

WOMEN'S STUDIES DEPARTMENT

PROCEDURES FOR REAPPOINTMENT, TENURE, PROMOTION AND REVIEW OF FACULTY

(Effective October 1997, one year after Washington was hired)

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 1997. In addition, they will also conform to the guidelines for departmental promotions procedures established by the College of Arts and Letters.

1. These procedures shall be approved by the tenured and probationary faculty.
2. All department members shall have access to copies of the department's procedures.
3. A majority for purposes of voting is a majority of the membership of the committee. An abstention is a negative 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, tenure or reappointment 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 promotion 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 her/his performance.
9. In each case of recommendation there may be two separate recommendations: one by the department chair and one reflecting the committee's statement written by someone on the committee other than the departmental 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 importance of teaching effectiveness, professional growth, and service to the university must accord with Senate Policy and the definitions of criteria.

11. All probationary 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 Office of Faculty Affairs and to the faculty member.
12. The department's recommendation to grant tenure normally shall be made during the sixth year of full-time probationary service. Probationary faculty may request consideration for tenure earlier than the sixth year if the faculty member believes she or he has satisfied the criteria for tenure. The department review committee may also recommend tenure and promotion prior to the sixth year.
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.

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.

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. 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.

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. We recognize the integral interconnections among all three. It is expected that candidates for reappointment, tenure, and promotion meet or exceed the university expectations in all three areas of academic life,

with particular weight being placed upon excellence in teaching and professional growth.

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 evaluation (candidates are strongly encouraged to submit student evaluations from all courses in all semesters); evidence of currency in the appropriate field; course materials such as syllabi, reading lists, examination, and handouts; pedagogical publications; participation in curriculum development and technological innovation; public lectures and colloquia; teaching honors; and peer evaluations. All probationary faculty shall undergo peer evaluation by classroom visitation each semester during the first probationary year, and subsequently upon the request of the candidate or recommendation of the chair of the department or of the department personnel committee. Classroom visitations shall be scheduled with the full knowledge and input of the candidate.

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. Although no hard and fast rule exists for the number of publications required, at least three 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 four additional refereed articles or a scholarly book will be expected. In all cases, quantity is not sufficient for a recommendation for tenure and/or promotion; quality is an essential factor in the committee's deliberation. 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; student outreach, retention, and mentoring; significant committee work; public lectures; active participation in conferences; development and other community service. When a candidate distinguishes himself or herself in performing such duties to the significant benefit of the University, and this performance is appropriately documented over a significant length of time, then such service for the University shall have more than the usual bearing on reappointment, tenure and promotion decision.

VI. EVALUATION OF TENURED FACULTY:

The procedure for evaluation of tenured faculty will follow the Senate policy requirements (see Senate Policy II J-15). The Department Personnel Committee will conduct periodic review of tenured faculty. Faculty eligible for promotion will be reviewed as required by that procedure including the criteria as defined in the University Policy File (11-D-3) approved by the Senate August 1996; tenured faculty who are full professors will be reviewed within five years of promotion, and thereafter once in five years. The purpose of this evaluation is to establish the level of teaching performance and currency in the field of Women's Studies. The review will consist of the following:

1. Teaching Effectiveness:

The committee shall consider such criteria as the candidate's performance on student evaluations indicative of teaching performance; her/his professional preparation; the years and quality of teaching experience; materials utilized in courses such as syllabi, reading lists, handouts; and teaching honors.

2. Professional Growth:

The committee shall consider such criteria as publications, research or projects recently completed or in progress, papers delivered at professional meetings, professional honors, recognition in the field, and other evidence of merit. Each candidate will be responsible for presenting the committee with specific evidence of professional growth.

3. Service to the University and Community:

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; service in faculty organizations; public lecturer conferences; and other community service, and such service shall be given strong emphasis.