

DEPARTMENT OF ENGLISH
PROCEDURES FOR PROMOTION, TENURE, SECOND-YEAR AND EMERITI REVIEWS
Approved March, 1995.

The following procedures supplement the UMCP campus policy governing Appointments, Promotion and Tenure (APT), which applies to all personnel actions in the Department of English; these procedures will guide the department's implementation of campus policy. UMCP campus policy is described in the Faculty Handbook, I: 12-17.

I. Criteria for tenure and promotion

Campus policies regarding criteria for appointment and promotion are stated in the Faculty Handbook, I: 7-9.

The English Department affirms the campus criteria for tenure and promotion and expects excellent teaching, responsible professional service, and significant published research, scholarship, or creative work.

II. Identification of Candidates

Each year the College of Arts and Humanities notifies the unit administrator of the mandatory tenure, job-security, and second-year reviews that must occur that year. The unit administrator shall review the information provided by College for accuracy and completeness.

The Campus APT policy provides that "a tenure-track or tenured faculty member may request a formal review for tenure or promotion" (Faculty Handbook, I: 13).

A. Full professor: Each spring the unit administrator shall contact all associate professors and ask if they want to be considered for promotion to full professor in the following year. Associate professors must notify the unit administrator of their desire to be considered for promotion and provide a current c.v. and copies of publications and other professional materials by April 1.

The unit administrator shall announce the self-nominations to the body of full professors (the APT Committee) and make available to this group for a period of two weeks the prospective candidate's c.v. and publications. At the end of the two-week period, the full professors shall convene to discuss the nominations and to vote on whether a full promotion review of the candidate should be undertaken. A favorable vote by fifty percent (50%) of those voting at or in advance of the meeting shall be required for the case to go forward for full review.

B. Tenure and promotion: Tenure-track faculty, generally assistant professors, who wish to be considered for an early tenure review (i.e. before the mandated sixth-year review) shall consult with the unit administrator. Prospective candidates for an early tenure review will provide a current c.v. and copies of publications and other professional materials by April 1.

Self-nominations for early tenure shall be evaluated by the body of full and associate professors (the APT Committee). The unit administrator shall announce the self-nominations to the body of

full and associate professors and make available to this group for a period of two weeks the prospective candidate's c.v. and publications. At the end of the two-week period, the full and associate professors shall convene to discuss the nominations and to vote on whether a full promotion and tenure review of the candidate should be undertaken. A favorable vote by fifty percent (50%) of those voting at or in advance of the meeting shall be required for the case to go forward for full review.

C. Except in mandatory tenure reviews, candidates may withdraw their case from full consideration at any time prior to the convening of the Committee.

III. Composition of APT Committee and Constitution of APT and Second-Year Review Subcommittees; Selection of APT Committee Chair

A. APT Committee(s)

1. For promotions within the Department from Associate to Full Professor, the APT Committee shall be the Full Professors.
2. For promotions within the Department from Assistant Professor to Associate Professor, the APT Committee shall be the Full and Associate Professors.
3. For reappointment of Assistant Professors to a second three-year contract, the voting body shall be the Full, Associate, and Assistant Professors (with the exception of the candidate).
4. For appointment of external candidates at the rank of Full Professor, the APT Committee shall be Full Professors. For appointment of external candidates at the rank of Associate Professor, the APT Committee shall be Full and Associate Professors. Before such appointments go forward for consideration by their respective APT Committees, the body of Full, Associate, and Assistant Professors will convene to discuss the candidate and to vote on a recommendation for appointment. A favorable recommendation to move forward with the review by the appropriate APT Committee requires a simple majority vote of those present or having recorded a vote in advance of the meeting.

B. Constitution of APT and Second-Year Review Subcommittees

1. For promotions to Full Professor, the unit administrator in consultation with the candidate and the Coordinating Committee shall appoint a subcommittee of three members of the APT Committee. APT subcommittees for promotions to Professor are appointed in the spring semester prior to the fall semester in which the review will occur.
2. For tenure and promotion to Associate Professor, the unit administrator, in consultation with the candidate and the Coordinating Committee shall appoint a three-person subcommittee of the APT Committee, consisting of a full professor and two other members of the APT Committee. Normally a full professor shall be named chair of the subcommittee. APT subcommittees for tenure and promotion are appointed in the spring semester prior to the fall semester in which the review will occur.
3. For second-year reviews, the unit administrator in consultation with the candidate and the

Coordinating Committee shall appoint a three-person subcommittee comprised of tenured faculty. Second-year review committees are appointed in the fall semester of the second year of the assistant professor's contract and complete their review by the end of the following semester. The conduct of second-year reviews is considered in section VII below.

C. Selection of APT Committee Chair

Campus policy governing APT actions requires that the APT Committee be chaired by a person other than the unit administrator.

1. In the spring semester, once the candidates for tenure and promotion reviews for the following year have been identified and after the APT subcommittee chairs have been appointed, the unit administrator shall then call for nominations from all tenured and tenure-track faculty for the position of APT Committee Chair(s). APT Committee Chair(s) must be at or above the rank to which the candidate seeks promotion. APT subcommittee chairs may not serve as the APT Committee chair. In a year when there are three or more APT cases, the unit administrator may advise the faculty to elect two APT committee chairs. Nominations for the position of APT Committee Chair will be submitted to the body of all tenured and tenure-track faculty for a vote by May 1, and the results of the election are made known by May 15.

IV. Role of APT Subcommittees and APT Committee Chair(s)

A. Role of APT Subcommittees

1. APT subcommittees for tenure and for promotion to full professor shall give full and objective consideration to each candidate's publications and unpublished manuscripts, teaching, and service. Early in the review process, the APT subcommittee shall meet with the candidate to discuss the review and the material and information the candidate will need to provide.

2. Soon after it is convened, the APT subcommittee shall obtain from the candidate a list of potential external reviewers. Requirements for the selection of external reviewers are provided in the campus APT policy (Faculty Handbook, I:13). The APT subcommittee consults with the unit administrator and the APT Committee Chair on the identification of possible external evaluators. The English Department shall solicit the opinions of a total of four external evaluators in each APT review. Two of these will be selected from a list submitted by the candidate. Campus policy regarding confidentiality of external letters applies; i.e. external letters are not made available to the candidate ("Memorandum," Office of the Vice President for Academic Affairs and Provost, Oct. 25, 1993).

3. The APT Subcommittee shall prepare all materials required for departmental review of the case. Early in the fall semester, the unit administrator shall review with all APT Subcommittee chairs and all candidates the documents that must be included in the APT dossier.

4. In addition to the materials required by campus guidelines, the APT subcommittee shall prepare an evaluative report on its findings regarding the candidate's scholarship and/or creative activity, teaching, and service. This report is made available to the full APT committee; it shall contain a recommendation for or against tenure and/or promotion. This evaluative report shall be appended to the APT Committee report prepared by the APT Committee chair after the APT Committee

meets and shall be included in the dossier. Neither the APT subcommittee's report nor the APT Committee report shall be made available to the candidate.

B. Role of APT Committee Chair(s)

1. The role of the APT Committee Chair(s) is described in Campus APT policy (Faculty Handbook, I:12-15). In summary, the APT Committee Chair(s) has the following responsibilities: to chair the APT Committee meeting(s); to administer the vote; and to prepare a written report for the next level of review stating the APT Committee vote and "explaining the basis for the faculty's recommendation insofar as that basis has been made known in the discussions taking place among the members of the committee" (Faculty Handbook, I:13). In a year when there is more than one APT Committee Chair, these committee chairs shall consult with each other in the preparation of the APT Committee Report for each case.

The APT Committee Chair also reviews the unit administrator's summary letter to the candidate (see VI.C.6 below), and, if called upon, shall meet with higher-level review bodies to discuss the case.

2. The APT Committee Chair shall be consulted by the unit administrator on identification and contacting of external reviewers. The APT Committee Chair will consult with all subcommittees before the meeting of the full APT committee to obtain information and clarification about the case as needed.

V. Scheduling of Meetings

A. The initial meeting(s) of the full APT Committee to consider candidates for tenure and promotion and promotion to full professor shall be held early in the week (Monday and/or Tuesday). An additional meeting for further discussion shall be scheduled for later in the same week. Ballots shall be distributed at the first meeting and are due by 3 p.m. on Friday of that week.

B. The scheduling of meetings will be determined by the number of APT cases in any given semester and will be designed to allow time for the fullest possible consideration of all cases.

VI. Voting

A. Voting Procedures

1. Ballots shall be distributed at the first meeting of the APT Committee and are due by Friday at 3 p.m. Absent members of the APT Committee may complete absentee ballots and deliver them to the unit administrator by the same deadline.

B. Recommendation of the Vote

1. For cases involving tenure and promotion and promotion to full professor, a favorable recommendation requires a simple majority of those present or those having recorded a vote in advance.

C. Counting and Reporting of the Vote

1. After the ballots have been collected the unit administrator and the APT Committee Chair(s) count the votes.
2. The unit administrator reports the results of the vote to the candidates by telephone as soon as possible after the counting of the votes.
3. The unit administrator also informs the APT Committee in writing of the results of the vote as soon as possible after the balloting.
4. Once the APT Committee Chair has completed a draft of the APT Committee report for each case, it shall be made available to the full APT Committee in sufficient time to allow for the required review and for correction and revision, if necessary. Campus APT policy provides for the expression of dissenting opinions in written form, which, if supplied by a specified deadline, shall be included in the materials sent forward to the next level of review. Neither the APT Committee report nor the dissenting opinions are made available to the candidate. Any written dissenting opinions that become part of the APT dossier shall also be made available to the APT committee.
5. The letter prepared by the unit administrator for the APT dossier shall be made available to the full APT Committee in that case for review. The unit administrator's letter is not made available to the candidate.
6. No more than two weeks after the completion of the review, the unit administrator shall provide the candidate with a letter indicating the vote of the APT committee and summarizing the following: the APT committee report, the opinions of external reviewers, and the content of dissenting letters, if any.

VII. Second-Year Reviews

The second-year review has a special function since it is seen as an advisory review as well as an evaluative one. Its double purpose is both to assure the Department that the assistant professor is performing well as a teacher, scholar and/or writer, and as a department member, and also to advise the assistant professor as clearly as possible about the standards for promotion and tenure and how she/he is progressing in meeting these standards. The standards applied are understood to be national standards of quality in the field. This review is meant only for the Department's consideration. No documents, only a record of the vote, which indicates whether or not a second three-year contract shall be offered to the assistant professor, are forwarded to the College.

- A. Second-year review committees, appointed as noted above, shall consider all three traditional areas of activity: scholarly and/or creative publications, teaching, and service. Outside evaluations are not normally solicited. The second-year review committee shall meet with its candidate and become familiar with her/his strengths, interests, and personal emphases, and to set procedures for peer evaluation of teaching.
- B. The second-year review committee shall consider various forms of evidence in support of teaching and shall ensure that the candidate is aware of the kinds of documentation that will be required by the campus in a review for tenure.

C. The second-year review committee shall prepare a report on the candidate, which shall be made available, along with the candidate's c.v., to all tenure and tenure-track faculty, excluding the candidate, for discussion at a meeting convened by the unit administrator. A vote on a recommendation for renewal of contract shall be taken at the meeting.

D. The second-year review committee does not give any advice or report to the candidate before the meeting of the tenure and tenure-track faculty, nor does its report become part of the assistant professor's personnel file.

E. The unit administrator shall report the results of the vote at the meeting to the candidate by telephone directly after the meeting. The unit administrator shall also record the vote and write out the recommendations of the review committee, as modified by the voting body, in the form of a letter to the candidate. The unit administrator shall also tell the candidate to consult with the review committee for details of the review.

F. In the event that the voting body does not recommend reappointment by a majority vote, the unit administrator informs the assistant professor that the appointment will terminate at the end of the initial three-year contract. Campus policies regarding initial appointment as set forth in the Faculty Handbook apply.

G. The Department shall conduct an annual informal assessment of all untenured assistant professors for the purpose of advising the assistant professor. After the first year of the assistant professor's contract, classroom visits by other faculty shall be required for the annual review.

VIII. Reviews for Emeritus Status

Retired professors who wish to be considered for emeritus status shall notify the unit administrator of their interest in an emeritus review. Reviews for emeritus status shall be conducted according to the procedures outlined in the Faculty Handbook (I:16-17).

IX. Reviews for Job Security for Full-time Instructors.

Reviews for job security shall be conducted according to the procedures outlined in the Faculty Handbook (I: 19-21) and in manner that is consistent with departmental procedures for other personnel reviews.