and/or invited presentations at other universities; and 5. external and internal research proposals submitted and awarded.

A score of three in research is awarded to tenured faculty who, in a five-year period, publish a minimum of one book or three significant articles in refereed journals, and who maintain their membership on the doctoral faculty.

c. Service contributions include those for the department, campus, and profession. Tenured faculty members in addition to serving on departmental committees are expected to serve on important college and/or campus-wide committees. Moreover, they are expected to engage in professional service, which includes editorial responsibility for international/national journals; manuscript reviews for international/national journals and presses; outside reviews of tenure/promotion dossiers solicited by other universities; organization of conferences, symposiums, or workshops; or appointment on boards of professional organizations.

A score of three in service is awarded to tenured faculty who provide evidence that, in a five-year period, they have served on at least two important college/campus committees, and that they have done a fair amount of professional service as outlined above.

Beginning with the first year of tenure, faculty undergo post-tenure review every five years. During this review, the Chair examines the faculty member's CV as well annual reports for the past five years to determine satisfactory or unsatisfactory performance for that period. Satisfactory performance requires evidence of a continuing research agenda and an average score of 3 or better over that period in teaching, research, and service. Faculty whose performance is found to be unsatisfactory will meet with the Chair to devise a plan to remedy all problems leading to that unsatisfactory performance. After the meeting, the Chair will send a formal letter summarizing the meeting to the faculty member, who will sign the letter and return it to the Chair. The faculty member is expected to meet all requirements for a satisfactory performance by the next post-tenure review.