

## WOMEN'S STUDIES DEPARTMENT

### PROCEDURES FOR REAPPOINTMENT, TENURE, PROMOTION AND REVIEW OF FACULTY

(In effect when Washington was hired in 1996)

#### I. GENERAL GUIDELINES:

The procedures for reappointment, tenure, promotion and review of faculty shall conform to the criteria presented in the University Policy File as amended September, 1983. This includes adherence to established deadlines, to the statement on professional responsibility and conduct, and to the statement regarding nepotism. In addition, they will also conform to the guidelines for departmental promotions procedures established by the College of Art and Letters.

1. There must be full department participation in the approval of these procedures by all tenured and probationary faculty.
2. All department members must have access to copies of the department's procedures.
3. A majority for purposes of voting is a majority of membership. An abstention is a no vote.
4. Records of all meetings for retention, tenure, and promotion purposes will be kept, including a record of the number of yes, no, and abstention votes.
5. No absentee ballots or proxies will be allowed. Members of the department on leave shall be eligible to vote. Those members must be notified of meeting and must be present at those meetings to vote.
6. Department members considered for promotion are not eligible to serve on (the) promotion and tenure committee/s. For promotion considerations, committee members must have a higher rank or classification than those being considered.
7. No candidate for promotions incurs a penalty for withdrawal of her/his name from the list of eligibles in any year.
8. All candidates for retention, tenure, and promotion shall receive written notice of the decision of the appropriate committee along with information on the strengths and weaknesses of their performance. In the case of promotion, this written document shall include the names of those ranked above them and the order of ranking.
9. In each case of recommendation there may be two separate recommendations: one by the department two and one reflecting the committee's department chair by some one on the promotions committee other than the department chair. All members of the committee

must have the opportunity to see and approve of the letter sent by the committee before it is sent to the candidate or the dean's office.

10. All evaluations regarding the weight of teaching effectiveness, professional growth, and service to the university must accord with Senate Policy and the definitions of criteria.
11. All untenured members of the department will be evaluated each year. A copy of the evaluation will be placed in the files of the department with copies sent to the Dean of Arts and Letters and to the faculty member.
12. The department's recommendation to grant tenure shall be made during the sixth year of service. If the non-tenured member believes that exceptional circumstances exist which justify additional time in probation, s/he may so petition the Tenure Committee. The Tenure Committee may, at its discretion, and in clearly unusual circumstances, grant additional time, following a vote of all eligible participants. The normal consequence of such action shall be the granting of a seventh probationary year. The Tenure Committee shall be the sole judge of what constitutes "exceptional circumstances." (For faculty appointed prior to October 1, 1983, the normal period of probation shall be four probationary years.)
13. The Tenure and Promotion Committee shall inform candidates of the procedures to be followed if the candidate wishes to appeal or file a grievance concerning the recommendation she or he has received.

## II. STATEMENT ON AFFIRMATIVE ACTION:

It is the policy of this department to practice affirmative action through the entirety of its personnel proceedings. Women and minority candidates shall be explicitly invited to apply for all vacant positions, and every candidate will be measured solely on the basis of professional qualifications.

## III. COMMITTEES RESPONSIBLE FOR DETERMINING RECOMMENDATIONS:

Committee membership is to be determined by vote of all tenured and probationary faculty. A member of the department shall not serve on more than one committee level of peer review in one academic year (Committees constituted prior to August 16, 1983, for the 1983-84 year are exempt from this requirement).

There will be one Committee determining reappointment, tenure and promotion consisting of all tenured full-time faculty above the rank of the person/s considered for promotion (Committees constituted prior to August 16, 1983, for the 1983-84 year are exempt from this requirement).

## IV. PROCEDURES EMPLOYED BY THE RECOMMENDING COMMITTEES

The committee shall meet well in advance of the University deadlines for recommendations and shall follow the criteria specified below. All candidates for promotion shall be ranked. The committee shall elect a chair. After the deliberations are completed, the chair of the committee shall inform every candidate in writing of the decision concerning her/him, and, in the case of promotion, the rank of the candidate as well as those ranked above her/him shall be given. In the case of all decisions on retention, tenure, or promotion, a written statement of the specific reasons for the decision will be sent to the candidate.

#### V. CRITERIA CONSIDERED BY THE RECOMMENDING COMMITTEE:

Criteria for evaluating candidates for retention, tenure, or promotion are the three "Basic Criteria" approved by the Senate and published in the Faculty Handbook: teaching effectiveness, professional growth, and service to the university. Minimum standards must be met in all three areas. Teaching effectiveness and professional growth are considered to be roughly equivalent in importance, with teaching effectiveness somewhat more important. In no case will service outweigh either of the other two categories.

##### 1. Teaching Effectiveness:

The committee expects candidates to maintain high academic standards in teaching. criteria for evaluation include the candidate's performance as reflected in student evaluations (candidates are strongly encouraged to submit student evaluations from all courses in all semesters); evidence of currency in the appropriate field; years and quality of teaching experience; course materials such as syllabi, reading lists, examination, and handouts; pedagogical publications; participation in curriculum development; public lectures and colloquia; and teaching honors. Upon invitation of the candidates peer evaluations by classroom visitation may also be included. No testimony shall be accepted without documentation.

##### 2. Professional Growth:

Candidates are expected to make ongoing scholarly contributions in the field of women's studies. Refereed publications will be given more weight than other professional activities. Other evidence of professional growth include non-refereed publications, research or projects recently completed or in progress, grants and fellowships awarded, papers delivered at professional meetings, professional honors, recognition in the field, and other evidence of merit. At least two refereed scholarly publications since appointment to SDSU normally will be necessary for recommendation for tenure and/or promotion to associate professor. Promotion to full professor will require a more substantial record of professional growth than that required for promotion to associate. Normally three refereed articles or a scholarly book will be expected. In all cases, quality as well as quantity will be taken in consideration. Each candidate will be responsible for presenting the committee with specific evidence of professional growth.

##### 3. Service to the University and Community:

Achievement in this area is crucial to the department and to the development of women's studies. The committee shall consider such criteria as service to the department, college, university, and state committees; membership and participation in local, state, and national professional organizations; public lectures; conferences; and other community service.

#### VI. SIMULTANEOUS (EARLY) TENURE AND PROMOTION:

Early tenure and promotion may be achieved by the promotion of a probationary faculty member to the rank of Associate Professor or Professor.

In addition to being judged suitable for early tenure by other criteria, the candidate should be judged outstanding by her/his department relative to the department's usual criteria for tenure and promotion. The department should furnish to the College Dean full information on the candidate's qualifications for early tenure. The early granting of tenure is at the discretion of the President. All such recommendations must go through the appropriate University level committee before the President makes his decision.