

DEPARTMENT OF CLASSICAL STUDIES
GUIDELINES FOR PROMOTION AND TENURE

Revised February 2023

The Department's policies, procedures, and expectations on promotion and tenure are consistent with College and University policies and with the UNC Policy on Tenure and Teaching. This document supplements the "University Promotion and Tenure Guidelines", "College of Arts and Sciences Promotion and Tenure Guidelines," and the "Professional Track Faculty Policies"

A. Procedures for Promotion of Tenure Stream Faculty

For each tenure and/or promotion case, the Promotion and Tenure Committee will consist of all faculty members above the candidate's rank. The following is a typical timetable for steps in the review process, beginning in the spring term before the review year.

March

1) In cases of mandatory review, the Department Head will appoint a member of the tenured faculty to chair the probationary faculty member's departmental promotion and tenure committee and to assist the candidate for promotion and tenure in preparing the dossier that is to be submitted to the College in the fall.

2) In cases of non-mandatory review, the Department Head and/or a majority of the department's Professors may begin the formal process of reviewing a tenured Associate Professor for promotion to Professor at any time. A candidate who has not been formally reviewed for promotion to Professor has the right to a formal review after his or her sixth year as a tenured Associate Professor at UNCG. To exercise this right, the candidate shall write to the Department Head by March 1 of that year requesting review and providing a current vita. If a formal review of an Associate Professor does not culminate in promotion of the candidate to Professor, the candidate may next request a review during the third year following his or her unsuccessful previous attempt by writing to his or her Department Head as described above.

May

Once a determination has been made to proceed, the candidate will give the Head a detailed CV and supporting materials, including publications and works in press or under submission.

May-June

The Head will solicit letters of evaluation from external reviewers (typically 5) to assess the quality of the candidate's scholarly contributions. Materials will be sent to reviewers by early June.

June-August

1) The Head will solicit letters from students and former students to help assess the candidate's teaching, and from others to assess the quality of a candidate's service. A summary of student course evaluation data will be prepared in the department office.

2) The candidate will submit a teaching portfolio and will work with the Head or committee chair to prepare factual sections for the promotion dossier.

3) The promotion and tenure committee will meet to parcel out responsibility for drafting sections of the dossier. The Head or the committee chair will have responsibility for assembling the dossier.

September

1) The candidate's entire package will be available for review by all faculty members above the candidate's rank.

2) During the second half of September, the faculty members will convene to discuss and evaluate the candidate's dossier. The chair of the tenure and promotion committee will preside over a vote of the senior faculty, report the vote to the Department Head, and write a summary of the committee's evaluation.

3) The Department Head will write his/her evaluation of the candidate.

October

In accordance with the College calendar, the Department will forward the entire package to the office of the Dean of the College of Arts and Sciences, usually in early October.

B. Expectations for Promotion to Associate Professor with Tenure

In general, the department expects effective and committed teaching, a sustained program of original scholarship leading to peer-reviewed publications in appropriate venues as recognized by our discipline, and responsible service. Given these premises, we have adopted the following guidelines for promotion and tenure review.

Teaching

The Department expects its faculty to make effective teaching a priority and assesses performance in this area according to knowledge of subject matter, ability to convey disciplinary knowledge to students, contributions to curriculum development and innovation, consistent maintenance of high academic standards, and efforts to motivate students to be critical thinkers and active learners. Successful candidates for tenure and promotion must show evidence of effective teaching, including the ability to teach students at various levels of knowledge and in a variety of formats and to incorporate instructional technologies where appropriate. Teaching performance will be measured by 1) periodic classroom observation and peer evaluation; 2) written student evaluations in all courses; 3) letters of review by students and colleagues; 4) a documented record of significant course development and curriculum design. Effective teaching can also include advising and supervising students, leadership in curriculum development initiatives, participating in workshops and institutes (both internal and external), productive participation in interdisciplinary and/or multidisciplinary programs, and development of instructional technology and innovative pedagogies

Scholarship

The Department expects probationary faculty to show evidence of a successful and sustained program of scholarship that leads to the publication of original work by appropriate refereed journals and presses. This evidence should include the presentation of scholarly papers at professional conferences such as the SCS, AIA and CAMWS. While book reviews and review articles also show evidence of activity in this area, they will carry less weight than the publication of original work. In addition, while work published before an appointment at UNCG is evidence of an active research program, the Department will also look for recent publications by any candidate seeking tenure or promotion.

Candidates for tenure will be expected to have established a significant voice in their subfield. This voice should be demonstrated by a substantive record of publication, which may include peer-reviewed articles, book chapters, translations, commentaries, or a book or monograph under review (or accepted) by a press with rigorous standards of peer-review. Co-authored works are credited according to the contributions of the candidate as long as those contributions are made clear. Edited and co-edited books with original contributions by the candidate will be weighted more heavily than most articles, but less heavily than sole-authored books. Web-based publishing should be in refereed journals or websites with rigorous standards of peer-review. Non-refereed web publishing, e.g. databases, may also be considered when appropriate.

Candidates should also be able to demonstrate promise of a new project beyond the accepted publications submitted with the promotion dossier. (Examples of “demonstrated promise” might include articles in progress, conference papers, grant applications, or a book prospectus.) A successful record of winning internal and external research grants and fellowships will also support a positive recommendation for promotion and tenure at the department level.

Community-Engaged Scholarship

Community-engaged scholarship, as described in the College Guidelines, is recognized as a valid form of research activity. In accordance with the College Guidelines community-engaged scholarship must be grounded in theory and demonstrate methodological rigor, and it must produce products such as publications and reports that can be evaluated by external reviewers. The quantity and quality of a candidate’s community-engaged scholarship should be consistent with the standards set out for scholarship above. Community-engaged scholarship is not a requirement for those seeking promotion and/or tenure, but it is expected that those who include community-engaged scholarship as a part of their promotion dossier will have produced some more traditional scholarly works as well. Probationary faculty are encouraged to talk with the Department Head in advance about proposed activity in this area.

Service

In addition to active participation in department meetings, where the faculty operates as a committee of the whole, all probationary members of the department are expected to serve on departmental committees, and a college or university committee. Service to the community that is not related to the discipline is not considered relevant for promotion and/or tenure. The Department Head will seek to protect assistant professors from an undue service burden that might interfere with scholarly productivity and will advise these faculty members to choose committee assignments

where they can make meaningful contributions to the life of the institution.

C. Expectations for Promotion to the rank of Professor

The Department has established the following guidelines for promotion to the rank of Professor:

Research

The Department expects candidates for Professor to show evidence of a successful and sustained program of scholarship. The candidate for Professor will have produced significant works of scholarship in the form of books, refereed or invited articles or book chapters that will be judged to have created a voice in the subfield. This judgment will be confirmed by the testimony of qualified impartial reviewers. While it acknowledges the scarcity of funding in the humanities, the Department expects a candidate for promotion to Professor to have made reasonable efforts to secure external grants or fellowships where appropriate.

Teaching

A candidate for promotion to Professor is expected to maintain the standards required for promotion to Associate. In addition, candidates for Professor should contribute to the educational mission of the department and university through advising and mentoring of students, curriculum development, and other work related to the teaching mission of the university apart from specific course responsibilities

Service

Candidates for promotion to Professor are expected to demonstrate a record of service within the department as well as to the College and University. This includes performing assigned administrative duties within the department as well as serving on committees at the College and/or University levels. Candidates for promotion should also have a record of service in the form of contributions to the discipline through participation in professional organizations devoted to Classical Studies or related fields. Such participation includes serving as an officer, as a member of a committee or task force, as a member of a conference program committee, as a reviewer of manuscripts or grant applications, or taking part in other activities that are recognized as benefitting the discipline. Service may also include contributions to the outside community at the local, state, national, or international levels. Such contributions include (but are not limited to) serving as an advisor or consultant to an organization devoted to Classical Studies, assisting with special events related to the discipline, speaking before public or civic organizations, or otherwise serving the outside community in a professional (as distinct from personal) capacity. Service to the community that is not related to the discipline is not considered relevant for promotion.

D. Directed Professional Activity

Neither in cases of promotion and tenure for an assistant professor nor in cases of promotion for an associate professor will the Department consider Directed Professional Activity as a criterion for advancement. The sole criteria for promotion in the department will be teaching, research, and service as described above.

E. Procedure for Promotion of Lecturers

I. Criteria for Promotion

A. Promotion from Lecturer to Senior Lecturer

(1) At least **five years*** of service in position to UNCG.

Years of service can be consecutive or non-consecutive (at ≥ 0.75 FTE).

(2) Evidence of **effective teaching**.

The Department expects its faculty to make effective teaching a priority and assesses performance in this area according to knowledge of subject matter, ability to convey disciplinary knowledge to students, contributions to curriculum development and innovation, consistent maintenance of high academic standards, and efforts to motivate students to be critical thinkers and active learners. Successful candidates for promotion must show evidence of effective teaching, including the ability to teach students at various levels of knowledge and in a variety of formats and to incorporate instructional technologies where appropriate. Teaching performance will be measured by 1) periodic classroom observation and peer evaluation; 2) written student evaluations in all courses; 3) letters of review by students and colleagues; 4) a documented record of significant course development and curriculum design. Effective teaching can also include advising and supervising students, leadership in curriculum development initiatives, participating in workshops and institutes (both internal and external), productive participation in interdisciplinary and/or multidisciplinary programs, and development of instructional technology and innovative pedagogies.

B. Promotion from Senior Lecturer to Principal Lecturer

(1) At least **five years*** of service since last promotion at UNCG.

Years of service can be consecutive or non-consecutive (at ≥ 0.75 FTE).

(2) Evidence of **sustained excellence in teaching** and/ or **outstanding** contributions to student learning and development.

Excellence in teaching is defined as sustained effective teaching as explained above. Outstanding contributions to student learning and development may include undergraduate research, supervising Honors theses, serving on the CAS C&T committee.

(3) Evidence of **engagement** beyond the classroom with students, department, college, UNCG, or Greensboro community(ies).

* Please see Optional Materials, below, for examples of evidence of contributions/engagement

* Faculty can request, at the time of hire, for years of experience in comparable appointments to be recognized, which would shorten the timeline for promotion consideration. This request must be approved by the Department Head/Program Director, Dean, and Provost.

II. Application for Promotion

Required Materials

An Application for Promotion to either level must include the following:

- (1) A **narrative** written by the faculty member that describes the accomplishments in each area of the candidate's workload assignment. Candidates who also engage in additional non-required activities (such as research, service, or community engagement, if not specifically articulated in the faculty member's offer letter or workload assignment) may also elect to address these contributions in the narrative. The narrative (and supporting evidence, described below) will cover the period since initial appointment or the last promotion, whichever is more recent.
- (2) An up-to-date **curriculum vitae**.
- (3) **Workload** agreement(s)
- (4) **Annual reports** and **reviews** from the last five years or since last promotion (whichever is more recent)
- (5) Representative **student evaluations**
- (6) Two or more **Peer Evaluations** or **other documentation of teaching effectiveness**

Optional Materials

Candidates may also submit other relevant information or evidence including *but not limited to*:

- Continuing professional development, such as attending campus, national, or international meetings directed at improving instruction
- Developing new courses or revising existing courses
- Incorporating innovative course materials or instructional techniques
- Awards, nominations, or other recognitions for teaching
- Successful Honors projects, independent/ directed studies, undergraduate research/ scholarship/ creative work, community-engaged activities
- Research/ scholarship/ creative activity within the instructional discipline
- Serving on instructional, curricular, and related committees
- Research and/or scholarship (including presentations) on teaching, instruction, curricular development, student success strategies
- Contributions to the university's instructional mission (*see above*)
- Response to Departmental and/or Head/ Program Director's review

III. General Process

- (Spring) CAS issues Call for Professional Track Faculty Promotion Applications
- (Early Fall) Candidate submits Application to Departmental/Program review committee. The Departmental/Program committee shall consist of TTF and PTF (at least one) who hold rank equal to or higher than the rank under consideration (Head/Director cannot serve on this committee). If there are no eligible PTF members within the department/program, an appropriate PTF member from a cognate discipline shall be selected by the Head/Director and invited to serve.
- (Mid Fall) The review committee forwards their review and recommendation about promotion to the Head/Director, who conducts an independent review and makes a recommendation about promotion.
- Candidate is given the opportunity to examine the reviews and recommendations made by the Departmental/Program committee and the Head/Program Director, and can add a response to the review if they wish, to be forwarded to the CAS committee.
- (Late Fall) The Application (which may include *optional* Response to review) is forwarded to CAS PTF Promotion Committee.
- (Late Fall to Early Spring) CAS PTF Promotion Committee reviews the Application and either: (a) Recommends for Promotion; (b) Does Not Recommend Promotion, and provides a brief explanation and/or feedback for the candidate; or (c) Declines Action due to ineligibility or an incomplete Application.

The CAS committee shall consist of five faculty members with one of these faculty members serving as Chair of the committee. At least three members will be PTF (including at least one PTF at the advanced rank) and at least one will be TTF. Three members will be elected for terms of three years, and two will be ad hoc members appointed by the Dean.

- (Mid Spring) The Dean conducts an independent review and makes a recommendation to the Provost.
- Notice of promotion will normally be given by April 1st of the academic year before the promotion is effective.