Promotion and Tenure Procedures, French & Italian Department

Purpose:

To articulate the standards and procedures for promotion and/or tenure for the Department of French & Italian

Applies to:

Faculty and Unclassified Academic Staff within the Department of French & Italian

General Provisions

Scope and Purpose. The award of tenure and/or promotion in rank are among the most important and far-reaching decisions made by the Department of French and Italian because an excellent faculty is an essential component of any outstanding institution of higher learning. Promotion and tenure decisions also have a profound effect on the lives and careers of faculty. Recommendations concerning promotion and tenure must be made carefully, based upon a thorough examination of the candidate’s record and the impartial application of these criteria and procedures, established in compliance with the Faculty Senate Rules and Regulations (FSRR) Article VI.

It is the purpose of this document to promote the rigorous and fair evaluation of faculty performance during the promotion and tenure process by (a) establishing criteria that express the Department of French and Italian’s expectations for meeting University standards in terms of disciplinary practices; (b) providing procedures for the initial evaluation of teaching, scholarship, and service (c) preserving and enhancing the participatory rights of candidates, including the basic right to be informed about critical stages of the process and to have an opportunity to respond to negative evaluations; and (d) clarifying the responsibilities, roles, and relationships of the participants in the promotion and tenure review process.

Each level of review, including the initial review, the intermediate review, and the University level review, conducts an independent evaluation of a candidate’s record of performance and makes independent recommendations to the next review level. Later stages of review neither affirm nor reverse earlier recommendations, which remain part of the record for consideration by the Chancellor. It is the responsibility of each person involved in the review process to exercise his/her own judgment to evaluate a faculty member’s teaching, scholarship, and service based upon the entirety of the data and information in the record. No single source of information, such as peer review letters, shall be considered a conclusive indicator of quality.

Academic Freedom. All faculty members, regardless of rank, are entitled to academic freedom in relation to teaching and scholarship, and the right as citizens to speak on matters of public concern. Likewise, all faculty members, regardless of rank, bear the obligation to exercise their academic freedom responsibly and in accordance with the accepted standards of their academic disciplines.

Confidentiality and Conflicts of Interest. Consideration and evaluation of a faculty member’s record is a confidential personnel matter. Only those persons eligible to vote on promotion and tenure may participate in or observe deliberations or have access to the personnel file (except that clerical staff may assist in the preparation of documents under conditions that assure confidentiality).

No person shall participate in any aspect of the promotion and tenure process concerning a candidate when participation would create a clear conflict of interest or compromise the impartiality of an evaluation or recommendation.
If a candidate believes that there is a conflict of interest, the candidate may petition to have that person recuse him/herself. If a committee member does not recuse him/herself, a decision about whether that person has a conflict of interest shall be made by a majority of the other committee members.

**Promotion and Tenure Standards**

**General Principles.** The University strives for a consistent standard of quality against which the performance of all faculty members is measured. Nonetheless, the nature of faculty activities varies across the University and a faculty member’s record must be evaluated in light of his/her particular responsibilities and the expectations of the discipline. These criteria state the Department of French and Italian’s expectations of performance in the areas of teaching, scholarship, and service necessary to satisfy the University standards for promotion for the award of tenure and/or promotion to associate professor and for promotion to full professor, or equivalent ranks.

Teaching and scholarship should normally be given primary consideration, but the particular weight to be accorded to each component of a faculty member’s activities depends upon the responsibilities of the faculty member. The College has traditionally recognized the 40-40-20 formula for weighting research, teaching, and service, except when weight is differentiated for unclassified academic staff members pursuant to their job description.

**Teaching.** Teaching is a primary function of the University, which strives to provide an outstanding education for its students. The evaluation of teaching includes consideration of syllabi, course materials, and other information related to a faculty member’s courses; peer and student evaluations; a candidate’s own statement of teaching philosophy and goals; public representations of teaching; and other accepted methods of evaluation, which may include external evaluations. Student evaluations include, for all courses taught, results from the University’s “Student Survey of Teaching” and results from the separate Department of French and Italian “Course Evaluation Form: Written Comments Questionnaire.” Both sets of evaluations will become part of the Departmental Committee on Promotion and Tenure’s (hereafter the DCPT) evaluation of the candidate’s teaching, and both sets will be forwarded to the College Committee on Appointments, Promotions, and Tenure (CCAPT) and the University Committee on Promotion and Tenure (UCPT) as part of the candidate’s dossier.

High quality teaching is serious intellectual work grounded in a deep knowledge and understanding of the field and includes the ability to convey that understanding in clear and engaging ways.

The conduct of classes is the central feature of teaching responsibilities at KU, but teaching also includes supervising student research and clinical activities, mentoring and advising students, and other teaching-related activities outside of the classroom.

Under the University standards for the award of tenure and/or promotion to associate professor, the record must demonstrate effective teaching, as reflected in such factors as command of the subject matter, the ability to communicate effectively in the classroom, a demonstrated commitment to student learning, and involvement in providing advice and support for students outside the classroom.

In the Department of French and Italian, the following teaching expectations to meet University standards apply for the award of tenure and/or promotion to the rank of associate professor: the record must demonstrate effective teaching, as reflected in such factors as command of the subject matter, the ability to communicate effectively in the classroom, a demonstrated commitment to student learning, and involvement in advising and providing support for students outside the classroom.

Under the University standards for promotion to the rank of professor, the record must demonstrate continued effectiveness and growth as a teacher, as reflected in such factors as mastery of the subject matter, strong
classroom teaching skills, an ongoing commitment to student learning, and active involvement in providing advice and support for students outside the classroom.

In the Department of French and Italian, the following teaching expectations to meet University standards apply for the promotion to the rank of professor: the record must demonstrate continued effectiveness and growth as a teacher, as reflected in such factors as mastery of the subject matter, strong classroom teaching skills, an ongoing commitment to student learning, and active involvement in advising and providing support for students outside the classroom.

**Scholarship.** The concept of “scholarship” encompasses not only traditional academic research and publication, but also the creation of artistic works or performances and any other products or activities accepted by the academic discipline as reflecting scholarly effort and achievement for purposes of promotion and tenure. While the nature of scholarship varies among disciplines, the University adheres to a consistently high standard of quality in its scholarly activities to which all faculty members, regardless of discipline, are held. In the Department of French and Italian scholarship is defined as research conducted, the results of which are submitted for professional evaluation, review, and criticism to peers through recognized media. The most significant measure of scholarly productivity includes: publication of books, monographs, articles in refereed journals and venues, critical editions, translations, or anthologies with scholarly critical apparatus, and critical biographies. Publication in in-house media and in non-refereed journals is also valued but does not carry as much weight. Competitive awards and grants from agencies of national standing are another useful index of an individual’s success in obtaining recognition for research. Participation in symposia, conferences, and professional meetings is another outlet for publicizing and testing the results of one’s research. The presentation of papers often lacks the formal review procedure and critical response provided by publications, and in those cases such activity is not sufficient in itself as evidence of scholarly productivity. Both the quality of research and the quantity of research will be valued.

In the case of faculty in the field of French or Italian language pedagogy, applied linguistics, and Romance linguistics, the publication of refereed books, book chapters, and journal articles is evidence of scholarly productivity. Textbooks, sourcebooks, instructional software, and other audio/visual media that incorporate and present theoretical ideas or advances in pedagogy are also evidence of scholarly productivity, provided they are refereed and published by nationally or internationally recognized publishers.

Under the University standards for the award of tenure and/or promotion to the rank of associate professor, the record must demonstrate a successfully developing scholarly career, as reflected in such factors as the quality and quantity of publications or creative activities, external reviews of the candidate’s work by respected scholars or practitioners in the field, the candidate’s regional, national, or international reputation, and other evidence of an active and productive scholarly agenda.

In the Department of French and Italian, the following scholarship expectations to meet University standards apply for the award of tenure and/or promotion to the rank of associate professor: the record must demonstrate a successfully developing scholarly career, as reflected in such factors as the quality and quantity of publications or creative activities, external reviews of the candidate’s work by respected scholars or practitioners in the field, the candidate’s regional, national, or international reputation, and other evidence of an active and productive scholarly agenda. Continuing productivity after the completion of the dissertation, from the time of one’s formal entry into a professional academic career, is expected.

Under the University standards for promotion to the rank of professor, the record must demonstrate an established scholarly career, as reflected in such factors as a substantial and ongoing pattern of publication or creative activity, external reviews of the candidate’s work by eminent scholars or practitioners in the field, the candidate’s national or international reputation, and other evidence of an active and productive scholarly career.
In the Department of French and Italian, the following scholarship expectations to meet University standards also apply for the promotion to the rank of professor: the record must demonstrate an established scholarly career, as reflected in such factors as a substantial and ongoing pattern of publication or creative activity, external reviews of the candidate’s work by eminent scholars in the field, the candidate’s national or international reputation, and other evidence of an active and productive scholarly career.

**Service.** Service is an important responsibility of all faculty members that contributes to the University’s performance of its larger mission. Although the nature of service activities will depend on a candidate’s particular interests and abilities, service contributions are an essential part of being a good citizen of the University. The Department of French and Italian accepts and values scholarly service to the discipline or profession, service within the University, and public service at the local, state, national, or international level. Voluntary participation on Summer Language Institute programs is considered part of service.

Under the University standards for the award of tenure and/or promotion to associate professor, the record must demonstrate a pattern of service to the University at one or more levels, to the discipline or profession, and/or to the local, state, national, or international communities.

In the Department of French and Italian, the following service expectations to meet University standards apply for the award of tenure and/or promotion to the rank of associate professor: the record should indicate regular and meaningful participation in activities necessary to the successful functioning of the Department, College, and/or University, including participation at departmental meetings. There should be evidence of a record of substantial contributions to the larger university community, the profession, or the discipline at the local, regional, national, or international level (e.g. memberships on committees or task forces; memberships on editorial or advisory boards; student recruitment; administration; reviewing grant applications; judging academic awards competitions; offices in professional organizations; conducting *ad hoc* workshops; fund raising; organizing conferences, lectures, or readings, etc.).

Under the University standards for promotion to the rank of professor, the record must demonstrate an ongoing pattern of service reflecting substantial contributions to the University at one or more levels, to the discipline or profession, and/or to the local, state, national, or international communities.

In the Department of French and Italian, the following service expectations to meet University standards apply for the promotion to the rank of full professor: the record should indicate significant participation in activities necessary to the successful functioning of the department, College, and/or University, including (at a minimum) significant service on two committees per year and participation at departmental meetings. In addition, there should be evidence of substantial contributions to the larger university community, the profession, or the discipline at the local, regional, national, or international level (e.g. memberships on committees or task forces; memberships on editorial or advisory boards; reviewing manuscripts for professional journals and presses; evaluating outside departments; acting as an external evaluator for promotion and tenure dossiers); playing an active role in student recruitment; administration; reviewing grant applications; judging academic awards competitions; offices in professional organizations; conducting *ad hoc* workshops; fund raising; organizing conferences, lectures, or readings, etc.), is expected for the award of promotion to the rank of professor. A record demonstrating leadership at the department, College, University, or professional level indicates meritorious service beyond minimum expectations.

**Unclassified Academic Staff.** In the case of unclassified academic staff, comparable professional responsibilities, as defined by the Department of French and Italian and the standards of our discipline, will be evaluated. Under the University standards for unclassified academic staff, those standards must be commensurate with the standards for faculty members. These professional responsibilities include: research, service, and/or teaching in units that support the academic mission. The Department of French and Italian accepts service within the University, and public service at the local, state, national, or international level. Promotion emphasizes research and service.
The weight given to professional performance shall be determined by the particular responsibilities of the candidate. The appointment of "specialist" is distinct from "tenure-track faculty." In contrast to the tenure-track faculty whose scholarly credentials and research include a prominent emphasis on publication, the specialist applies research directly to teaching, curriculum, and service activities. The criteria for promotion to the rank of Associate and Senior Language Specialist take into account the fact that the duties of the language specialist combine demanding administrative service with significant academic challenges in teaching and teaching-related scholarship. 50% of the specialist's work will be administrative service, 40% teaching, and 10% scholarship related to teaching. A required qualification for the position of Associate Specialist is the Ph.D. in French, Italian, Romance Linguistics, or Applied Linguistics.

Research for the specialist is defined as: participation in professional organizations; presentations at the University of Kansas, or for regional/national professional organizations; writing published textbooks, sourcebooks, workbooks, testing programs, instructional software, and other audio/visual media that incorporate advances in pedagogy (provided they are peer-reviewed and published by nationally or internationally recognized publishers); writing scholarly work that will keep the language specialist current with recent developments in the field of second-language acquisition, and reviewing textbooks constitute evidence of scholarly productivity.

Teaching at the rank of specialist is defined as: demonstrating effective and high quality teaching at the basic and intermediate language level, and having the ability to teach at various levels and be familiar with the whole departmental undergraduate curriculum in French or Italian. Effective teaching is reflected in such factors as command of the subject matter, the ability to communicate effectively in the classroom, a demonstrated commitment to student learning, and involvement in advising and providing support for students outside the classroom. The evaluation of teaching includes consideration of syllabi, course materials, and other information related to a faculty member’s courses; peer and student evaluations; a candidate’s own statement of teaching philosophy and goals; public representations of teaching; and other accepted methods of evaluation, which may include external evaluations. Student evaluations include, for all courses taught, results from the University’s “Student Survey of Teaching” and results from the separate Department of French and Italian “Course Evaluation Form: Written Comments Questionnaire.” Both sets of evaluations will become part of DCPT’s evaluation of the candidate’s teaching, and both sets will be forwarded to CCAPT and UCPT as part of the candidate’s dossier.

Service: The specialist's service is to contribute to the department’s and University’s teaching mission and to ensure language program development and continuity over time. Specific service criteria, in order of importance, include:

1. Excellence in organizing, scheduling, administering, and supervising the sequence of first and second year French or Italian courses offered by the department; effectiveness in selecting, training, supervising, and evaluating the teaching staff of those courses; successful handling of student issues and grievances arising in these courses; effective coordination of the basic language program with the French or Italian major and minor, and with the literature and culture courses in the department.
2. Ability to translate recent developments in the field of second-language acquisition into curricular modifications of our program.
3. Service to the Department and the University, especially in matters related to second-language acquisition and the improvement of instruction.

In the Department of French and Italian, the following expectations to meet University standards apply for promotion to the rank of associate specialist: as indicated by multiple sources of evaluation (outlined above), the record must demonstrate that a candidate’s teaching, to an adequate or greater extent, reflects knowledge of his/her field and the recent developments therein, and that the candidate is effective in encouraging students' interest, and their increased proficiency in French or Italian language, literature, and culture. The record must
also give indication of responsible fulfillment of all duties associated with teaching, including prompt and regular holding of class sessions and office hours, timely and sufficient grading and comments on assignments, acceptable and fair expectations and criteria for student work (as judged by disciplinary standards), adequate class preparation and effective use of class time, and reflection about pedagogy. The candidate has a clear record of research activity that supports the long-term objectives of the department, including participation in professional organizations; presentations at the University of Kansas, or for regional/national professional organizations; writing published textbooks, sourcebooks, workbooks, testing programs, instructional software, and other audio/visual media that incorporate advances in pedagogy (provided they are peer-reviewed and published by nationally or internationally recognized publishers); writing scholarly work that will keep the language specialist current with recent developments in the field of second-language acquisition; and reviewing textbooks constitute evidence of scholarly productivity. As outlined in the service requirements above, the candidate demonstrates excellence in organizing, scheduling, administering, and supervising the sequence of first and second year French or Italian courses offered by the department; effectiveness in selecting, training, supervising, and evaluating the teaching staff of those courses; successful handling of student issues and grievances arising in these courses; effective coordination of the basic language program with the French or Italian major and minor, and with the literature and culture courses in the department. The candidate demonstrates the ability to translate recent developments in the field of second-language acquisition into curricular modifications of our program, and provides service to the department and the University, especially in matters related to second-language acquisition and the improvement of instruction. A required qualification for the position of Associate Specialist is the Ph.D. in French, Italian, Romance Linguistics, or Applied Linguistics.

In the Department of French and Italian, the following expectations to meet University standards apply for promotion to the rank of senior specialist: academic staff at the associate rank seeking promotion to senior rank should continue to develop and improve their record of teaching, research and service. The teaching record should reflect continued success in the classroom, reflection about pedagogy, engagement with current developments in the field, and new pedagogical methods. Academic staff at the associate rank seeking promotion should also demonstrate a record of committed and responsible advising, as relevant to the position. The scholarly record at the associate rank must demonstrate continued and significant engagement with research and research activities appropriate to the needs of the program and to the candidate’s field, as reflected in participation in professional organizations; presentations at the University of Kansas, or for regional/national professional organizations; writing published textbooks, sourcebooks, workbooks, testing programs, instructional software, and other audio/visual media that incorporate advances in pedagogy (provided they are peer-reviewed and published by nationally or internationally recognized publishers); writing scholarly work that will keep the language specialist current with recent developments in the field of second-language acquisition; and reviewing textbooks, articles, or materials appropriate to the field of pedagogy for academic journals and scholarly presses. In service, the record should indicate continued, clear effectiveness in those administrative aspects of the position outlined above, as well as significant participation in activities necessary to the successful functioning of the department. The candidate must demonstrate continued excellence in organizing, scheduling, administering, and supervising the sequence of first and second year French or Italian courses offered by the department; effectiveness in selecting, training, supervising, and evaluating the teaching staff of those courses; successful handling of student issues and grievances arising in these courses; effective coordination of the basic language program with the French or Italian major and minor, and with the literature and culture courses in the department. The candidate must show a continued and proven ability to translate recent developments in the field of second-language acquisition into curricular modifications of our program, and serve the department and the University, especially in matters related to second-language acquisition and the improvement of instruction. A required qualification for the position of Senior Specialist is the Ph.D. in French, Italian, Romance Linguistics, or Applied Linguistics.

**Rating for Performance.** Using the criteria described above, the candidate’s performance in the areas of teaching, scholarship, and service will be rated using the terms “excellent,” “very good,” “good,” “marginal,” or “poor,” defined as follows:
(a) “Excellent” means that the candidate substantially exceeds expectations for tenure and/or promotion to this rank.

(b) “Very Good” means the candidate exceeds expectations for tenure and/or promotion to this rank.

(c) “Good” means the candidate meets expectations for tenure and/or promotion to this rank.

(d) “Marginal” means the candidate falls below expectations for tenure and/or promotion to this rank.

(e) “Poor” means the candidate falls significantly below expectations for tenure and/or promotion to this rank.

Absent exceptional circumstances, no candidate may be recommended for promotion or tenure without meeting standards in all applicable areas of performance.

**Promotion and Tenure Procedures**

The department of French and Italian conducts the initial review of the candidate pursuant to the procedures and requirements of [section 5 of Article VI of the FSRR](#) in connection with the candidate’s responsibility in the department of French and Italian.

**Promotion and Tenure Committee.** The department of French and Italian review committee shall evaluate the candidate’s teaching, research, and service. In the department of French and Italian the initial review committee is the DCPT consisting of all faculty holding the appropriate academic rank.

No students or untenured faculty members, except unclassified academic staff with the rank equivalent to or higher than associate professor, shall serve on DCPT or vote on any recommendation concerning promotion and tenure. After the candidate’s full dossier has been received by the DCPT, voting on faculty promotion/tenure cases is limited to those who have read all the materials submitted and who participate in all the substantive meetings on the candidate’s promotion.

The following is the structure of the French and Italian Department Committee on Promotion and/or Tenure (DCPT):

When promoting from the rank of Assistant Professor to Associate Professor: the tenured faculty and those holding the rank of associate/senior specialist comprise the DCPT to prepare the candidate’s promotion and tenure file. A minimum of at least five faculty members is necessary to conduct an evaluation. If the DCPT does not number at least five members from that constituency, then the department will seek tenured faculty from outside units in appropriate fields, and appoint additional members to constitute a committee of five in consultation with, and with the final approval of the office of the Dean of the College of Liberal Arts and Sciences.

The committee will elect its chair from among the departmental members serving on the DCPT. The Dean will select the outside member(s) mentioned above from a pool of five tenured professors or those holding the rank of associate/senior specialist. In order to form that pool, the candidate will be invited to suggest up to three outside members of KU’s faculty which the DCPT may take into consideration. The candidate will also be allowed to indicate up to three names s/he would not like on the list; the DCPT will honor that indication. The candidate will not vote on the membership of the pool to be submitted to the Dean.

When promoting from the rank of Associate Professor to Full Professor: consistent with the principle that at least five faculty members are necessary to conduct an evaluation, the DCPT will be comprised of full professors, senior specialists, and the Chair of the Department of French and Italian (regardless of the chair’s rank).

If the DCPT does not number at least five members from that constituency, then the department will seek full professors from outside units in appropriate fields, and appoint additional members to constitute a committee
of five in consultation with, and with the final approval of the office of the Dean of the College of Liberal Arts and Sciences. The committee will elect its chair from among the departmental members serving on the DCPT.

The Dean will select the outside member(s) mentioned above from a pool of five Full Professors/Unclassified Academic Staff at KU to be selected by the DCPT. In order to form that pool, the DCPT will invite the candidate to suggest up to three outside members of KU’s faculty which the DCPT may take into consideration. The candidate will also be allowed to indicate up to three names s/he would not like on the list; the DCPT will honor that indication. The candidate will not vote on the membership of the pool to be submitted to the Dean.

Three subcommittees, corresponding to the three areas of teaching, research and service, are then formed from the membership of the DCPT. (There may be some overlap in membership among these committees.) The chair of the DCPT discusses the membership of the three subcommittees with the candidate, whose suggestions may be taken into consideration, but are not binding upon the DCPT’s final decision.

The department chair shall communicate the recommendations of the initial review to the candidate and provide the candidate with a copy of the corresponding evaluation section of the promotion and tenure form. Negative recommendations shall be communicated in writing and, if the review will not be forwarded automatically, the chair shall inform the candidate that he or she may request that the record be forwarded for further review.

Favorable recommendations, together with the record of the initial review, shall be forwarded to the College Committee on Appointments Promotion, and Tenure conducting the intermediate review. Negative recommendations resulting from an initial review shall go forward for intermediate or UCPT review only if it is the candidate’s mandatory review year or if the candidate requests it.

Initiation of Review. Prior to the beginning of the spring semester, the Provost notifies all faculty members whose mandatory review year will be the following academic year, with copies provided to the unit administrators. Upon receipt of this notice or if a faculty member requests it prior to the mandatory review year, the Department of French and Italian shall initiate procedures for evaluating the candidate for the award of promotion and/or tenure.

As part of the annual faculty evaluation process, the Department of French and Italian shall consider the qualifications of all tenured faculty members below the rank of full professor, with a view toward possible promotion in rank during the following academic year. After considering a faculty member’s qualifications, if the Department of French and Italian determines that those qualifications may warrant promotion in rank, it shall initiate procedures for reviewing the faculty member for promotion. After seven years in the rank of associate professor, a faculty member who believes he or she has the qualifications for promotion may initiate the promotion review process him/herself. In such cases the unit will treat the candidate in the same way that it treats other candidates for promotion to the rank of full professor.

Preparation of the Promotion and/or Tenure File. NOTE: Candidates who hold joint appointments prepare only one set of promotion and tenure materials for review by both units in which they hold an appointment. The initial review units (i.e., departments, centers, etc.) shall consult with each other on their evaluations and the evaluation process, but each initial review unit must provide a separate evaluation of the candidate’s performance in the unit. Please refer to the College’s Promotion and Tenure Statement for detailed instructions. It is the responsibility of the candidate to complete the appropriate portions of the form and provide necessary documents and information in accordance with the Provost’s guidelines, with assistance from the Department of French and Italian.

The DCPT shall receive the form and accompanying materials from the candidate and finish compiling the record of the candidate’s teaching, scholarship, and service in accordance with the Provost’s guidelines.
The DCPT shall provide for the solicitation of outside reviewers to assist in the evaluation of a faculty member’s scholarship and in accordance with College procedures. Emphasis shall be placed on selecting independent reviewers in the same or related discipline who hold academic rank or a professional position equal to or greater than the rank for which the candidate is being considered. The committee shall give the candidate the opportunity to suggest individuals to be included or excluded from the list of reviewers. The committee, however, is responsible for using its judgment in the final selection of reviewers.

When soliciting external reviews of a candidate’s scholarship, the chair, on behalf of the DCPT, shall inform prospective reviewers of the extent to which the candidate will have access to the review. The College's confidentiality policy regarding soliciting external reviewers for the promotion and tenure review process is as follows:

"As a part of the promotion and/or tenure review process, we are soliciting assessments of Professor ____’s research contributions from academic colleagues and distinguished professionals. These letters will become part of the candidate's promotion and tenure dossier and are treated as confidential by the University to the extent we are permitted to do so by law."

**Recommendations.** Upon completion of the record, the committee conducting the initial review shall evaluate the candidate’s record of teaching, scholarship, and service in light of the applicable standards and criteria and make recommendations in accordance with the voting procedures detailed below.

In the Department of French and Italian, voting procedures are as follows:

In the department, voting procedures are by secret ballot; each member of the DCPT is asked to provide a rating for teaching, research, and service, as well as a vote to recommend or not recommend promotion and/or tenure. These votes are counted and tallied by the DCPT in order to arrive at the final recommendation. A simple majority of votes is required for a favorable recommendation.

The DCPT shall prepare the final version of the evaluation and summary evaluation sections of the promotion and/or tenure forms. The forms and recommendations shall be forwarded to the chair, who shall indicate separately, in writing, whether he or she concurs or disagrees with the recommendations of the DCPT. The Department of French and Italian chair shall communicate the recommendations of the initial review, and his or her concurrence or disagreement with the recommendation, to the candidate and provide the candidate with a copy of the summary evaluation section of the promotion and tenure form. Negative recommendations shall be communicated in writing and, if the review will not be forwarded automatically, the chair shall inform the candidate that he or she may request that the record be forwarded for further review.

Favorable recommendations, together with the record of the initial review, shall be forwarded to the College Committee on Appointments Promotion, and Tenure conducting the intermediate review. Negative recommendations resulting from an initial review shall go forward for intermediate review only if it is the candidate’s mandatory review year or if the candidate requests it.

**Intermediate Review.**

The candidate may submit a written response to a negative recommendation by the Department of French and Italian, or to a final rating of teaching, research, or service below the level of “good” included in the evaluation section of the recommendation. The written response is sent separately by the candidate to CCAPT.

A request for information by CCAPT and/or UCPT shall be sent to the Department of French and Italian chair who shall immediately provide a copy to the candidate and inform the DCPT. The chair and/or committee shall prepare the Department of French and Italian’s response in accordance with the initial review procedures.
The candidate shall be afforded an opportunity to participate in the preparation of the Department of French and Italian’s response and/or to submit his/her own documentation or comment to the CCAPT and/or UCPT as applicable.

Approved by:
Department of French & Italian / Faculty Senate Committee on Standards and Procedures for Promotion and Tenure

Approved on:
Thursday, October 10, 2013

Effective on:
Thursday, October 10, 2013

Related Policies:
Faculty Senate Rules and Regulations Article VI: Promotion and Tenure

Related Procedures:
Statement On Promotion and Tenure for the College of Liberal Arts & Sciences

Related Forms:
Guidelines and Documents for Promotion and Tenure

Review, Approval & Change History:
09/02/2015: Made updates to boiler plate text:
1) Under General Provisions, paragraph three, “Chancellor” has been changed to “next review level;”
2) Under Initiation of Review, the following was added, “NOTE: Candidates who hold joint appointments prepare only one set of promotion and tenure materials for review by both units in which they hold an appointment. The initial review units (i.e., departments, centers, etc.) shall consult with each other on their evaluations and the evaluation process, but each initial review unit must provide a separate evaluation of the candidate’s performance in the unit. Please refer to the College’s Promotion and Tenure Statement for detailed instructions.”
3) The following was added under to paragraph concerning outside reviewers, “The committee shall give the candidate the opportunity to suggest individuals to be included or excluded from the list of reviewers. The committee, however, is responsible for using its judgment in the final selection of reviewers.
10/01/2013: Approved by The Faculty Senate Committee on Standards and Procedures for Promotion and Tenure
05/08/2013: Approved by the Department of French & Italian