

CRITERIA FOR APPOINTMENT, PROMOTION, AND TENURE
DEPARTMENT OF GERMANIC AND SLAVIC STUDIES
UNIVERSITY OF GEORGIA
(May 2015)

1. Introduction

Faculty in the Department of Germanic and Slavic Studies must meet the following primary responsibilities expected of all faculty at the University of Georgia: teaching; research, scholarship, or other creative activities; and service. While faculty in this department are not normally budgeted for service or outreach activities in the community or the state of Georgia, service to the University and the profession are considered to be an important component of our responsibilities that is closely related to teaching and research and contributes in significant ways to our respective disciplines.

Contributions to the areas of teaching, research, and service may be documented as described in the *University of Georgia Guidelines for Appointment, Promotion, and Tenure* (hereinafter referred to as the *UGA Guidelines*). In general, the expectations are that faculty should demonstrate evidence of excellence as judged by their peers at the University of Georgia and elsewhere. In all areas the principal standard should be quality, rather than quantity.

In all matters related to promotion and tenure, the Department of Germanic and Slavic Studies 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.

The following clarifications should be noted at this time:

References to numbers of books and articles below do not refer solely to the total number of items published since the candidate has been at the University of Georgia, although evidence of continuing publication is expected.

The concept of "publication" includes whatever is regarded as the equivalent of publication in the candidate's discipline. This may include, but is not limited to, such items as a corpus of innovative instructional materials (print, computer, audio, or video), work in the digital humanities, creative works, performances, exhibitions, or scholarly or artistic translations. Online publications count equally with print publications towards satisfying these criteria if they appear in recognized and professionally refereed online journals or websites.

In this document, "normally" refers to the disciplinary norm, that is, to a requirement the candidate is expected to satisfy. Exceptions to this norm will require extraordinary justification. A "sustained and coherent program of research" refers to the candidates' concentration over several years on a specific period or a clearly delineated thematic area as evidenced by publications, presentations and other forms of scholarly activity.

2. Advisement

At the time of appointment, a new tenure-track faculty member will be given a copy of the *UGA Guidelines* and the Department of Germanic and Slavic Studies Criteria for Appointment, Promotion, and Tenure. She or he 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, professional decorum, the department, and promotion and tenure. In the annual evaluation, the department head will provide written advice to tenure-track faculty below the rank of associate professor on their progress towards promotion and tenure, with specific suggestions on ways they can improve their records in teaching, research, and service, if necessary.

If the department hires a faculty member whose research or creative work will result in different types of publications or other evidence of scholarly productivity than those outlined below, the department and the candidate must agree in writing at the time of appointment as to the general expectations that the candidates must satisfy, and the Dean must approve this agreement.

3. Procedures

A. Annual Evaluations

Annual evaluations of faculty will be conducted in accordance with the University of Georgia Guidelines for Appointment, Promotion and Tenure.

B. Third-Year Review

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 *UGA Guidelines*, including a curriculum vitae formatted in accordance with the provisions outlined in the administrative guidelines (separate from the *UGA 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, in accordance with the departmental Bylaws, to review the faculty member's dossier and performance. The assigned senior faculty mentor will normally serve as a member of this committee. The committee will review publications and works in progress, visit several classes, read through evaluations, and examine 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 her/his 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. Copies of the report will be given to the department head and the candidate. The candidate will have the opportunity to provide a written response to the review. The response will be made available to the faculty members eligible to vote at the meeting at which the votes on sufficient progress and renewal are taken.

The head will schedule a meeting of the faculty members who are eligible to vote on the Third-Year Review, as defined in the *UGA Guidelines*. With a quorum (2/3) of these faculty members present,

the chair of the third-year review committee will present the report to the faculty. The faculty will then discuss and conduct separate votes on the following questions:

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

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

Faculty will vote "Yes" or "No" on both questions. A written statement of the departmental vote shall be provided to the candidate within three days of the vote. In addition, the department head will meet with the candidate to discuss both the written report and the vote.

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

C. Preliminary Consideration for Promotion and/or Tenure

The department will follow procedures for preliminary consideration presented in the *UGA Guidelines*. In the spring of the appropriate year, by the deadline of March 15, candidates who wish to be considered for promotion and/or tenure will communicate this wish in writing to the department head. The candidate will by the March 15 deadline present a vita, copies of publications, and a statement of achievements to the department head. The eligible faculty of the department will function as a committee of the whole to review and discuss these documents. After a sufficient time for review, but no later than April 15, a vote will be taken on the following question:

“[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 *UGA 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 or an appointed senior mentor to prepare the dossier. Preliminary consideration is not considered a formal part of the promotion/tenure process, so the outcome of this vote will not appear in the dossier.

D. Formal Review for Promotion and/or Tenure

The department will follow the procedures described in the *UGA Guidelines* for the formal review. The eligible faculty of the department will function as a committee of the whole to evaluate the candidate. In the event that there are fewer than five faculty members eligible to serve, additional members will be appointed as described in the departmental Bylaws.

The candidate shall supply by August 1 the materials for sections 4 and 5 of the dossier, as described in the *UGA Guidelines*. Student letters may be submitted if solicited by the department head from a list made available by the candidate. Articles or books that have been accepted but not published may be submitted if accompanied by a letter of formal acceptance; reader's reports should also be supplied if available. Unaccepted books or articles may not be submitted or included on the vita. The candidate's materials for the dossier and the external letters of recommendation will be made available to the committee for review.

The committee will meet no later than September 1 to discuss the candidate's credentials and to vote on a recommendation. Following the vote on each candidate, the head will announce how she/he voted. It is the Head's responsibility to prepare sections 1 and 2 of the dossier. However, if the Head voted against the promotion and/or tenure, then the candidate may designate a senior faculty member from the department to prepare these sections. The candidate may read and respond in writing to the cover letter before the dossier is forwarded to the next level.

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

4. Requirements for Ranks

A. Instructor

Candidates for appointment at the level of Instructor should show promise of outstanding performance in teaching. Scholarship, particularly in areas directly relevant to the candidate's teaching responsibilities, and service to the profession should be considered as additional evidence of excellence.

B. Lecturer

Candidates for appointment at the level of Lecturer should show promise of outstanding performance in teaching as well as the ability to teach a wide variety of courses in their field. Scholarship, particularly in areas directly relevant to the candidate's teaching responsibilities, and service to the profession should be considered as additional evidence of excellence.

C. Senior Lecturer

Promotion to Senior Lecturer from the rank of Lecturer requires at least six years at that level or its equivalent and evidence of demonstrated exceptional teaching ability and extraordinary value to the university. In addition to being an effective and successful instructor, activities related to teaching, such as course and curriculum development, student mentoring, participation in continuing education programs, activities in outreach and recruitment, direct involvement in study abroad, or different forms of scholarship will be considered evidence for meeting the criteria mentioned above.

D. Assistant Professor

Candidates for appointment at the level of Assistant Professor should show promise of outstanding performance in both teaching and research, scholarship, or creative activities. In most cases, they should have already achieved some measure of professional success in these areas, as shown by teaching evaluations or awards, publications, conference presentations, or other evidence as described in the *UGA Guidelines*.

E. Associate Professor/Tenure

Research:

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. Evidence of such stature is any combination of the following: the publication of a monograph, the publication of articles in peer-reviewed journals, invited lectures, the presentation of original research or organization of conference panels at regional or national conferences, scholarly contributions to edited volumes, editorship, membership on editorial boards or other service to academic journals, service in national organizations, external grants and awards.

Promotion to Associate Professor with tenure, or appointment at the Associate Professor level, will normally require the formal acceptance for publication of a completed manuscript by a reputable press—that is, a refereed scholarly or commercial press recognized in the field—of at least one single-authored monograph or other book-length major work of scholarship and evidence of progress on a second major scholarly project. Candidates for promotion may replace the monograph with a significant number of single-authored articles in peer-reviewed print or online journals and chapters/essays appearing in books from reputable presses, or with a larger number of joint-authored articles or chapters/essays to which the candidate has made a substantive and identifiable contribution indispensable for the completion of this research and its publication. These articles, chapters, and essays should reflect a sustained and coherent program of research (see I. Introduction) and should be equivalent in scope and stature to a monograph.

All candidates require additional evidence for promotion to this rank beyond the single-authored monograph, book-length major work of scholarship, or equivalent body of articles and book chapters/essays. This evidence should include other scholarly publications and the regular presentation of conference papers or invited lectures. It may also include manuscripts accepted for publication that have not yet appeared in print, grants and awards, or other evidence as described in the *UGA Guidelines*.

Scholarly work in the digital humanities will also count toward satisfying the requirements for promotion as long as this scholarship is peer-reviewed and there is clear evidence of its impact and value.

Faculty whose scholarly or creative work results in different evidence of productivity than that described above should refer to the agreement made with the department at the time of their appointment (see section 2 above), as well as the *UGA Guidelines*.

Teaching:

Promotion to or appointment at this rank presumes a high level of performance in teaching. Teaching communicates knowledge to students and develops in them the desire and skills necessary to continue learning. The department distinguishes between routine classroom performance and contributions to teaching that draw upon the teacher's depth and breadth of scholarship. Good teaching includes organizing and conducting courses in a manner appropriate to the level of instruction, using effective methodologies and techniques, engaging the students, to the extent of their abilities, in the current discourse and debates within the field, and enabling them to articulate issues and solve problems on their own. Teaching encompasses not only classroom and online instruction, but also the mentoring of students and availability outside the classroom for additional instruction and advice. Faculty members at this rank are normally expected to be actively involved in

the education of graduate students, when appropriate, as demonstrated by service on graduate committees and teaching of graduate courses.

Effectiveness in teaching is reflected by student learning and improvements in the learning environment and curriculum. Evidence of effectiveness are teaching awards or other special recognitions; the development or significant revisions of programs and/or courses, including collaborative or interdisciplinary efforts; the development of innovative teaching materials or instructional techniques; student evaluations and accomplishments; peer evaluations; or other evidence as described in the *UGA Guidelines*.

Candidates whose record reflects difficulty in teaching must be able to document steps they have taken to correct these problems and that improvement has occurred by the time of promotion and tenure.

Service:

In addition to service that is directly related to instruction and research, service can be broadly interpreted to mean participation in activities that contribute to the life of the department, the University, the community, or the discipline as a whole. Candidates for promotion to this rank are expected to have had at least some limited involvement in departmental committee work and/or governance. The management of academic programs or projects and/or significant service at the college or university level may substitute for or supplement other service at the departmental level.

Service to the profession at the regional or national level is not required, but also helps satisfy these criteria. Such service includes, but is not limited to, offices held and committee assignments performed for professional associations and learned societies, development and organization of professional conferences, editorships and the review of manuscripts for professional publications, or the review of grant applications.

Service cannot compensate for lack of productivity in research or unsatisfactory performance in teaching.

F. Professor

Research:

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 candidates' assignments are specifically regional, they should demonstrate national or international recognition in their fields and the likelihood of maintaining that stature, as attested by letters, citations of the candidates' work, and reviews.

Promotion to Professor, or appointment at the rank of Professor, requires evidence of a sustained and coherent program of research (see I. Introduction) that results in significant publications after achieving the rank of Associate Professor. Such evidence includes, but is not limited to, the acceptance for publication of a second single-authored monograph or other book-length major work of scholarship, a significant number of single-authored articles in peer-reviewed print or online journals and chapters/essays appearing in books from reputable presses, or a larger number of joint-authored articles or chapters/essays to which the candidate has made a substantive and identifiable

contribution indispensable for the completion of this research and its publication. These should be items that do not appear in the dossier used for promotion to associate professor. There should be evidence of continuing, substantial contributions to the field comparable in scope at least to what is expected for promotion to associate professor.

Scholarly work in the digital humanities will also count toward satisfying the requirements for promotion as long as this scholarship is peer-reviewed and there is clear evidence of its impact and value.

Faculty whose scholarly or creative work results in different evidence of productivity than that described above should refer to the agreement made with the department at the time of their appointment (see section 2 above), as well as the *UGA Guidelines*.

Teaching:

Candidates for this rank should demonstrate a continued high level of performance in teaching, as described above for the rank of Associate Professor. They should have contributed significantly to the intellectual and professional development of students, as evidenced by their performance and accomplishments, and they should normally be directing master's or doctoral work, when appropriate. Candidates should have maintained a tradition of substantive contribution to the development and direction of the department's teaching mission or to the pedagogy of the field as a whole.

Service:

Successful candidates for promotion to professor will demonstrate active participation in the life of the department, the College, and the University, and should have made positive contributions to the department's direction, policy, and mission. Service to the profession, as described above, also helps satisfy these criteria.

This document and discipline-specific criteria must be accepted by the faculty within the Department of Germanic and Slavic Studies, 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 University 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.

Approved by the University, June 8, 2015