

DEPARTMENT OF ENGLISH

POLICY ON PROMOTION AND TENURE

(Last Revised February 2023)

This policy statement defines the standards and procedures for promotion and tenure in the Department of English. It does not repeat material that appears in the [Faculty Handbook](#) or in the College of Arts and Sciences [Policy on Promotion and Tenure](#). Candidates must refer to those documents for information regarding dossier preparation, deadlines for the promotion process above the department level, and university-wide or college-wide promotion and tenure policies. In the event of a conflict, the university policy takes precedence, followed by the college policy and then the department policy.

These policies govern the review of both Tenure-Track (TT) and Continuing-Track (CT) faculty. The weights assigned to teaching, scholarship, and service must be directly related to the candidate's workload assignments for the period under review. The standards for determining the quality of work are the same for all faculty, both tenure-track and continuing tracks. These standards are described in the English Department Review Rubric (EDRR), which is designed to provide a well-defined and transparent set of guidelines regarding faculty performance in teaching, various forms of scholarly and creative output, and service. Faculty members must achieve excellence, as defined by the rubric, in their primary area of work, as described below, to be able to seek promotion. The responsibility of the P&T committee is to assess the candidate thoroughly and fairly to determine if standards of excellence have been met.

The P&T Committee works to extend mentoring that faculty receive through other reviews, either from the Faculty Review Committee or from the Chair's annual appraisals. The department's Faculty Review Committee (FRC) is responsible for conducting the required periodic performance reviews for faculty contract renewals. Faculty members, accordingly, receive guidance from the department Chair's annual appraisals, the FRC, and the P&T Committee's Pre-Promotion Review process, each of which is designed to help them assess their readiness for promotion and identify areas of development. The P&T Chair will also conduct annual mentoring meetings for faculty to provide clarity regarding the process and departmental expectations for tenure and/or promotion. It is essential that faculty members familiarize themselves with the departmental rubric and P&T policies, as well as the university's policies as outlined in the Faculty Handbook and on the Provost's website.

In its deliberations, the P&T Committee will evaluate candidates according to the criteria established in the EDRR. The rubric has been designed principally for annual appraisals; therefore, it is the P&T Committee's responsibility to adapt its criteria to accord with the longer time frames that apply to promotion cases. The committee will be especially attentive to matters of development over time when

assessing a candidate's dossier. In the evaluation of teaching, for instance, the committee will pay close attention to how the candidate responds to student and peer feedback in their course design, assignments, and other teaching related activities.

Appointment to Assistant Professor

The rank of assistant professor does not carry tenure. A candidate for this rank must have attained the Ph.D. (or the appropriate terminal degree in a given field) or present an impressive body of work that represents the functional equivalent of a terminal degree. In addition, the candidate must show strong potential to perform excellent work in scholarship, for tenure-track faculty, or in their primary workload assignment, for continuing-track faculty, as well as high-quality performance in the other areas.

Promotion to Associate Professor

In the years since appointment to the rank of assistant professor, tenure-track faculty must have demonstrated excellence in scholarship, and high-quality performance in teaching and service. Continuing-Track faculty must have demonstrated excellence in their primary workload assignment and high-quality performance in the other category or categories. Unsatisfactory performance in any area will preclude promotion. A candidate must earn a score of 7 or higher on the EDRR to be rated as performing excellent work. The candidate must earn a score of 5 or higher on the EDRR to be rated as performing high-quality work. Letters solicited from scholars in the candidate's field must also confirm excellence in scholarship for tenure-track faculty and excellence in the primary workload assignment for continuing-track faculty.

Promotion to Full Professor

In the years since appointment to the rank of associate professor, tenure-track faculty must have demonstrated excellence in scholarship, and high-quality performance in teaching and service. Continuing-Track faculty must have demonstrated excellence in their primary workload assignment and high-quality performance in the other category or categories. Unsatisfactory performance in any area will preclude promotion. A candidate for full professor must earn a score of 8 or higher on EDRR to be rated as performing excellent work. They must earn a score of 6 or higher on the EDRR to be rated as performing high-quality work. Letters from outside evaluators must confirm the established reputation of the candidate in their field of scholarship (if tenure-track) or in the primary workload assignment (if continuing-track).

Granting of Tenure Only

In order to be recommended for tenure, faculty appointed at the rank of associate professor without tenure must present convincing evidence of ongoing productivity in scholarship, teaching, and service at the University of Delaware. The standards, procedures, and timetables used for promotion to associate professor will apply to the tenure process except that the quantity of scholarly work will be assessed in accord with the length of time that has elapsed since the candidate's initial appointment. The quality of ongoing scholarship must meet the standards for excellent performance required for promotion to associate professor.

Review Process

All cases for promotion go through two stages of deliberation, both conducted by the Promotion and Tenure (P&T) Committee.

Composition of the P&T Committee

For reviews of continuing-track faculty seeking promotion to associate professor, the P&T Committee is made up of all associate and full professors. For reviews of tenure-track faculty seeking promotion to associate professor, the committee is made up of all tenured associate and full professors. For reviews of continuing-track associate professors seeking promotion to full professor, the committee is made up of all full professors. For reviews of tenured associate professors seeking promotion to full professor, the committee is made up of all tenured full professors.

The Chair of the P&T Committee must be a tenured full professor. They are appointed by the Department Chair for a three-year term.

Quorums and Voting

A quorum consists of one-half plus one of all P&T Committee members not on leave. In order to vote on a given candidate, members of the committee must participate in the relevant meeting in real time. The P&T Chair is entitled to vote.

Role of the Department Chair

The Department Chair does not vote or participate in the discussions of the P&T Committee. However, the Department Chair does present a written report to the P&T subcommittee conducting the pre-promotion review with a summary of the candidate's annual reviews for the period under consideration. In addition, the P&T Chair provides the Department Chair with the P&T Committee's report on the candidate, and the P&T Chair provides the Department Chair with a copy of the formal letter to the Dean, signed by the members of the P&T Committee, summarizing their recommendations for or against promotion and, when appropriate, tenure.

Stage One: Pre-Promotion Review

The chair of the P&T Committee, in consultation with the Department Chair, will appoint a Pre-promotion Review Subcommittee consisting of two faculty members from the P&T Committee to evaluate the candidate's preparedness for promotion. One member of the Pre-promotion Review Subcommittee will be designated as the lead and will be responsible for presenting the case to the P&T Committee of the whole. This review is conducted in the Spring semester of the academic year preceding the year when the candidate would enter the university process. If the candidate is a TT faculty member, one member of the Pre-promotion Review Subcommittee will focus on the candidate's research and the other on their teaching and service. If the candidate is a CT faculty member, both candidates will share responsibility for the teaching and service assessments. The standards for evaluation used by the committee are described in the English Department Review Rubric (EDRR).

- a. **Teaching:** The Pre-promotion Review Subcommittee will meet with the candidate to review and develop appropriate methods of obtaining objective evidence of their effectiveness as instructor both in and out of the classroom. These methods may include soliciting the opinion of students and consulting published student evaluations, consulting relevant tenured and untenured colleagues about the candidate's teaching, observing classes, examining instructional materials the candidate has developed, examining student artifacts, and discussions with the candidate regarding their pedagogical techniques in general and teaching objectives in individual classes. Other relevant sources of evidence may include the candidate's participation in conferences, publication record in journals that emphasize teaching effectiveness, and contributions as officers in scholarly or professional organizations related to teaching. The candidate should provide a document narrating teaching aims and achievements to be included in the dossier.
- b. **Service:** In evaluating the candidate's services to the department, the University, and the profession, the Pre-promotion Review Subcommittee will ask the candidate to specify the administrative responsibilities and committee posts held, and the service rendered to the department, the University, and the profession. The Pre-promotion Review Subcommittee should solicit opinions from knowledgeable colleagues. The candidate should provide a document narrating service experience to be included in the dossier.
- c. **Scholarship:** the Pre-promotion Review Subcommittee will ask the candidate to provide copies of published books, articles, reviews, creative writing, digital projects, and grant activity. The Pre-promotion Review Subcommittee will also consult with the candidate on methods of obtaining reports from outside the department on the scope and value of their

scholarly and creative contributions. As stipulated in the department rubric, the candidate will be encouraged to assemble evidence of an ongoing and coherent research program. Reviews of the candidate's books and published critical responses to shorter writings may constitute relevant evidence of scholarly and creative contribution to a field, and so may the reports of any press readers and journal referees the candidate may wish to submit. The candidate should provide a document narrating service experience to be included in the dossier.

Based on the Pre-promotion Review Subcommittee's assessment of the required materials in the candidate's online dossier, the Pre-promotion Review Subcommittee assigns a numerical score in each of the three categories of scholarship, teaching, and service. It also provides a written rationale for each numerical score. In that report, the Pre-promotion Review Subcommittee will comment on whether and how materials still in progress would affect the candidate's rating. The Pre-promotion Review Subcommittee then presents their report to the P&T Committee for a vote. The report and the vote are then presented to the candidate by the Pre-promotion Review Subcommittee members and the Chair of P&T. At this moment, the Pre-promotion Review Subcommittee members and Chair of P&T should also relay any suggestions for revision to the dossier to the candidate, who will then have the opportunity to update their dossier ahead of the June 1 deadline for the version sent to external reviewers.

The candidate has one week from the receipt of the Pre-promotion Review Subcommittee's report to declare whether they wish to be considered for promotion or for promotion and tenure in the upcoming cycle. If the candidate decides to move forward, then the P&T Chair provides the Pre-promotion Review Subcommittee's report with the full P&T Committee vote to the department chair.

Stage Two: Promotion Review

The P&T Committee then conducts a second stage of review, which now also includes external reports. The same subcommittee that undertook the Pre-Promotion Review, reconstituted as the Promotion Review Subcommittee, will revisit the candidate's materials, which will now include the reports from external readers. The materials for this review include the candidate's complete dossier (updated to account for materials newly accepted for publication, additional service, and teaching evaluations from the previous semester), the pre-promotion review report, letters solicited from scholars in the candidate's field and from former students. All of these materials, with the exception of the external reader reports, must be made available to members of the P&T Committee at least two weeks before they meet to review a case for promotion and tenure.

At the meeting, the Promotion Review Subcommittee will be responsible for presenting the case to the P&T Committee. The Promotion Review Subcommittee should update their assessment from the pre-promotion review report to include the external reviewers' assessments of the candidate and any new work undertaken by the candidate since the submission of the pre-promotion dossier.

For a detailed account of the structure of the Promotion Review Committee's presentation, see Conduct of the Committee Meeting section below.

Timetable for Departmental Promotion Procedures

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| 1 October: | Deadline for written notification to the department chair and the chair of the Promotion and Tenure Committee of the candidate's intent to apply for promotion the following academic year. E-mail communication is sufficient for this purpose. The Chair of the Promotion and Tenure Committee begins the process, outlined in this document, for identifying potential external reviewers and for identifying students to approach for letters concerning the candidate's teaching. |
| 15 February: | Deadline for the candidate to complete an electronic dossier for consideration by the P&T Committee. The dossier should follow the format described in the Faculty Handbook, except that no letters attesting to scholarship, teaching, or service are required. It is strongly recommended that the candidate include a statement summarizing their case for promotion in the areas of scholarship, teaching, and service. Deadline for the Department Chair to submit a written report to the P&T Committee summarizing the candidate's annual reviews. |
| 1 May: | The P&T Pre-promotion Review Subcommittee and the Chair of P&T present their assessment of the dossier to the candidate. Based on this appraisal, the candidate reaffirms, or not, their intent to apply for promotion. If the candidate decides to move forward, the chair of the Promotion and Tenure Committee begins the process of soliciting external reviews and student letters. |
| 1 June: | Deadline for the candidate to supply electronic copies of their dossier, including an up-to-date curriculum vitae, for distribution to external readers. TT candidate dossiers should include electronic copies of all scholarly work, and CT candidate dossiers should include copies of all relevant teaching materials, including teaching evaluations for the period under review, and the Faculty Review Committee's teaching observation. The Chair of the P&T Committee will also make these materials available to members of the committee. |

- 1 September: Deadline for the candidate to make any needed updates to their electronic dossier and officially submit it to the university for evaluation.
- 1 October: Deadline for a final vote by the department Promotion and Tenure Committee. The committee chair is to report and explain the vote orally to the candidate as soon as possible after the meeting. If the candidate wishes to appeal, they must do so within five working days after being informed of the committee's decision.
- 10 October: Deadline for a second vote following the candidate's appeal, if any.

Letters From Outside Evaluators and Students

Immediately following the pre-promotion review in the spring, the candidate will be asked to supply the names of approximately ten potential external reviewers. If the candidate is a TT Faculty member these reviewers should be highly regarded scholars in their field from peer institutions. In the case of CT faculty, external reviewers should be highly accomplished faculty who hold equivalent or tenured appointments at peer or teaching-intensive institutions. Names will also be solicited from the department at large. The candidate will be given an opportunity to comment on the names on the department's list, and the P&T chair will give weight to the candidate's assessment of their suitability. The candidate will also be asked to specify his or her relationship (if any) with all potential reviewers. The P&T chair, in consultation with faculty in or close to the candidate's field, will then select five outside evaluators. Although not required by the Dean of the College, it is advisable to make every effort to consult with the relevant dean regarding the suitability of these evaluators, and of the template for the letter they will be sent, before potential reviewers are contacted.

The candidate will be asked to submit the names of fifteen former and/or current students from whom the committee may solicit letters attesting to the quality of the candidate's teaching, advising, sponsorship of student activities, and other student-related work. The P&T chair will also select students at random from the candidate's class rosters, and the candidate will not be informed of their names. Letters will be solicited from an equal number of students from the candidate's list and from the department's random list.

The candidate may submit to the Promotion and Tenure Committee the names of anyone who can document service to the university or any of its units, to professional organizations, to community service groups, or to any other organizations with which the candidate is associated. The committee will solicit

letters from everyone named by the candidate. All letters from outside evaluators and from former students are confidential.

Conduct of Committee Meetings

If the committee is reviewing more than one candidate for promotion, all continuing-track candidates will be considered before all tenure-track candidates. Within each of the two tracks, candidates for associate professor will be considered before candidates for full professor.

The order of business for each candidate is as follows:

- A. At the P&T meeting where the Promotion Review Committee presents its assessment of a candidate the following protocol will be followed: The lead member on the case will review the file via a slide presentation, which walks the committee through
 - 1) the candidate's educational and employment history;
 - 2) the relevant departmental P&T guidelines for their promotion (including workload, conditions of appointment and job description); followed by
 - 3) an account of their teaching, scholarship, and service contributions (as per workload); along with
 - 4) any internal / other reviews; and concluding with
 - 5) the external letters (process of choosing; overview of letters; selected quotations).
- B. Following the lead reviewer's presentation, the second reader adds their impressions and is responsible for catching errors or oversights. The Promotion Review Committee's presentation will be followed by a discussion and vote.
- C. To be eligible to vote, members of the P&T Committee must be present at the meeting and have become familiar with the candidate's dossier, the Promotion Review Committee's report, and the outside letters from students and faculty evaluators.
- D. The vote is by secret ballot. The Teller will collect votes by paper or electronic ballot.

If more than one candidate is being considered for promotion to a given rank, this procedure will be completed for all candidates.

Reports

As soon as possible after the meeting, the P&T Chair will orally inform both the candidate and the Department Chair of the numerical vote and the committee's reasoning. The candidate may also request a formal meeting with the P&T Chair, the members of the subcommittee, and the Department Chair.

Within a week after the vote, the P&T chair will deliver a letter summarizing the committee's decision to the department, which will be made available to all committee members. Those who participated in the meeting will be given at least three working days in which to sign it; those who are unable to do so may authorize signatures by proxy. When this process is complete, the P&T chair will deliver the signed letter to the department chair, with a copy to the candidate.

Confidentiality

Confidentiality is of the essence in carrying out promotion and tenure evaluations, and information is to be conveyed to the candidate only by the committee chair and other faculty appointed by the committee for this purpose. Although it may sometimes be necessary for committee members to discuss promotion and tenure questions in venues other than official meetings, the times and places for such discussions must be selected with due regard for the privacy of the candidates and of fellow committee members. The committee may temporarily exclude members who persistently or grossly violate the confidentiality of its proceedings.