

**DEPARTMENT OF MODERN AND CLASSICAL LANGUAGES AND LITERATURES  
BYLAWS RELATED TO TENURE AND PROMOTION**

In addition to the expectations listed for the granting of tenure and promotion below, in the *Faculty Handbook* there are general expectations that go with any faculty position, including advising and service to the university (see *Faculty Handbook*). This statement will apply to tenure and promotion at every rank listed below.

**A. CRITERIA FOR TENURE AND PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR (there being no possibility of tenure without promotion to the rank of Associate Professor):**

1. the doctorate or equivalent training and experience;
2. established reputation as an effective teacher, using methodology appropriate to the level, subject, and course goals, as evidenced by student evaluations, peer review, and may include letters from alumni;
3. established record in scholarly publication, including the publication of a minimum of three pieces of scholarship that are peer-reviewed journal articles, peer-reviewed book chapters, or the equivalent while on the tenure clock at UTC.

*Points of clarification:*

\*The publication of a book through an academic press that utilizes peer review will also satisfy this requirement, such that no other articles or chapters are required beyond the book.

\* The RTR Committee, in evaluating a candidate for tenure and promotion to the rank of Associate Professor, will consider not only the number of publications meeting the description given above but also their length, the specific nature of the peer review involved, and the quality of the work, especially in terms of the caliber of the journals or academic presses involved. These are all relevant factors—in addition to having a minimum of three publications—in determining whether a candidate has an “established record in scholarly publication.”

4. established record of other activities relating to scholarship and professional service, from among the following:
  - a. reviews published in peer-reviewed journals
  - b. presentations at scholarly regional, national, and/or international meetings
  - c. organizing and chairing sessions at professional meetings
5. interest and participation in professional activities other than teaching and research, such as writing grants or giving lectures to groups both in and outside the university community;
6. demonstrated ability to relate effectively to students and professional colleagues (see the Arts and Sciences statement on collegiality appended at bottom of document);
7. familiarity with the use of technology.

8. completion of the external review process as formulated in the external review policy of the College of Arts and Sciences (appended at bottom of document).

**B. CRITERIA FOR PROMOTION TO RANK OF PROFESSOR:**

1. the doctorate or equivalent training and experience;
2. established reputation as an effective teacher, using methodology appropriate to the level, subject, and course goals, as evidenced by a consistently good record, based on student evaluations, peer reviews, and may include letters from alumni;
3. established and consistent record of ongoing scholarly publication, including the publication of a minimum of three peer-reviewed articles or chapters after promotion to Associate and before the submission of materials for promotion to Professor.

*Points of clarification:*

\*The publication of a book through an academic press that utilizes peer review will also satisfy this requirement, such that no other articles or chapters are required beyond the book.

\*The members of RTR Committee at rank, in evaluating a candidate for promotion to the rank of Professor, will consider not only the number of publications but also their length, the specific nature of the peer review involved, and the quality of the work, especially in terms of the caliber of the journals or academic presses involved. These are all relevant factors—in addition to having a minimum of three publications—in determining whether a candidate has an “established and consistent record of ongoing scholarly publication.”

4. established and consistent record of other activities relating to scholarship and professional service, from among the following:
  - a. reviews published in peer-reviewed journals
  - b. presentations at scholarly regional, national, and/or international meetings
  - c. organizing and chairing sessions at professional meetings
5. record of effective participation in professional activities in addition to teaching and research, including but not limited to any of the following: writing of grants, leading workshops/seminars both in and outside the university, establishing professional contacts with colleagues at other institutions, and helping to organize professional conferences, as appropriate;
6. some evidence of national stature in one’s field as exemplified by the following kinds of things: citations and reviews of one’s scholarship, invited scholarly lectures, fellowships, commentary by external reviewers, etc.
7. demonstrated competence in the use of technology
8. demonstrated ability to relate effectively to students and professional colleagues (see the Arts and Sciences statement on collegiality appended at bottom of document);
9. completion of the external review process as formulated in the external review policy of the College of Arts and Sciences (appended at bottom of document).

### **C. TENURE AND PROMOTION PROCESS**

1. All tenured members of the department at rank or higher will comprise the department Rank, Tenure, and Reappointment Committee;
2. All votes of the department Rank, Tenure, and Reappointment Committee shall be by secret ballot if requested by a member of the committee;
3. The minimum number of votes necessary to constitute a positive recommendation shall be a majority of those voting;
4. As far as external review, MCLL will follow the policy of the College of Arts and Sciences (appended at bottom of document).

### **D. TENURE-LINE SEARCH PROCESS**

1. The Department Head will appoint to the Search Committee at least three faculty members, who must be either tenured or on the tenure track. Normally, all members of the Search Committee will be faculty of MCLL.
2. After vetting applications—a process that may include initial interviews—the Search Committee will forward to the Department Head an unranked short list of acceptable candidates for possible campus interviews. Normally, the list will contain between four and eight names.
3. The Department Head will invite to campus one or more finalists from the Committee's short list and oversee the final stage of the interview process, making sure that all full-time faculty (and any adjunct faculty who are interested and available) have access to candidates during campus visits.
4. After the campus visit(s), the Search Committee will write to the Department Head to recommend positively as acceptable, or to recommend negatively as unacceptable, all visitors. The Committee will not make an official ranking among those recommended.
5. The Department Head, after consulting with all full-time members of the faculty (and with any adjuncts interested in taking part in the process), will recommend to the Dean one of the candidates acceptable to the Search Committee.

*most recently revised on 3-14-14*

## **APPENDED ITEMS**

### **A. COLLEGIALITY STATEMENT OF THE COLLEGE OF ARTS AND SCIENCES AT UTC**

Collegiality requires the capacity to relate well and constructively with peers and members (faculty, staff, students and administrators) of our campus community. Collegial behavior and support for the common good, therefore, is highlighted by civility and respect for one another, particularly as we may disagree with one

another from time to time. Even in our disagreement, we must work well with one another as we share in institutional and departmental goals and responsibilities.

## **B. EXTERNAL REVIEW PROCESS OF THE COLLEGE OF ARTS AND SCIENCES**

Prior to October 15th in the year that a faculty member applies for either tenure or promotion, the faculty member will provide the Promotion and Tenure Committee (or the equivalent) a single portfolio (or in the case of a digital portfolio, a DVD or CD-ROM) documenting creative activity and/or research.

The faculty member will provide a list of potential external reviewers, no fewer than four, that the Committee will review. Each potential reviewer should be identified by name, title, institution, accompanied by a brief rationale for his/her selection.

The Committee will choose at least two reviewers from the faculty member's list. The Committee will then generate a list of potential external reviewers, no fewer than four, that the faculty member will review. Each potential reviewer should be identified by name, title, institution, accompanied by a brief rationale for his/her selection. From the Committee's list, the candidate will choose no fewer than two reviewers. No fewer than four external reviewers remain at this point.

By November 1st, the chair of the Committee, with the Department Head\*, will solicit via email a minimum of four and a maximum of seven external reviewers using a "neutral" template letter supplied by the College. Should some of the selected reviewers decline, the Committee would go back to the two lists and continue the process until at least THREE reviewers agree to submit an external review of the candidate's materials. Reviewers will then be mailed the candidate's scholarship portfolio and be asked to supply two things: 1) a one-to-two page letter of evaluation, and 2) a copy of their curriculum vitae by no later than January 15th.

### *Reviewer Selection Guidelines:*

- Reviewers should be tenured and at or above the rank that the candidate seeks.
- Reviewers should be at a peer institution, an aspirant peer institution, or an institution that is universally recognized as excellent.
- Reviewers should not have had a working relationship with the candidate (dissertation director, chairperson, co-author, etc.)
- Reviewers should not be in contact with the candidate about the review process from the time that they accept the external review assignment. The candidate should also not attempt to contact the external reviewer.

External reviews will be delivered directly to the chair of the Committee. At minimum, the faculty member's dossier should include two reviewer recommendations. Should fewer than two external reviews be returned, the chair of the Committee will note the efforts made to solicit reviewers and their reviews. The chair must document the fact that only one external review was returned. The single external review, however, will not be included in the candidate's materials.

\* In the event that the Department Head is him/herself being evaluated for tenure or promotion, the cover letter will be sent by the chair of the Committee and the Dean of the appropriate College.