

Promotion and Tenure Procedures, East Asian Languages & Cultures

Purpose: To articulate the standards and procedures for promotion and/or tenure for the Department of East Asian Languages & Cultures

Applies to: Faculty within the Department of East Asian Languages & Cultures

General Provisions

Scope and Purpose. The award of tenure and/or promotion in rank are among the most important and far-reaching decisions made by the EALC Department because an excellent faculty is an essential component of any outstanding institution of higher learning. Promotion and tenure decisions also have a profound effect on the lives and careers of faculty. Recommendations concerning promotion and tenure must be made carefully, based upon a thorough examination of the candidate's record and the impartial application of these criteria and procedures, established in compliance with the [*Faculty Senate Rules and Regulations \(FSRR\) Article VI*](#).

It is the purpose of this document to promote the rigorous and fair evaluation of faculty performance during the promotion and tenure process by (a) establishing criteria that express the EALC Department's expectations for meeting University standards in terms of disciplinary practices; (b) providing procedures for the initial evaluation of teaching, scholarship, and service; (c) preserving and enhancing the participatory rights of candidates, including the basic right to be informed about critical stages of the process and to have an opportunity to respond to negative evaluations; and (d) clarifying the responsibilities, roles, and relationships of the participants in the promotion and tenure review process.

Each level of review, including the initial review, the intermediate review, and the University level review, conducts an independent evaluation of a candidate's record of performance and makes independent recommendations to the next review level. Later stages of review neither affirm nor reverse earlier recommendations, which remain part of the record for consideration by the Chancellor. It is the responsibility of each person involved in the review process to exercise his/her own judgment to evaluate a faculty member's teaching, scholarship, and service based upon the entirety of the data and information in the record. No single source of information, such as peer review letters, shall be considered a conclusive indicator of quality.

Academic Freedom. All faculty members, regardless of rank, are entitled to academic freedom in relation to teaching and scholarship, and the right as citizens to speak on matters of public concern. Likewise, all faculty members, regardless of rank, bear the obligation to exercise their academic freedom responsibly and in accordance with the accepted standards of their academic disciplines.

Confidentiality and Conflicts of Interest. Consideration and evaluation of a faculty member's record is a confidential personnel matter. Only those persons eligible to vote on promotion and tenure may participate in or observe deliberations or have access to the personnel file (except that clerical staff may assist in the preparation of documents under conditions that assure confidentiality).

No person shall participate in any aspect of the promotion and tenure process concerning a candidate when participation would create a clear conflict of interest or compromise the impartiality of an evaluation or recommendation.

If a candidate believes that there is a conflict of interest, the candidate may petition to have that person recuse him/herself. If a committee member does not recuse him/herself, a decision about whether that person has a conflict of interest shall be made by a majority of the other committee members.

Promotion and Tenure Standards

General Principles. The University strives for a consistent standard of quality against which the performance of all faculty members is measured. Nonetheless, the nature of faculty activities varies across the University and a faculty member's record must be evaluated in light of his/her particular responsibilities and the expectations of the discipline. These criteria state EALC Department's expectations of performance in the areas of teaching, scholarship, and service necessary to satisfy the University standards for promotion for the award of tenure and/or promotion to associate professor and for promotion to full professor, or equivalent ranks.

Teaching and scholarship should normally be given primary consideration, but the particular weight to be accorded to each component of a faculty member's activities depends upon the responsibilities of the faculty member. The College has traditionally recognized the 40-40-20 formula for weighting research, teaching, and service, except when weight is differentiated for unclassified academic staff members pursuant to their job description.

Teaching. Teaching is a primary function of the University, which strives to provide an outstanding education for its students. The evaluation of teaching includes consideration of syllabi, course materials, and other information related to a faculty member's courses; peer and student evaluations; a candidate's own statement of teaching philosophy and goals; public representations of teaching; and other accepted methods of evaluation, which may include external evaluations.

High quality teaching is serious intellectual work grounded in a deep knowledge and understanding of the field and includes the ability to convey that understanding in clear and engaging ways.

The conduct of classes is the central feature of teaching responsibilities at KU, but teaching also includes supervising student research and clinical activities, mentoring and advising students, and other teaching-related activities outside of the classroom.

Under the University standards for the award of tenure and/or promotion to associate professor, the record must demonstrate effective teaching, as reflected in such factors as command of the subject matter, the ability to communicate effectively in the classroom, a demonstrated commitment to student learning, and involvement in providing advice and support for students outside the classroom.

In the EALC Department the following teaching expectations to meet University standards apply for the award of tenure and/or promotion to the rank of associate professor:

- Effective teaching of two courses per semester, with exceptions for approved leaves or reduced teaching loads;
- Demonstrated effectiveness in teaching courses at undergraduate and graduate levels;
- Advising undergraduate and/or graduate students;
- Service as chair and/or member of undergraduate honor's theses and/or master's committees, and/or PhD committees.

The record must also give indication of responsible fulfillment of all duties associated with teaching, including prompt and regular holding of class sessions and office hours, timely and sufficient grading and comments on assignments, acceptable and fair expectations and criteria for student work (as judged by disciplinary standards), adequate class preparation and effective use of class time, and reflection about pedagogy.

Under the University standards for promotion to the rank of professor, the record must demonstrate continued effectiveness and growth as a teacher, as reflected in such factors as mastery of the subject matter, strong

classroom teaching skills, an ongoing commitment to student learning, and active involvement in providing advice and support for students outside the classroom.

In the EALC Department the following teaching expectations to meet University standards apply for the promotion to the rank of professor:

- Strong teaching skills in two courses per semester, at undergraduate and graduate levels, with exceptions for approved leaves or reduced teaching loads;
- Demonstrated commitment to advising undergraduate and graduate students both in and outside the classroom;
- Service as chair and member of undergraduate honor's theses, and/or master's committees; and/or PhD committees.,

The record must also give indication of responsible fulfillment of all duties associated with teaching, including prompt and regular holding of class sessions and office hours, timely and sufficient grading and comments on assignments, acceptable and fair expectations and criteria for student work (as judged by disciplinary standards), adequate class preparation and effective use of class time, and reflection about pedagogy.

Scholarship. The concept of "scholarship" encompasses not only traditional academic research and publication, but also the creation of artistic works or performances and any other products or activities accepted by the academic discipline as reflecting scholarly effort and achievement for purposes of promotion and tenure. While the nature of scholarship varies among disciplines, the University adheres to a consistently high standard of quality in its scholarly activities to which all faculty members, regardless of discipline, are held. In the Department of East Asian Languages and Cultures, scholarship is diverse and includes, but is not limited to academic research and publication in the areas of literary study, cultural studies, film studies, ethnography, archeology, philology, translation, analysis of literary texts, linguistics, second language acquisition, and language pedagogy. No single mechanism can be used to evaluate the quality of research produced by a faculty member. Research performance is assessed in the following two areas, ranked in order of importance: (1) Published books, chapters and articles, research reports, excavation reports, exhibits, peer-reviewed World Wide Web publications, annotated databases, special lectures or colloquia, papers presented at professional meetings, and presentations to local or regional audiences. Although peer-reviewed books and articles are weighted most heavily, substantial research contributions often appear in other outlets. In such cases, an explanation of the nature and value of the contribution should be submitted. (2) Research in progress: fieldwork; data collection; grant, contract, or fellowship applications submitted; awards received; and manuscripts in progress.

Under the University standards for the award of tenure and/or promotion to the rank of associate professor, the record must demonstrate a successfully developing scholarly career, as reflected in such factors as the quality and quantity of publications or creative activities, external reviews of the candidate's work by respected scholars or practitioners in the field, the candidate's regional, national, or international reputation, and other evidence of an active and productive scholarly agenda.

In the EALC Department the following scholarship expectations to meet University standards apply for the award of tenure and/or promotion to the rank of associate professor:

Candidates for promotion to associate professor and/or tenure should, in the time since completing their dissertation, have in print or accepted for publication either (a) a book-length study or (b) five to eight (depending on the field of research) scholarly articles, the majority of which should be substantial and refereed in respected English language journals, or (c) editorial work, compilations, or translations equivalent to (a) and or (b). Categories (b) and (c) can be mixed. The work reviewed for promotion and/or tenure should represent work beyond the dissertation, although it may include an extension or development of the dissertation. Publications in respected foreign language journals are also valued, but the candidate will need to help articulate the prestige of particular journals.

Collaborative work is also valued, but the candidate will need to carefully articulate his or her contributions to such projects.

Under the University standards for promotion to the rank of professor, the record must demonstrate an established scholarly career, as reflected in such factors as a substantial and ongoing pattern of publication or creative activity, external reviews of the candidate's work by eminent scholars or practitioners in the field, the candidate's national or international reputation, and other evidence of an active and productive scholarly career.

In the EALC Department the following scholarship expectations to meet University standards apply for the promotion to the rank of professor:

To be considered for promotion to full professor the candidate must, in the time since achieving associate professor rank, have in print or accepted for publication either (a) a book-length study, or (b) five to eight (depending on the field of research) scholarly articles, the majority of which should be substantial and refereed in respected English language journals or (c) editorial work, compilation, or translations equivalent in scholarly significance to (a) or (b), in addition to the works published or accepted for publication at the time of promotion from assistant to associate professor. Normally, the candidate for promotion to full professor shall have published work that demonstrates a sustained research effort (i.e., monograph, critical edition, and/or series of articles.)

Service. Service is an important responsibility of all faculty members that contributes to the University's performance of its larger mission. Although the nature of service activities will depend on a candidate's particular interests and abilities, service contributions are an essential part of being a good citizen of the University. The EALC Department accepts and values scholarly service to the discipline or profession, service within the University, and public service at the local, state, national, or international level.

The work of a language program coordinator, which involves recruiting, hiring, training and supervising GTAs, and placement testing constitutes significant service to the department.

Under the University standards for the award of tenure and/or promotion to associate professor, the record must demonstrate a pattern of service to the University at one or more levels, to the discipline or profession, and/or to the local, state, national, or international communities.

In the EALC Department the following service expectations to meet University standards apply for the award of tenure and/or promotion to the rank of associate professor:

The record should indicate regular and meaningful participation in activities necessary to the successful functioning of the department, College, and/or University, including reliable attendance and participation at departmental meetings and noteworthy contributions to the missions of the department, College, University and/or the candidate's academic profession via committee work and/or ad hoc activities.

Under the University standards for promotion to the rank of professor, the record must demonstrate an ongoing pattern of service reflecting substantial contributions to the University at one or more levels, to the discipline or profession, and/or to the local, state, national, or international communities.

In the EALC Department the following service expectations to meet University standards apply for the promotion to the rank of professor:

The record should indicate regular and meaningful participation in activities necessary to the successful functioning of the department, College, and/or University, including reliable attendance

and participation at departmental meetings and substantial contributions to the mission of the department, College, University and/or the candidate's academic profession via committee work and/or ad hoc activities. Contributions that will count towards a promotion to the rank of professor are services rendered after the earlier promotion to associate professor.

Ratings for Performance. Using the criteria described above, the candidate's performance in the areas of teaching, scholarship, and service will be rated using the terms "excellent," "very good," "good," "marginal," or "poor," defined as follows:

- (a) "Excellent" means that the candidate substantially exceeds expectations for tenure and/or promotion to this rank.
- (b) "Very Good" means the candidate exceeds expectations for tenure and/or promotion to this rank.
- (c) "Good" means the candidate meets expectations for tenure and/or promotion to this rank.
- (d) "Marginal" means the candidate falls below expectations for tenure and/or promotion to this rank.
- (e) "Poor" means the candidate falls significantly below expectations for tenure and/or promotion to this rank.

Absent exceptional circumstances, no candidate may be recommended for promotion or tenure without meeting standards in all applicable areas of performance.

Promotion and Tenure Procedures

The EALC Department conducts the initial review of the candidate pursuant to the procedures and requirements of [section 5 of Article VI of the FSRR](#) in connection with the candidate's responsibility in the EALC Department.

Promotion and Tenure Committee. The EALC Department promotion and tenure committee shall evaluate the candidate's teaching, research, and service. In the EALC Department the candidate's promotion and tenure committee is composed of the department chair plus two faculty members who are of equal or higher rank than the rank for which the candidate is being considered. Each of the three committee members will be responsible for an initial evaluation of one of the three areas to be evaluated: candidate's teaching, research and service. The committee is chosen by the chair, in consultation with the candidate and the department as a whole, during the year prior to being considered for promotion.

Since EALC is an interdisciplinary department, it will sometimes be appropriate to solicit professional advice from colleagues whose research is related to the candidate's in other departments. For example, a member of the Linguistics department might be consulted to evaluate the research of a colleague in EALC whose scholarship focuses on the acquisition of Chinese as a second language. Soliciting such professional assistance is the responsibility of the promotion and tenure committee member in charge of the candidate's scholarship. The candidate may provide input regarding soliciting such assistance.

No students or untenured faculty members, except unclassified academic staff with the rank equivalent to or higher than associate professor, shall serve on the promotion and tenure committee or vote on any recommendation concerning promotion and/or tenure.

Initiation of Review. Prior to the beginning of the spring semester, the Provost shall notify all faculty whose mandatory review year will be the following academic year, with copies provided to unit administrators and the dean. Upon receipt of this notice or if a faculty member requests it prior to the mandatory review year, the unit shall initiate procedures for evaluating the candidate for the award of tenure or tenure and promotion in rank.

At or before the beginning of the spring semester, the unit shall consider the qualifications of all faculty members below the rank of full professor, with a view toward possible promotion in rank during the following

academic year. After considering a faculty member's qualifications, if the unit determines that those qualifications may warrant promotion in rank, or if the faculty member requests it, the unit shall initiate procedures for reviewing the faculty member for promotion to full professor.

Preparation of the Promotion and/or Tenure File. NOTE: Candidates who hold joint appointments prepare only one set of promotion and tenure materials for review by both units in which they hold an appointment. The initial review units (i.e., departments, centers, etc.) shall consult with each other on their evaluations and the evaluation process, but each initial review unit must provide a separate evaluation of the candidate's performance in the unit. Please refer to the [College's Promotion and Tenure Statement](#) for detailed instructions. It is the responsibility of the candidate to complete the appropriate portions of the form and provide necessary documents and information in accordance with the Provost's guidelines, with assistance from the EALC Department.

The EALC promotion and tenure committee shall receive the form and accompanying materials from the candidate and finish compiling the record of the candidate's teaching, scholarship, and service in accordance with the Provost's guidelines.

The EALC promotion and tenure committee shall provide for the solicitation of outside reviewers to assist in the evaluation of a faculty member's scholarship and in accordance with College procedures. Emphasis shall be placed on selecting independent reviewers in the same or related discipline who hold academic rank or a professional position equal to or greater than the rank for which the candidate is being considered. The committee shall give the candidate the opportunity to suggest individuals to be included or excluded from the list of reviewers. The committee, however, is responsible for using its judgment in the final selection of reviewers. For College specific requirements and guidelines, please refer to "[Section B. Process for Obtaining Evaluation Letters from External Reviewers](#)" within the College's posted policy for promotion and tenure.

When soliciting external reviews of a candidate's scholarship, the EALC promotion and tenure committee shall inform prospective reviewers of the extent to which the candidate will have access to the review. The College's confidentiality policy regarding soliciting external reviewers for the promotion and tenure review process is as follows:

"As a part of the promotion and/or tenure review process, we are soliciting assessments of Professor _____'s research contributions from academic colleagues and distinguished professionals. These letters will become part of the candidate's promotion and tenure dossier and are treated as confidential by the University to the extent we are permitted to do so by law."

Recommendations. Upon completion of the record, the promotion and tenure committee conducting the initial review shall evaluate the candidate's record of teaching, scholarship, and service in light of the applicable standards and criteria and make recommendations in accordance with the voting procedures detailed below.

Voting procedures of the promotion and tenure committee are as follows: The committee attempts to make its decisions by consensus, agreeing after discussion on the ratings for teaching, research, and service, as well as deciding to recommend or not recommend promotion and/or tenure.

If consensus cannot be reached, there is a vote by show of hands. These votes are counted and tallied by the chair in order to arrive at the final recommendation. 50% or more of the votes (excluding abstentions) is required for a favorable recommendation.

The promotion and tenure committee shall prepare the evaluation and summary evaluation sections of the promotion and/or tenure forms. The forms and recommendations shall be forwarded to the department chair, who shall indicate separately, in writing, whether he or she concurs or disagrees with the recommendations of the review committee. The department chair shall communicate the recommendations of the initial review,

and his or her concurrence or disagreement with the recommendation, to the candidate and provide the candidate with a copy of the summary evaluation section of the promotion and tenure form. Negative recommendations shall be communicated in writing and, if the review will not be forwarded automatically, the chair shall inform the candidate that he or she may request that the record be forwarded for further review.

Favorable recommendations, together with the record of the initial review, shall be forwarded to the College Committee on Appointments Promotion, and Tenure conducting the intermediate review. Negative recommendations resulting from an initial review shall go forward for intermediate review only if it is the candidate's mandatory review year or if the candidate requests it.

Intermediate Review.

The candidate may submit a written response to a negative recommendation by the EALC Department, or to a final rating of teaching, research, or service below the level of "good" included in the evaluation section of the recommendation. The written response is sent separately by the candidate to CCAPT.

A request for information by CCAPT and/or UCPT shall be sent to the chair of the EALC Department who shall immediately provide a copy to the candidate and inform the promotion and tenure committee. The chair and/or committee shall prepare the EALC Department's response in accordance with the initial review procedures.

The candidate shall be afforded an opportunity to participate in the preparation of the EALC Department's response and/or to submit his/her own documentation or comment to the CCAPT and/or UCPT as applicable.

Approved by:

Department of East Asian Languages and Cultures / The Faculty Senate Committee on Standards and Procedures for Promotion and Tenure

Approved on:

Tuesday, April 3, 2012

Effective on:

Tuesday, April 3, 2012

Review Cycle:

Annual (As Needed)

Related Policies:

[Faculty Senate Rules and Regulations Article VI: Promotion and Tenure](#)

Related Procedures:

[Statement On Promotion and Tenure for the College of Liberal Arts & Sciences](#)

Related Forms:

[Guidelines and Documents for Promotion and Tenure](#)

Review, Approval & Change History:

06/12/2017: Dean of CLAS Approved adding the following language to Unit PT statements:

For College specific requirements and guidelines, please refer to "[Section B. Process for Obtaining Evaluation Letters from External Reviewers](#)" within the College's posted policy for promotion and tenure.

03/01/2017: SPPT Review and approval of CLAS P&T policy changes.

02/14/2017: CAC review and approval on revision to Section B. on the Process for Obtaining Evaluation Letters from External Reviewers, to ensure procedural clarity.

06/12/2017: Updated FSRR 6.5.1

04/13/2017: Amendments to the Faculty Senate Rules and Regulations (FSRR) 6.5.1 were approved by the Faculty Senate:

Prior to the beginning of the spring semester, the Provost shall notify all faculty whose mandatory review year will be the following academic year, with copies provided to unit administrators and the dean. Upon receipt of this notice or if a faculty member requests it prior to the mandatory review year, the unit shall initiate procedures for evaluating the candidate for the award of tenure or tenure and promotion in rank.

At or before the beginning of the spring semester, the unit shall consider the qualifications of all faculty members below the rank of full professor, with a view toward possible promotion in rank during the following academic year. After considering a faculty member's qualifications, if the unit determines that those qualifications may warrant promotion in rank, or if the faculty member requests it, the unit shall initiate procedures for reviewing the faculty member for promotion to full professor. ~~After seven years in the rank of associate professor, a faculty member who believes he or she has the qualifications for promotion, despite the failure of his or her unit to initiate the review process for promotion to full professor, may initiate the promotion review process himself or herself. In such cases the unit will treat the candidate in the same way that it treats other candidates for promotion to the rank of full professor.~~

09/02/2015: Made updates to boiler plate text:

1) Under General Provisions, paragraph three, "Chancellor" has been changed to "next review level;"

2) Under Initiation of Review, the following was added, "*NOTE*: Candidates who hold joint appointments prepare only one set of promotion and tenure materials for review by both units in which they hold an appointment. The initial review units (i.e., departments, centers, etc.) shall consult with each other on their evaluations and the evaluation process, but each initial review unit must provide a separate evaluation of the candidate's performance in the unit. Please refer to the College's Promotion and Tenure Statement for detailed instructions."

3) The following was added under to paragraph concerning outside reviewers, "The committee shall give the candidate the opportunity to suggest individuals to be included or excluded from the list of reviewers. The committee, however, is responsible for using its judgment in the final selection of reviewers.

04/03/2012: Approved by the Department of East Asian Languages and Cultures

03/21/2012: Approved by The Faculty Senate Committee on Standards and Procedures for Promotion and Tenure