

# DEPARTMENT OF HISPANIC AND ITALIAN STUDIES PROCEDURES AND CRITERIA FOR PROMOTION, TENURE, AND MID-PROBATIONARY REVIEW

*Approved by unanimous vote on Friday, October 28, 2016.*

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 Hispanic and Italian 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:

- Tenure and promotion to associate professor
- Promotion to full professor.
- Promotion to associate clinical professor without tenure.
- Promotion to senior lecturer

## **I. Tenure and Promotion to Associate Professor**

### **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. For promotion from Assistant to Associate Professor with indefinite tenure, emphasis is placed on evidence of independent scholarship of the highest quality, promise of future scholarship (with external support where normative), and effective teaching and service to the Department and/or Community. The disciplinary standards of research excellence employed must be commensurate with those for promotion to Associate Professor with indefinite tenure at the level of a Research 1 Institution. A range of effective teaching contributions should be demonstrated through regular peer and student evaluations. While service is secondary to research and teaching for promotion to Associate Professor, candidates should have made some service contributions, most typically to their units.

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 regularly consulted following an established mentoring plan. Consultation regarding the quality of publishing venues and presses, the pace of publication, the frequency of conference presentations, teaching performance, and service commitments is fundamental for the professional development of junior faculty.

## **What is required?**

### **2.1 Research for candidates in literature**

The centerpiece of a successful tenure and promotion case to associate professor in Hispanic literatures and cultures is a scholarly book published with a press known for its rigorous review process. This book is usually a substantially revised version of the dissertation but does not have to be. The book can be published in any language as long as a rigorous blind-review process is maintained. At the time the tenure documents are submitted, it is sufficient that the manuscript has been accepted by the publisher.

### **2.2 Research for candidates in linguistics**

Candidates for tenure and promotion to associate professor in Hispanic linguistics will be expected to have produced a substantial body of work in the form of peer-reviewed journal publications. In order to evaluate the quality of these publications, the promotion committee will use the European Science Foundation classification of journals as a guide. The candidate should make sure that at least some of their publications appear in ESF A journals.

An NSF/NIH research grant is not required but it is regarded as a major achievement for a scholar in linguistics at any stage of their career.

### **2.3 Research for all candidates**

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. Electronic publications will also be considered.

Additionally, the tenure committee will assess the candidate's long-term scholarly profile and will, therefore, inquire regarding the candidate's agenda for continuing and future research. For this reason, candidates will be asked to furnish evidence that a second, independent, major research project is already in progress.

Fellowships, small grants, invitations to review, memberships in editorial boards, citations, etc. can be used as evidence that the candidate is making an impact in their field.

### **2.4 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) student evaluations and (ii) peer evaluations of class visitations. The department head will arrange class visitations for, and in consultation with, all tenure-track faculty at least once a 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.

### **2.5 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 forwards the whole package to the director of LCSL, who writes their own independent recommendation. December of T6 year (usually): The college Executive Committee meets and evaluates tenure and promotion cases. The dean writes an endorsement letter and forwards 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 parental 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. "In Progress", "Submitted", or "Under Review" articles, book chapters and monographs are considered separately and do not hold the same weight as materials that are accepted, forthcoming or already published. Candidates do have the ability to change the status of a publication from "submitted" or "under review" to "accepted" or from "forthcoming" to "published" up to the time the file goes to the Board of Trustees.

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 output of the mid-probationary review is a report of the head to the dean of LAS.

The Mid-Probationary Review Committee is appointed by the department Head. The committee should consist of no less than three tenured faculty at the associate and full professor ranks with a 50% appointment in the department. 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 their 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 decides 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 less 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 with the aim of ascertaining the contribution of the candidate.

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 chair 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 with 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.

## **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.

For promotion from Associate to Full Professor with indefinite tenure, emphasis is placed on evidence of outstanding contributions with respect to scholarship and significant contributions to teaching and service. Candidates should demonstrate they have achieved a national and international reputation and made scholarly contributions that go substantially beyond the accomplishments for which they were promoted to Associate Professor. Disciplinary standards of research excellence should be commensurate with those for promotion to Full Professor with indefinite tenure at the level of a Research 1 institution. A range of effective teaching contributions should be demonstrated through regular peer and student evaluations. Candidates for Full Professor are typically expected to have contributed to curriculum and to have

undertaken supervision of individual students, including graduate supervision in units with a graduate program. In addition, substantive service both within and beyond the unit is expected for promotion to Full Professor.

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 for candidates in literature**

The centerpiece of a successful tenure and promotion case to associate professor in Hispanic literatures and cultures is a scholarly book published with a press known for its rigorous review process. The book can be published in any language as long as a rigorous blind-review process is maintained.

### **2.2 Research for candidates in linguistics**

Promotion to full professor in Hispanic linguistics requires a substantial body of work in the form of peer-reviewed journal publications published after the last personnel action. In order to guarantee the quality of these publications, the candidate should make sure that at least some of their publications appear in internationally recognized peer-reviewed journals.

A monograph in one of the internationally recognized series in linguistics can also provide evidence of excellence in research, but it is not required. An NSF/NIH research grant is also not required but it is regarded as a major achievement for a scholar in linguistics at any stage of their career. Other significant grants are also considered and valued.

### **2.3 Research for all candidates**

The candidate should present additional evidence that she/he has made a substantial effort to disseminate their work by means of articles, book chapters, conference presentations, etc., particularly in peer-reviewed outlets. Electronic publications will also be considered. Fellowships, small grants, invitations to review, memberships in editorial boards, citations, etc. can be used as evidence that the candidate is making an impact in their field.

### **2.4 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) student evaluations, (ii) peer evaluations of class visitations, (iii) active participation in graduate committees and dissertation defenses. The department head will arrange class visitations for, and in consultation with, the associate professors in the department at least once every two years. The faculty who carry out these visits should be of the same or above rank.

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

## **2.5 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 less 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 with the aim of ascertaining the contribution of the candidate.

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 chair 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 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.

### III. Promotion in the clinical professor without tenure track.

1. Promotion in the Non-Tenure Clinical track procedures follow those of the College. As per LAS guidelines to date (September 27, 2016) "Clinical Assistant Professors are not subject to the seven-year probationary period applicable to tenure-track faculty, but Clinical Assistant and Clinical Associate Professors are to be reviewed at least every five years for retention in rank and/or for promotion. During the fifth year, the clinical faculty member must be informed by the unit administrator that he/she has the right to be reviewed for promotion, provided that the appointment is for not less than 0.5 FTE. Appointments of less than 0.5 FTE and short-term appointments are not ordinarily eligible for promotion in rank. Faculty who are eligible to be considered for promotion have the right to request such a review. Normally these reviews take place at the commencement of the sixth year of appointment at the rank of Clinical Assistant (or Associate) Professor, but qualified candidates may be considered for promotion at any time deemed appropriate by the department."<sup>1</sup> Clinical assistant professors are evaluated for promotion on significant contributions in scholarship, teaching, and service and the process is very similar to the process established within the tenure track, including an external peer review committee. In order to organize a dossier to apply for rank advancement candidates should keep good track of their scholarship, teaching evaluations, and service record.

**2. Annual Review:** Clinicals who wish to be promoted will be reviewed annually by the Lecturer and Clinical Evaluation Committee (see section 6.4). The annual review should minimally be based on SIT evaluations (supplied by the candidate) and teaching observations. The candidate should be informed about the outcome of the review in writing.

**3. Observations:** The teaching observation schedule is arranged by the chair of the lecturer committee, who ensures that at least one observation is completed by a tenure-line faculty member. If there is good reason for it, observations can be requested from faculty members in LC SL.

Observations should follow the observation template of the School, downloadable here:

<http://lcsl.uic.edu/docs/lcsl/peerobservationsept2012.pdf?sfvrsn=0&sfvrsn=0>

Soon after the observation, there should follow a meeting between the candidate and the observer. The candidate has the right to respond to the teaching observation in writing. The response should be submitted directly to the department head. Both a signed or initialed observer's report and the response are filed in the candidate's digital file.

**4. Procedure:** The academic year preceding the evaluation of the promotion case the candidate will submit the following documents:

- 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, and documentation of at least three peer class observations.
- Copies of offprints of published materials.
- Typescripts of work accepted for publication accompanied by letters of acceptance.
- Typescripts of work submitted for publication.

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<sup>1</sup> See [https://www.las.uic.edu/docs/eo-handbook/las-pt-guidelines-for-clinical-track\\_final2.doc?sfvrsn=2](https://www.las.uic.edu/docs/eo-handbook/las-pt-guidelines-for-clinical-track_final2.doc?sfvrsn=2).



The samples of scholarly work will be sent to no less than three and no more than five external evaluators. Evaluators will be asked to provide their candid opinion on the quality of the candidate's teaching, service and 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 with the aim of ascertaining the contribution of the candidate.

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 will take place in September of the year the case is presented to the college. The department chair will serve in the committee ex officio without the right to vote.

The committee will consist of at least 5 members as follows: (i) at least three faculty members with a 50% appointment in the department, (ii) one member of LCSL appointed by the director of LCSL, and (iii) a clinical professor with rank of associate or above. If the conditions stipulated above cannot be fulfilled, 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.

#### **IV. Promotion from Lecturer to Senior Lecturer**

**1. Promotion in the Non-Tenure Lecturer track** procedures follow those of the College: (paste link here; not yet available, see pdf file). As per LAS guidelines lecturers become eligible to be considered for promotion to senior lecturer after 3.5 academic years of 100% appointment as a lecturer occurring within a five-year span. The promotion process is initiated by the candidate by a written petition addressed to the department head.

**2. Annual Review:** Lecturers who wish to be promoted will be reviewed annually by the Lecturer and Clinical Evaluation Committee (see section 6.4). The annual review should minimally be based on SIT evaluations (supplied by the candidate) and the teaching observations. The candidate should be informed about the outcome of the review in writing.

**3. 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, for a minimum of four visits by the time promotion is considered. The teaching observation schedule is arranged by the chair of the lecturer committee, who ensures that at least one observation has to be completed by a tenure-line faculty member. If there is good reason for it, observations can be requested from faculty members in LCSL.

Observations should follow the observation template of the School, downloadable here: <http://lcsl.uic.edu/docs/lcsl/peerobservationsept2012.pdf?sfvrsn=0&sfvrsn=0>

Soon after the observation, there should follow a meeting between the candidate and the observer. The candidate has the right to respond to the teaching observation in writing. The

response should be submitted directly to the department head. Both the observer's report and the response are filed in the candidate's file.

**4. Promotion process:** At the end of the Fall semester the Lecturer and Clinical Evaluation Committee will meet to review the candidate's dossier and decide whether the candidate has fulfilled all requirements for promotion. If the lecturer has worked in a coordinated program under a Language Program Director or course coordinator, the Director or course coordinator should be present at the meeting.

**5.** The candidate is responsible for providing the promotion packet, consisting of:

**5.1.** Transmittal form

**5.2.** Copy of the unit's norms for promotion **5.3.** Contract history at UIC (form provided)

**5.4.** A 3-5 page (1500-3000 word) teaching statement describing the candidate's approach to teaching. This is a key component of the review materials, and should contain a detailed description of the candidate's pedagogical style and accomplishments. The statement should have concrete examples of what the candidate does in the classroom, teaching challenges he or she has faced and how they were overcome, specific examples of steps the candidate has taken to improve his or her teaching, including response to feedback or use of campus or other teaching support resources. The statement should also describe the candidate's understanding of how his or her teaching fits into the overall curricular organization of the unit and of UIC, and how it meets the needs of our students

**5.5.** Table of courses taught and selected SIT scores (attached)

**5.6.** Copies of annual reviews

**5.7.** An evaluation portfolio made up of materials that will facilitate a comprehensive and holistic assessment of the lecturer's performance. These materials include:

**5.7.1.** A narrative of student evaluations summarizing information from SIT evaluations (both numerical scores and discursive comments)

**5.7.2.** All peer teaching evaluations **5.7.3** Syllabi (specify those developed by the candidate)

**5.7.4.** Evidence of excellence in teaching, such as: List of teaching awards and honors if any or examples of student outcomes (e.g., student awards, publications, performance on common exams, performance at the next level, major student projects, etc.)

**5.7.5.** Optional materials. List and description (no more than one page) of any curricular, pedagogical or teaching innovations or contributions made by the candidate; Statement of service and/or research contributions; outreach efforts; extracurricular activities with students; participation in workshops (e.g., at the LCSL) and conferences (e.g., Language Symposium).

**6.** Voting for promotion of lecturers will take place in a faculty meeting specially convened to this effect. All senior lecturers, clinical and tenure-line faculty in the department are eligible to vote. Only physically present individuals 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. The candidate must be notified of the outcome of the vote within one week.

The main criterion for promotion to Senior Lecturer is evidence of sustained excellence in teaching. In order to evaluate said excellence, the voting members will take into consideration the materials itemized in 5.7 of these guidelines.

The candidate must be notified of the outcome of the vote within one week.

**7.** The department head and the assistant director of academic and faculty affairs of the School of Literatures, Cultural Studies and Linguistics complete all forms required by the college and submit the packet to the director of the School of Literatures, Cultural Studies and Linguistics with the following additions:

**7.1.** Record of unit vote

**7.2.** Statement with recommendation from the unit executive officer. This statement should refer to departmental criteria for promotion and include specific reasons for the recommendation, including information about teaching challenges faced by the candidate (including any student complaints) and how they were overcome as well as descriptions of the candidate's particular strengths and contributions to the unit.

**8.** If the Director supports the promotion he or she will add a letter of endorsement and forward the materials to LAS for review.