

## Department of Spanish, Italian and Portuguese

### Procedures for Promotion to the Rank of Associate Professor Without Term

#### 1. Initiation

The process of consideration for tenure is automatically initiated by the department Chair at the end of the fifth year. It can also be initiated earlier by a request from a candidate. The Department will notify the candidate of procedures in early April of the academic year before the tenure process academic year.

The Chair will make an effort to answer whatever questions the candidate might have about the promotion and tenure process.

#### 1.2 Initial Phase

As part of the initial phase, candidate will submit **a list of 8 to 10 experts external to U. Va.** who would be capable of commenting on the candidate's work. This list, which should include addresses, will be submitted by April 15 of the academic year before the tenure process academic year. Candidate should briefly specify his or her relation to each expert listed. Along with this list, the candidate will submit a *curriculum vitae*.

#### 1.3 *ad hoc* Committee

In the Department of Spanish, Italian and Portuguese, two tenured professors from the department and one tenured professor from outside of the department constitute the *ad hoc* committee. The Chair of the Department recommends potential members of the *ad hoc* committee which must be approved by the Associate Dean.

#### 2. Supporting materials to be submitted to the Department Chair by **candidate** (both hard copy and in electronic form) by June 1<sup>st</sup>:

**Curriculum vitae**, including a section on teaching and service, specifying courses taught, advising activities, undergraduate and graduate supervised thesis research; section on participation in administration at the departmental level and higher.

**Bibliography**, as part of the CV, dividing publications into the following categories:

- a) books,
- b) articles,
- c) digital projects,
- d) popular articles and other publications,
- e) project reports.

Work accomplished since the third-year review should be separated from the work that preceded it, upon which the third-year review renewal was based. (In the case of a dissertation that has been readied for publication, information is requested concerning the extent and nature of the revisions.)

**Three copies of all publications and other relevant materials**, including articles still in press and other appropriate manuscripts, as well as published reviews of the candidate's work.

**Personal statement** discussing teaching and research to date, as well as teaching and research plans for the future, preferably not more than two or three pages.

NOTA BENE: Any updates to the candidate's dossier after June 1<sup>st</sup>, e.g., articles/books accepted or published after June 1<sup>st</sup>, may be made known to the tenured faculty of the Department of Spanish, Italian and Portuguese, as well as to the dean's Promotion and Tenure committee, but will not be sent out to external reviewers. Tenured faculty of the Department of Spanish, Italian and Portuguese and the dean's Promotion and Tenure committee will take into account any difference between the dossier updated after June 1<sup>st</sup> and that of June 1<sup>st</sup> sent out to external reviewers, and will consider any impact such an update may have on the case.

### 3. Outside experts

Eight to ten letters from experts outside the department will be required. These letters are solicited from a list composed of names suggested by the candidate as well as names suggested by members of the *ad hoc* committee. Chair of the *ad hoc* Committee will write in neutral language to potential external reviewers (by May 1 of the academic year in which the tenure decision will be made), requesting their help and submitting the candidate's CV. At least four of the outside experts approached will be from the candidate's list. If referee accepts the task, the *ad hoc* committee chair will send copies of candidate's publications and manuscripts (other relevant materials) to him or her. Outside experts will receive the candidate's material upon request; they are asked to complete their evaluations by September 15, if possible, and by October 1 at the very latest.

### 4. Committee Evaluation Process

The candidate's performance in research, teaching, and service will be evaluated in the *ad hoc* Committee Report. This report will be presented to the Department, and then the Department votes. The Department Chair writes a letter reporting the vote of the Department and gives his/her own assessment. The *ad hoc* committee report is included among the materials submitted to both the Dean of Arts and Sciences and to the University Provost.

#### 4.1 Evaluation of Research

The standard for promotion to tenured rank is **excellence of scholarly work**. Members of the *ad hoc* committee, in their report, succinctly summarize and analyze the work and then judge it for its quality, quantity and significance. The criteria used to judge the significance of the work are: (a) Does the work contribute to our understanding of the material analyzed?; (b) Does the work advance our knowledge of the material? (i.e., have new aspects of the material been discovered?); and/or (c) Does the work change significantly the way one views the material analyzed?

#### 4.2 *Ad hoc* Committee Evaluation of Teaching

The candidate's performance in teaching is evaluated in a teaching section of the *ad hoc* committee report. This section is prepared by a member of the *ad hoc* Committee appointed by the *ad hoc* committee Chair. The Chair of the *ad hoc* committee also appoints a sub-committee of graduate students (at least three) to poll other graduate students and write a summary report on the candidate's teaching and interaction with graduate students.

The standard for promotion is **excellence of teaching and advising**

The report will examine the quality of the candidate's teaching and will consider:

Record of courses taught, enrollment numbers, grade distribution and average grade whenever possible in each course; statistical and narrative summaries of student course evaluations since appointment; evaluations by any faculty member (or members) who served as course mentor(s).

It will be the Department's responsibility to keep Assistant Professor's student teaching evaluations until he or she is promoted.

Numbers and kinds of advisees, graduate and undergraduate.

Letters from or interviews with selected students, etc.

#### 4.3 *Ad hoc* Committee Evaluation of Service

The candidate's performance in service is evaluated in the report by the committee. Those elements of service include: (a) departmental service such as advising of majors or minors, service on committees such as Undergraduate or Graduate Curriculum Committee, search committees, etc.; and (b) extra-departmental service on committees such as Faculty Senate, etc.

#### 5. Departmental vote

The *ad hoc* committee will meet with the tenured faculty of the Department in late October or early November, at which meeting the tenured faculty will deliberate and vote on the case. The Chair of the Department will inform the candidate of the outcome soon after the meeting.

#### 6. Statement of Confidentiality about the candidate's materials and departmental deliberations, both oral and written:

In the Department of Spanish, Italian and Portuguese, all tenured faculty, and only tenured faculty, may be privy to the candidate's materials and departmental deliberations, including the specifics of the vote, i.e., how many voted in favor of promotion and tenure, how many voted against, how many abstained, who voted how, etc. Such information will remain confidential and will not be conveyed to the candidate.

#### 7. Promotion Materials for Promotion and Tenure Committee and Provost

Whether the tenured faculty members have made a positive or negative recommendation, the Departmental Chair prepares a set of promotion materials as specified by the Dean's Promotion and Tenure Committee. **See Appendix A: Arts and Sciences, "Procedures for Renewal and Promotion"** for the list of required materials.

#### 8. Arts and Sciences Promotion and Tenure Committee

As its deliberations proceed, the Dean's Promotion and Tenure Committee will tell the Chair of any concerns it has about a candidate who has been recommended for promotion by the department. The Chair, after preparing carefully, will appear before the Promotion and Tenure Committee, briefly present the case, and answer any questions the Committee poses. The Committee expects the Chair to consider not just the candidate, but also the perspective and welfare of the department as a whole.

After the Promotion and Tenure Committee votes on each candidate, the Dean decides whether or not to concur in the recommendations of the committee. The Dean informs the Chair of the decision, and the Chair immediately passes on this information to the candidate.

#### 9. Consideration at the Provost's level:

**See Appendix A: Arts and Sciences "Procedures for Renewal and Promotion"**

See, also, the Provost's policy on the Provost's WEB page,  
(<http://minerva.acc.virginia.edu/~provost/uvap&t.htm>) .

#### 10. Denial of Tenure:

Faculty who have been denied tenure will be separated from the University by the end of their term appointment, which is usually the end of the seventh year. Faculty who have been denied tenure may not be reconsidered, according to the subsection “The Promotion and Tenure Committee” of the section “Procedures for Renewal and Promotion” of “Faculty Renewal and Promotion” at the link <http://artsandsciences.virginia.edu/facultystaff/hiringsupport/faculty>: “In the case of a negative tenure recommendation in the sixth year, effective with the 2009-10 cycle, the Dean’s Promotion and Tenure Committee will not consider a resubmission of the case in the seventh year.”

#### 11. Candidate’s appeal mechanism:

A candidate wishing to appeal a negative decision should consult the Dean’s “Procedures for Renewal and Promotion” and *Faculty Handbook of the University of Virginia* (section on “Promotion and Tenure Policy”). The *Handbook* is available on the Provost’s WEB page, (<http://minerva.acc.virginia.edu/~provost/uvap&t.htm>).

A brief quote from that document: “In all cases in which the provost reviews negative promotion or tenure recommendations, such review will be limited to procedural grounds or to the possibility of unfairness or bias at the school level, with the candidate ultimately having the burden of demonstrating material procedural irregularity, unfairness, or bias leading to the conclusion that the negative tenure recommendation was affected. Normally, the substantive judgments of the school on the quality of student instruction, research, and/or service will not be reversed when adequately supported and in accordance with University policy”.

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