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**PROMOTION, RANK AND TENURE GUIDELINES,
DEPARTMENT OF CLASSICAL STUDIES**

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Revised in accordance with CAS Standard Modifications Document, 11/15/2013

I. Introduction

The following paragraphs describe the procedures and important dates of the review processes for tenure and/or promotion and the standards for tenure and/or promotion in the Department of Classical Studies. They also include specifications of the candidate's responsibilities in compiling the review-dossier and deadlines appertaining, the contents of the review-dossier, and the role of the Chair of the Department.

II. Tenure and Promotion: Procedures and Important Dates

A. A candidate shall ordinarily be considered for promotion upon receipt by the Chair of a written request from the candidate, pursuant to Section 5.I.2 of the Faculty Handbook.

B. When a member of faculty is hired to a tenure-track position in the Department, the Senior Academic Officer of the University, the Dean of the College of Arts and Sciences, the Chair of the Department, and the faculty member shall agree together in writing what term of service should elapse before the member of faculty is to request consideration for tenure and promotion; the letter of appointment will apply fully at the time of consideration for tenure. Ordinarily, tenure-track members of the Department initially hired at the assistant professor rank should request consideration for tenure after five years of eligible employment at Loyola (i.e., the decision is made during the faculty member's sixth year of service), unless the Senior Academic Office, the Dean, the Chair, and the member of faculty agree that a specified term of earlier teaching at Loyola or other institutions will be deemed "eligible employment" for these purposes and so state their agreement in the letter of appointment. Decisions on tenuring faculty members initially hired at the associate professor or full professor rank are normally made during their third year of consecutive service, subject to agreements and statements between the Senior Academic Office, the Dean, the Chair, and the member of faculty at the time of appointment. (See *Faculty Handbook*, Section 5.I., for details and exceptions.)

C. (1) In the Department of Classical Studies, all tenured members of the Department vote on the tenure of tenure-track members; (2) all tenured associate and full professors vote on the promotion of candidates to the rank of associate professor; (3) all tenured full professors vote on the promotion of candidates to the rank of professor. These faculty members become, respectively in these three instances, the internal reviewers whose activities are described below.

D. Requests by faculty members for tenure or promotion shall be made by April 1st of the academic year preceding the academic year during which the tenure or promotion will be considered. The Chair, with the faculty member's cooperation, shall collect materials for presentation to internal (and external--see below) reviewers by July 1st of the academic year in which the tenure, reappointment, or promotion is being considered.

E. These materials, many of which will have come from the faculty member's existing departmental file, will be treated as confidential, available only to the parties involved in the review process. Similarly, discussions or votes taken during meetings of the committee of internal reviewers shall be confidential. Violations of confidentiality shall be treated as serious breaches of professional ethics. The Chair shall be responsible for providing feedback to the candidate in respect to the candidacy at the time the materials are forwarded to the Dean of the College of Arts and Sciences. In accordance with the regulations as stated in the Faculty Handbook, the faculty member shall be informed of the recommendation made at each level of review above the Department (see *Faculty Handbook*, Section 5.I.2).

F. Three external reviewers of rank equal to or higher than the rank to which the candidate's promotion is being considered shall be named for each tenure and promotion case, including cases for promotion to the rank of full professor. They shall be invited primarily to assess the candidate's professional papers and published research and should therefore be acknowledged experts in the candidate's field, or fields, of expertise. One external reviewer may be of the candidate's own choosing; this choice shall, however, be conditioned by the specifications stated in this paragraph and, in any case, subject to the approval of the Chair of the Department and the committee of internal reviewers (above II.C.). The second and third external reviewers shall be identified by the Chair of the Department, in consultation with the committee of internal reviewers and, as needed, outside advisers in the candidate's field of expertise. Fellow or former students, former professors of candidates, or co-authors shall not normally be eligible to serve as external reviewers in the promotion and tenure process. External reviewers shall be provided with copies of these guidelines to aid them in their assessments.

G. Although for tenure-track faculty the decision to tenure and the decision to promote to associate professorship are technically distinct, and therefore require separate votes, they have in practice come to be combined in this Department as in others at Loyola University.

H. The Faculty Handbook (2009) shall prevail over these guidelines in cases of apparent conflict. These guidelines will be in effect until changed by the Department.

Either upon written petition by three full-time faculty members of the Department, or upon appearance of a new edition of the Loyola Faculty Handbook, the Chair will appoint a committee to receive and evaluate opinions on revising the Department's guidelines and procedures, and to recommend any changes. Copies of proposed revisions will be distributed to all full-time members of the Department for approval by majority vote at a meeting called by the Chair. All revisions of the guidelines must be approved by the appropriate deans, the University Rank and Tenure Committee and the Senior Academic Officer of the University.

I. Copies of these guidelines and procedures will be given to all members of the Department. The Chair is especially instructed to be sure to give copies to all newly employed tenure-track and non-tenure-track faculty.

III. Tenure-track and tenured faculty

i. Standards and criteria for tenure and promotion to the rank of Associate Professor are the following:

A. Teaching duties performed with distinction. Distinguished teaching requires sound scholarship, thorough organization, effective classroom presentation, and appropriate assessment and other class exercises. Counseling and advising students are also part of the candidate's teaching duties. Sound scholarship implies a solid grounding in the primary sources and up-to-date secondary literature. Helpful in assessing some features of the teaching performance are: the departmental files of syllabi and other course documents, visitations by the Chair and by peers of classes taught by the candidate and the written reports based on those visitations, departmental teacher-course evaluations, the results of which are tabulated by the Chair's staff and returned to faculty members and which form part of the faculty member's annual merit review with the Chair and the Dean.

B. Scholarly contribution. Original scholarly research may manifest itself in papers, grants, archaeological field or museum work, participation in professional panels, and editing and refereeing scholarly articles, journals or books, but is most evident in published writings intended for an audience of professional peers. For consideration for tenure and promotion to the rank of associate professor candidates shall normally present, in published work, one scholarly book or the equivalent achievement of scholarly significance (for example, four articles or book-chapters). This work shall have been accepted for publication after the date of employment; scholarly work published earlier, however, shall also be taken into consideration in assessing the candidate's overall scholarly profile. The work must be judged to be original and substantive by internal and external reviewers. The scholarly work presented, if it has not been published, should be attended by notice of acceptance for publication (book contract, editor's letter *vel sim.*) and completed manuscript or proof sheets.

In determining a contribution's substantiveness, reviewers should give most attention to the contribution's inherent originality, rigor, thoroughness, method, scope, style, and significance. Although publication is an acknowledged good in and of itself,

special consideration is due to books published by university presses and articles in refereed journals of high professional standing.

Non-published scholarly efforts are evaluated by the Chair, who may wish to receive supplementary evaluation from experts inside or outside the Department. Work in progress includes manuscripts of articles, books, and the like, at any stage. Work that is in an advanced stage (i.e., well-organized manuscript requiring final editing, manuscripts that have been submitted for review, manuscripts that have been accepted) will automatically be sent to outside reviewers along with published material. The Chair shall identify such work in progress to the reviewers.

C. Academic service. Academic service includes, but is not limited to, committee work on departmental, College, and University levels and service that contributes, in a collegial, cooperative, and constructive manner, to the betterment of the Department and its students and to the improvement of the College and the University.

D. Professional service. Professional service includes, but is not limited to, serving in office or on committees of professional organizations, serving on extra-departmental and extra-University dissertation committees, organizing and serving on programs and panels at professional meetings, community outreach, and maintaining correspondence with scholars active in the field toward the faculty member's own improvement and toward the betterment of the Department and the University.

ii. Standards and criteria for promotion to the rank of professor

Promotion to the rank of professor is based on continued marked achievement with respect to items A, B, C, and D of Section i: in quantity of publication, one scholarly book or the equivalent in achievement of scholarly production, including a minimum of three articles or book-chapters, beyond those publications offered for promotion to associate professorship.

iii. Weight of Standards

In general, the Department, in tenure and promotion cases, considers teaching and research to be of equal significance, and service to be of secondary but necessary value. There has been a traditional reluctance to establish hard and fast ratios between the teaching, research, and service categories because it is the fullness of the candidate's contributions that is under consideration. Some variation in professional commitment to the three categories must be allowed as long as the candidate's overall achievement is exemplary.