

Women's Studies Department  
Procedures for Reappointment, Tenure, Promotion and  
Review of Faculty

(Effective April 2001, 6 months before Washington had to submit her tenure portfolio)

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 meetings 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. Classroom visitations for peer evaluations shall be conducted by tenured faculty in the department of women's studies or, upon the approval of the personnel committee chair and the department chair, by another tenured faculty member.

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 Departmental Personnel Committee determining reappointment, tenure and promotion consisting of all eligible 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. The Department considers teaching and professional growth to be equal in weight for reappointment, tenure, and promotion considerations. Exceptionally strong accomplishments in one area cannot compensate for modest accomplishments in another.

1. Teaching effectiveness:

The committee expects candidates to maintain high academic standards in teaching, including a pattern of consistently excellent classroom performance. 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; development of instructionally related materials such as syllabi, reading lists, examinations and handouts; pedagogical publications; participation in curriculum development; technological innovation in the teaching/learning; involvement of students in research, scholarship, or creative activities; student recruitment, mentoring, and retention; public lectures and colloquia; honors and distinctions; and peer evaluations. All probationary faculty shall undergo peer evaluation by classroom visitation each semester during the first probationary year. Subsequent peer evaluations may be requested by the candidate or the chair of the department with the concurrence 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, to demonstrate a coherent plan for research and publication, and to provide a record of steady progress toward establishment of a national/international scholarly reputation. 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, pertinent travel and study leading to scholarly publications, professional honors, recognition in the field, and other evidence of merit. Tenure and promotion to associate professor will require evidence of scholarship that moves beyond the dissertation. Promotion to full professor will require a more substantial record of professional growth than that required for promotion to associate.

No hard and fast rule exists for the number of publications required; instead, a consistent record of refereed publications is expected. In all cases, quantity is not sufficient for a recommendation for tenure and/or promotion; quality is the essential factor in the committee's deliberation. The primary consideration in evaluating professional growth shall be publications based upon original research and contributing to the advancement of knowledge in women's studies. The Department respects all methodologies currently used within the field, and ascribes to the principles stated by the National Women's Studies Association Task Force on Faculty Roles and Rewards (June 1999). Each candidate will be responsible for presenting the committee with specific evidence of professional growth.

Faculty Merit Increases (FMI) do not indicate a positive evaluation of teaching or 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; participation and leadership in local state and national professional organizations; significant committee work; public lectures; active participation in conferences; development and other community service. Service to the department is expected of all faculty members. Promotion to full professor will require a more substantial record of service than that required for promotion to associate. In no case shall exceptional service substitute for excellence in teaching and professional growth. Collegiality is defined as contributing to departmental goals and working in cooperation with colleagues. Candidates are expected to contribute as colleagues to the overall mission and goals of the department.

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.

Procedures for Evaluation of Temporary Faculty  
Department of Women's Studies

The Women's Studies Department shall adhere to all procedures for evaluation and selection of temporary faculty as set down in the current Memorandum of Understanding. In addition, the department shall adhere to the following procedures:

Periodic Evaluations:

- a) All part-time faculty on annual contract normally shall be evaluated in the spring semester for the previous fall semester. Part-time faculty not on annual contract shall be evaluated for each semester in which they teach. Periodic evaluations shall be completed by the dates set by the office of the Associate Vice-President of Faculty Affairs.
- b) The department shall publicize the criteria. The criteria shall include student evaluations of teaching performance, grade sheets and evaluation by appropriate administrators (such as the department chair) and may include review of course outlines and examinations, and may include peer evaluation by the department. Temporary faculty shall be evaluated by classroom visitation during their first semester, and subsequently upon the request of the candidate or recommendation of the chair of the department or the department personnel committee. Classroom visitations shall be scheduled with the full knowledge and input of the candidate.
- c) Instructors shall submit information they wish to have evaluated, such as class handouts, examinations and assignments, syllabi, statements of teaching philosophy, reports on teaching improvement and evidence of maintaining currency in the discipline. Although the department commends part-time faculty for contributions other than teaching, engagement in research projects or service is not expected unless a specified time fraction indicates such duties in the faculty member's contract. In such case, the faculty member will be informed at the time of appointment that she or he will be evaluated in the area of teaching and professional growth or service depending on the conditions of the contract.
- d) The department chair or designee shall appoint a committee of tenured and probationary faculty for the review of temporary faculty.
- e) The chair and the department committee shall evaluate faculty based on the stated criteria (teaching scores, student evaluations, handouts, etc.)
- f) Each faculty member evaluated shall be provided a copy of the written evaluation using the five-day filing date notice procedure. The evaluation also shall be placed in the faculty member's personnel action file.
- g) Review of full-time temporary faculty shall follow the same procedures as for part-time faculty.
- h) At this point, the periodic evaluation process is completed. Now the department shall begin the selection (hiring) process for temporary faculty (part- or full-time). The selection process shall be separate from the periodic evaluation process.