

**Department of Linguistics and Less Commonly Taught Languages
Procedure and Criteria for Promotion, Tenure, and Non-retention**

INTRODUCTION (Accepted by the Department of Linguistics on January 17, 2017)

In the Department of Linguistics and Less Commonly Taught Languages, all personnel action involving promotion, tenure, and non-retention follows the procedures laid down in the University Statutes, esp. Article IX, Sections 1, 3, 4, and Article X, Section 1, and conforms with the procedures and policies established by the Office of Academic Affairs and by the College of Liberal Arts and Sciences.

PROCEDURES

1. The Head has the ultimate responsibility for managing cases for Promotion and Tenure: for soliciting letters from outside referees; for advising the candidate about the preparation of the relevant paperwork; and for ensuring that all promotion and tenure papers are prepared in accordance with the guidelines provided by the campus and College.

2. P&T Committee

Composition: The Promotion and Tenure Committee shall consist of all tenured members of the department, whose voting members are defined by Article I of the departmental By-Laws as those having a “50% or greater appointment,” plus at least one faculty member from one other subunit of the School of Literatures, Cultural Studies, and Linguistics (as per Article II, section 3 of the School By-Laws). The appointment of this additional member will be made by the Director of the School, in consultation with the Executive Committee of the School. Moreover, if the membership of the P&T Committee constituted as described above is fewer than five, the Director, in consultation with the Executive Committee of the School, shall select additional members to bring the total up to a minimum of 5. Faculty with the rank of Senior Lecturer are eligible to vote only in the promotion cases of Lecturers to the rank of Senior Lecturer.

Voting: The Head chairs this committee but does not vote, and members of the committee do not vote in promotion, tenure, or non-retention cases of persons of their own rank or above, nor do they participate in any evaluative discussion of academic performance or progress toward the promotion of such persons. Clinical faculty may participate in the evaluative discussion of other clinical faculty below their own rank, and vote on their promotion. Members on leave are to notify the Head in writing, at the beginning of their leave, as to whether or not they wish to vote on a case. All members who wish to vote must participate actively in all proceedings of the Committee and must be present at the meeting at which a vote is taken, unless prior arrangements have been made for participation via teleconferencing. In the latter case, to assure confidentiality, the member must provide the Head in advanced with two sealed envelopes marked “A” and “B”, in one of which the member has enclosed a “no” vote and a “yes” vote in the other. At the time of the vote, the member will instruct the Head to cast the vote contained in either envelope “A” or envelope “B”.

This committee’s vote shall be recorded as the Departmental vote for the purposes of the process of Promotion and Tenure. The committee should exclude anyone with a conflict of interest concerning the candidate, with all questions regarding a conflict of interest being directed to the College and/or the Provost.

3. A tenure-track, assistant professor wishing to be considered for early promotion, or an associate professor wishing to be considered for promotion to full, shall submit to the Head a petition in writing,

explaining the reasons for the request by March 1st. This petition will be brought by the Head before the Promotion and Tenure Committee, and if the committee votes to proceed, a case will be set in motion.

4. Requests from a tenure-track, assistant professor for an interruption of the probationary period are to be made to the Head for transmittal to the Dean.

5. A member of the clinical faculty wishing to be considered for promotion, shall submit to the Head a petition in writing, explaining the reasons for the request by March 15th. This petition will be brought by the Head before the Promotion and Tenure Committee, and if the committee votes to proceed, a case will be set in motion.

6. For the promotion to Senior Lecturer, candidates must inform the department head about their interest in promotion as early as possible to ensure that annual reviews and required observations can be completed.

Promotion in the Tenure Track

CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR WITH INDEFINITE TENURE

Because tenure is about the future as well as the past, the University and the Department look for evidence that the applicant is developing as a publishing scholar, an effective teacher, and an active university colleague and citizen of the profession. A strong candidate will compile a record of steady productivity over a period of time and give evidence of a coherent research program. The following paragraphs are offered as examples of activities that contribute to a strong and convincing case in the areas of research, teaching, and service.

Research

In keeping with the scientific agenda of linguistics, the centerpiece in a tenure case for an Assistant Professor is normally the publication of articles in nationally and internationally recognized peer-reviewed journals. A book may contribute to the tenure case, but is not necessary. The Department also looks for other evidence that the candidate has engaged in scholarly activity, including, but not limited to, publication of chapters in scholarly books, edited collections, and review essays as well as conference papers, lectures, and the development of scholarly digital material. Publications and other research activities of the candidate beyond the dissertation lend credibility to these plans by offering an indication that the Assistant Professor is moving forward on a viable scholarly path. Joint authorship is common in the field and therefore to be expected in a candidate's scholarly publications. In the case of joint authorship, particularly when the candidate has published with a former mentor, the committee should seek letters from collaborators, describing the nature of the collaboration and the role of each of the collaborators.

Evidence of efforts to obtain external funding are not required but will enhance a candidate's profile. The candidate should also be developing professional standing in his/her branch of the field. Evidence for such development includes, but is not limited to, book reviews; refereeing for publishing houses, for journals, and for award-granting agencies; involvement in the management or editing of a scholarly journal; and participation at professional conferences. For those candidates in applied areas of the field, published textbooks and teaching materials may also be considered here, but are not considered primary evidence of scholarly activity.

Finally, the tenure committee will assess the candidate's potential for scholarship in the future. For this reason, candidates will be asked to furnish evidence that a new, independent major research project is planned or in progress.

Teaching

The Department expects its faculty members to demonstrate excellence in teaching by means of such evidence as the following:

- student evaluations
- written evaluations based on classroom observations by colleagues
- teaching materials, including detailed 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
- teaching awards

It is important that candidates arrange to have peer observations of their classes well before the promotion file is due. It is equally important that candidates ensure the collection of SIT evaluation for *every* course they teach.

Service

Although less service is expected of junior faculty than of senior colleagues, all faculty members are expected to accept and to discharge effectively routine assignments to committee work, the advising of students, and other non-teaching duties essential to the operation of the Department. Service may also include participation on committees within the School, university, extra-curricular student support and advising, and active participation in professional organizations.

Typical Chronology of a Promotion Case to Associate Professor

Third-Year Mid-Probation review

The University of Illinois at Chicago requires all untenured assistant professors to undergo a formal third-year mid-probation review, usually in the spring of the third year of probation. The Head is responsible for preparing that review, in keeping with the procedures specified by the Office of Academic Affairs and by the College. In the case of joint appointment, each department must conduct a separate and independent review. Materials to be included in a candidate's Mid-Probation Review are the same as those required for promotion with tenure, with the exception of letters from external referees.

The Head chairs this committee but does not vote. The procedures for these deliberations are the same as for a promotion. However, the purpose of the mid-probation review is primarily formative, that is, to give the candidate feedback and guidance on his or her progress toward a successful tenure decision. However, since the goal of this review is to determine if progress towards this goal has been adequate, non-renewal of the candidate is also possible. The probationary candidate will be given the opportunity to read the final written report. With the advice and vote of the Promotion and Tenure Committee, the

Head will make a recommendation to the Dean, who will decide whether or not to renew the contract. The probationary faculty must be informed of this recommendation. A copy of the written evaluation signed by the Dean and by the faculty member and the faculty member's written response, if any, must be forwarded to the Office of the Provost and Vice Chancellor for Academic Affairs and will become part of the faculty member's permanent Departmental file. The mid-probationary review is included in the tenure and promotion application package.

Spring Semester of fifth year:

All Assistant Professors must come up for promotion by their sixth year and will be asked in the spring preceding to provide the Promotion and Tenure Committee with all necessary materials by April 1st. These include a current CV, copies of relevant publications (with any correspondence giving proof of acceptance for publication of material that is submitted or in press), as well as a research statement (including plans for future research), a statement of teaching philosophy, and a description of past and planned service activities. The committee generates a list of external referees. The candidate may indicate the names of scholars who, because of conflict of interest or because of known hostility or public disagreement, should not be asked. The candidate, however, has no veto rights over potential external referees; the Department alone reserves the right to select the referees. The candidate is not permitted to see the contents of the external letters.

By August of the sixth year, data for the promotion papers are assembled by the candidate in collaboration with the Head. The official forms should be complete and available to the committee by September 1st. However, it is important for the candidate to have a rough draft available earlier so that the Head and Associate Director for Faculty Affairs can provide feedback. A deadline of July 1st for this draft is recommended. In September, the Promotion and Tenure Committee meets to consider and vote on the case. In the case of joint appointment, each department must conduct a separate and independent review. The papers are assembled by the Head and the staff, and the Head's evaluation and recommendation are added, before the package goes to the College. Candidates for early promotion may withdraw from the process at any time without prejudice.

PROMOTION TO (FULL) PROFESSOR

By August of the year prior to promotion, data for the promotion papers are assembled by the candidate in collaboration with the Head. In September, the P&T Committee meets to consider and vote on the case. The papers are assembled by the Head and the staff, and the Head's evaluation and recommendation are added, before the package goes to the College. Candidates may withdraw from the process at any time without prejudice.

CRITERIA FOR PROMOTION TO (FULL) PROFESSOR

Research

Promotion to Professor may be expected after presentation to the Committee (composed of all Professors) of compelling evidence of substantial scholarly achievement since the candidate's last promotion. This evidence of scholarly achievement may come in any or all of these forms: books from academic and respected presses; edited collections; articles in nationally and internationally recognized peer-reviewed journals; chapters published in edited scholarly collections, and fellowships, as well as invitations to speak at national and significantly, international conferences.

External research grants are not required but are regarded as a significant achievement for scholars in linguistics at any stage of their career. Other significant grants are also valued and considered evidence of recognition in the field.

Teaching

The Department expects its faculty members to demonstrate excellence in teaching by means of such evidence as the following:

- student evaluations
- written evaluations based on classroom observations by colleagues
- teaching materials, including detailed 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
- teaching awards

Candidates for promotion to Full Professor are also expected to act as effective mentors to graduate students in the Department, and in some cases, other departments as well.

Service

With respect to service, the Committee expects to receive evidence of the candidate's active participation in Departmental, School, College or University committees and/or administration. Evidence of off-campus public service, in the form of speaking, publishing, or other activities that draw on the candidate's status and expertise as a member of the faculty of UIC, is also considered here.

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 Linguistics and Less Commonly Taught Languages, such activities include, but are not limited to, direction of language programs or projects, the training and supervision of teaching assistants and lecturers, field supervision of student teachers, 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>.

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.

Promotion procedures follow those of the College.

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

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.

Promotion in the non-tenure lecturer track

Promotion in the Non-Tenure Lecturer track procedures follow those of the College. As per LAS guidelines, lecturers become eligible for promotion after 3.5 academic years of 100% appointment within a five-year span.

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. The committee may include one member from outside the department. 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 the teaching observations. The candidate is responsible for providing 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 once a year. Observations must be conducted by members of the department at the senior lecturer level and above (senior lecturers, clinical, and tenure-line faculty). At least one observation should be made by a tenure-line faculty member. The teaching observation schedule is arranged by the department head or the Language Program Director. If it is reasonable, observations can be done across departments within the School. Observations should follow the observation template of the School 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. All documentation should be kept in the candidate's personnel file.

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, but the committee can also 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 candidate is responsible for providing all required materials for the promotion packet as well as a portfolio to demonstrate excellence in teaching (items 4 and 7 outlined in the LAS guidelines). All

material needs to be submitted to the committee by the end of the first week of classes in the Spring semester.

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.

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

Criteria for promotion in the lecturer rank:

For promotion to senior lecturer, candidates will be expected to demonstrate consistent excellence in teaching by means of the following evidence:

- Student evaluations
- Written classroom observations by colleagues
- Teaching materials, including detailed syllabi and assignment and assessments, if these are created by the lecturer

Additional evidence is optional but may include:

- Development of new materials or innovative teaching methods
- Specific efforts to improve teaching
- Teaching awards
- Outreach
- Unsolicited emails from students
- Student participation in the School's In/Between poster session and UIC's research forum
- Participation in teaching related workshops (e.g., at the LCLC) and conferences (e.g., Language Symposium)
- Organization of and participation in extracurricular activities for students