

Women's and Gender Studies
Promotion and Tenure Guidelines and Procedures
Approved: Mar 22, 2010

Refer to campus guidelines for promotion and tenure.
<http://provost.missouri.edu/faculty/tenure.html>

The Department of Women's and Gender Studies places a very high priority on faculty development and success. This begins with the hiring process, when we evaluate candidates carefully in order to hire colleagues who are likely to succeed in gaining tenure and promotion at MU and who are likely to make major contributions to the field of women's and gender studies. All reviews take the form of recommendations. The decision is made by the Chancellor.

ALL DOCUMENTS SHOULD BE SUBMITTED IN ELECTRONIC FILES AND HARD COPY

I. Tenured and Tenure Track Faculty

A. Annual Review Procedures for untenured faculty

In each year leading to the tenure and promotion review, each faculty member will be reviewed by the tenured faculty members and the Chair to determine whether contract renewal is recommended. The candidate is expected to submit an annual self-evaluation to the Chair by March 15th of each year. The self-evaluation should include a current CV, the FAS, teaching evaluations for the previous two semesters, a statement reviewing scholarship, teaching, service accomplishments, progress toward tenure and goals for the upcoming year.

The review will be conducted by the Department's Personnel Committee. The Personnel Committee is composed of two tenured faculty and the Chair. The committee will review the self evaluation and the submitted documents and will evaluate progress toward tenure.

A report of the meeting will be given to the tenured faculty who will vote on contract renewal. The tenured members of the department vote will take place in spring semester or early summer. The decision and evaluation gathered shall be transmitted by the Chair in writing to the non-tenured faculty member.

The candidate has the right to provide a written response to the letter within 7 working days of the notification.

The department follows the campus guidelines for reconsideration and appeal:
<http://provost.missouri.edu/faculty/tenure.html>

The Chair will send a letter of recommendation to the Dean that contains the views of the tenured faculty, the faculty vote on contract renewal, and the Chair's recommendation. If there is disagreement with the tenured faculty's recommendation, the Chair will provide a justification.

A copy of the annual evaluation letter shall be placed in the faculty member's personnel file, together with any written reaction to the evaluation submitted by the non-tenured faculty member.

B. Third year review:

For assistant professors, the most significant milestone prior to the tenure evaluation is the third-year review, in which the Chair and the tenured faculty of the department assess progress toward tenure and promotion and vote on recommendation for contract renewal. This is a rigorous review that measures the development of the candidate's scholarly work and publications, and evaluates the quality of her or his teaching. Progress toward tenure will be measured through publication of articles, book chapters, and/or acceptance/submission of a book manuscript, and evidence of good teaching. Although the department cannot commit itself to a decision on tenure and promotion, its review will include an explicit statement of how well the candidate is meeting the department's requirements for promotion and tenure.

In the sixth semester of the faculty member's employment, (or usually the winter semester of the third year) the department Chair will appoint a fact-finding committee charged with coordinating the third-year review. This committee will consist of three tenured faculty members in the department (or affiliate members, if necessary, to be approved by the department faculty), and will assist the candidate in assembling a dossier.

By March 15th, the faculty member under review is responsible for submitting a dossier with the following materials:

- 1) current c.v.
- 2) copy of the FAS
- 3) copies of her or his published and in-press scholarship and/or creative work, and, at the candidate's discretion, work in progress
- 4) course syllabi
- 5) student evaluations
- 6) peer teaching evaluations (three, one per year)
- 7) A statement prepared by the candidate summarizing the accomplishments in research, teaching, and service.
- 8) A statement outlining the central themes and problems addressed in the candidate's research, published, in progress, and projected.

Members of the third-year review committee will prepare a written report on the candidate's progress toward tenure. This is envisioned as a fact-finding report only, and will not make an explicit recommendation regarding the outcome of the review. It will be distributed to tenured members of the department prior to the meeting at which they discuss the candidate's work and vote on the renewal of her or his contract after reviewing all the evidence. The vote and discussion will take place in spring semester or early summer of the faculty member's third year. *A two-thirds majority vote* is necessary for approval by the department.

The decision and evaluation gathered shall be transmitted by the Chair in writing to the non-tenured faculty member.

The candidate has the right to provide a written response to the letter within 7 working days of the notification.

The department follows the campus guidelines for reconsideration and appeal: <http://provost.missouri.edu/faculty/tenure.html>

The Chair will send a letter of recommendation to the Dean by the A & S due date, which will contain the views of the tenured faculty, the faculty vote on contract renewal, and the Chair's recommendation. If there is disagreement with the tenured faculty's recommendation, the Chair will provide a justification.

C. Tenure and Promotion Review:

The department's formal decision about tenure and promotion to the rank of associate professor is made no later than the beginning of the mandatory review year, which is normally the sixth year after initial appointment. The process begins during the spring of the previous year, when the department Chair appoints a promotion and tenure committee of 3 tenured faculty in the department. If there are insufficient numbers of professors in the department to conduct a meaningful review, the Dean, in consultation with the Chair, will appoint additional faculty members with appropriate scholarly expertise, ideally drawn from the Women's and Gender Studies Affiliated Faculty. The committee will recommend external referees, provide direction to the candidate on the preparation for tenure review, and will ultimately write a fact finding report on the candidate's qualifications.

The identification of external referees will be made by consultation between the P and T committee and the Chair, based on nominations provided by the P and T committee, the candidate, and the Chair. Nominations should be submitted to the Chair by March 15 of the year prior to the formal tenure review. The letters from external referees will be solicited by the Chair of the department during the Spring semester prior to the mandatory year.

Throughout the fact-finding stage of the department's review process, the chair of the P and T committee will contact the candidate if any questions emerge that require clarification. If necessary, the committee may request a meeting with the candidate prior to the completion of their report.

Through publications, faculty members are expected to show evidence of original and significant contributions to women's and gender studies scholarship. In recognition of the fact that faculty in women's and gender studies work in a variety of traditions and genres, disciplinary and interdisciplinary, evidence of research accomplishment may take several forms, consisting of a peer-reviewed book published (or in press) by an appropriate scholarly press; a collection of peer-reviewed articles, book chapters, and/or creative works published in scholarly venues or juried exhibitions suited to the candidate's area(s) of expertise; or a combination of peer-reviewed book, articles, and/or book chapters. Where research is concerned, the College of Arts and Science specifies that "promotion to associate professor (and the awarding of tenure) reflects a demonstrated potential for developing a national reputation in the discipline." This potential is assessed by department faculty through (a) the careful evaluation of the quality and significance of the candidate's research, (b) a positive response to published work from established external scholars in the candidate's field, (c) evidence of a research program beyond the dissertation. Collaborative work is understood as a legitimate demonstration of research excellence, although faculty members should strive for significant single and/or first authored publications. The department expects the candidate to have developed an independent research program beyond the dissertation as demonstrated by publications (in press or published), presentations at appropriate conferences, and/or grant activity.

In their deliberations, the tenured faculty will also consider the teaching and service of the candidate. Of these, the first is paramount. Good teaching is expected for promotion and tenure. Teaching will be evaluated by 1) departmental teaching evaluations; 2) peer review of teaching; and 3) the candidate's statement of teaching goals. The department expects collegial acceptance of routine responsibilities for department business, including department standing and search committees. We do not encourage significant university service before tenure.

The faculty member under review is responsible for submitting two dossiers. The first, which is intended for distribution to external reviewers, should be turned in to the department by May 1 of the year prior to the tenure decision. The second, which will be distributed internally, will be due by May 15. These packets should include the following materials:

- 1) current c.v. (external and internal)
- 2) copy of the cumulative FAS (internal only)

- 3) copies of the candidate's published and in-press scholarship and/or creative work, and, at her or his discretion, work in progress (external and internal)
- 4) course syllabi (internal only)
- 5) student evaluations, summarized in tables, and list of teaching awards (internal only)
- 6) A statement prepared by the candidate outlining the candidate's intellectual concerns and research interests that shows how these are expressed in a coherent program of teaching and research, including research priorities for the future. The document should also include a statement of teaching philosophy and success, and a list of service contributions. (internal only)
- 7) statement of research accomplishments beyond the dissertation. statement of advising activities and involvement in campus wide teaching initiatives, if appropriate. (internal only)

(Note: the content of these packets is subject to change, depending on the dossier requirements made by the Provost's office)

In early fall semester of the tenure review year, the committee will assemble the candidate's file and provide a written report to tenured faculty in the department. On the basis of the materials supplied by the candidate, the external reviewers' reports, teaching evaluations, and peer reviews of teaching, the committee will communicate the nature of the candidate's scholarship and the quality of its contribution to women's and gender studies, as well as her or his teaching performance. This is envisioned as a fact-finding report only, and will not make an explicit recommendation regarding the outcome of the review. It will be distributed to tenured members of the department prior to the meeting at which they discuss the candidate's work and vote on tenure and promotion. This meeting will take place in September of the candidate's sixth year (assuming a conventional tenure clock). A two-thirds majority vote, taken through a paper ballot at the faculty meeting, is necessary for faculty approval. Faculty unable to be present at the meeting will cast their votes by communicating in writing (including email) with the department chair prior to the meeting. The Chair shall promptly report the results of the vote to the candidate in writing. The vote will serve as a recommendation to the Chair and will be recorded in the Chair's letter forwarded to the College of Arts and Sciences. The Chair makes an independent recommendation for or against tenure. Any faculty member who has a vote in the tenure decision process has the right, individually or jointly, to submit a signed, separate evaluation and opinion to the Chair and/or Dean with regard to the departmental and/or Chair's recommendation

The department follows the campus guidelines for reconsideration and appeal: <http://provost.missouri.edu/faculty/tenure.html>

IV. Request for Extension of the tenure-clock.

- a. The department follows the provost office guidelines for applying for an extension of the tenure clock.
<http://provost.missouri.edu/faculty/tenure-guidelines.html>
- b. Once a request is made the Chair will summarize the condition requiring the leave to the personnel committee who will review the request and made a recommendation to the Chair. The chair will follow the recommendation, but if she/he disapproves will provide a justification. The faculty member's request will be forwarded to the appropriate office following the Provost Office guidelines.

C. Promotion to Full Professor Review:

According to the College of Arts and Sciences:

The ranks of associate professor and professor principally represent degrees of scholarly maturity and recognition. Promotion to associate professor (and the awarding of tenure) reflects a demonstrated potential for developing a national reputation in the discipline [or interdisciplinary field]. One promoted to professor shall have established such a reputation.

The procedures for promotion from the rank of associate professor to professor are similar to those described above, with the distinction that membership on the fact finding committee as well as the voting faculty is limited to full professors. If there are insufficient numbers of full professors in the department to conduct a meaningful review, the Dean, in consultation with the Chair, will appoint additional faculty members with appropriate scholarly expertise drawn, ideally, from the Women's and Gender Studies Affiliated Faculty.

Associate Professors may nominate themselves for promotion by January 15th of the year prior to the review, or they may be nominated by the P and T Committee in consultation with the Chair of the Department

Standards for promotion to professor include:

Research: A substantial record of quality research is considered very important. National and international recognition in the area should be supported by such evidence as publication in high quality outlets, external funding of research, recognition by professional societies and symposia, and confidential evaluations from leaders in the candidate's field of research at other institutions.

Teaching: A record of good teaching.

Service: Quality service within the department and campus is important. In addition, a candidate should be involved in service that enhances or develops the

field of women's and gender studies. Examples of such involvement include: refereeing or reviewing, participation in meetings, serving as editor of a journal.

A two-thirds majority vote, taken through a paper ballot at the faculty meeting, is necessary for faculty approval. Faculty unable to be present at the meeting will cast their votes by communicating in writing (including email) with the department chair prior to the meeting. The Chair shall promptly report the results of the vote to the candidate in writing. The vote will serve as a recommendation to the Chair and will be recorded in the Chair's letter forwarded to the College of Arts and Sciences. The Chair makes an independent recommendation for or against promotion. Any faculty member who has a vote in the promotion decision process has the right, individually or jointly, to submit a signed, separate evaluation and opinion to the Chair and/or Dean with regard to the departmental and/or Chair's recommendation

The decision and evaluation gathered shall be transmitted by the Chair in writing to the faculty member.

The candidate has the right to provide a written response to the letter within 7 working days of the meeting.

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II. Annual Review, Third Year Review, and Tenure and Promotion Review for Faculty with Joint Appointments refer to collected rules and regulations: 320.080)

Academic reviews of faculty with joint appointments in Women's and Gender Studies and another tenure-granting department will take place according to the schedule outlined above. Faculty with appointments in two or more tenure-granting departments will have one department designated as the tenure home.

The chair and faculty in the "tenure home" are responsible for making recommendations regarding contract renewal, tenure, and/or promotion after receiving the recommendation of the other unit(s) involved in the appointment. Each department or program will conduct an independent review (and will share external letters) and vote on the candidate's dossier. The votes and recommendations from the secondary unit will be combined into one dossier sent forward by the primary department.

When WGST is the tenure home, the review of faculty will take place through a joint fact-finding committee between the two departments. WGST will have two representatives on the committee and the joint department will have one. The report will be given to both departments. Each department or program will conduct an independent review and vote on the candidate's dossier following departmental policy for review of faculty. The votes and recommendations from

the secondary unit will be part of the dossier sent forward by the WGST department.

When WGST is not designated as the tenure home, the WGST department will make every effort to collaborate with the procedures of the tenure-granting department, but reserves the right to request, as appropriate, additional materials for the candidate's dossier. Ideally a joint committee (or departmental representation on the home department's committee) will be established to conduct fact finding. The annual report will be given (orally) to both departments. Each department or program will conduct an independent review and vote on the candidate's dossier following departmental policy for review of faculty.

For third year and tenure and promotion reviews the results of the WGST vote and a written statement from the chair will be given to the primary department and will be attached to the dossier that goes forward to the Dean

For annual reviews of tenured faculty, fact finding and evaluation will be conducted at the departmental levels and shared with the primary department.

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B. Review of Tenured Faculty

I. Annual Review of Associate Professors

The full professors on the personnel committee shall conduct an annual review of the contributions of each associate professor to the department, teaching, and progress toward promotion to professor. Each associate faculty member is expected to submit to the department chair an annual report describing her/his activities in research, teaching, and service by March 15th of each year. Normally, this report will consist of the FAS, an updated c.v., and supplementary materials such as teaching evaluations and publications as requested by the department and/or volunteered by individual faculty members. The report should also include a statement of progress toward promotion to professor.

Overall satisfactory performance in the annual and post tenure reviews of tenured faculty will be determined by the following criteria:

- a) demonstration of competent teaching
- b) evidence of continued research and other scholarly activity
- c) participation in meaningful service to the department, university, and professional community.

The normal distribution of professional effort is 40% teaching, 40% research, and 20% service, although this may vary with specific initiatives (e.g., research or

development leave) and service/administrative appointments (department chair, etc.). Annual evaluations of performance will be calibrated to reflect each faculty member's contractual distribution of effort in the period under review. The report of the personnel committee will be presented to the full professors in the department. The report should assess the faculty member's progress toward promotion to professor. The comments by the full professors will be summarized by the Chair in the annual letter and annual spring meeting with the associate faculty member. Faculty members will receive either a satisfactory or an unsatisfactory for teach aspect of the year's work in teaching, research, and service, and an overall S/U will be provided.

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II. Annual Review of Full Professors

In accordance with Section 310.015 of the Collected Rules and Regulations of the University of Missouri, the performance of all tenured faculty members, including those with part-time administrative appointments, will be reviewed annually. Each faculty member is expected to submit to the department chair an annual report describing her/his activities in research, teaching, and service. Normally, this report will consist of the FAS, an updated c.v., and supplementary materials such as teaching evaluations and publications as requested by the department and/or volunteered by individual faculty members. The review will be done by the full professors in the department and presented to the Chair. The report will be summarized by the Chair in the annual letter and spring meeting with the faculty member. Faculty members will receive either a satisfactory or an unsatisfactory for each aspect of the year's work, teaching, research, and service, and an overall S/U will be provided.

Annual reviews of tenured faculty will begin with the presumption that, as Section 310.015 of the Collected Rules and Regulations states, "tenured faculty have proven their ability to contribute significantly in their discipline and to work independently and productively in their field...By fostering creativity and protecting academic freedom, tenure safeguards faculty from unfair dismissal based on arbitrary or discriminatory practices, thus encouraging the constant search for truth that is the hallmark of the University."

Overall satisfactory performance in the annual and post tenure reviews of tenured faculty will be determined by the following criteria:

- a) demonstration of competent teaching
- b) evidence of continued research and other scholarly activity
- c) participation in meaningful service to the department and the university.

Annual evaluations of performance will be calibrated to reflect each faculty member's contractual distribution of effort in the period under review.

The report of the personnel committee will be presented to chair. The comments by the full professors will be summarized by the Chair in the annual letter and annual spring meeting with the associate faculty member. Faculty members will receive either a satisfactory or an unsatisfactory for teach aspect of the year's work in teaching, research, and service, and an overall S/U will be provided.

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D. Post Tenure Review:

At five-year intervals a tenured faculty member will resubmit the annual reports and evaluation statements for the past five years, with a concise summary statement of research, teaching, and service activities for the five-year period, and a current curriculum vita to the chair or evaluation committee of the unit. The first five-year review will be done five years after the tenure decision or the last formal review of the faculty member for promotion to associate professor/full professor. The process of review will be the same as the process used for annual reviews. Faculty hired with tenure will be reviewed five years after they are hired.

Based on the five-year report, the chair will evaluate the faculty member's performance as satisfactory or unsatisfactory. The five-year evaluation process will be complete with a satisfactory evaluation. If the evaluation is unsatisfactory, then the five-year report will be sent to the personnel committee of the department/unit. The departmental committee of faculty peers will perform its own full review of the performance of the faculty member over the five-year period and provide an independent assessment of the performance of the faculty member. The five-year evaluation process will be complete if the departmental committee judges the performance of the faculty member to be satisfactory.

In the event that both the chair and the departmental committee determine the performance of a faculty member to be unsatisfactory for the five-year period, the report will be forwarded to the Dean of Arts and Science.

At every level of review, the faculty member will be provided with a copy of any written report that is part of these proceedings and will have the right of appeal of any evaluations, decisions, or recommendations to the next level of the process.

The department follows the campus guidelines for reconsideration and appeal: <http://provost.missouri.edu/faculty/tenure.html>

C. Annual Review of Non-Regular Faculty

Following the collected rules

<http://www.umsystem.edu/ums/departments/gc/rules/bylaws/310/035.shtml>, the department will review the performance of non-regular faculty. The review will take place by the personnel committee, who will make a recommendation to the tenured faculty and the chair for continuation or discontinuation of the contract.