



**Policy Approval**  
**Department of Modern Languages, Literatures and Linguistics**

**Policy Document:**

Criteria for Merit Increases and Criteria for Tenure and Promotion for Tenure-Stream Faculty

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**University of Oklahoma**

**DEPARTMENT OF MODERN LANGUAGES, LITERATURES AND LINGUISTICS**

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## **I. Criteria for Tenure, Promotion, and Merit Increases**

### **A. 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 research, teaching, and service.

For tenure and promotion to the rank of associate professor, a strong record of published research is expected. In most cases, a book-length, peer-reviewed monograph published by a reputable scholarly publisher or the equivalent in peer-reviewed articles and peer-reviewed book-chapters will be required for promotion to the rank of associate professor with tenure. MLLL considers the publication of six peer-reviewed articles or peer-reviewed book chapters as generally equivalent to a monograph. Ideally, the work should be in print. If the publishing venue has acknowledged final acceptance, or the work is in production, the department may still consider it. The department may, in certain fields such as pre-modern literature, consider a major critical edition to be the equivalent of a monograph. Other forms of scholarly productivity such as translations, editing work, and authorship of textbooks can be taken into account but may be given less weight by external evaluators.

The successful candidate is expected to receive strong letters from external evaluators in their primary field and show evidence of ongoing research.

Published and formally accepted work is of primary significance in the tenure and promotion dossier. Documented work-in-progress is taken into account as an indication of research and creative activity and as evidence of ongoing research. In all cases, the responsibility lies with the faculty member to provide to the Chair and Committee A sufficient information to evaluate their research.

Excellence in teaching will also be expected for tenure and promotion to the rank of associate professor. As evidence of achievement in teaching, faculty members may present positive student-teacher evaluations, innovative syllabi and course materials, the comments of peer evaluators, and, when applicable, teaching awards and honors. If relevant, other evidence of excellence may also be taken into account.

While we try to protect junior faculty from onerous service assignments, service commitments at a variety of levels are expected.

### **B. Promotion to Professor**

The candidate for the promotion to the rank of professor is expected to have made a substantial contribution to scholarship since promotion to the rank of associate professor. This contribution will be confirmed through external review by outstanding scholars in the profession. Quality work that demonstrates excellence in one's field is expected. Candidates for promotion to professor are expected to have published a second peer-reviewed scholarly monograph or the equivalent in peer-reviewed articles and peer-reviewed book

chapters since tenure. MLLL considers the publication of six peer-reviewed articles or peer-reviewed book chapters as generally equivalent to a monograph. The department may, in certain fields such as pre-modern literature, consider a major critical edition to be the equivalent of a monograph. Ideally, the work should be in print. Other forms of scholarly productivity such as translations, editing work, and authorship of textbooks can be taken into account but may be given less weight by external evaluators.

Excellence in teaching and in service will also be expected for promotion to the rank of professor. In addition to scholarship, faculty members may also present as indications of significant progress evidence of excellence in teaching (such as outstanding student teacher evaluations and teaching awards and honors), significant grants and awards (such as Fulbright, National Endowment for the Humanities, Danforth, Mellon and Regents' awards), invited lectures, and an ongoing contribution to the mission of the university. The candidate for the promotion to the rank of professor is also expected to have service commitments at a variety of levels both inside and outside the university.

### **C. Annual Faculty Evaluations and Merit Increases**

Recommendations for merit and salary increases are based on the achievements of the faculty member, primarily as indicated by annual evaluations according to the department's Annual Evaluation Rubric.

## **II. The Tenure Process**

The procedures for granting tenure and promotion to the rank of associate professor are defined in the Faculty Handbook and the Provost's guidelines issued annually. It is the duty of the Chair, Committee A, and the candidate to familiarize themselves with these documents. Tenure-track faculty are urged to consult regularly with the Chair, Committee A, and their mentor on tenure and promotion matters.

### **A. Annual Evaluation Scores and Progress toward Tenure Letters**

Each spring, tenure-track faculty in the probationary period, like all regular faculty in the Department of Modern Languages, Literature and Linguistics, receive an annual evaluation that assesses their achievements for the previous year in teaching, research, and service. After the annual evaluation and scores are distributed, each tenure-track faculty member in the probationary period meets with Committee A to discuss their progress toward tenure. Committee A then composes for each candidate a formal Progress-toward-Tenure letter which summarizes achievements to date during the probationary period and, if necessary, notes concerns. Often Committee A will make specific recommendations for improving progress toward tenure. Candidates are urged to make use of such recommendations.

### **B. The Reappointment Process**

Each year during a pre-tenure candidate's probationary period, tenured faculty in the Department of Modern Languages, Literatures and Linguistics will meet to assess the candidate's progress toward tenure and to vote on reappointment.

### **C. Third-Year Review**

In the third year of the probationary period for tenure-track faculty, a dossier containing the faculty member's updated full *Curriculum vitae*, publications, work in progress, and other evidence of progress toward tenure will be submitted to outside scholars for assessment. The candidate for third-year review will submit a list of at least 3 names of potential external evaluators for approval. The Chair, in collaboration with Committee A, will select two names from the candidate's list and may also add additional names. The chair will contact all evaluators to request letters and will take responsibility for sending them the dossier. Once letters from these outside evaluators are received, the tenured faculty of the Department of Modern Languages, Literatures and Linguistics will meet to review the candidate's progress and vote on reappointment. Although the letters received from external evaluators for the Third-Year Review are confidential, a summary of significant comments will be provided for candidates in the spring progress-toward-tenure meeting following the third-year review.

### **D. Tenure Review**

In the spring of the fifth year of the probationary period, the candidate for tenure and promotion will submit to the Chair a list of 6 names of potential external evaluators. The Chair, in collaboration with Committee A, will select names from the candidate's list and provide an additional set of names of potential external evaluators. Candidate-supplied names will not comprise more than half of the final list. College of Arts and Sciences guidelines require that the Dean's office approve the review list before the department contacts the reviewers. The department will thus propose the list of reviewers to the Dean's office. Once approval has been received from the Dean's office, it is the Chair's responsibility to contact all external reviewers according to the guidelines specified by the Dean and the Provost.

At the end of the fifth year of the probationary period, the candidate must provide the chair with all materials for the tenure and promotion dossier. In the fifth year, the Chair will provide specific instructions for what is required.

Tenured faculty in the Department of Modern Languages vote on tenure cases in the fall of a candidate's last probationary year. After this, the case moves forward to Committee A, the Chair, the College of Arts and Sciences Tenure and Promotion Committee, the Dean, the Campus Tenure Committee, Provost, President, and Regents. Decisions on tenure and promotion become final in the summer following the end of the probationary period.

## **III. The Process of Gaining Promotion to Professor**

Procedures for promotion to the rank of professor are outlined in the Faculty Handbook and in the Provost's annual guidelines.

Consideration of a faculty member for promotion may be initiated by Committee A or the Chair at the request of the individual faculty member. Faculty members wishing to be considered for promotion should contact the Chair. In addition, the Chair and Committee A

will consider each spring whether they wish to nominate one or more faculty members for promotion.

In early spring, candidates for promotion to professor should provide the chair with a list of 6 names of full professors at peer institutions whom they deem suitable external evaluators. The Chair and Committee A then assemble a similar list of their own. All 12 names are sent forward to the College for approval. Once the list is approved, the Chair contacts the evaluators to secure their agreement to examine the candidate's dossier.

Candidates for promotion to professor should provide the Chair with all necessary materials for the dossier by early summer. The Chair will provide candidates with guidance explaining what is required.

Tenured faculty in Modern Languages, Literatures and Linguistics vote on the candidate's promotion at a meeting in the fall after letters from external evaluators have been received. After this, the dossier passes on to Committee A, the Chair, the College Tenure and Promotion Committee, the Dean, Provost, President, and Regents. A final decision will be rendered in late spring or early summer.

#### **IV. Post-tenure Review**

According to the [OU Faculty Handbook 3.7.6](#), post-tenure review is carried out every five years in order to provide a "periodic peer-based evaluation of tenured faculty for the purpose of guiding career development and, when judged necessary, improving faculty performance." Please see the faculty handbook for a more detailed description of the purpose and procedure for post-tenure review.

#### **V. Distribution of Effort**

The Department of Modern Languages, Literatures and Linguistics takes into account a candidate's distribution of effort when considering merit increases, tenure, and promotion. For tenured and tenure-track faculty the standard distribution of effort is as follows:

40% Teaching  
40% Research  
20% Service

This assumes the regular teaching load of 4 courses per year. Following College of Arts and Sciences policy, 10 percent of a faculty member's total distribution of effort is allocated to teaching for each in-load class taught.

Alternative distributions may be negotiated by tenured faculty and implemented contingent on availability of resources and approval of the Dean, with input from the Chair, Committee A, and the relevant section of the Department. Alternative distributions are

intended to reflect the faculty member's particular talents and interests. As a rule, all three areas of activity will be involved. Once negotiated, the agreement will be valid until further notice.

It is also possible to negotiate a short-term change to accommodate particular circumstances such as a course release or a sabbatical or other leave. In cases where the teaching load is reduced, the effort taken out of teaching will be assigned to either research or service, reflecting the nature of the leave. The distribution of effort for an upcoming year will be indicated on the annual evaluation and should reflect any known course releases or leaves. Changes to this distribution of effort may be negotiated as mentioned above and will be confirmed in writing by the Chair.