

**DEPARTMENT OF GERMANIC SLAVIC, AND EAST ASIAN LANGUAGES AND  
LITERATURES**

**Tenure and Promotion Standards and Procedures**

**A. EVIDENTIAL GUIDELINES**

1. *Introduction.*

In order to substantiate claims of commendable teaching, research, and service, a candidate will be expected to provide a detailed curriculum vitae and supplementary materials to the Tenure and Promotion Committee (Committee of the Whole). It is essential that the committee have as much information about a candidate as possible, in order to avoid the alternative of judging promotability solely on the basis of publications. The responsibility for assembling the information and evidentiary materials rests primarily with the individual candidate, not with the committee.

2. *Curriculum vitae.*

The official form organizing the file is to be used.

3. *Evidential Materials in the Area of Teaching*

The chair of the department shall assist individual candidates in making the following materials available to the Committee of the Whole as evidence of performance in the area of teaching:

- a. Schedule of classes taught at USC
- b. Class syllabi and prospectuses
- c. Reasonable sample of examinations given at USC
- d. Lists and titles of theses and dissertations directed at USC
- e. Lists and examples of senior theses directed at USC
- f. Mandatory departmental student evaluations
- g. Peer evaluations
- h. Self-evaluations (written and optional)

4. *Evidential Materials in the Area of Scholarly Research*

- a. Copies of books published
- b. Originals or reprints of articles published
- c. Originals or reprints of book reviews published
- d. Reviews of books the candidate has published
- e. Professional papers delivered
- f. Completed manuscripts that have been submitted to publishers
- g. Manuscripts or parts of manuscripts ready for submission to publishers.
- h. Citations of candidate's work in the published work of others.

In addition to the above materials, the Committee of the Whole shall solicit evaluations of the scholarly work of a candidate from authorities outside the department and/or the university. [See procedures section of this document.]

#### 5. *Evidential Materials in the Area of Service*

Candidates shall provide to the Committee of the Whole such materials providing evidence of service to the department, the college, the university, and the profession, as they deem appropriate.

- a. Documentation of advising, committee work, special assignments, etc.
- b. Documentation of service to the college and university including committee work, special assignments, administrative functions, etc.
- c. Documentation of service to the profession ordinarily including participation in the affairs of recognized associations.
- d. Documentation of service to the community including public lectures and colloquia, media appearances, lectures in secondary schools, etc.

### B. CRITERIA

#### 1. *Promotion to Associate Professor*

Promotion to the rank of Associate Professor shall be based upon a balance of effective performance in teaching and research, and upon constructive and useful service to the department, the university, and the profession. Teaching and scholarly research are not an “either/or” responsibility. A candidate for promotion shall present evidence of past accomplishment and promise of continued achievement in teaching, intellectual growth, mastery of subject, and distinction in the profession. The actual terms of the candidate’s position, and his/her job description as stated in the dean’s letter of appointment, are relevant to judging his/her worthiness for tenure and promotion; such consideration shall not, however, supersede the standards for research and teaching stated above or the terms of the *Faculty Manual*.

##### *a. Teaching.*

A candidate for promotion to Associate Professor must demonstrate consistently good teaching. To this end, the candidate should provide evidence that he or she is a versatile teacher capable of teaching a variety of courses. Such evidence may include the following: design of original courses, placement or exit exams, and innovative teaching materials or techniques, participation in honors or graduate programs through the direction of theses and dissertations, participation in lectures, workshops, and seminars devoted to the improvement of classroom skills. Evidential materials are listed in I.A.3. and should demonstrate that the candidate:

- (1) Prepares courses with discrimination and skill.
- (2) Formulates course objectives responsibly and clearly, and devises imaginative and effective ways of achieving the objectives.
- (3) Commands the attention of students and stimulates their interest.

- (4) Demands high standards of work and grades all work thoroughly, fairly and with reasonable promptness.

b. *Scholarship.*

A candidate for promotion to Associate Professor shall be expected to have produced scholarly publications, or other scholarly materials of high quality of research and thought. Publications may include monographs, historical-critical editions, or other philological works such as dictionaries, critical or descriptive bibliographies, linguistic atlases, or scholarly articles, all of which will be weighed according to the magnitude of scholarly contribution. Edited works and/or translations of significant literary or philological works and distinguished textbooks may fulfill this criterion if they demonstrate scholarly and/or literary quality. Recognition shall be given to papers read at professional meetings, but these shall not be construed as publications. Although book reviews shall be construed primarily as service to the profession, reviews in leading professional journals shall be considered as evidence of involvement in the profession and mastery of subject. Creation of less traditional materials, such as films, computer programs (hypertext, multi-media etc.) designed specifically for students in foreign languages and literatures, and television programs may also be considered evidence of scholarship. In all considerations of scholarly activities the quality of work, not the quantity *per se*, shall be of primary concern to the Committee of the Whole.

c. *Service*

For promotion to Associate Professor, it is expected that faculty members shall evince a mature and responsible willingness to do an appropriate share of useful and constructive service work within the department and university and to involve themselves, where practicable and feasible, in activities to enhance the well-being and reputation of the profession as evidenced in professional leadership roles nationally and internationally.

2. *Promotion to Professor*

To be eligible for promotion to the rank of Professor, a candidate must have a record of recognized, consistent achievement and outstanding performance in scholarship and teaching, as well as involvement in constructive and useful service work within the department and the university.

a. *Teaching.*

A candidate for promotion to Professor must continue to demonstrate consistently good teaching. The candidate should provide evidence of accomplishment and versatility. The record should include most of the following: new, original courses, courses taught successfully at various levels or in different programs, supervision of theses and dissertations, substantial contributions to the development of the department's curriculum and impact on its teaching mission, grants to undertake

teaching development projects, leadership in the improvement of intra- and extramural instruction, national recognition of pedagogical innovation. Evidential materials are listed in I.A.3. and should demonstrate that the candidate:

- (1) Prepares courses with discrimination and skill.
- (2) Formulates course objectives responsibly and clearly, and devises imaginative and effective ways of achieving the objectives.
- (3) Commands the attention of students and stimulates their interest.
- (4) Demands high standards of work and grades all work thoroughly, fairly and with reasonable promptness.

*b. Scholarship.*

A candidate for promotion to Professor shall be expected to have gained national or international recognition as a scholar within the profession. Promotion to full professor requires evidence of substantial scholarly publications since the previous promotion. The complete publication record should be of sufficient scope, focus, and coherence to constitute a contribution to a particular field or fields.

*c. Service.*

A candidate for promotion to Professor shall be expected to present a record of useful and constructive service to the department, the university, and the scholarly community at large. A record of service to the community itself is a strong desideratum. This record shall include evidence of effective and repeated service at the university committee level, and/or in the Faculty Senate. The evidence presented should not merely show that a candidate served on a committee, but that he or she was an effective and useful committee member. Evidence could consist of minutes indicating measures presented and discussed, consistent attendance, informed participation, and letters from committee chairs.

3. *Tenure*

- a. *Tenure at the rank of Assistant Professor* is not provided for in the guidelines of this department; tenure can only be achieved by promotion to the rank of Associate Professor and/or to the rank of Professor.
- b. *Tenure at the rank of Associate Professor.* To be eligible for tenure at the rank of Associate Professor, an individual must meet the departmental criteria for promotion to the rank of Associate Professor.
- c. *Tenure at the rank of Professor.* To be eligible for tenure at the rank of Professor, an individual must meet the departmental criteria for promotion to Professor.

## C. PROCEDURES FOR TENURE AND PROMOTION

### 1. COMMITTEE OF THE WHOLE (CW)

- a. The tenured faculty of the department shall function as a Committee of the Whole.
- b. The chair of the CW shall be elected in the spring term by the CW to a two-year term, beginning in May, and shall normally be a tenured full professor; if a full professor is not available, an associate professor may be elected to chair the committee; he or she shall be eligible for re-election. The chair of the department shall be a non-voting member of the CW; he or she shall be ineligible to serve as chair of the CW.
- c. It is the responsibility of the CW to assist the faculty members concerned in assembling such relevant information, documents, etc., as are required for all tenure and promotion cases.
- d. The CW is responsible for the development of policy relative to tenure and promotion, and for the revision of such policy when required.
- e. A Criteria and Procedures Subcommittee consisting of three members (the chair of the CW and two persons elected by the CW to a two-year term) will have the function to make recommendations to the CW concerning tenure and promotion criteria and procedures as required by circumstances but in no case less frequently than every five years.

### 2. PROCEDURES

#### a. *General Procedures*

- (1) Each year all non-tenured faculty will be considered for tenure, and all faculty members below the rank of Full Professor will be considered for promotion, unless they state otherwise in writing. All candidates who wish to be considered for promotion and/or tenure at all ranks will follow the university's annual tenure and promotion calendar. Packets will, if possible, be sent to outside referees in June of that year.
- (2) The chair of the CW shall provide the full voting faculty of the department with the names of individuals who have expressed a desire, as indicated in the preceding paragraph, to be considered for tenure and/or promotion no later than the appropriate calendar date of each year. The faculty will be apprised of the fact that letters regarding the candidates may be sent to the chair of the CW for inclusion in the appropriate section of the tenure and promotion file.
- (3) Notice regarding tenure and promotion consideration and meetings related thereto will be provided to the entire faculty of the department by the chair of the CW at least one month prior to the date when the tenure and promotion files must be submitted. The dean of the College of Liberal Arts will also receive such notice.

#### b. *Procedures for the Solicitation of Letters from Outside Referees*

- (1) In the case of individuals seeking tenure and/or promotion to the rank of Associate Professor or Full Professor, the CW will solicit five letters for the appropriate section of the tenure and promotion file ("Letters from Outside

Referees”), written by qualified scholars at peer institutions and not affiliated with the University of South Carolina. The letters should primarily address research-/scholarship, but may comment on professional service as well.

- (2) All outside referees contacted to write letters of assessment will normally be of higher rank than that of the candidate.
- (3) Method for choosing outside referees: The candidate will provide the CW a list of at least five qualified scholars in his/her field together with a “thumbnail” sketch, printed or typed, of the qualifications of each outside referee. The CW will select two from that list as outside evaluators, but will do so only after it has been established that these individuals are prepared to act in this capacity. To this list the CW will add from its own resources three more names of qualified scholars for a total of five outside evaluators.
- (4) The candidate is to provide the list no later than 1 May of the year preceding the academic year in which he/she wishes to be considered, and to provide packets with off-prints, books and other relevant materials to be sent to the outside referees. These materials should be sent out no later than mid-May.
- (5) Before materials are sent, the outside referees will be contacted by letter or telephone to insure that they are willing to assess the packet of the candidate. If the proposed outside referees on the candidate’s list are unwilling or unable to provide an assessment, the candidate will be asked to furnish more names, and the CW may be asked to assist in finding other qualified outside referees.
- (6) Each outside referee who agrees to assess a dossier will be sent a letter from the chair of the CW which a) stresses the importance of the departmental criteria in judging the work of the candidate and b) clearly states that it is the principal task of the outside referee to assess the candidate’s research publications and other research materials.

c. *Procedures for Tenure and Promotion Deliberations*

- (1) Concerning tenure decisions, the files will be provided to tenured faculty members whose academic rank is equal or higher than that of the candidate. Concerning promotion decisions, the files will be provided to those tenured faculty members whose academic rank is higher than that of the candidate.
- (2) The chair of the CW will call a meeting of the CW for the purpose of discussing the candidates for tenure and/or promotion.
- (3) For each case being voted on, all eligible faculty will be provided ballots.
- (4) Each ballot will provide for a “Yes,” “No,” or “Abstain” vote and space for required justification and voluntary signature.
- (5) When all ballots have been received, they will be counted and tallied by the chair of the CW and the chair of the department.
- (6) Abstentions do not count when calculating voting percentages. At least two-thirds of the “yes”/ “no” votes must be “yes” in order for the file to be sent outside the department.
- (7) Ballots concerning tenure and promotion will be secret. They will be placed in appropriate files and forwarded, along with all pertinent documents, to the chair of the department.

- (8) Following the balloting, the chair of the department will notify the candidate in a timely manner.
- (9) In case of a positive vote, the chair of the department will forward through proper channels, as provided by university regulations, the recommendations of the CW and all documents, together with his or her recommendations, to the dean.
- (10) In case of a negative vote, and upon request of the candidate, the chair of the department will provide a synopsis of the discussion and an indication of the strength of the vote of the unit, and forward the file only if the candidate appeals in writing the unit decision.
- (11) The chair of the department will also forward a list of all persons considered but not recommended. Failure to recommend favorably at the particular time will not prejudice future considerations.

d. *Procedure for Selecting Extra-departmental Faculty Members*

In cases where there are fewer than five eligible faculty members in the department to vote on a candidate for promotion and/or tenure, the chair of the department shall, in consultation with the chair of the CW and the candidate, appoint qualified faculty members from outside the department to meet the required minimum of five voting members. The eligibility requirements for voting as outlined in Section II.B.3. of this document also apply in these cases.

