

TO: English Department Tenure-track and Tenured Faculty
FROM: Advisory Committee: Linda Badley, Will Brantley, Laura Dubek, Allen Hibbard,
Michael Neth (Chair)
RE: Tenure & Promotion Policies
DATE: November 4, 2008

The Advisory Committee would like to call the department's attention to several matters regarding tenure and promotion.

1. Because the policies governing tenure and promotion have recently changed, we urge everyone in the department—not only those who will apply for tenure and/or promotion, but also faculty who serve as mentors and faculty who may be elected to future advisory committees—to review these policies carefully. In applying for promotion to full professor, particular attention should be paid to the English Department's definition of "national recognition" with regard to research or service, and to the fact that the requirements stated are minimums.
2. The Outline of Faculty Data has also changed. The Committee wants to underscore the OFD's importance as a rhetorical document, as opposed to the sort of reporting we might do for our annual self-reviews. We also want to point out that applicants for full professor should include only work done *since* receiving promotion to associate professor—with one exception. Because the promotion to full professor requires evidence of "sustained high quality productivity" in research, applicants should list all their publications, making clear which articles/books/etc. were completed after the last promotion. Finally, we encourage a careful consideration of the following terms:
 - a. "in progress"— means not yet submitted (candidates should include a rough/partial draft in folder)
 - b. "under review"— means either submitted but not yet accepted, or returned by referee(s) with instructions to the author to "revise and resubmit" (candidates should include a complete draft in folder)
 - c. "forthcoming"—means accepted but not yet in print (candidates should include a final draft and documentation of acceptance by either a journal or a book's editors *and* publisher)
 - d. "peer-reviewed"*—include information about journal and/or publisher

*The University Policy has language specific to peer-review. In the absence of clear evidence of external review, the Advisory Committee, in its capacity as Peer Review Committee, determines whether a given publication is "substantial," as well as whether a body of scholarship demonstrates "sustained high quality productivity."

3. The Supplementary Folder should contain documentation of teaching (e.g., syllabi, assignments, evaluations, course proposals, honors), research/creative activity

(publications, grant proposals), and service (appointment letters). In selecting materials for this folder, applicants should focus on quality, not quantity.

Applicants should submit a maximum of 10 items for review. Items should be submitted in a single folder and clearly labeled. Items should be submitted in a single folder and clearly labeled. Items should be submitted in a single folder and clearly labeled.

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