In addition to the annual review of faculty, the University conducts a comprehensive review of achievements and performance in the third year of the probationary period as a basis for recommending renewal or nonrenewal of the contract beyond the following year. Each department or unit must develop procedures and criteria within the parameters established by Regents policy and the university policy outlined below. The procedures and criteria shall be described to faculty by the department chair/unit head and provided to each incoming faculty member in a written set of departmental/unit procedures. The written procedures shall make clear that a positive pre-tenure review is not a guarantee of promotion and/or tenure.

Because the pre-tenure review looks ahead to tenure and, in many cases, promotion, criteria at the unit level must mirror the unit’s tenure and promotion criteria, emphasizing excellence in teaching. The pre-tenure review must assess progress toward tenure and promotion and provide written feedback to the faculty member with specific suggestions for continued progress. The pre-tenure review may lead to a decision of nonrenewal in those cases where tenure is not possible.

The pre-tenure review is carried out in the third year of the probationary period or, in those cases where the faculty member has prior years of service toward tenure, at the midpoint of the remaining probationary period. By September 15 of each year, candidates for pre-tenure review are notified of their review and asked to prepare materials specified in the unit’s procedures for submission by December 1. Submissions should include copies of annual reviews and materials related to achievements in teaching, scholarship, and service. Unit procedures must outline how and by whom the materials will be evaluated; how input will be sought from peers, students, unit heads, and others; and the specific criteria for the review. All input will be considered by a committee of tenured faculty, which must include at least three members. Committees, which function as part of the pre-tenure review, should be diverse in their composition. Units are not required to substitute the pre-tenure review for the annual review but may do so.
The review committee shall deliver its written report to the unit head who is responsible for making a recommendation to the next level of administrative oversight. Unit heads who are department chairs will discuss the content of the review committee’s report and their own recommendations with their dean. Unit heads shall then give the faculty member a written summary of their recommendation, a copy of the committee’s report, and any suggestions for continued progress; discuss all materials with the faculty member; and give the faculty member an opportunity to provide a written response which will be appended to the written report. Feedback from the pre-tenure review should be candid and future-oriented. Unit heads are responsible for assisting faculty with implementing plans for continued progress. Such plans should be integrated with campus resources such as the Center for Teaching, Learning, & Scholarship; internal and external grant programs; and formal and informal mentoring systems. In cases where tenure is not possible, the unit head will deliver a letter of nonrenewal consistent with timetables in Regents and university policies.

Both parties sign the report to indicate that they have discussed it. The unit head should remind the faculty member that a positive pre-tenure review is not a guarantee of promotion and/or tenure. The unit head apprises the line officer one level above the unit of the results of the pre-tenure review conference and provides that officer with a copy of the signed report. A copy shall be placed in the faculty member’s file at the unit level, along with materials submitted for the review. Subsequent annual reviews should assess continued achievement and provide feedback regarding acceptable progress toward tenure and/or promotion. The dean’s office submits a memorandum summarizing the pre-tenure reviews conducted in the college for that year to the Provost’s Office no later than mid-April.

CLASS POLICIES
(310, 320, and 321)

CLASS Policy 310 Pre-Tenure Review of Probationary Faculty
(last revised 4-23-2010)

By August 15, faculty members scheduled for pre-tenure review the following spring will be notified of the pending pre-tenure review and will be asked to submit materials in accordance with departmental procedures. In the typical case of a tenure-track faculty member hired without probationary credit, pre-tenure review occurs in the spring semester of the faculty member’s third year of service. If a faculty member is hired on a tenure-track line with probationary credit, the faculty member will be reviewed at the midpoint of the tenure schedule. A faculty member who previously served as a temporary assistant professor at Georgia Southern University without a break in service and who has been hired on a tenure-track will be reviewed at the midpoint between the year of the change of status to probationary faculty and the year designated for tenure review.
Following submission of the required materials by faculty members undergoing pre-tenure review, the department will utilize a committee comprised of five or more tenured faculty members to conduct a thorough evaluation of the pre-tenure faculty member's performance in teaching, scholarship, and service. A majority of this committee must hold the rank of associate professor or professor. The committee will report the results of its evaluation in writing to the department chair.

By February 1 of the review year, the chair will provide the faculty member with a copy of the chair’s and departmental review committee’s evaluations. The chair’s evaluation will clearly indicate one of the following four results:

• The faculty member is making adequate progress toward tenure, and no specific recommendations for improvement are necessary.

• The faculty member is making progress toward tenure, but it is recommended that improvements be made. [State specific recommendations.]

• The faculty member is not making progress toward tenure, but it is felt that improvements may yet be made. [State specific recommendations.]

• The faculty member is not making progress towards tenure, and it is recommended that additional employment contracts not be issued. [No specific recommendations will be provided.] By February 10, the faculty member may provide the chair a written response to the departmental review.

By February 15 of each year, departments in the College of Liberal Arts and Social Sciences will provide the dean with the following items for each faculty member undergoing pre-tenure review:

1. A copy of the chair’s evaluation of the faculty member’s progress toward tenure and promotion.

2. A copy of the department pre-tenure review committee’s evaluation of the faculty member.

3. An up-to-date curriculum vitae in approved format. While works in progress or submitted works may be separately listed, works in press must be accompanied by a letter from the journal or publisher.

4. A personal narrative of accomplishments in teaching, scholarship, and service.

5. Annual reviews and any documents or information produced in response to such reviews.

7. Evidence of peer evaluation of instruction.

8. The faculty member’s written response to the departmental review, if any.

9. A list of accompanying supplemental material.

10. Other supporting materials that the applicant believes will strengthen the application

Items 1-9 will be submitted in a single 1.5” notebook with supporting materials submitted separately.

After materials are submitted by the faculty member, only the dean may alter the packet, following consultation with the department chair, based on verified significant accomplishments or other information that has become available since the packet was submitted and only with written notification to the faculty member.

By March 15, the dean will evaluate the faculty member’s dossier, review the recommendations from the chair and departmental review committee, and may provide the faculty member with additional written feedback if necessary.

CLASS Policy 320: Promotion and Tenure
(last revised 02-06-2015)

A. College Personnel Review Committee

The dossiers of applicants for promotion and/or tenure will be reviewed by the College Personnel Review Committee. The committee will consist of one elected representative from each unit in the college which conducts faculty evaluation. Terms of service on the committee will be two years, with staggered expiration of terms when possible.

Elected representatives must be tenured and hold the rank of professor. Faculty may not serve as committee members during their post-tenure review year. In the event that no faculty member from a department meets these criteria, the department may elect a tenured associate professor to serve on the committee, but that person may not review the dossiers of candidates for promotion to professor.

In any year in which lecturers are being considered for promotion to the rank of senior lecturer or are subject to a major review for continuation, the Faculty Governance Committee shall appoint a senior lecturer—if one is available—to the Personnel Review Committee, for the purpose of voting with the committee on those promotions.

The committee will be instructed that both its deliberations and all the documents it reviews are strictly confidential to the extent allowed by applicable law.
Using the College and departmental policies as a benchmark, the committee will evaluate the dossiers and make a recommendation to the dean on each applicant for promotion and/or tenure and for faculty undergoing post-tenure review. The recommendations of the College Personnel Review Committee are advisory to the dean.

B. Tenure

1. Definitions and Eligibility

Academic tenure is an arrangement under which faculty appointments, after successful completion of a probationary period, are continued until resignation or retirement. Tenured faculty are subject to dismissal only for adequate cause, unavoidable termination on account of genuine and demonstrable exigency, or elimination or reduction of an institutional program. The probationary period is that period of professional service during which a faculty member does not hold tenure and is carefully and systematically observed by colleagues for the purpose of evaluation of professional qualifications and performance. At the end of this period, the faculty member is reviewed and either receives tenure or a terminal contract.

To be eligible for tenure in the College of Liberal Arts and Social Sciences, a faculty member normally must hold the rank of associate professor or professor or be promoted to the rank of associate professor when tenure is awarded. As the requirements for promotion to associate professor are the same requirements for receiving tenure, promotion to associate professor and tenure will typically be considered and awarded/denied at the same time.

2. Timing

In ordinary circumstances (i.e., tenure-track, rank of assistant professor, no probationary credit), faculty members will be considered for tenure during their sixth year of tenure-track service. Faculty who can demonstrate that they have clearly met the standards for tenure and promotion in all three areas of evaluation may choose, however, to apply for tenure and/or promotion in their fifth year. Tenure and/or promotion decisions before the fifth year are extremely rare.

The awarding of promotion and/or tenure before the established minimum time is rare. BOR policy 4.5 allows for “early” promotion under special circumstances for faculty who are performing significantly above the expectations in all areas for their current rank.

Newly-appointed faculty with prior full-time service may be credited with up to three years of probationary service as outlined in the Georgia Southern University Faculty Handbook. Such faculty shall be notified in writing at the time of appointment as to how many years of probationary service credit is being given and therefore how long the reduced probationary period of service shall be. A faculty
member who has been granted probationary credit will be considered for tenure and/or promotion according to the reduced period of service, unless the faculty member notifies the dean in writing by September 1 of the year in which the faculty member is first eligible that he or she has chosen not to use the probationary credit granted. If a faculty member elects not to use the probationary credit granted, then he or she may not be considered for tenure until the fifth year of service at Georgia Southern University.

As stated in the University Faculty Handbook (209), “Faculty members who apply and are not recommended for tenure in the minimum time of five years or who use probationary credit and are not recommended may apply for tenure only once more.”

C. Criteria for Promotion and Tenure

The awarding of tenure and/or promotion in rank is a holistic determination based on the totality of a faculty member’s accomplishments. The primary criteria for promotion and/or tenure in the College of Liberal Arts and Social Sciences are excellence in teaching, the consistent and sustained production of peer-reviewed scholarship and/or creative works, and a demonstrable record of service. Significant weight also will be given to seeking and obtaining extramural grants and contracts where feasible in the discipline, and ongoing professional development will be evaluated. With these standards in mind, departments in the College of Liberal Arts and Social Sciences should develop their own promotion criteria and policies, which recognize the expectations of their disciplines. These policies must be submitted to and approved by the dean before they become effective and should be reviewed annually.

Each department will set promotion and tenure criteria that reflect the expectations of the disciplines represented in the department. Nevertheless, the College of Liberal Arts and Social Sciences recognizes that professional rank has significance both within Georgia Southern University and also across the academic community at large. For this reason, each department should provide evidence that the applicant for promotion and/or tenure has made significant achievements in teaching, scholarship, and service consistent with the following:

1. For promotion to the rank of assistant professor: Except in cases of clearly outstanding performance in all three areas of evaluation, the candidate shall have served at least five years at the institution in the rank of Instructor and possess a demonstrated record of developing professional activity. This must include:

   - An appropriate terminal degree in the discipline.
   - Demonstrated record of effective teaching in the discipline.
   - Ongoing peer-reviewed scholarship or peer-reviewed creative works.
   - Sufficient service to the department and/or institution.
2. For promotion and/or tenure at the rank of **associate professor**: Except in cases of clearly outstanding performance in all three areas of evaluation, the candidate shall have served at least five years at the institution, including awarded probationary credit, as an Assistant Professor and possess a demonstrated record of meaningful professional activity. This must include:

- An appropriate terminal degree in the discipline.
- Demonstrated record of excellent instruction in the discipline.
- Consistent and sustained peer-reviewed scholarship or peer-reviewed creative works.
- Significant service to the department and institution.

3. For promotion and/or tenure at the rank of **professor**: The candidate shall have served at least five years at the institution as an Associate Professor and possess a record of distinguished professional activity. This must include:

- An appropriate terminal degree in the discipline.
- Superior teaching in the discipline.
- Significant and sustained peer-reviewed scholarship and/or peer-reviewed creative works demonstrating a commitment to a lifetime of productivity.
- Substantial service to the institution and profession.

**D. External Review**

The College of Liberal Arts and Social Sciences values the comment of peers within our disciplines as a part of the promotion and tenure process; therefore, external review of scholarship will be required for tenure and/or promotion to the rank of associate professor or professor. Each department will develop its own process to solicit input that evaluates the quality of the candidate’s work within the discipline; such departmental processes must be approved by the dean. If departmental policies permit, candidates for promotion and/or tenure may submit a list of potential external reviewers to be considered by the department chair. The department chair, in consultation with the promotion committee chair, must solicit at least three external reviews and add these letters of evaluation to the applicant’s promotion dossier. When a department chair is a candidate for promotion, the dean, in consultation with the promotion committee chair, will solicit the external review letters. External reviewers should not be former professors or thesis/dissertation committee members of the candidate, nor should they be co-authors of publications that appear on the candidate’s vitae. Normally, external reviewers should be tenured members of the academy and hold the equivalent or higher rank at their respective institutions as the rank sought by the applicant for
promotion and/or tenure. In cases where candidates seek promotion and tenure in the same year, external reviews for promotion also will serve as the candidates' external reviews for tenure.

E. Application Procedure

Each department is responsible for setting appropriate deadlines for the submission of promotion and/or tenure materials to allow ample time for departmental review and timely reporting of departmental decisions.

Each department will utilize a department promotion and tenure committee comprised of five or more tenured faculty members. A majority of the committee must hold the rank of associate professor or professor. Although tenured assistant professors may serve on department promotion and tenure committees, they may not vote on candidates for promotion and/or tenure at the rank of professor. In the event that a department has fewer than five faculty members eligible to serve or vote as part of the promotion and tenure committee, the dean will consult with the department chair and appoint additional eligible faculty members from within the College to bring the committee up to five voting members.

The promotion and tenure committee will review a candidate’s dossier and will make recommendations to the department chair for each applicant for promotion and/or tenure. The promotion and tenure committee’s recommendation to the chair should be made in the form of a memorandum that identifies the members of the committee and reports the committee’s vote (e.g. 4 votes in favor, 2 against) and supporting rationale. When a department chair is a candidate for promotion, the committee’s memorandum and recommendation will be provided to the dean.

By October 1 of each year, departments in the College of Liberal Arts and Social Sciences will provide the dean with the following items for each candidate seeking promotion and/or tenure:

1. Required cover materials, including a completed promotion and/or tenure application form.

2. A cover letter from the department chair detailing the chair’s recommendation to the dean on the faculty member’s candidacy for promotion and/or tenure.

3. A copy of the department promotion and tenure committee’s memorandum to the department chair regarding the candidate.

4. An up-to-date \textit{curriculum vitae} in approved format. While works in progress or submitted works may be separately listed, works in press must be accompanied by a letter from the journal or publisher.

5. A personal narrative of accomplishments in teaching, scholarship, and service.

6. Pre-Tenure Review (if not yet tenured).
7. Annual reviews and any documents or information produced in response to such reviews.

8. Summary of student ratings of instruction in approved format.

9. Evidence of peer evaluation of instruction.

10. External letters of evaluation of scholarship and/or creative works.

11. A list of accompanying supplemental material.

12. Other supporting materials that the applicant believes will strengthen the application.

Items 1 through 11 will be submitted in a single notebook. Any supporting materials should be submitted separately. Candidates seeking promotion and tenure in the same year need only submit one set of required and supporting materials to the dean.

After materials are submitted to the College, only the dean may alter the packet, following consultation with the department chair, based on verified significant accomplishments or other information that has become available since the packet was submitted and only with written notification to the candidate.

The applicant’s dossier will be reviewed by the College Personnel Review Committee, which will make a recommendation to the dean for each applicant for promotion and/or tenure. The recommendations of the College Personnel Review Committee should be in the form of a memo that reports the committee’s vote and supporting rationale. The recommendations of the committee are advisory to the Dean.

At the dean’s discretion, promotion applications may also be reviewed by the College Advisory Council.

The dean reviews the materials submitted by the candidates, considers the recommendations of the College Personnel Review Committee, and makes his or her final recommendation to the provost.

Faculty members will be notified in writing at each level of review concerning the recommendation.

F. Appeal Procedure

Since promotion and tenure decisions are made at the president’s level, appeals can only be filed following the President’s decision (in late January or early February). Faculty may write a letter responding to a negative recommendation received at an earlier level of review and ask that this letter be included in their promotion and/or tenure dossier as it proceeds through the various levels of review, but the letter is not considered a formal appeal. Formal appeals must be made to the President through the Provost’s Office within 14 days of notification of the decision.
CLASS Policy 321: Amendments to Promotion and Tenure Policies

(last revised 03-26-2010)

Faculty members hired into the tenure track shall be responsible within their probationary period for meeting the College and departmental promotion and tenure criteria in effect at the time their employment begins. For all subsequent promotions, faculty members shall be responsible for meeting the College and departmental promotion criteria in effect at the time of their application for promotion. Then-existing procedural provisions regarding the composition and responsibilities of College or departmental personnel review committees for promotion and/or tenure and required application materials shall apply to all faculty at the time of their application for promotion and/or tenure.

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WRITING AND LINGUISTICS DEPARTMENT
Pre-Tenure and Tenure Review Guidelines, Criteria, and Procedures

Personnel Committee Mandates: (regarding “Promotion and Tenure”)
When faculty go up for tenure review, the Personnel Committee solicits from all tenured and permanent faculty, as appropriate, recommendations regarding promotion and tenure of faculty. These comments are given to the committee to weigh in its deliberation of these personnel actions. This requirement does not apply to pre-tenure review.

The committee submits its recommendation to the Chair, consistent with department, CLASS, and university policy and procedures.

W&L Tenure and Promotion Guidelines

General Policy
Consistent with the aforementioned documents, the Department of Writing and Linguistics has adopted criteria for tenure and promotion that contribute to the mission of the department and to the university as a whole, while they also provide direction for both collective and individual decisions. These criteria should also be the basis for annual evaluations.

Listed below, for the information of faculty wishing eventually to present themselves for tenure and/or promotion, are those criteria upon which tenured members of the department rely when making tenure and promotion decisions. This document is neither prescriptive nor all inclusive. Working within these guidelines, faculty members make tenure and promotion recommendations according to their own best judgments.
W&L Tenure and Promotion Criteria

The primary criteria for promotion and/or tenure in the College of Liberal Arts and Social Sciences are excellence in teaching, the consistent and sustained production of peer-reviewed scholarship and/or creative works, and a demonstrable record of service. Significant weight also will be given to seeking and obtaining extramural grants and contracts where feasible in the discipline, and ongoing professional development will be evaluated.

Tenure and promotion decisions will be based on the needs of the institution and the department.

1. For promotion and/or tenure at the rank of associate professor: Except in cases of clearly outstanding performance in all three areas of evaluation, the candidate shall have served at least five years at the institution, including awarded probationary credit, as an Assistant Professor and possess a demonstrated record of meaningful professional activity. This must include:

   • An appropriate terminal degree in the discipline.
   • Demonstrated record of excellent instruction in the discipline.
   • Consistent and sustained peer-reviewed scholarship and/or creative work that appear in well-respected venues.
   • Significant service to the department and institution.

2. For promotion and/or tenure at the rank of professor: The candidate shall have served at least five years at the institution as an Associate Professor and possess a record of distinguished professional activity. This must include:

   • An appropriate terminal degree in the discipline.
   • Superior teaching in the discipline.
   • Significant and sustained peer-reviewed scholarship and/or creative work that appear in well-respected venues, demonstrating a commitment to a lifetime of productivity.
   • Substantial service to the institution and profession.

Teaching:
The department values excellence in teaching and will evaluate based on the definition provided in the Georgia Southern Faculty Handbook (2016):
Superior teaching is reflective, student-centered, respectful of the diversity of students, multimodal, and focused on student learning outcomes. Teaching represents professional activity directed toward the dissemination of knowledge and the development of critical thinking skills. Such activity typically involves teaching in the classroom, laboratory, or studio, and direction of research, fulfillment of professional librarian responsibilities, mentoring, and the like. Teaching evaluation procedures should include both formative and summative elements. All teaching evaluation procedures should include a narrative or self-evaluation and student ratings of instruction. The narrative should include a description of teaching methods used to achieve or maintain excellence in teaching, description of new course development or course revisions, conferences attended on teaching and learning, college level teaching and learning projects, pedagogy scholarship, contributions toward special teaching initiatives, mentoring of student research and student writing, examples of course syllabi, and other course materials. Further evidence of excellence in teaching can be found in classroom evaluations by peers and/or the department chair, peer assessment, and examination of student work. A teaching evaluation might include any of these kinds of evaluations as well as other evaluation methods not listed here. (51)**

The department also emphasizes teaching Composition I and II in ways that clearly support the outcomes for the first-year writing, which may be accessed from Writing & Linguistics' web page: http://class.georgiasouthern.edu/writling/.

**Scholarship:**

Academic achievement in the form of significant scholarship is a major criterion in tenure decisions and in the promotion of candidates to the ranks of assistant, associate, and full professor. According to CLASS tenure and promotion guidelines, candidates for each of these positions must demonstrate the following characteristics in terms of their scholarly activity:

For promotion and/or tenure at the rank of associate professor:

- Consistent and sustained peer-reviewed scholarship that is likely to continue.

For promotion and/or tenure at the rank of professor:

- Significant and sustained peer-reviewed scholarship demonstrating a commitment to a lifetime of productivity.

Scholarly achievement is determined by the quality and quantity of a candidate's work, but in most cases, quality is more important than quantity. In evaluations of a candidate's scholarship, the following are among the criteria to be considered:

- Significant contribution to the discipline(s) related to Writing and Linguistics

- Difficulty of achieving that publication (e.g., article in a refereed journal versus a non-refereed journal, top tier, acceptance rate)
• Critical response (e.g., print reviews, on-line reviews, external reviews by experts in the field)
• Genre (e.g., published interview, book review, critical essay, poem, short story, novel)

The value of published work should be based on its contribution to the candidate's primary or secondary field, and on its contribution to the department's mission and goals. Candidates are encouraged to provide evidence of their publications' significance, particularly when the venues for publication are editor-reviewed rather than peer-reviewed. Relevant information could include acceptance rates, institutional affiliations, circulation figures, or other useful background data.

While the department values many kinds of scholarly activity, it gives greater weight to "scholarship" as defined by the Faculty Handbook:

The significance of scholarly accomplishments [i.e., scholarship] shall be judged rigorously within the context of the discipline. Candidates must provide evidence of work which has been selected for dissemination through normally accepted peer-reviewed venues such as publications, conference presentations, exhibitions, performances, or other professional accomplishments. Scholarship includes the discovery, integration, development, application, and extension of knowledge as well as aesthetic creation and is often demonstrated by publications and presentations designed for professional audiences.

Scholarship is manifested in articles, scholarly books and texts, reports of research, creative works, textbooks, scholarly presentations, research grants, demonstration grants, papers read, panel participation, exhibits, performances, professional honors and awards, additional professional training or certification, degrees earned, postdoctoral work, and academic honors and awards. (205.01)

As should be the case in a department that contains multiple disciplines, this inclusive definition of scholarship gives Writing and Linguistics' faculty freedom to engage in scholarship that manifests itself in various peer-reviewed and editor-reviewed venues.

Tenured faculty within Writing and Linguistics represent the disciplines of creative writing, rhetoric and composition, English as a Second Language, linguistics, educational theory and practice, literature, technology and writing, technical and professional writing.

Faculty currently employed along with faculty members hired in the future who present themselves for tenure and promotion will be expected to show that their area of specialization furthers the department's mission, goals, and academic programs. In addition to the accepted forms of scholarship listed by the Faculty Handbook, the Department of Writing and Linguistics recognizes collaborative scholarship, which, by definition, draws on diverse scholarly backgrounds and research orientations.
While peer-reviewed scholarship carries the most weight in tenure and promotion decisions, the department values other kinds of scholarly work. These include seeking and obtaining extramural grants and contracts in the discipline; designing and/or organizing conferences/workshops/and summer institutes; designing or inventing software or web-based materials; creating new courses, academic programs, and/or centers; conducting research that promotes the mission and welfare of the department and/or discipline; writing texts that contribute to the candidate's fields of specialization; and pursuing education for the enhancement of one's work within the department or university. Writing and Linguistics also values the scholarly activity of writing program administration and recognizes that it must draw upon and apply current scholarship in composition studies to perform its service function effectively. In all of these, the mission of the department and/or university is paramount. Each candidate for tenure and/or promotion is required to provide clear evidence that his or her work is scholarship and that it makes a significant contribution to the programs of the department and the university.

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The Department of Writing & Linguistics’ Normal Expectations for Scholarship by a Tenured or Tenure-Track or Permanent Non-Tenure-Track Faculty Member, that further the Department's Mission, Goals, and Academic Programs include:

**LIST 1:** *two-three of the following, on average, every three years:*

- Scholarly article, creative piece, (including translations), or book chapter
- Monograph (each original chapter counts as a separate article)
- Discipline-related textbook (counts as the equivalent of up to three articles)
- Book-length translation (counts as the equivalent of up to three articles)
- Author or editor of a critical edition or edited collection
- Book-length or otherwise substantial discipline-related creative piece
- Editing a journal or book series
- Research- or creative activity-related grant award from an external funding source

(Note: Must be original, peer-reviewed materials specific to Writing and Linguistics. Accepted materials may be counted the year that they were accepted or the year that they were published, but not both.)
LIST 2: two-three of the following, on average, every three years:

- Submission of a scholarly article or book chapter
- Submission of a book proposal
- Submission of an external grant proposal
- An international/national conference presentation that has the potential to become a peer-reviewed publication
- A regional conference presentation that has the potential to become a peer-reviewed publication
- A state/local conference presentation that has the potential to become a peer-reviewed publication
- Non peer-reviewed publication
- An internal research grant at the College level or above

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Service
Service to the institution or to the profession is a requirement for tenure and promotion. Service includes, but is not limited to, committee work for the university, college, or department (e.g., Faculty Senate, search committees, student advising, etc.); service to professional associations (e.g., holding office in a national or regional professional organization, serving on an editorial board); and service to the community (e.g., community literacy and arts programs, service learning activities, writing contests for local schools).

As an important component for promotion and tenure, service must be consistent and sustained. It should also be broad and diverse. Service expectations increase with rank. Committee work at the department, college, and university levels, as well as service to the profession should be sustained but not necessarily concurrent. Service to students (in roles such as faculty advisor for student groups, student mentoring, participation in student-led panels, etc.) is expected as a part of service. Other service to colleagues or the community is another opportunity to fulfill service expectations, such as mentoring faculty, public lectures, work with local schools like GWP, serving on school boards or advisory councils, volunteering in the community). All these examples are only partial lists of service opportunities.
External Review

For promotion to the rank of Associate Professor or Professor, see CLASS Policy, Section D for a full description of procedures. The applicant provides a list of potential reviewers at the beginning of the semester prior to the review year. By April 1st, in the semester prior to the review year, applicants for Tenure or Post-Tenure should have their research packets ready for review. The list of reviewers should be solicited as per the guidelines stated in Policy 320, but Chairs should solicit reviewers no later than February in the semester prior to the review year.

Candidates for promotion and/or tenure may submit a list of potential external reviewers to be considered by the department chair. The department chair, in consultation with the promotion committee chair, must solicit at least three external reviews and add these letters of evaluation to the applicant’s promotion dossier. When a department chair is a candidate for promotion, the dean, in consultation with the promotion committee chair, will solicit the external review letters. External reviewers should not be former professors or thesis/dissertation committee members of the candidate, nor should they be co-authors of publications that appear on the candidate’s vitae. Normally, external reviewers should be tenured members of the academy and hold the equivalent or higher rank at their respective institutions as the rank sought by the applicant for promotion and/or tenure. In cases where candidates seek promotion and tenure in the same year, external reviews for promotion also will serve as the candidates' external reviews for tenure.
W&L Tenure and Promotion Review Procedures

1. Before September 1, the department chair appoints a tenure and promotion committee consisting of five tenured associate and full professors, including, when possible, one from each departmental area. Members serve staggered two-year terms.

2. On September 1, the candidate’s portfolio will be made available to all tenured faculty in the department. The committee will seek written input from all tenured faculty before writing its own recommendation on tenure. Tenured associate and full professors will also be asked to provide written input about promotion before the committee writes its own recommendation.

3. The tenure and promotion committee weighs the responses by rank and area of specialization, and submits its recommendation to the department chair by September 15. This recommendation should be in the form of a memorandum that identifies the members of the committee and reports the committee’s vote (e.g. 4 votes in favor, 2 against) and supporting rationale.

4. The department chair writes a separate recommendation, and passes on this recommendation, together with the candidate's portfolio and the recommendation from the Tenure and Promotion Committee, to the Dean by October 1.

5. The candidate will receive a copy of the recommendation from the Tenure and Promotion committee and from the department chair by October 1.

6. The candidate may respond in writing to the tenure decision at the Provost’s level within ten days of receiving the letter (this would be in the spring following folder submission).