

## CRITERIA FOR MERIT INCREASES, TENURE, AND PROMOTION

The Department of Classics and Letters affirms its commitment to excellence in teaching and research and acknowledges the desirability of its members' involvement in departmental, college, university and professional service. Faculty members' interdisciplinary activities in these three areas, insofar as these activities are in-load, will receive equal consideration in all evaluations and recommendations. The following formulae for evaluating faculty activities for merit increases, tenure and promotion will be valid within the Department:

To be used for tenured and tenure-track faculty:

40% Teaching  
40% Research and Scholarship  
20% Service

For merit increase and promotion purposes, differential formulae may be negotiated by tenured faculty at their request. Such a formula may be implemented where resources permit and requires agreement between the faculty member, the Chair and Committee A, the tenured faculty of the relevant section of the Department, and the Dean. It is intended to reflect the faculty member's particular talents and interest. Quality of work is to be emphasized over quantity.

### I. DEFINITION OF CRITERIA

#### A. Teaching

In addition to regularly scheduled courses, teaching responsibilities may include:

- Independent Study
- Development of new courses and new teaching technologies
- Redevelopment of existing courses
- Coordination of sections in the same course
- Undergraduate advising

In addition to the standard criteria of University and Departmental evaluation by students and the syllabi and tests used in courses, sources to be used by the Chair and Committee A to obtain data upon which to base a proper evaluation may include, but are not limited to:

- Letters from former students
- Letters from colleagues outside the department or from other institutions with knowledge of the faculty member's teaching
- Peer evaluations, based on class visitation by the Chair or other tenured faculty designated by the Chair
- The faculty member's own evaluation of a course
- Other material deemed relevant by the Chair and Committee A

## B. Research and Scholarship

The Department evaluates research as a significant aspect of professional activity. Active engagement in research and consistent publication are required for regular membership on the Graduate Faculty.

For the annual evaluations and third-year review, internal assessment will be conducted by the Chair and Committee A as set forth in the Faculty Handbook. For purposes of tenure and promotion, the faculty member's publications will be submitted to outside scholars for their assessment. It is the Chair's responsibility to contact these scholars according to the guidelines specified by the Dean and the Provost.

Research and Scholarship includes the following:

1. Books and monographs
2. Editions and critical translations
3. Articles in refereed journals
4. Chapters in books, collections of essays, and Festschriften
5. Papers published in conference proceedings. A distinction will be made between refereed and non-refereed conference proceedings
6. Review articles
7. Primary editorship of journals
8. Papers read at scholarly conferences
9. Funded grant proposals, the amount of which will be taken into account

Documented work in progress may be taken into account as an indication of research activity. In all cases, the responsibility will lie with the faculty member to provide the Chair and Committee A with sufficient information to evaluate such research.

## C. Service

Service is determined in relation to the academic profession and to the Department, College, and University.

### Professional Service

Faculty are encouraged to participate in professional organizations and activities within their field—local, regional, national and international. Specific examples of professional service include:

- Offices in professional organizations
- Community, state and national organizations that benefit from one's professional expertise
- Talks or lectures (as distinguished from formal research papers or scholarly presentations to specialist audiences)
- Workshops, organization of conference sections, and participation in panel discussions
- Review of grant applications

- Professional academic editorial responsibilities
- Referee for scholarly journal or academic press
- Book reviews

#### Departmental, College, and University Service

This consists of those activities through which the faculty member contributes to the governance and development of the University in councils, committees, and other advisory groups at departmental, college, and university levels. Examples include:

- University or College committees
- Departmental committees
- Supervision and advising of student teachers
- Sponsorship of student organizations and other activities which relate to the mission of the department

## II. APPLICATION OF CRITERIA

### A. Merit Increases

Recommendations for merit increases will be based on the annual evaluation the faculty member receives according to the formulae and criteria defined above. For tenured faculty, recommendation may be based on the annual evaluation, triennial evaluation, or both.

### B. Tenure and Promotion to Associate Professor

In order to be recommended for tenure and promotion to the rank of Associate Professor, a faculty member should have substantial achievements in all three of the areas defined above. In general, for tenure and promotion to the rank of Associate Professor a record of published research will be expected. Although the quality of such research is more important than its quantity, in most cases a book-length monograph or five to six articles in refereed journals, in print or electronic form, will be required for consideration for tenure and promotion to the rank of Associate Professor.

The procedures for tenure and promotion are defined in the Faculty Handbook and in the Provost's guidelines issued annually. It is the duty of the Chair, Committee A, and the candidate to familiarize themselves with these documents. The annual letter of assessment of progress towards tenure will be used to assess progress in the three areas of teaching, research and service, and to indicate any causes for concern and/or suggestions for improvement. By third-year review, the candidate for tenure should be able to present concrete evidence of research activity, such as articles accepted for publication in refereed journals. Tenure-track faculty are also urged to consult periodically with the Chair on tenure and promotion matters.

### C. Promotion to Professor

Faculty members wishing to be considered for promotion should contact the Chair. In addition, the Chair and Committee A shall consider each fall whether they wish to nominate none or more faculty members for promotion. Procedures for promotion to the rank of Professor are also outlined by the Faculty Handbook and in the Provost's annual guidelines.

The candidate for promotion to the rank of Professor will be expected to have made a substantial contribution to scholarship since promotion to the rank of Associate Professor. This contribution will be confirmed by qualified scholars in the field. It should be noted that the quality of research will be more important than its quantity. Excellence in teaching and service will also be expected for promotion to the rank of Professor.