

**DEPARTMENT OF CLASSICS:  
PROCEDURES AND GUIDELINES FOR PROMOTION AND TENURE  
April, 2011**

Outline of P&T Procedures and Guidelines

I. Procedures

a. Preamble

The University's promotion and tenure procedures are described on the Academic Affairs website <http://academicaffairs.uoregon.edu/content/promotion-tenure-guide>  
Below are specific procedures for the Department of Classics.

b. Compendium of Procedures

i. Annual Reviews and Contract Renewal

Each assistant professor will be reviewed annually by the department head. These annual reviews provide an opportunity to evaluate whether the faculty member is progressing towards a favorable promotion and tenure decision and offer an opportunity to address any problems in a timely fashion. In the middle of the promotion and tenure period, typically in the third year for faculty members who do not have prior credit towards tenure, the faculty member will undergo a contract renewal. The contract renewal is a thorough review that involves a departmental personnel committee report, a departmental vote, a review by the department head, and approval by the dean. A fully satisfactory review indicating that the faculty member is on track towards promotion and tenure will lead to a contract extension up through the promotion and tenure year. If the contract renewal process determines that the faculty member's record is not satisfactory and that promotion and tenure are not likely, the faculty member will be given a one-year, terminal contract. A faculty member may also be given a renewable contract that does not extend to the promotion and tenure year if there are questions as to whether the faculty member will have a record meriting promotion at the end of the promotion and tenure period. In such cases, the faculty member will be required to go through another contract renewal process prior to the promotion and tenure review in order to determine if the faculty member has been able to remedy the

shortcomings in the record identified in the contract renewal process.

ii. Review Period

A candidate is normally reviewed for promotion and tenure in the sixth full-time equivalent year of service. An accelerated review can occur in an unusually meritorious case or when credit for prior service at another institution has led to a contractual agreement to this effect at the time of hire. The terms of hire should make clear where on the timeline an individual faculty member stands; from that time on, subsequent advances in rank will be awarded according to established promotion procedures. In all other cases in which credit for prior service at another institution is agreed upon, scholarly work completed by the faculty member during those years will receive full consideration during the promotion and tenure process. Should a faculty member who has agreed to an accelerated review at the time of hire choose to delay that review for the full six years of full time service, scholarly work completed prior to arrival at the University of Oregon will be of secondary consideration during the promotion and tenure process and consideration of scholarly achievement will focus on work completed during the six full time years of service at the University of Oregon. The University also has Parental Leave/Pregnancy and Medical Leave policies that can affect the timing of promotion by “stopping the tenure clock” for a pre-specified and contractual period of time. Faculty members considering such leaves should consult the Academic Affairs website <http://academicaffairs.uoregon.edu/>. Faculty members should discuss the timing of leave and its relation to the promotion and tenure decision with the department head who may also consult with the dean and the provost to ensure that there is appropriate and clear written documentation of leave agreements.

iii. External Reviewers

In the spring term prior to the year when the tenure case is to be considered, the department head will consult with members of the department and, when appropriate, members of any UO research institute/center with which the faculty member is affiliated, and prepare a list of external referees who will be invited to evaluate the research record of the candidate. Subsequently, the candidate will be asked to submit a list of potential external referees to the department head. These processes must be independent. External reviewers should generally be from comparable or more highly regarded institutions. Ideally, they should be full professors who

have the appropriate expertise to evaluate the candidate's record. Generally, dissertation advisors, close personal friends, or other individuals who might be viewed as having a conflict of interest, are not asked to be external reviewers. The University requires that a clear majority of the reviewers come from the department's list of recommended reviewers; there must be at least five letters in the submitted file. If the department's list of recommended external referees overlaps with the candidate's list of recommended external referees, these referee's names will count as department-recommended reviewers. External reviewers are generally asked to submit their letters by late September or early October.

iv. Internal Reviewers

The department may also solicit on-campus letters from those familiar with the candidate's teaching, scholarship, or service. In particular, inclusion of an internal review is the norm when a faculty member is a member of a research institute/center. This review is prepared by the director of the institute/center, in consultation with its senior members.

v. Degree of Candidate Access to File

The candidate must submit a signed waiver letter in the spring term prior to the file being sent to external reviewers. The candidate can waive access fully, partially waive access, or retain full access to the file. The candidate should consult the Academic Affairs website <http://academicaffairs.uoregon.edu/> for a complete description of the waiver options.

vi. Candidate's Statement

The candidate is required to prepare a personal statement in the spring term prior to tenure and promotion consideration. The statement should describe the candidate's scholarly accomplishments, agenda, and future plans. The Office of Academic Affairs indicates that a five-page, single-spaced

statement is ordinarily sufficient. The candidate's personal statement also should include a section describing his or her teaching program, indicating courses taught, pedagogical objectives and methods, and any past, present, or future course development activity. It should also contain a discussion of service activities for the department, the college, the university, the profession, and the community. The personal statement should be accessible to several audiences, including external reviewers, fellow department members, other university colleagues, and administrators. Thus, the personal statement should strike a balance between communicating with experts in the field and those who are not members of the discipline and who may not be familiar with the candidate's area of research.

vii. Dossier

In addition to the letters from the external reviewers and, when appropriate, internal letters, including one from a candidate's research institute/center director, the dossier should include:

(1) a signed and dated current curriculum vitae; (2) copies of all significant publications, which may include "in production" or "forthcoming" work (an unpublished work may be described on the C.V. as "in production" or "forthcoming" if it has been accepted in its final form; there must be written affirmation [may be an email] from the editor of a press for a book, the editor of a journal for an article, and the book editor for a book chapter, as to its full acceptance and a statement that all requested revisions have been submitted and that the work in question is no longer subject to authorial or editorial change beyond those required by the publication process); works in progress may be included as the candidate chooses; (3) a signed and dated candidate's statement; (4) a signed copy of the waiver or non-waiver letter; (5) a list of courses taught by term and year with numbers of students and numerical evaluation scores provided to the department by the registrar; (6) syllabi and other course materials; (7) a list of all Ph.D., M.A./M.S., and undergraduate honors theses, with an indication of whether the candidate was the committee chair or a committee member; (8) signed student comments; (9) peer evaluations; (10) external reviewer biographies and a description of any relationship between the candidate and the reviewers.

Candidates should be sure to submit updated information to the department head as to the ongoing status of all submitted publications (acceptance, forthcoming, and appearance, with the necessary documentation) throughout the promotion and tenure process; the

department head should notify the CAS Associate Dean with responsibility for promotion and tenure when new information becomes available.

viii. Promotion and Tenure Committee and Report

During the spring term, and prior to the deadline by which the tenure case must be submitted, the department head will appoint a promotion and tenure committee of tenured faculty to review the candidate. If there is an insufficient number of tenured faculty in the department to constitute a personnel committee, the department head should select committee members from tenured faculty in other related departments with guidance from the dean and the appropriate associate dean. This committee will be charged with submitting a written report to the department evaluating the candidate's case for promotion. In particular, the committee report will include an internal assessment of the candidate's work, a summary and evaluation of the external and internal referees' assessment of the candidate's work, an evaluation of teaching that includes a discussion of the numerical student evaluation scores, written comments, and peer reviews, and an assessment of department, university, professional, and community service. The committee report must conclude with a recommendation to the department regarding promotion and tenure. The committee report is generally made available in the department office to all tenured faculty of appropriate rank for review prior to the department meeting. Both associate and full professors vote in promotion to associate professor and tenure cases, but only full professors vote for promotion from associate to full professor.

ix. Department Meeting and Vote

In general, the department will hold a meeting in mid- to late October to consider its promotion and tenure recommendation for the candidate. Voting members meet and discuss the committee report and the case. Following discussion, members vote by signed, secret ballot on whether to recommend promotion and tenure (or just promotion in the case of a promotion to full professor). When all votes have been registered, the votes will be tallied, usually by the department head, and the department will be informed of the final vote tally. The anonymity of the individual votes will be maintained, although the signed ballots will be kept in a signed and sealed envelope by the department head in case they are requested by the dean or the provost. The department head does not vote.

x. Department Head's Review

After the department vote, the department head writes a separate statement. The statement includes a description of the process, including any unique characteristics of the profession (e.g., books versus articles; extent of co-authorship; significance of order of names on publications, etc.). The statement also offers an opinion regarding the case for promotion and tenure that may or may not agree with the department vote. The department head's statement, the personnel committee report, the recorded vote, and the materials submitted by the candidate are added to the dossier. The completed file is then sent to the College of Arts and Sciences (CAS). The deadline for submission of the file to CAS is generally in the middle of November for tenure cases and late November for full professor cases.

xi. College and University Procedures

1. Once the file reaches CAS, it goes to the Dean's Advisory Committee (DAC), which is comprised of two faculty from each of the three divisions within CAS (Sciences, Social Sciences, and Humanities). If a member of the candidate's department is serving on this committee, s/he is recused from discussion and voting. The DAC reads the file and writes a report evaluating the candidate's research, teaching, and service. The DAC then votes on whether the candidate should be recommended to the Dean for promotion and, if appropriate, receive tenure.
2. After the file leaves the DAC, the dean receives the file and writes a letter evaluating the research, teaching, and service record of the candidate based on the contents of the file. This letter indicates whether the dean supports promotion to associate professor and tenure or promotion to full professor. After the letter is completed, the candidate is invited to the dean's office for a meeting. In the meeting, the dean indicates whether or not he or she is supporting promotion, reads a redacted version of his or her evaluation letter, and answers any questions with regard to the position taken on promotion and tenure. The candidate may request a written summary of the dean's review after the meeting with the dean, even if the candidate has fully waived his or her access to the file. In most cases, the dean will meet with the candidate in the months of January, February, or March.
3. After the file leaves the College of Arts and Science (CAS), it goes to the Faculty Personnel Committee (FPC), a ten-person committee including CAS and professional school faculty members (if a member of the candidate's department is serving on this committee, he/she is recused from discussion and voting). The FPC also reads the file and writes a report evaluating the candidate's research, teaching, and service. The FPC votes on whether the

candidate should be recommended to the Provost for promotion and, if appropriate, receive tenure.

4. Once the FPC has completed its deliberations, the file goes to the provost's office. The provost ultimately makes the promotion and tenure decision and all earlier deliberations, reports, and votes in the file are advisory to him or her. The provost reads the file and writes a brief letter describing his or her position with regard to promotion and/or tenure. If the promotion and tenure decision is a difficult one, the provost may in rare cases invite the candidate for a meeting. The provost's decision with regard to promotion and tenure is communicated by letter in campus mail. Except in rare and difficult cases, the provost has agreed to provide a decision in campus mail on May 1<sup>st</sup> (or before May 1<sup>st</sup> if it falls on a weekend). In other cases, the candidate will receive the letter on or before June 15<sup>th</sup>.

## II. Guidelines

### a. Preamble

These guidelines outline the criteria for departmental recommendation for promotion and tenure in Classics. They provide a specific departmental context within the general university framework for promotion and tenure of faculty. The guidelines that apply to the candidate's promotion file are generally those in force at the time of hire or at the time of the most recent promotion.

### b. Research

Excellence in research in the Classics Department is consistent with the description in the Academic Affairs website <http://academicaffairs.uoregon.edu/>, and comprises a coherent publication record. This record may be manifested by either a book manuscript unconditionally accepted for publication (see below) or its equivalent in substantial articles (6-8 articles). In the case of articles (which may include book chapters, contributions to festschriften, etc.), it is important that some of them be accepted by first class, peer review/refereed journals. Quality as well as quantity counts. Other publications (e.g. book reviews, encyclopedia articles, festschrift contribution, essay collections) are viewed as indicating recognition of professional standing and impact on the field. Other indications of professional engagement and regard include success at obtaining external

grants and acceptance of papers at professional conferences. Publications should make a significant contribution to scholarship. Additionally, the record and the candidate's own statement should indicate a program, schedule and objectives of future work.

For promotion from associate to full professor, the department expects the candidate to have accepted for publication a second book or the equivalent in articles.

Translations with a strong scholarly component including a critical introduction, critical apparatus and commentary count as original scholarship.

The terms of the original appointment (the "job description") may define the nature of publication and the process of evaluation. The publication of textbooks, for example, is appropriate for those who were employed to fill a position with specific pedagogical responsibilities.

- c. A manuscript must be complete, accepted by a publisher, and "in production" in order to count towards promotion and tenure. This condition is essential with book manuscripts. "In production" indicates the completion of all work on the manuscript by the author, including all revisions, with the exception of editing associated with production (such as copyediting, page proofs, and indexing). Similarly, articles and book chapters must either be "in print" or "forthcoming" in order to be counted as publications. "Forthcoming" means that an article or book chapter has been accepted for publication and requires no further authorial revisions or editing, with the exception of editing associated with production (such as copyediting and page proofs). A letter to this effect from a journal editor or editor of a volume of essays for each "forthcoming" publication is required. Generally, it is expected that the book should be "in production" and that each listed article or book chapter should be "forthcoming" by the time the candidate meets with the dean. Teaching

The Classics Department values excellent teaching at both the undergraduate and graduate level. Teaching duties include classroom work as well as individual student supervision and thesis committee service.

Excellence in teaching is evaluated by a variety of sources, including numerical data compiled from student course evaluations, signed comments on student evaluations, and regular classroom visits by colleagues before and during the tenure or promotion consideration process. The university has initiated a policy of peer review and evaluation of teaching in order to provide comprehensive and



convergent evidence of faculty's teaching effectiveness. Each tenure-track faculty member must have at least one course evaluated by a faculty peer during each of the three years preceding the faculty member's promotion and tenure review. Each tenured faculty member with the rank of associate professor must have at least one course evaluated by a faculty peer every other year until promotion to full professor.

Documentation of activities is important: keep a copy of any syllabus. Faculty are encouraged to retain a copy of any syllabus used, and should have placed one copy of such on file in the Department.

d. Service

The Department expects its untenured members to participate responsibly and cooperatively when called upon for service within the Department; concomitantly, the Department shall ask for service from its untenured members in a reasonable and appropriate fashion. But in the final analysis service counts significantly less in consideration for tenure than either research or teaching; though untenured faculty members may find it appropriate to serve on one or another college or university wide committee they should undertake such duties only on a very limited basis if at all and in consultation with the Department head. No untenured faculty member will be penalized for declining to serve on committees outside the department.

- i. In the case of promotion from associate to full professor, service is weighed heavily and the candidate should normally have made an important contribution to the department, college and university.
- ii. Service to the profession, while not a major element in a tenure or promotion decision, is evaluated favorably and may indicate as well that the faculty member has the esteem of his or her professional peers. The department recognizes reviews, manuscript evaluations for journals and presses, etc., as service to the profession.