

Department of Classics  
Criteria for Evaluation of Progress toward Promotion and Tenure  
(April 2015)

**GENERAL SUMMARY**

In all matters related to promotion and tenure, the Department of Classics will carefully adhere to the University of Georgia Guidelines for Appointment, Promotion and Tenure. The standards, criteria, and processes presented in this document are intended to supplement and/or extend the University's Guidelines. All faculty are expected to be familiar with both this PTU document and the University Guidelines. If any inconsistency or discrepancy is found in this document or if this PTU document does not address a certain issue, the University's Guidelines will supersede this document.

Evaluation of progress toward promotion and tenure is based upon careful review of a faculty member's academic and scholarly contributions. The general responsibilities of faculty at the University of Georgia are to engage in teaching; research and scholarship; and service to the Department, the University, the profession and society. For promotion and tenure in the Department of Classics, the faculty member must 1) disseminate original research through publication and 2) attain a high level of performance in instruction. The candidate may use as supporting evidence for promotion and tenure outstanding contributions to the Classics profession or discipline and to University governance.

The standards of performance in teaching and research appropriate for promotion and tenure in the Department of Classics are grounded in the department's mission, which may be found on the departmental website at <http://clas.franklin.uga.edu/mission-statement> .

To qualify for promotion and tenure in the Department of Classics at the University of Georgia a faculty member must participate in and contribute to the department's mission. This can and will be demonstrated in any number of ways, as the following criteria indicate. It should be remembered, however, that such determination is an evaluative process, both for the faculty voting on the candidate and for the external referees.

**ADVISING NEW FACULTY**

At the time of appointment, a new faculty member will be given a copy of this document and the Guidelines. He or she will sign a letter indicating receipt and understanding of these guidelines. For each Assistant Professor, the head will appoint a senior faculty mentor who will advise on matters of teaching, research, service, professional decorum, departmental issues in general, and promotion and tenure.

In the written annual faculty performance evaluation, the department head will provide written advice to faculty below the rank of Professor on progress towards promotion, with specific suggestions as to what the faculty member must do in teaching, research, and service for promotion to the next rank and for tenure (if appropriate).

## **THIRD-YEAR REVIEW**

Sometime before fourth year contracts are distributed to faculty, the tenured faculty will meet to vote “Yes” or “No” on the following question:

“[Candidate’s name] should be renewed for the fourth year.”

In the spring of the third year each assistant professor will submit a dossier equivalent to sections 4 and 5 of the promotion dossier described in the Guidelines Appendix C. The CV provided for the third-year review must be in the promotion dossier format as described in the Administrative Guidelines on the Provost’s web site, [http://provost.uga.edu/index.php/policies/appointment-promotion-and-tenure/admin\\_guidelines](http://provost.uga.edu/index.php/policies/appointment-promotion-and-tenure/admin_guidelines). The department head or an assigned faculty mentor will advise the faculty member on the contents of the dossier and will ensure its accuracy.

At the same time, the department head will appoint a committee of three faculty members, including the faculty mentor, to review the Assistant Professor’s dossier and performance. This committee will review publications and works in progress, visit several classes, and read through evaluations and other evidence of performance in instruction. On the basis of this review, the committee will write a report that presents in detail its findings and that makes clear recommendations to the candidate concerning his or her progress towards promotion. In particular the report will address the question of whether the candidate is progressing in a satisfactory way towards meeting departmental criteria for promotion and tenure. The committee conducting the third-year review will provide a copy of the review report to the department head and the candidate. The candidate will have an opportunity to provide a written response to the review, and this response will be made available at the faculty meeting at which the votes on the report and renewal of the candidate are taken.

At a departmental meeting with a quorum of eligible faculty present, the head will present the report to the faculty. (The Guidelines define both quorum and faculty eligibility.) The faculty will discuss and vote “Yes” or “No” on the following question:

“[Candidate’s name] has made sufficient progress towards promotion and/or tenure to Associate Professor.”

On the basis of this vote the head will meet with the candidate and give him/her a written statement of the departmental vote.

Candidates who do not receive a majority of “Yes” votes on the question will not be continued in the department.

## **PRELIMINARY CONSIDERATION FOR PROMOTION AND/OR TENURE**

It is important that faculty in the Department of Classics—as members of a university that strives to be a premiere research institution—produce scholarship that is acknowledged

beyond local and regional disciplinary communities and publication outlets and that has national and international importance.

The department will follow the procedures for initial consideration presented in the Guidelines.

In the spring of the appropriate year, candidates who wish to be considered for promotion and/or tenure will communicate this wish in writing to the department head; the department will use the deadlines specified by the Guidelines. The candidate will present a vita, copies of publications, and statement of achievements to the department head. These materials will follow the format as described in the Administrative Guidelines on the Provost's web site, [http://provost.uga.edu/index.php/policies/appointment-promotion-and-tenure/admin\\_guidelines](http://provost.uga.edu/index.php/policies/appointment-promotion-and-tenure/admin_guidelines). All faculty eligible to vote on this candidate will have access to these materials. At a meeting of eligible faculty, the following vote will be taken:

“[Candidate's name] should be formally reviewed for promotion to [the next rank] and/or for tenure.”

Faculty will vote “Yes” or “No” on this question. The results will be conveyed by the head in writing to the candidate within three working days of the vote.

In accordance with the Guidelines, candidates who receive a majority of “Yes” votes on this question and who wish to be formally reviewed for promotion and/or tenure will work with the department head to prepare the complete dossier.

## **EXTERNAL APPRAISAL**

External review letters—preferably five but no fewer than four—will be solicited by the head, using the sample letter from Appendix D of the Guidelines. At least two external evaluators will be taken from a list of six supplied by the candidate. The candidate will also supply a list of no more than three individuals who may not be contacted as external evaluators. For the other evaluators, the head will consult with eligible faculty.

The candidate will work with the department head to prepare a dossier of materials to be sent to the external evaluators. This dossier will include copies of the candidate's scholarly publications, or a selection thereof, and/or documentation of the candidate's other relevant activities. The dossier will be sent to each evaluator along with a copy of this document.

The Department of Classics considers itself the best judge of the candidate seeking tenure and/or promotion. External letters of evaluation are to be used by the faculty to guide their assessment of the candidate. The external letters are therefore considered informative, and not determinative.

## **FORMAL REVIEW AND VOTE**

The formal departmental vote will be taken in the fall unless the head, in consultation with eligible faculty and then with the candidate, decides otherwise (except in the case of Assistant Professors in their sixth year, where the dossier must be completed and the formal vote taken). Early in the fall term the eligible faculty will review the candidate's dossier of research accomplishments, teaching effectiveness, external letters and other relevant factors. The faculty will meet to discuss these credentials and vote on a recommendation. Following the vote the head will announce how he/she voted. Under the current guidelines a candidate's dossier will be forwarded to the College review committee whether or not the candidate receives a positive vote in the department. Since this dossier is to include a cover letter that "represents a synthesis of faculty judgment," the eligible faculty will be given a chance to read and comment on the complete dossier, including a draft of the cover letter, which the head will make available to the pertinent faculty no more than seven days after the formal vote is taken.

Requests for reconsideration by candidates who do not receive a positive recommendation must be handled in accordance with the Guidelines.

## **CRITERIA FOR THE RANKS**

### FOR TENURE AND FOR PROMOTION TO ASSOCIATE PROFESSOR

For tenure and for promotion to Associate Professor, candidates must "show clear and convincing evidence of emerging stature as regional or national authorities unless their work assignments are specifically at the local or state level" (Guidelines, pg. 23).

#### *A. TEACHING*

The department distinguishes between routine classroom performance and excellent teaching that draws upon a professor's depth and breadth of knowledge and scholarship. Teaching includes not only formal classroom instruction, but also advising and mentoring of undergraduate and graduate students, direction of graduate student work and of independent studies or internships, and other forms of instruction. The department recognizes the importance of interdisciplinary and collaborative teaching, as well as alternative and emergent forms of instruction such as online teaching, service learning, and study abroad.

Excellence of teaching is demonstrated by the following:

- letters of evaluation from peers and present and former students;
- course evaluations;
- development of innovative courses, teaching materials, programs of study or instructional techniques—including creative contributions to the department's instructional program, especially in neglected areas and topics or revisions to existing courses that demonstrate advances in research;
- honors or special recognition, such as grants, for teaching accomplishments;

- accomplishments of former students, undergraduate and graduate;
- advising students;
- pedagogical publications and presentation of papers on teaching before learned societies;
- special teaching activities or consultancies outside the University.

Candidates whose record reflects difficulty in teaching must demonstrate that problems have been addressed and improvement has occurred by the time of promotion and tenure.

### *B. Research*

The Guidelines stipulate that for tenure and for promotion to Associate Professor, candidates must “show clear and convincing evidence of emerging stature as regional or national authorities unless their work assignments are specifically at the local or state level.”

The primary evidence of a candidate’s stature will be his/her scholarly publications (which includes peer-reviewed, single-authored or collaboratively-authored books, edited volumes, chapters in books, and articles—see below). Online publications count equally with print publications towards satisfying these criteria if they appear in recognized and professionally refereed on-line locations; candidates who submit multi-disciplinary or collaborative research as part of their dossier must indicate the nature of their contribution. Secondary evidence of a candidate’s stature is discussed below.

The department recognizes two paths toward promotion and tenure:

1. Publish, or have in press by the deadline specified by the Guidelines, a book-length study, critical edition, commentary, a single-author excavation report, or (for those with a pedagogical appointment and a higher teaching load) a pedagogical book. All of these examples must be published with a recognized university, scholarly, or commercial press that uses a blind peer-review process and has a catalogue in Classics.
2. Publish, or have in press by the deadline specified by the Guidelines, five to seven research articles or four to six pedagogical articles for those with a pedagogical appointment and a higher teaching load. Articles must appear in high-quality, refereed professional journals or in peer-reviewed collections in the discipline. The department defines “high-quality” journals as those that use a blind peer-review process and have a national and/or international circulation. Some articles may have garnered national/international recognition as indicated by internal and outside peer evaluations; in those cases, these numbers may be lowered.

Secondary evidence of a candidate’s stature includes reviews, citations, awards, grants, conference papers, selection for residency at special institutes for advanced study, editorship or membership on prestigious editorial boards that review publications in Classics, citation of the candidate’s work in the publications of others, participation in seminars and workshops in which there was a significant use of the candidate’s expertise, archaeological work on site, innovative use of technology in research, and evidence of impact on society of research findings.

If the department hires a faculty member whose research will result in different kinds of research productivity that are not included above, the department and the candidate must agree in writing at the time of appointment as to the general expectations that the candidate must satisfy; the Dean must approve this agreement.

### *C. SERVICE*

The Department of Classics believes that service to the university is a responsibility of every faculty member. Although none of our faculty is budgeted for service, the department has a strong and longstanding tradition of leadership in both university governance and professional service at the state, regional, and national levels. Certain types of service draw on a faculty member's expertise in addition to his or her spirit of volunteerism, and so should be included as supporting evidence of excellence in the profession. Successful candidates for promotion to Associate Professor are expected to have some limited service on student and departmental committees and, if asked to serve, limited service on campus committees and governing bodies. Beyond the level of the kinds of service that involve instruction and research, service can be broadly interpreted to mean participation in activities that contribute to the life of the department, the discipline, the University, and the community. Participation or leadership in professional organizations does help meet these criteria.

### FOR PROMOTION TO PROFESSOR

For promotion to Professor, candidates must "show clear and convincing evidence of high levels of attainment in the criteria appropriate to their work assignments and the missions of their units. Unless the candidate's assignments are specifically regional, they should demonstrate national or international recognition in their fields and the likelihood of maintaining that stature" (Guidelines, pg. 23). The case for promotion to Professor is based on achievements and work that did not appear in the dossier for promotion to Associate Professor.

### *A. TEACHING*

The department distinguishes between routine classroom performance and contributions to teaching that draw upon a professor's depth and breadth of knowledge and scholarship. Teaching includes not only formal classroom instruction, but also advising and mentoring of undergraduate and graduate students, direction of graduate student work and of independent studies or internships, and other forms of instruction. The department recognizes the importance of interdisciplinary and collaborative teaching, as well as alternative and emergent forms of instruction such as online teaching, service learning, and study abroad.

Excellence of teaching at all levels (including online instruction) is demonstrated through some combination of items such as the following:

- letters of evaluation from peers and present and former students;
- course evaluations;

- development of innovative courses, teaching materials, programs of study or instructional techniques—including creative contributions to the department’s instructional program, especially in neglected areas and topics or revisions to existing courses that demonstrate advances in research;
- honors or special recognition, such as grants, for teaching accomplishments;
- accomplishments of former students, undergraduate and graduate;
- advising students;
- pedagogical publications and presentation of papers on teaching before learned societies;
- special teaching activities or consultancies outside the University.

Candidates whose record reflects difficulty in teaching must demonstrate that problems have been addressed and improvement has occurred.

### *B. RESEARCH*

The primary evidence of a candidate’s stature will be his/her scholarly publications (which includes peer-reviewed, single-authored or collaboratively-authored books, edited volumes, chapters in books, and articles—see below). Online publications count equally with print publications towards satisfying these criteria if they appear in recognized and professionally refereed on-line locations; candidates who submit multi-disciplinary or collaborative research as part of their dossier must indicate the nature of their contribution. Secondary evidence of a candidate’s stature is discussed below.

The department recognizes two paths toward promotion to Professor:

1. Publish, or have in press by the deadline specified by the Guidelines, a book-length study, critical edition, commentary, a single-author excavation report, or (for those with a pedagogical appointment and a higher teaching load) a pedagogical book. All of these examples must be published with a recognized university, scholarly, or commercial press that uses a blind peer-review process and has a catalogue in Classics.
2. Publish, or have in press by the deadline specified by the Guidelines, a minimum range of six to eight research articles or five to seven pedagogical articles for those with a pedagogical appointment and a higher load. Articles must appear in high-quality, refereed professional journals or in peer-reviewed collections in the discipline. The department defines “high-quality” journals as those that use a blind peer-review process and have a national and/or international circulation. Some articles may have garnered national/international recognition as indicated by internal and outside peer evaluations; in those cases, these numbers may be lowered.

Secondary evidence of a candidate’s stature includes reviews, citations, awards, grants, conference papers, selection for residency at special institutes for advanced study, editorship or membership on prestigious editorial boards that review publications in Classics, citation of the candidate’s work in the publications of others, participation in seminars and workshops in which

there was a significant use of the candidate's expertise, archaeological work on site, innovative use of technology in research ,and evidence of impact on society of research findings.

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This document is intended to supplement and clarify but not supersede the latest edition of The University of Georgia Guidelines for Appointment, Promotion and Tenure.

This document and discipline-specific criteria must be accepted by the faculty within the Department of Classics, and must be reviewed and approved by the Dean of the College and the Senior Vice President for Academic Affairs and Provost. New faculty members must be provided with this PTU document and the Guidelines. In addition, any changes or updates to this PTU document must be approved by the faculty, Dean and the Provost. All revisions and approval dates must be listed in the PTU document.

Faculty Revision Date: 15 April 2015

Approved by the University, June 8, 2015