

## **Appendix III: Statement on Appointments, Rank, and Tenure**

**(Approved by Department of English, April 6, 2022)**

This statement is supplementary to the regulations of the University of Cincinnati and is in no way intended to violate either the spirit or the letter of those regulations or the current collective bargaining contract.

### **I. APPOINTMENTS**

All searches initiated by the Department of English and Comparative Literature will be advertised in appropriate journals and other publications or websites within a reasonable amount of time prior to the expected date of the appointment.

The Department of English and Comparative Literature is committed to the letter and spirit of the Affirmative Action guidelines of the University of Cincinnati. Specifically, it is the Department's policy to:

1. advertise all openings in professional journals, periodicals, and online venues likely to be read or consulted by underrepresented populations, including publications and sites of such populations' caucuses;
2. maintain and constantly seek to expand a list of such periodicals and sites;
3. align job priorities in a way that does not exclude *de facto* a substantial pool of candidates from underrepresented populations;
4. design job descriptions to encourage applications by underrepresented populations;
5. monitor the number of candidates from underrepresented populations in the pool and adjust advertising and other procedures to ensure as diverse an applicant pool as possible;
6. personally communicate with senior faculty, writers, and editors to solicit names of potential candidates and communicate in turn with those candidates to encourage their applications;
7. actively seek diversity in the appointment of visiting scholars, speakers, poets, and other guests of the Department.

Search committees will be appointed by the Head and chaired by an appropriate senior faculty member with the other committee members drawn from the faculty.

Departmental recommendations on appointment of tenure-track and Educator faculty are made by a simple majority vote of full-time faculty present at a meeting called for that purpose. Decisions on full-time, non-tenure track appointments such as Visiting Professor, and Distinguished Visiting Professor are made by the Head in consultation with the Steering Committee. Departmental recommendations are then transmitted by the Head to the Dean of the College of Arts and Sciences for official approval and appointment.

Initial appointments at the rank of Educator faculty are normally made for a term of two or three years. For tenure-track faculty, initial appointments at the rank of Assistant Professor are normally made for a term of three years. Initial appointments at the rank of Associate Professor may be for a term of three or five years or may be accompanied by indefinite tenure. Full Professors are appointed with indefinite tenure except in extraordinary circumstances (as per section 6.3.11 of the Collective Bargaining Agreement).

## **II. REAPPOINTMENTS, PROMOTION, AND TENURE**

### **a. NOTIFICATION**

All deadlines by which faculty must apply for reappointment, promotion, and tenure shall be announced by the Head to the Department each year by email and/or memorandum. All deliberations on reappointment, promotion, and tenure will be announced by the Head to all regular full-time faculty, and candidates' files will be made available for inspection by full-time faculty at appropriate ranks at least two (2) weeks in advance of the deadline for submitting RPT dossiers to the Academic Unit Head, except in extraordinary circumstances.

### **b. REAPPOINTMENT, PROMOTION, AND TENURE COMMITTEES**

#### **General Committee Procedures**

Departmental recommendations in all reappointment, promotion, and tenure cases are determined via secret ballot by a simple majority vote of eligible faculty attending a meeting called for that purpose. A quorum for all reappointment, promotion, and tenure meetings shall consist of two-thirds of those eligible to vote, less those on leave. Per the CBA, faculty who are under consideration for any RPT decision are not eligible to serve on an RPT committee in that same year.

#### **RPT Committee Chair**

The RPT Committee Chair is elected by all full-time faculty for a two-year term. This election will take place, when necessary, at the first faculty meeting of Fall Semester. Only faculty of full Professor rank are eligible for this office.

The RPT Committee Chair's responsibilities include:

1. Scheduling departmental RPT meetings that comport with the college RPT calendar
2. Scheduling meetings of adequate number and/or duration to ensure fair consideration of each RPT applicant
3. Communicating clearly to all faculty their responsibilities as members of the RPT committee, including notifying faculty which candidates are under their purview
4. Serving as an ex officio member of the departmental Steering Committee and chairing Steering Committee deliberations on Educator and Representing Adjunct reappointments

5. Notifying each program director, on an annual basis, of the need to provide RPT mentorship to faculty in that program and offering assistance as needed regarding alignment with the RPT bylaws and with the CBA.

### **Educator and Represented Adjunct Reappointment**

Departmental recommendations on reappointments for Educator and Represented Adjunct titles are determined by the Steering Committee, including ex officio members other than the Head; the Head shall not participate in the Steering Committee's deliberations leading up to a reappointment recommendation. A member of the Steering Committee is delegated to write a letter transmitting to the Head the Committee's recommendation and reasons for it. After conducting a separate, independent evaluation of the dossier, the Head writes her or his own letter to the College of Arts and Sciences RPT Committee.

In a case of expedited reappointment (see the Collective Bargaining Agreement section 7.5.17), the Head determines a recommendation in consultation with the Steering Committee. The Head then sends a letter with the recommendation to the Dean of the College of Arts and Sciences.

### **Educator and Represented Adjunct Promotion**

Departmental recommendations on promotion for Educator and Represented Adjunct faculty are made by a committee of the whole composed of all Educator and Represented Adjunct faculty above the candidate in rank and all tenured faculty above the candidate in rank, except the Head. This committee of the whole will make the recommendation at the RPT meeting held prior to the college deadline for reappointments. For each candidate for promotion a tenured faculty member selected by the Committee shall relay in a letter to the Head the Committee's recommendation and the reasons for it, keyed to departmental RPT criteria. This letter shall be available for review by members of the Committee for several days before being forwarded to the Head. The Head writes her or his independent letter to the College of Arts and Sciences RPT Committee. The candidate receives a copy of the Committee's and the Head's recommendations.

### **Tenure-track Reappointment and Promotion**

Departmental recommendations on reappointments for tenure-track faculty at the ranks of Assistant Professor and Associate Professor, and on promotion and tenure at all ranks, are made by a committee of the whole composed of all tenured faculty, except the Head, who are above the candidate in rank. For each candidate for reappointment, promotion, and tenure, a tenured faculty member selected by the Committee shall relay in a letter to the Head the Committee's recommendation and the reasons for it, keyed to departmental RPT criteria. This letter shall be available for review by members of the Committee for several days before being forwarded to the Head. The Head writes her or his independent letter to the College of Arts and Sciences RPT Committee. The candidate receives a copy of the Committee's and the Head's recommendations.

### **III. REAPPOINTMENTS**

#### **a. Educator and Represented Adjunct Faculty**

Reappointment of Educator and Represented Adjunct faculty is contingent upon current departmental and program needs. The current CBA permits Educator and Represented Adjunct faculty to request up to a seven-year term, but typical reappointment is three years for the Instructor and Assistant Professor ranks and five years for the Associate Professor and Professor ranks. The primary responsibility for Educator and Represented Adjunct Faculty is teaching; therefore, the primary criterion for reappointment is evidence of success at teaching (see below V.a.1). Candidates must also demonstrate evidence of professional development, such as participation in brown bags, workshops, and conferences; and must document their involvement in service to the candidate's program, Department, College, University, and/or the wider community.

#### **Tenure-Track Faculty**

#### **b. Assistant Professors**

Assistant Professors may be reappointed for additional terms of one, two, or three years to a maximum total of seven years of service. The typical reappointment is for two years. The departmental recommendation on reappointment is based primarily on evidence of the candidate's progress toward fulfilling the criteria for promotion and tenure at the next rank. This includes evaluation of the candidate's scholarship and/or creative activity, teaching performance, and service to the Department, College, University, and/or the wider community. A successful candidate for reappointment may not be deficient in any of these areas.

Persons initially appointed as Assistant Professors are not eligible for indefinite tenure at this rank.

### **IV. PROMOTION AND TENURE**

#### **a. Educator and Represented Adjunct Faculty**

Educator and Represented Adjunct Instructors may request review for promotion to the rank of Educator or Represented Adjunct Assistant Professor. Educator and Represented Adjunct Assistant Professors may request review for promotion to Educator or Represented Adjunct Associate Professor. Educator or Represented Adjunct Associate Professors may request review for promotion to Educator or Represented Adjunct Professor. Educator and Represented Adjunct faculty are not eligible for tenure.

## **Tenure-Track Faculty**

### **b. Assistant Professor**

An Assistant Professor normally submits a dossier for promotion and tenure in the fall semester of the sixth year of full-time service at the University, but he or she may request promotion and tenure at any earlier time. Candidates must notify the Department Head of their intention to seek promotion and tenure by March 1 preceding a fall dossier submission in order to provide time to secure the required outside evaluations.

Faculty who are promoted from Assistant to Associate Professor are normally granted indefinite tenure.

### **c. Associate Professor**

New faculty hired at the rank of untenured Associate Professor shall be appointed for a term of three or five years. Those appointed for an initial three-year term may then be reappointed by the departmental committee for a second three-year term. The departmental committee will normally make its recommendation on tenure at the expiration of the initial five-year term or the second three-year term.

An Associate Professor may request review for promotion to the rank of Professor at any time. Associate Professors seeking promotion must notify the Department Head of their intentions by March 1 of the preceding year in order to provide time to secure the required outside evaluations. The departmental committee will normally make its recommendation on promotion or termination (for untenured Associate Professors only) in the fall semester.

## **Tenure Clock**

The Collective Bargaining Agreement determines time until tenure. The current agreement indicates that faculty who stop their tenure clock for child-rearing, medical leave, personal leave, paid parental leave, or professional leave shall be held to the same standards and evaluated in the same way as faculty who do not. That is, the dossier of a faculty member who has been granted a tenure clock extension will not be evaluated any differently than if that faculty member had not been granted an extension.

## **V. CRITERIA**

### **Educator and Represented Adjunct Faculty**

The primary responsibility for Educator and Represented Adjunct Faculty is teaching; therefore, the primary criterion for promotion is evidence of teaching success and growth in teaching. Service to the program is next in importance, while expectations about professional development are adjusted depending on the teaching loads of these positions.

**a. Educator or Represented Adjunct Assistant Professor**

Criteria for recommendation for promotion from Educator or Represented Adjunct Instructor to Educator or Represented Adjunct Assistant Professor are as follows:

1. Evidence of teaching success and ongoing growth as demonstrated by: 1) a self-evaluation that reveals an understanding of curricular aims and methods and a discussion of the candidate's facilitation of student learning; 2) course syllabi and other relevant handouts and teaching materials, including sample assignments; 3) sample student writing including instructor feedback; 4) sets of student evaluations that represent a range of classes, conducted over a period of time, that contain every form submitted, and that list the number of students enrolled in the classes; 5) two or more peer evaluations of teaching; 6) other forms of evidence of teaching success and student learning.
2. Service to the program, such as mentoring new faculty or graduate students, facilitating workshops, advising undergraduates, serving on committees, participating in curricular or course development, or other comparable activities within the Department, College, University, or relevant community and professional organizations;
3. Evidence of professional development, such as attendance at local, regional, or national conferences appropriate to the candidate's area of teaching or expertise and participation in appropriate professional workshops.

**b. Educator or Represented Adjunct Associate Professor**

The criteria for promotion from Educator or Adjunct Assistant Professor to Educator or Adjunct Associate Professor are as follows:

1. Continued success and growth in teaching as described in the previous section;
2. Contributions to the program, as described in the previous section;
3. Significant service to the Program, Department, College, University, or profession, such as holding an administrative position; serving on working committees; serving as a liaison between the Department, College, or University and the external community; organizing seminars and/or workshops; or other comparable activities. Or, in lieu of the above, candidates may show evidence of professional activity in their teaching fields, including scholarly and/or creative achievements in areas appropriate to the discipline, such as publication in refereed journals or by a respected press, collaboration on or authorship of a refereed digital project, or presentations at local, regional, or national conferences; presentations at workshops and seminars on the University level; participation in assessments at a local, regional, or national level; or comparable activities.

### **c. Educator or Represented Adjunct Professor**

The criteria for promotion from Educator or Adjunct Associate Professor to Educator or Adjunct Professor are as follows:

1. Continued success and growth in teaching as described in the reappointment criteria;
2. Significant service to the Program, Department, College, University, or profession, as described in the previous section;
3. Presentations at local, regional, or national conferences; presentations at workshops and seminars on the University level; participation in assessments at a local, regional, or national level; or comparable activities in one's teaching fields;
4. Scholarly and/or creative publication since the previous promotion in areas appropriate to the discipline, including several shorter works such as articles and/or chapters or a book-length work, or primary or co-authorship of a refereed digital project.

Regarding the expedited review of Educator and Represented Adjunct faculty, see the appropriate section of the Collective Bargaining Agreement for the applicable procedures and timetable.

### **Tenure-Track Faculty**

#### **d. Associate Professor**

Criteria for the departmental recommendation for promotion to the rank of Associate Professor are:

1. Significant scholarly or creative achievement in areas appropriate to the candidate's fields. Publication is the primary evidence of such achievement, but presentations at professional conferences, invited readings and lectures, Fulbright or other national or international awards, successful grant proposals, and fellowships, among other academic or professional activities, also provide a measurement of a candidate's engagement with his or her field and the likelihood of continued contribution and involvement. Work not yet accepted or currently under review and work in progress will also be considered by the departmental committee and should be included with the candidate's other documentation (see below), though such work will not be given equal weight with work that is published or in press. With regard to these criteria, the Department values quality over quantity but does expect a substantial quantity of publication and other professional activity. A positive recommendation for promotion and tenure represents the Department's collective endorsement not only of a candidate's past accomplishments but also of his or her potential for continuing contributions to the field. In most cases, a record of publication consistent with production expectations discussed in the Department's Workload document (a shorter work published every year or two and a longer work published every five to seven years) provides the best evidence of that potential and of the range of a candidate's abilities. Normally, the Department

- expects a candidate to have published a book with a well-respected academic or commercial press, or to have authored or co-authored a properly vetted digital project comparable in scope to a book, and/or to have published a substantial body of scholarship or creative work in nationally recognized refereed journals. Works in progress, in their turn, offer valuable evidence of a candidate's ongoing commitment to his or her field or profession and the promise of future productivity.
2. Success and growth in teaching, as discussed above in Criteria for reappointment and promotion of Educator and Represented Adjunct faculty (see V.a.1);
  3. Significant service to the Department, College, University, and/or community, including work on committees and participation in service activities and initiatives such as curriculum development, student recruitment, external outreach, assisting in workshops for undergraduate and graduate students, career workshops, and student advising.

The criteria and procedures for the awarding of tenure are identical to those for promotion to Associate Professor. However, for promotion with tenure, the candidate's performance must have met departmental criteria for a sustained period and have established a trajectory assuring that such performance will be sustained across a career.

A successful candidate for promotion to and tenure at the rank of Associate Professor shall not be deficient in any of these three areas.

#### **e. Professor**

The Department expects all tenured and tenure-track faculty who are not yet Full Professors to be on track for timely promotion to that rank. Criteria for the departmental recommendation for appointment at or promotion to the rank of Professor are:

1. Substantial scholarly, creative, and/or professional activity in areas appropriate to the candidate's field(s) beyond and subsequent to the work considered for promotion to Associate Professor and the granting of tenure. Normally, substantial activity takes the form of an additional book published by a well-respected academic or commercial press, or a properly vetted digital project comparable in scope to a book.
2. An exemplary record of success and growth as a teacher, as discussed above in Criteria for reappointment and promotion of Educator and Represented Adjunct faculty (see V.a.1);
3. Evidence of past and continuing significant service within the Department, College, University, and/or profession, such as participating on committees, leading initiatives, and directing programs.



## **Interdisciplinary and Community-Partnered Work**

### **f. Research**

The Department values faculty engagement in interdisciplinary research. If a candidate identifies his or her research as interdisciplinary, he or she may request up to two external reviewers from disciplines other than those of the Department. Further, candidates who conduct interdisciplinary research will receive credit for evidence of research activity outside of that of the Department, including publication outlets not normally used by people in the Department.

The Department values community-partnered research. If a candidate identifies his or her research as community-partnered, he or she may provide evidence of this research having an impact on the community through changes to laws, policies or procedures in addition to, or in lieu of, evidence of research activity described elsewhere in this document.

### **g. Teaching**

The Department values faculty engagement in collaborative teaching across disciplines, as well as community-engaged teaching.

### **h. Service**

The Department recognizes participation in community service, when related to the faculty member's professional expertise.

## **VI. DOCUMENTATION**

In reappointment and promotion, it is the candidate's responsibility to adhere to all announced departmental schedules and to provide documentation of scholarly and/or creative activity, teaching effectiveness, and service. This documentation must include, but need not be limited to, the following:

1. A current vita;
2. A detailed letter of self-evaluation describing achievements in all three areas. Faculty seeking promotion on the basis of digital scholarly projects are strongly encouraged to include in their self-evaluation a thorough contextualization of the research involved and its significance;
3. At least two peer evaluations of teaching, including one from a senior colleague in the candidate's field if there is such a person in the Department; the peer evaluations must be recent (that is, within 18 months of the current reappointment or promotion request) and should ideally represent the range of the faculty member's teaching responsibilities;
4. Other evidence of teaching effectiveness and ongoing growth, which must include sets of student evaluations that represent a range of classes over a period of time,

contain every form submitted, and list the number of students enrolled in the classes; and may include course syllabi and other relevant handouts and teaching materials, including sample assignments and sample student writing with instructor feedback.

5. In the case of candidates for tenure and promotion to Associate Professor, and promotion to Full Professor, documentation must also include at least three outside letters evaluating the candidate's work and professional standing. Outside reviewers may not include collaborators, co-authors, former mentors or advisors, or others who may be perceived as having a conflict of interest or a personal relationship with the candidate. Additionally, the outside reviewers must already possess the rank of which the candidate is submitting the dossier for consideration. The Department Head selects these outside reviewers in consultation with the candidate and, as appropriate, with recommendations from faculty most familiar with the candidate's field. It shall be the responsibility of the Department Head to solicit outside letters of evaluation. The Head should ask that reviewers focus primarily on the quality of the candidate's work and of the venues in which the candidate has published;
6. The candidate's annual performance reviews for the period since the initial appointment or since the last RPT action, whichever is more recent.