

## CMLL Tenure and Promotion Guidelines

Classical and Modern Languages and Literatures (CMLL) policies are in accordance with the College of Arts and Sciences guidelines and Texas Tech University Tenure Policy (OP 32.01).

New faculty will receive a copy of CMLL, College of Arts and Sciences, and TTU policies at the time of hire. In addition, the chair will review these policies during the hiring process and during yearly meetings. Specific duties of the new faculty member will be detailed in the letter of hire. The letter of hire will be referred to during evaluation throughout the faculty member's time at TTU. Faculty are expected to maintain copies of their letter of hire, annual faculty reports, chair's evaluations, and for tenure-track faculty, yearly peer evaluations.

### Expectations for Tenure and for Promotion to Associate Professor\*

Candidates should show strong evidence of research excellence and commitment to teaching and service. Expectations are as follows:

*Research:* Candidates must have a **book in page proofs** with a reputable scholarly press<sup>†</sup> or **six to eight peer-reviewed articles or book chapters** accepted, in press, or published. The quality and length of the publications and their venue will be taken into consideration. Significant non-standard research contributions such as 1) substantial introductions to and editing of a special journal issue or collected volume, 2) pedagogical materials, 3) digital humanities projects, and 4) annotated translations which can be argued to be an original contribution to the field will be counted as equivalent to one article, but no more than one, toward the required number of articles and book chapters. It is the responsibility of the CMLL peer review committee with support from the chair and the outside evaluators to present the argument either in defense or against counting non-standard research contributions as equivalent to an article. Single-authored and co-authored papers are counted equally. Any works with more than two authors will be evaluated on a case by case basis by the CMLL peer review committee in consultation with the candidate. Candidates must attempt to obtain extramural funding from nationally recognized foundations and organizations, or state and federal agencies. Evidence of

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\* While tenure and promotion to associate professor are usually voted on at the same time, they are separate votes. Some examples of how tenure and promotion are different and can be treated differently are 1) when a faculty member will come up early for promotion to associate professor based on their research, teaching, and service profile, but they have not yet been at Texas Tech long enough to be considered for tenure, or 2) when a faculty member receives a positive vote for tenure, but it is considered by the department, the College, or the Provost's Office that the faculty member's research, teaching, or service profile has not yet merited promotion. In the latter instance, tenured candidates seeking promotion to associate professor will follow the same procedures with the same expectations as untenured candidates.

<sup>†</sup> The reputation of a scholarly press will be determined by the chair, faculty in the same area as the candidate, and by outside evaluators.

continued research productivity is expected throughout the period of evaluation, as well as evidence of potential for continued productivity following tenure and promotion.

*Teaching:* Effectiveness in-teaching will be assessed based on peer and student evaluations of teaching, and the candidate's effectiveness in directing graduate and, when relevant, in directing undergraduate research and leading Study Abroad.<sup>‡</sup> Other factors that may be considered are readiness to meet the teaching needs of CMLL and the candidate's particular program according to varying curricular and enrollment demands. Evidence of creativity in teaching and productive curriculum development will also be considered.

*Service:* To be eligible for tenure and promotion to associate professor candidates should show evidence of commitment to program, departmental, and, when appropriate, university and professional service. An appropriate service load will be determined with oversight from the chair and the program director/convener.

### **Procedures for Review of Faculty under Consideration for Tenure and Promotion to Associate Professor**

Annual Faculty Reports play an important part in the tenure and promotion process. The chair reports yearly on tenure-track faculty's progress in the areas of teaching, research, and service and points out areas of strength and areas needing improvement.

#### *Years One, Two, and Four:*

University policy requires that all faculty have their teaching evaluated every year. For members in CMLL, in years one, two, and four the chair will select a peer evaluator, preferably from a specialization other than that of the tenure-track faculty member so as to increase the amount of faculty members familiar with the candidate at the time they come up for tenure and promotion. The peer evaluator is encouraged to meet with the faculty member to discuss their progress toward tenure. However, only teaching is formally evaluated by the evaluator at this time. A copy of the evaluator's report signed by the evaluator and the candidate is due to the chair by April 15.

The candidate will meet with the chair in September and have the option of meeting with the chair and program director/convener together from April 15 – May 15 to discuss progress toward tenure and promotion. This is in addition to the meeting the candidate has with the chair to discuss the candidate's Annual Faculty Review in February.

#### *Year Three:*

CMLL follows the policies and procedures outlined in "College of Arts and Science Procedures for the Third-Year Review of Faculty in Tenure-Track Positions." It is expected

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<sup>‡</sup> Faculty who teach in a program without graduate students are still expected to be involved in graduate research by such things as serving on dissertation, thesis, and exam committees; directing graduate-level individual studies; and serving as the Graduate School representative at dissertation defenses. It is the responsibility of the faculty member to find ways to direct graduate research.

that the candidate be familiar with this document. The policies will also be reviewed during the 1st- and 2nd-year meetings with the chair and program director/convener and at the beginning of the 3rd-year. The third-year committee is selected according to CMLL policy described below. All tenured faculty will meet to discuss the candidate's third-year case at least one week before March 15. Ballots to vote on whether the candidate is making satisfactory progress toward tenure and promotion will be distributed to faculty who will have until March 15 to return them to a designated staff member.

Important dates in Year 3:<sup>§</sup>

- September 30 – committee formed
- January 20 – dossier materials due to the committee \*\*
- February 15 – committee report due
- March 15 – faculty vote completed

*Year Five:*

Year five is the final full year of the probationary period. It is during this year a fifth-year committee will be formed to evaluate the candidate's teaching, research, and service contributions. It is expected that candidates are familiar with the College of Arts and Sciences guidelines for tenure and promotion and the Texas Tech University Tenure Policy (OP 32.01).

The fifth-year committee is formed according to CMLL policy described below.

To evaluate research accomplishments of the candidate, the committee members will review the publication record and other pertinent information. To assist in the evaluation of this material and in accordance with the College of Arts and Sciences Tenure and Promotion Policy, **eight or more outside authorities** will be consulted, three from a list supplied by the candidate, the other five to be identified by the Review Committee. The majority of the external reviewers must be from peer/peer-aspirant institutions.

Important dates in Year 5:

- September 30 – committee formed
- January 20 – dossier materials due to the committee
- February 15 – candidate's list of potential reviewers due to Chair
- February 28 – potential reviewers contacted by Chair
- April 15 – committee report due to the candidate
- April 30 – signed committee report due to the Chair

*Year Six:* The faculty member's fifth-year committee will serve as their tenure and promotion committee. A summary of the candidate's research, teaching, and service will be the first page(s) of the document followed by any additional information not covered in the fifth-year review. The fifth-year review will be included as an addendum.

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<sup>§</sup> Unless otherwise specified in TTU Operating Policies & Procedures, all dates in this document are flexible by two to three days.

<sup>\*\*</sup> A list of required dossier materials can be found in the "[College of Arts and Science Procedures for the Third-Year Review of Faculty in Tenure-Track Positions.](#)"

The candidate will prepare their dossier according to the College of Arts and Sciences format. Dossiers are due to the College in mid-October. Depending on the number of faculty coming up for tenure and promotion, the faculty vote should be completed by late September or early October to allow the chair ample of time to write their letter for the dossier.

All tenured faculty will meet to discuss the candidate's tenure and promotion case at least five days before voting is completed. Typically the faculty meet on a Monday and voting concludes at 5 pm on the following Friday. Two ballots will be distributed on that day: one to vote on tenure and one to vote on promotion. Only tenured faculty are allowed to vote on tenure and only associate professors are allowed to vote on promotion. Ballots will be returned to a designated staff member. Ballots are counted by the chair and a member of the voting faculty. Each voting faculty member will submit a typed and unsigned comment explaining the reasons for their vote. These comments will be collected separate from the ballots and appended to the dossier.

#### Tenure and Promotion Box:

Each candidate for tenure is responsible for putting together a box of materials (digital or hardcopy) that will help CMLL colleagues in their evaluation of the candidate's qualifications for tenure and/or promotion. The following materials are usually contained in this box with the appropriate labels underlined:

- A. General Information: 1. CV; 2. Annual Reports—with Chair's evaluation; 3. Peer Evaluations.
- B. Teaching: 1. Teaching Philosophy; 2. Syllabi; 3. Student Evaluation Numbers (summary); 5. Student Comments; 6. Teaching—Other—awards, letters from students, etc.
- C. Coordination of Lower:Level Language Programs (if relevant): 1. Coordination Philosophy; 2. Coordination Materials—syllabi, handbooks, curriculum developed, etc.
- D. Research: 1. Research Philosophy; 2. Research Awards and Grants (summary); 3. Books—with associated reviews; 4. Published Articles; 5. Articles in Press—including related correspondence; 6. Articles Submitted—with information on venue; 7. Citations  
8. Research—Other—book reviews, translations, keynote addresses, etc.
- E. Service: 1. Service Philosophy; 2. Service—Summary—with short descriptions of professional, university, college, departmental, and program duties and activities; 3. Service-Related Materials—with any additional materials, such as posters, brochures, conference programs, etc.

#### **Expectations for Promotion to Professor**

From the [College of Arts and Sciences document on tenure and promotion](#):

- a. The candidate's academic achievement and professional reputation must be superior and should have resulted in national or international recognition, which may include outreach and engagement.
- b. The candidate is expected to demonstrate a clear and continuing record of significant involvement with undergraduate and/or graduate students in his/her research, scholarship and creative activity, as well as the support of students as appropriate within the candidate's discipline or field of study.<sup>††</sup>

This rank can be earned only by a candidate who has demonstrated continued growth in, and has a cumulative record of:

- c. substantial peer-reviewed publications or creative activities, supported by extramural funding in the form of fellowships, grants, and similar kinds of support appropriate in type and scope to the candidate's discipline or field of study;
- d. teaching effectiveness; and,
- e. contributions to university and professional service.

The Department of Classical & Modern Languages & Literatures expects that faculty seeking promotion to full will maintain or improve teaching performance and service to the department, university, and profession since achieving tenure and promotion to associate professor.

Regarding research production, in order to be considered for promotion to the rank of full professor, the candidate's production should exceed that required for promotion to associate professor. A general guideline would be a book with a reputable scholarly press plus three to four peer-reviewed articles or book chapters for faculty in literary and cultural studies, and nine to ten peer-reviewed articles and book chapters for faculty in linguistics and classical archeology. Quality of placement is considered.<sup>‡‡</sup> Candidates must attempt to obtain extramural funding from nationally recognized foundations and organizations, or state and federal agencies.

With approval from the department chair, faculty considering promotion to full should meet with the Associate Dean in charge of Faculty and Graduate Affairs in the College of Arts and Sciences to help determine their readiness.

Important dates:

- September 15 – candidate makes intention to go up for promotion known to chair
- September 30 – committee formed
- January 20 – dossier materials due to the committee
- February 15 – candidate's list of potential reviewers due to chair
- February 28 – potential reviewers contacted by chair

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<sup>††</sup> It is the responsibility of the faculty member to find ways to direct graduate research in order to be considered for promotion.

<sup>‡‡ ‡‡</sup> The reputation of a scholarly press and the quality of placement of articles and book chapters will be determined by the chair, faculty in the same area as the candidate, and by outside evaluators.

April 15 – committee report due to the candidate  
April 30 – signed committee report due to the chair

### **Selection of Peer Evaluators and Formation of Evaluation Committees**

Peer evaluators and peer evaluation committees will be selected in the early fall of each probation year and, for faculty intending to go up for full, in the year prior to the submission of their dossier to ensure that there are no conflicts which would keep the evaluators from visiting the candidate's course in person. Watching a taped version of a class instead of attending in person should only be done when there is no other way for a course to be evaluated and then only in consultation with the department chair.

The committee for the third- and fifth-year reviews will be comprised of three tenured members of CMLL faculty, at least one of whom should be in a program or specialization different from that of the candidate. Members will be selected as follows. The candidate will select a faculty member from their program or area of specialization. If there are no tenured faculty in the same program or specialization, the candidate may select any tenured faculty member. The department chair will then appoint a member. The two members of the committee will choose a third member and the three members will then elect the chairperson of the committee and determine which committee member will write the research, teaching, or service component of the report.

The committee for promotion to full professor will be constituted from full professors in CMLL. However, in consultation with the department chair, the candidate may select a committee member from another department. The only other difference from the process for tenure and promotion to associate professor is that the candidate is not required to select a member from their area of specialization.

### **Responsibilities of the Peer Evaluator and the Evaluation Committee**

It is expected that all faculty will be familiar with CMLL and College of Arts and Sciences guidelines on tenure and promotion and Texas Tech University Tenure Policy (OP 32.01), including relevant dates.

The peer evaluator of a tenure-track faculty member in years one, two, and four will attend at least one course in person. The evaluators for a tenure-track faculty member in years three and five and faculty going up for full will attend two different classes in person. At least two different courses will be visited over the academic year. If possible, one of the two courses should be at the graduate level and the other at the undergraduate. The candidate will be notified in advance regarding the time of the class observation. The candidate will provide some background on the classes to be observed, including a lesson plan and other pertinent materials.

The Peer Evaluation Report for tenure and promotion should be organized as follows:

- Overview summarizing the committee's findings regarding progress towards eventual tenure and/or promotion and noting any areas of strength and effectiveness and areas needing improvement or change. That page should have signatures of each member of the peer review committee and the candidate.
- Summary Statement on Teaching summarizing the findings, observations, and recommendations of the committee and followed by individual classroom observation reports done by each committee member.
- Research Report detailing the findings, observations, and recommendations of the committee.
- Service Report detailing the findings, observations, and recommendations of the committee.

In cases where a candidate has significant course coordination responsibilities that result in course reductions under the workload policy (OP 32.18), evaluation of their coordinating performance is to be part of the teaching evaluation.