

**DEPARTMENT OF FRENCH AND FRANCOPHONE
STUDIES
PROCEDURES AND CRITERIA
FOR PROMOTION, TENURE,
AND MID-PROBATIONARY REVIEW**

APPROVED BY THE FACULTY OF FRENCH AND FRANCOPHONE STUDIES
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Departmental procedures and criteria for promotion and tenure must follow the UIC Promotion and Tenure Guidelines issued each year by the Office of the Provost and Vice Chancellor for Academic Affairs: <http://www.uic.edu/depts/oa/pt.html>. This document must be regarded in conjunction with the Campus P&T guidelines.

The procedures and criteria for determining recommendations of Promotion, Tenure and Non-Retention in the Department of French and Francophone Studies are based on the Statutes of the University of Illinois, Article IX, Section 3e:

“In determining appointment to, and salaries and promotion of academic staff, special consideration shall be given to the following: (1) teaching ability and performance; (2) research ability and achievement; and (3) ability and performance in continuing education, public service, committee work, and special assignments designed to promote the quality and effectiveness of academic programs and services.”

This document consists of four sections

- I. Tenure and promotion to associate professor
- II. Promotion to full professor.
- III. Appointments in the Clinical Track
- IV. Promotion in the Non-tenure Lecturer Track

(For procedures and criteria for promotion in the clinical track, see also Department By-laws).

I. Tenure and promotion to associate professor

1. Introduction

In order to obtain tenure and promotion to the rank of associate professor, the candidate must show excellence in all three areas of research, teaching and service.

Providing mathematically exact criteria for promotion and tenure is impossible. The following are guidelines that circumscribe the range of reasonable expectations and

interpretations of notoriously vague terms such as “research excellence”. Adequate mentorship is extremely important: Mentors, senior colleagues and the department head should be consulted regularly, before, e.g., submitting a manuscript for publication to ensure that they agree as to what constitutes a good academic press, a good journal etc.

2. What is required?

2.1 Research

The centerpiece of a successful tenure and promotion case to associate professor in French and Francophone Studies is a scholarly monograph published with a press known for its rigorous review process. This monograph is usually a substantially revised version of the dissertation but does not have to be. The monograph can be published in either English or French as long as a rigorous blind-review process is maintained.

The candidate should also present evidence that s/he has made a substantial effort to disseminate their work by means of articles, book chapters, conference presentations, etc., particularly in peer-reviewed outlets with established reputations in the field. Some of this work should be material that is not included in the monograph.

Electronic publications will also be considered. The standing of any electronic journal will be judged by the same criteria used for a print journal. These criteria include the journal's peer review policy, its rate of acceptance, the nature of its editorial board and publisher, and its general profile in the field it covers.

Other electronic scholarship, such as websites, blog posts, etc. shall be considered as service to the profession.

A tenure committee tries to find out if the candidate will remain an active scholar after tenure. For this reason, candidates will be expected to furnish evidence that a second, independent, major research project is planned or in progress.

Other forms of evidence that the candidate is making an impact in their field can help bolster their tenure and promotion case: fellowships, small grants, invitations to review, memberships in editorial boards, citations, etc.

2.2 Teaching

The Department expects all professors to be excellent teachers at all levels and effective mentors of graduate students. The main sources of data to gauge teaching effectiveness are (i) peer evaluations of class visitations and (ii) student evaluations. Other contributions and materials to be considered may include syllabi and assignments, the development of new courses or new topics in existing courses, the development of digital instructional material, a record of effective innovation in teaching methods and course

design, evidence of specific and effective efforts to improve teaching, contribution to the development or revision of the Department's curriculum, and teaching awards. Tenure track faculty should arrange to have class visitations at least once every year.

Other sources of evidence of teaching excellence can also be considered: teaching awards, membership in graduate committees, development of new courses or revamping of old ones.

2.3 *Service*

Tenure track faculty are not expected to carry a heavy administrative load. However, they will be expected to perform their duties competently in committees within the department and LCSL. Membership in college-level or university-level committees is not required.

3. **Procedure**

3.1 *Chronology (for a T1 hire)*

Spring semester of T3 year: mid probationary review

Spring semester of T5 year: Process to apply for tenure begins: candidate submits package, head solicits external evaluators.

September of T6 year: Departmental level committee votes on a recommendation. The head writes an endorsement letter and takes the whole package to the next administrative level.

December of T6 year: The college Executive Committee meets and evaluates tenure and promotion cases. The dean writes an endorsement letter and takes the whole package to the next administrative level.

February-march of T6 year: Campus Promotion and Tenure committee meets and votes on tenure and promotion cases from the entire campus. The provost, in consultation with the vice-provost of faculty affairs, writes the final recommendation for the Board of Trustees.

Spring-summer of sixth year: Board of Trustees' final decision.

Notice that this schedule is very tight and can only be extended for paternity/family leave or medical reasons. In effect, the candidate is evaluated on work submitted and accepted for publication by the end of the fifth year of the appointment. More often than not, an article or monograph manuscript is accepted for publication more than a year after the date of the original submission.

For hires with different tenure numbers (T2, T3 etc) the steps are the same but the mid-probationary review takes place whenever the mid-point in their probationary period falls.

3.2 *Mid-probationary review*

Campus policy requires that a formal, internal review of faculty on probationary contract take place no later than the mid-point of a faculty member's probationary period. The purpose of the mid-probationary review is to assess the progress of tenure-track faculty, provide suggestions for improvement if needed and/or provide the basis for a recommendation of termination of employment for unsatisfactory performance. The outcome of the mid-probationary review is a report by the head to the dean of LAS.

The Mid-Probationary Review Committee is appointed by the department head. The committee should consist of no fewer than two tenured faculty at the associate and full professor ranks with at least a 50% appointment in the department. Ideally, at least two members should be in the candidate's general field.

In the case of joint appointments each department must conduct its own complete mid-probationary review. Each executive officer must submit his or her own statement, regardless of the percentage appointment.

Faculty members with T3 (or as specifically indicated in the candidate's letter of appointment) should submit to the department the following materials:

- ✓ Current Curriculum Vitae
- ✓ Completed Promotion and Tenure Papers as currently issued by the Office of the Provost and Vice Chancellor for Academic Affairs. These papers include a submission of the materials listed in the curriculum vitae following the categories stipulated by the University, a summary of student evaluations, as well as the research, teaching, service, and interdisciplinary research statements. These Promotion and Tenure Papers will guide the Mid-Probationary Review Committee in its own assessment of the candidate's progress and will be for internal departmental/committee use only.
- ✓ Copies of offprints of published materials.
- ✓ Typescripts of work accepted for publication accompanied by letters of acceptance.
- ✓ Typescripts of work submitted for publication.

Following College recommendations, letters from external reviewers will not be solicited for the Mid-Probationary Review.

The Mid-Probationary Review Committee will generally consider the following question: "Is the candidate progressing satisfactorily in all areas toward the goal of tenure and promotion?" A thorough written review of the candidate's progress, and the outcome of that review, will be placed in departmental files and a copy given to the faculty member under review. That individual is then given an opportunity to comment orally and/or in writing, and any written comments will be made part of the departmental personnel file. The faculty member must endorse that he/she has received and read a copy of the evaluation.

The Head will then make a recommendation to the Dean in the form of a written report. This report will be placed in departmental file and a copy will be given to the faculty member under review. That individual is then given an opportunity to comment orally or in writing, and any written comments will be made part of the departmental personnel file. The faculty member must endorse that he/she has received and read a copy of the evaluation.

The Dean will decide whether or not to renew the contract and the probationary faculty must be informed of this recommendation. A copy of the written evaluation signed by the Dean of the respective college and the faculty member's signature and written response, if any, (or a brief summary of these), must be forwarded to the Office of the Provost and Vice Chancellor for Academic Affairs. A recommendation for a termination contract, if warranted, will be submitted by the Provost for the Board of Trustees' approval. A copy of the full review and the faculty member's response, if any, shall be kept on file in the college office.

The final copy of the mid-probationary review must be placed in the department file and a copy given to the faculty member under review. An electronic copy of the review must also be maintained.

The mid-probationary reviews must be included in the tenure and promotion application package.

3.3 Application for tenure and promotion to associate professor

In the spring of T5, the candidate will submit their application materials:

- ✓ Current Curriculum Vitae.
- ✓ Completed Promotion and Tenure Papers as currently issued by the Office of the Provost and Vice Chancellor for Academic Affairs. These papers include a submission of the materials listed in the curriculum vitae following the categories stipulated by the University, a summary of student evaluations, as well as the research, teaching, service, and interdisciplinary research statements.
- ✓ Copies of offprints of published materials.
- ✓ Typescripts of work accepted for publication accompanied by letters of acceptance.
- ✓ Typescripts of work submitted for publication.

The samples of scholarly work will be sent to no fewer than five and no more than eight external evaluators. Evaluators will be asked to provide their candid opinion on the quality of the candidate's scholarly output. The candidate will not know who the evaluators are and will have no access to the evaluations.

If the candidate has published in collaboration, letters from collaborators will also be solicited.

An ad hoc Promotion and Tenure committee will be appointed to examine in detail the candidate's record in research, teaching, and service. The committee will vote on a recommendation for tenure and promotion at a meeting that will take place in September of T6 year. The department head will serve in the committee *ex officio* without the right to vote.

The committee will consist of at least 5 members as follows: (i) all tenured faculty members with at least a 50% appointment in the department with rank of associate professor or above, (ii) one member of LCSL appointed by the director of LCSL. If (i) and (ii) yield less than 5 members, the director of LCSL will appoint additional members from the school or, upon consultation with the dean, will invite additional members from the college or the campus.

The chair of the committee, in conjunction with fellow committee members, will be in charge of presenting the merits of the case to eligible faculty members in a special meeting where a secret ballot vote will be cast. The department head will write an independent endorsement and the whole package will be taken to the next administrative level while a copy will be kept in the department.

A rough draft of the forms should be sent to the Head and Assistant Director of Academic and Faculty Affairs by July 1st, with a final draft due September 1st. Any materials to be distributed to reviewers should be submitted to the Head and the AD digitally via box by April 1st. The tenure committee meeting should take place in mid to late September.

II. Promotion to full professor.

1. Introduction

In order to obtain promotion to the rank of full professor, the candidate must show continuing excellence in all three areas of research, teaching and service.

The following are some guidelines that circumscribe the range of reasonable expectations for a promotion to full professor as well as reasonable interpretations for notoriously vague terms such as "excellence in research". At this stage of a faculty member's career, adequate mentorship remains extremely important.

2. What is required?

2.1 Research

Promotion to full professor in French and Francophone Studies requires a scholarly monograph with a press known for its rigorous review process. The monograph should be published after the last personnel action. It can be published in either English or French as long as a rigorous blind-review process is maintained.

The candidate should present additional evidence that he/she has made a substantial effort to disseminate his or her work by means of articles, book chapters, conference presentations, etc., particularly in peer-reviewed outlets. Electronic publications will also be considered.

Other forms of evidence that the candidate is making an impact in their field can help bolster their promotion case: fellowships, small grants, invitations to review, memberships in editorial boards, citations, etc.

2.2 *Teaching*

The Department expects all professors to be excellent teachers at all levels and effective mentors of graduate students. The main sources data to gauge teaching effectiveness are (i) peer evaluations of class visitations and (ii) student evaluations. Associate professors should arrange to have class visitations at least once every two years.

Other sources of evidence of teaching excellence can also be considered, in particular teaching awards. Candidates to promotion to full professor are also expected to have provided substantial contributions to our curricula via the development of new courses and the revamping of old ones.

2.3 *Service*

Tenured faculty members are expected to provide leadership in the governance of the department and/or the LCSL. They will also be expected to participate in college-level or university-level committees.

3. **Procedure**

The process is initiated by the candidate. A written note to the head of the department suffices to put into motion the promotion process. It is highly recommended that the candidate consult with a mentor as well as the department head before a decision is made to apply for promotion.

The candidate will submit the following application materials:

- ✓ Current Curriculum Vitae.

- ✓ Completed Promotion and Tenure Papers as currently issued by the Office of the Provost and Vice Chancellor for Academic Affairs. These papers include a submission of the materials listed in the curriculum vitae following the categories stipulated by the University, a summary of student evaluations, as well as the research, teaching, service, and interdisciplinary research statements.
- ✓ Copies of offprints of materials published after the last personnel action.
- ✓ Typescripts of work accepted for publication accompanied by letters of acceptance.
- ✓ Typescripts of work submitted for publication.

The samples of scholarly work will be sent to no fewer than five and no more than eight external evaluators. Evaluators will be asked to provide their candid opinion on the quality of the candidate's scholarly output. The candidate will not know who the evaluators are and will have no access to the evaluations.

If the candidate has published in collaboration, letters from collaborators will also be solicited.

An ad hoc Promotion and Tenure committee will be appointed to examine in detail the candidate's record in research, teaching, and service. The committee will vote on a recommendation for promotion at a meeting that normally takes place in September. The department head will serve in the committee *ex officio* without the right to vote.

The committee will consist of at least 5 members as follows: (i) all faculty members of with a 50% appointment in the department and a rank of full professor, (ii) one member of LCSL appointed by the director of LCSL. If (i) and (ii) yield less than 5 members, the director of LCSL will appoint additional members from the school or, upon consultation with the dean, will invite additional members from the college or the campus.

The chair of the committee, in conjunction with fellow committee members, will be in charge of presenting the merits of the case to eligible faculty members in a special meeting where a secret ballot vote will be cast. The department head will write an independent endorsement and the whole package will be taken to the next administrative level while a copy will be kept in the department.

For promotion cases from Associate to Full professor, faculty should indicate the desire to proceed by February 15th, in order that the Head can put together the committee and a list of reviewers to send out requests by April 15th.

III. Appointments in the Clinical Track

Appointments to the clinical faculty track include Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor. These faculty appointments are not eligible for tenure. The clinical track is intended to stimulate and reward excellence in teaching and professional practice activities, and to promote and credit contributions in the areas

of research/scholarship and service as appropriate. Teaching is a substantial part of all clinical appointments but such appointments necessarily involve activities beyond teaching. In the Department of French and Francophone Studies, such activities include, but are not limited to, direction of language programs or projects, the training and supervision of teaching assistants and lecturers, development of courses, curricula, and technology for teaching. Clinical faculty, per LAS guidelines, will be reviewed at least once every five years.

Promotion in the Clinical Track

Promotion procedures follow those of the College.

<http://www.uic.edu/las/faculty/officers/policiesdocs.shtml>.

1. Promotion to Clinical Associate Professor

For promotion to Clinical Associate Professor, candidates will be expected to have experience at the Clinical Assistant Professor rank or equivalent; to have demonstrated excellence in the area of teaching and practice, to have shown some participation in service; and to have made substantive contributions to scholarship in pedagogy and practice.

2. Promotion to Clinical Full Professor

For promotion to Clinical (Full) Professor, candidates will be expected to have experience at the Clinical Associate Professor rank or equivalent; to have demonstrated excellence in the area of teaching and practice; to have made contributions to service; and to have made externally recognized contributions to scholarship in pedagogy and practice; and demonstrated leadership in their field.

IV. Promotion in the Non-tenure Lecturer Track

Promotion in the Non-Tenure Lecturer track procedures follow those of the College: (paste link here; not yet available). For the promotion to Senior Lecturer, candidates need to inform the department head about their interest in being promoted as early as possible to ensure that annual reviews and required observations are completed. As per LAS guidelines, lecturers become eligible to be considered for promotion after 3.5 academic years of 100% appointment as a lecturer occurring within a five-year span.

What is required?

Promotion to the position of Senior Lecturer will be based primarily on a record of excellence in and dedication to teaching. Proof of such excellence and dedication may be provided by a combination of student evaluations, peer observations, contributions to curricular development, and the items listed in the portfolio described below. The committee will also consider, where appropriate, the candidate's development as a teacher, taking note of where improvements and innovations, as evidenced through pedagogical materials such as lesson plans and syllabi as well as peer observations and student evaluations, have been made over the candidate's career at UIC.

Substantial contributions to research and service are not required for promotion to senior lecturer, but may be taken into account. Examples of such contributions include mentoring undergraduate or graduate students, contributions to the department's online presence, participation in faculty meetings, participation in conferences, and membership in committees at the departmental, college, or university levels.

Annual Review: Lecturers who wish to be promoted will be reviewed annually by a standing or an ad hoc committee of at least three members at the senior lecturer level or above and with at least one tenure-line faculty member. If the lecturer works in a coordinated program under a Language Program Director or course coordinator, the Director or course coordinator should be a member of the committee. The annual review should minimally be based on SIT evaluations and teaching observations [see below]. The candidate should provide the committee with the required information. The candidate should be informed about the outcome of the review in writing.

Observations: Lecturers who wish to be promoted should be observed at least three times during the first two years of teaching, and at least once a year thereafter. Observations can be conducted by members of the department at the senior lecturer level and above (senior lecturers, clinical, and tenure-line faculty). The teaching observation schedule is arranged by the department head, who ensures that at least one observation has to be completed by a tenure-line faculty member. If it is reasonable, observations can be done across departments within the School. Observations should follow either the observation template of the School or that of the BLP for whom the lecturer works and should be shared with the candidate. The candidate has the right to respond to the teaching observation in writing. The response should be submitted directly to the department head.

Promotion process: At the end of the Fall semester the department head appoints a committee of at least three people to review the candidate's dossier and decide whether the candidate has fulfilled all requirements for promotion. At least one of the members must be tenure-line faculty and the committee can include lecturers who have worked full time at UIC for more than five years, senior lecturers, and clinical faculty. If the lecturer has worked in a coordinated program under a Language Program Director or course coordinator, the Director or course coordinator should be a member of the committee. The committee should also include a member from outside of the candidate's department.

The candidate is responsible for providing all required materials for the promotion packet as well as an evaluation portfolio to demonstrate excellence in teaching (items 4 and 7 outlined in the LAS guidelines). All materials need to be submitted to the committee by the end of the first week of classes in the Spring semester. In addition to the portfolio items outlined by LAS, materials could include and are not limited to: unsolicited emails from students, evidence of student participation in the School's In/Between poster session and UIC's research forum, lecturer participation in teaching related workshops (e.g., at the LCLC) and conferences (e.g., Language Symposium), outreach efforts, and the organization of and participation in extracurricular activities for students, participation in committees and faculty meetings.

The department head and the assistant director of academic and faculty affairs of the School complete all forms required by the college.

All senior lecturers, clinical and tenure-line faculty in the department are eligible to vote.

All materials that are part of the promotion package should be made available to voting members two weeks prior to the vote. In order to vote members must be physically present in the room or on Skype. The candidate must be notified of the outcome of the vote within one week. If the vote is positive the department head will add a letter of endorsement to the packet and forward it to the Director of the School. If the Director supports the promotion he or she will add a letter of endorsement and forward the materials to LAS for review.