TENURE & PROMOTION WORKSHOP
Hosted by the Office of the Provost
January 14, 2016
9:00 – 11:00 a.m.
Dewey Common Room

Presenters: Bill Peterson, Associate Provost and Dean for Academic Development
Hayley Spizz, Secretary to the Committee on Tenure and Promotion
John Brady, Former Member of T&P Committee (1995-98, 2002-03, 2013-14)

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III. Advice on the Process

IV. Questions and Dossier Viewing

2015-16 Committee on Tenure & Promotion
Kathleen McCartney, President, Chair
Katherine Rowe, Provost & Dean of the Faculty
Lauren Duncan through 2018
Jocelyne Kolb through 2017
Dana Leibsohn through 2018
William Oram through 2016
Dennis Yasutomo through 2016
Elizabeth Spelman Alternate
# TENURE & PROMOTION TIMELINE FOR 2017-17 CANDIDATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 14, 2016</td>
<td>Tenure &amp; Promotion Workshop</td>
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<tr>
<td>March 1, 2016</td>
<td>II.B.1.e. of Policy: Tenure track faculty members who become parents during the probationary period will automatically receive a one-year extension of the probationary period. Tenure track faculty members who wish to decline the extension will notify the Provost by March 1 in order to be considered for tenure in the fall of that calendar year.</td>
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<tr>
<td>March 2016</td>
<td>President sends letter to all candidates eligible to stand for tenure and promotion in the next academic year (copies to chairs/directors).</td>
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<td>April 2016</td>
<td>Deans meet with tenure and promotion candidates. Deans meet with chairs/directors of tenure and promotion candidates.</td>
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<tr>
<td>April 2016</td>
<td>President sends memo to chairs/directors of all associate professors eligible to stand for promotion in the next academic year (copies to associate professors).</td>
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<tr>
<td>April 2016</td>
<td>Deans meet with promotion candidates. Deans meet with chairs/directors of promotion candidates.</td>
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<td>May 1, 2016</td>
<td>Tenure and promotion candidates and departments each submit a list of four (minimum) potential outside reviewers.</td>
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<td>May 28, 2016</td>
<td>Tenure &amp; Promotion Workshop (faculty members may attend as often as they wish)</td>
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<tr>
<td>June 1, 2016</td>
<td>Promotion candidates and departments each submit a list of four (minimum) potential outside reviewers.</td>
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<td>May/June 2016</td>
<td>Outside reviewer lists are reviewed and approved by Provost.</td>
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<td>May/June/July/August 2016</td>
<td>Requests for participation are sent to potential outside reviewers. Follow-up and additional requests are made. Four reviewers are secured for each candidate (2 from candidate list and 2 from department list).</td>
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</table>
| September 8, 2016 (first day of classes) | Candidates submit:  
- 2 copies of the dossier for the Committee;  
- 8 copies each of the curriculum vitae, statement, and record of teaching form for the Committee;  
- 4 copies of the dossier labeled for outside reviewers;  
- 1 copy of the dossier directly to the department (2 copies, if the department is large). |
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>mid-September 2016</td>
<td>Dossiers, accompanied by a letter from the President outlining evaluation criteria, are mailed to outside reviewers.</td>
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<tr>
<td>September 2016</td>
<td>Memo sent to candidates providing names of outside reviewers (copies to chairs/directors).</td>
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<td>September 2016</td>
<td>Committee’s monthly meetings begin.</td>
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<tr>
<td>October/November 2016</td>
<td>Two Committee members are assigned as readers for each candidate. Committee members begin reading of dossiers.</td>
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<tr>
<td>November 1, 2016</td>
<td>Outside reviewer letters are due.</td>
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<tr>
<td>November 1, 2016</td>
<td>No new materials may be added to the dossier.</td>
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<tr>
<td>October/November 2016</td>
<td>Upon receipt, copies of outside reviewer letters are sent to chairs/directors.</td>
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<td>November 15, 2016</td>
<td>Affiliated program recommendation letters due.</td>
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<tr>
<td>December 8, 2016</td>
<td>Departmental recommendation letters, individual letters, H2 (promotion), and H3 (tenure) forms are due. Candidate receives a copy of the departmental recommendation letter.</td>
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<td>October/November/December 2016</td>
<td>Committee members receive for each candidate: CV, statement, record of teaching, course evaluations, outside reviewer letters, unsolicited letters of recommendation, and departmental recommendations.</td>
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<td>Mid-December 2016</td>
<td>Committee meets for first review of all cases.</td>
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<td>December 22, 2016</td>
<td>Date by which departments receive notification if they are required to meet with the Committee in January. (Individuals also may request a meeting with Committee for January.)</td>
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<td>January 15, 2017</td>
<td>Last day to submit new information regarding materials already in dossier.</td>
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<td>January 15, 2017</td>
<td>Last day Committee will receive unsolicited letters.</td>
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<tr>
<td>January 2017</td>
<td>Committee meets for discussions, meetings with departments and candidates, and deliberations. (Meetings can continue into February.)</td>
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<td>March 2017</td>
<td>Board of Trustees meets to review and approve recommendations of the Committee.</td>
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<tr>
<td>March 2017</td>
<td>Candidates receive outcome letters.</td>
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<tr>
<td>June 1, 2017</td>
<td>Date by which candidates and departments are required to receive notification.</td>
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Reappointment, Tenure & Promotion

Policy

› Policy of Appointment, Reappointment, Promotion, and Tenure (the "Yellow Document")
› Current Practices of the Committee on Tenure & Promotion

Faculty Record Sheet

› Faculty Record Sheet

Reappointment

› Guidelines for Review of Candidates for Reappointment Memo (PDF)
› Reappointment Memo for Candidates (PDF)
› Faculty Curriculum Vitae Guidelines
› Dept. Procedures Record, Form H1
› Sample Letter Requesting Reappointment Evaluation
› Dept. Procedures Record, Form H4

Tenure

› March 2015 Tenure Letter (opens in new browser window)
› Faculty Curriculum Vitae Guidelines
› Tenure and Promotion Dossier Guidelines
› Record of Teaching Form
› Dept. Procedures Record, Form H3
› Outside Reviewer Letter
› 2015 Workshop Documents

Promotion

› April 2015 Promotion Memo
› Deadline Information for 2015-16 Promotion Candidates and Chairs
› Faculty Curriculum Vitae Guidelines
› Tenure and Promotion Dossier Guidelines
› Record of Teaching Form
› Dept. Procedures Record, Form H2
› 2015 Workshop Documents
› Outside Reviewer Letter
› Guidelines for Promotion to Full Professor
Deadline Information for 2016-17 Promotion to Full Professor Candidates and Chairs

June 1, 2016 – Outside Reviewer Lists Due

- **Names and Contact Information:**
  - Candidate submits names, titles, addresses, e-mail addresses, and telephone numbers of four outside evaluators, in priority order.
  - Department submits (separately) names, titles, addresses, e-mail addresses, and telephone numbers of four outside evaluators, in priority order.
- **Annotations:**
  - The candidate and the department annotate their own lists of potential evaluators to provide the Committee with the reason(s) for each choice and the area(s) of expertise of each potential evaluator; in addition, the candidate must state whether, and under what circumstances, s/he knows each potential evaluator cited on the list s/he submits.
- **Review Timing:**
  - The candidate and department submit their lists of outside evaluators by this date regardless of whether the review will or may take place in the fall of 2016, and should indicate whether the review will or may take place. (While the initiation of a recommendation for promotion normally originates in the candidate's department, it may also be initiated by the candidate.)
  - If the candidate is initiating the promotion review, s/he must inform the department and the Committee on Tenure and Promotion of this intention in a timely fashion so that the June 1 deadline can be met.

September 8, 2016 (the first day of classes of the fall semester) – Dossier Materials Due

- **Materials for the Committee on Tenure and Promotion:**
  - The candidate submits two copies of dossier for the Committee on Tenure and Promotion; eight copies of the curriculum vitae; eight copies of the record of teaching form; and eight copies of statement on current scholarship and teaching, plans for the future, and service.
- **Materials for Outside Evaluators:**
  - The candidate submits four copies of dossier labeled for outside evaluators, if outside evaluations have been requested or are required by the Policy.
- **Materials for Department:**
  - The candidate submits one copy of dossier for the department.

December 8, 2016 – Departmental Recommendation and H2 Form Due

- **Recommendation Letter:**
  - The department submits a letter containing a full statement of the reasons and a summary of the evidence for the recommendation for or against promotion.
  - The department provides the candidate with a copy of the letter stating the reasons for the recommendation.
  - When a vote is not unanimous, each member of the department who voted or abstained writes a confidential letter to the Committee on Tenure and Promotion stating his or her judgment. Each letter shall include reasons and evidence explaining the particular recommendation.
- **H2 Form:**
  - The department submits a completed Departmental Procedures Record, H2 form, which is available online: [http://www.smith.edu/deanoffaculty/tpa.html#](http://www.smith.edu/deanoffaculty/tpa.html#).

March 4, 2017 – Outcome Letter Delivered

- Outcome letters are delivered to the candidate and department. The Policy mandates notification by June 1, 2017.

All materials should be submitted to the Committee on Tenure and Promotion in care of Hayley Spizz, College Hall 206, with the exception of the dossier for the department, which should be submitted directly to the department.
Guidelines for Promotion to Full Professor
timetable: normally 6-8 years

The Committee on Tenure and Promotion considers all of the following guidelines. In addition, the Committee is aware that faculty members' contributions will vary. Thus in our deliberations on promotion, we reflect on the benefits to the College of a range of attributes and accomplishments.

Scholarship

➢ evidence of substantial progress on research projects beyond materials presented for tenure
   At tenure we ask for evidence of ability to design and complete a major research project beyond the dissertation. We also require evidence of the promise of another project to suggest a continuing research trajectory. At the time of promotion to Professor, we look for evidence of continuing scholarly growth in developing another significant research project, which has been substantially demonstrated through publications and presentations at conferences and professional meetings.

➢ professional recognition through influential scholarly exchange with colleagues
   Such wider recognition of a candidate's work may be demonstrated by citations of the candidate's work by other scholars, by reviews of the candidate's published work, by invited lectures or contributions to edited volumes, by leadership roles in professional organizations; and by collaborative projects across institutions, among other evidence of the impact of a candidate's work on a field.

Teaching

➢ continued excellence in classroom teaching
   Excellent performance in the classroom remains important among the criteria for promotion. Evidence would include student course critiques, classroom visits, and reviews of syllabi.

➢ evidence of curricular innovation or development
   A candidate may provide evidence of the development of new courses, or new pedagogies, significant participation in the curriculum design and development of interdisciplinary programs and departments; leadership roles in College curricular initiatives or in the Five Colleges; College recognition of teaching excellence through prizes or nominations.

Service

➢ service on major College elected or ad hoc committees or in the Five Colleges
   We agree that in the probationary period before tenure, candidates should have performed service primarily within the department. To be considered for promotion to full professor, candidates should demonstrate substantial commitment to and involvement in institutional service beyond the department.

➢ leadership roles in Department or Program service
   Such roles might include chairing committees with major responsibilities, such as the curriculum committee in some departments, chairing search committees, or chairing a department or program.
---LETTER OF ASK TO OUTSIDE REVIEWERS---

Important Request from Provost Katherine Rowe, Smith College

Dear <<eval_salutation>>,

To expedite matters, I send you via e-mail the following letter from Provost Rowe requesting your participation in the review of <<cand_title>> Professor of <<cand_dept>>, <<candFirstname>> <<candLastName>>, for <<review_for>>. Your positive response would be greatly appreciated.

Sincerely,
Hayley Spizz

September 15, 2016

Dear <<eval_salutation>>:

<<candFirstname>> <<candLastName>>, <<cand_title>> Professor of <<cand_dept>> at Smith College, is being considered for <<review_for>> in 2016-17, and your name has been suggested as a colleague in the field who might be consulted for an outside review of <<cand_pronoun>> work.

I am writing to inquire whether it would be possible for you to help us by undertaking a review of <<cand_prefix>> <<cand_lastname>>'s scholarship and sending us your comments on it by November 1, 2016. It is the policy at Smith College to secure only four outside reviewers for a candidate; thus an evaluation from you would constitute 25% of <<cand_pronoun>> external review. It is also our policy to request letters from colleagues who do not know the candidate well, so that collaborators and Ph.D. advisors or committee members will not be included among the four outside reviewers. If you are able to help in this review, a packet of materials, including a curriculum vitae, a personal statement by the candidate, and copies of <<cand_prefix>> <<cand_lastname>>'s recent publications will be sent to you as soon as possible after September 8.

We would be glad to receive your response via email to Hayley Spizz, Secretary to the Committee on Tenure and Promotion, at hspizz@smith.edu, or by phone to (413) 585-3005. We place a heavy burden on colleagues these days, and I am sure that you receive many requests of this type each year. Nonetheless, if you were able to put aside some time for us, I would very much appreciate your help. If you have any questions about this process, please feel free to contact me.

Sincerely,

Katharine Rowe
Provost and Dean of the Faculty

KR/hs
Reappointment, Tenure & Promotion

FACULTY CURRICULUM VITAE GUIDELINES
Please follow this order and use these numbers in creating your curriculum vitae. List the information in reverse chronological order in each category.

1. Name
2. Address and Telephone Number - home and campus
3. Degrees:
   Doctorate; Date; Place  Dissertation Topic
   Master's; Date; Place  Major
   Bachelor's; Date; Place  Major
4. Awards and Honors (name and date)
5. Employment History (include dates)
6. Grants Received (date and duration)
7. Publications: (Make clear, in shared or multiple authorship, what share of the work was yours. List names as they appear in the publication.)
   a. Published - books; articles (please indicate whether a journal is refereed); edited volumes; introductions to books; chapters in books; abstracts; book reviews; review articles or essay
   b. Forthcoming - works in press (name of press, anticipated schedule; include relevant correspondence in dossier; list in order as presented in 7.a.)
   c. Works in Progress - works submitted, but not yet accepted; works not yet submitted (list in order as presented in 7.a.)
8. Concerts, Performances, and Exhibitions (indicate whether peer reviewed, juried, etc)
9. Scholarly Lectures and Other Professional Presentations (date, title, place and occasion)
10. Other Professional Activities (editorial boards, review of manuscripts and grant proposals, dissertation committees, etc.)
11. Professional Memberships
12. College or Department Committees and other College Service (including liberal arts advising, major/minor advising, departmental committees and responsibilities [dates served], College committees [dates served], Five College service, lectures for Alumnae Association, etc.)

Page last updated April 20, 2015.
TENURE & PROMOTION DOSSIER GUIDELINES

The following is not meant to denote a "standard format" of items that must form part of a candidate's dossier, but is meant to help candidates in thinking about the types of information they may wish to include in a dossier. This listing is intended to guide candidates to submit the most interesting and relevant materials, and thus to present the most persuasive case.

The scope of the materials included in the dossier is at the discretion of each candidate. Candidates should review the list of questions in the letter sent to outside reviewers and provide materials that will help the reviewers answer those questions. In reviewing candidates for tenure and promotion to associate professor, the Committee on Tenure and Promotion will focus on work performed since the start of the tenure-track appointment at Smith, as a reliable indicator of future performance at Smith. In reviewing candidates for promotion to full professor, the Committee on Tenure and Promotion will focus on work performed since tenure and promotion to associate professor.

I. The dossier for campus use (1 copy for the department, 2 copies for the Committee on Tenure and Promotion)
   A. A table of contents (including the title of each article, lecture or book enclosed)
   B. Curriculum Vitae (follow Smith College Faculty Curriculum Vitae Guidelines)
   C. Brief personal statement on current scholarship and teaching, plans for the future, and service (not to exceed 2500 words)
   D. Teaching record (complete Smith College Record of Teaching Form)
   E. Published books, articles, or other scholarly or artistic work
   F. Unpublished materials
   G. Grant applications
   H. Copies of syllabi for courses recently taught
      Candidates may also wish to submit other materials, such as:
   I. Copies of any departmental and individual student comments
   J. Description of other special contributions in teaching, scholarship and service

II. The dossier for outside reviewers (4 copies, clearly labeled, for outside evaluators)
   A. A table of contents (including the title of each article, lecture or book enclosed)
   B. Curriculum Vitae (follow Smith College Faculty Curriculum Vitae Guidelines)
   C. Brief personal statement on current scholarship and teaching, plans for the future, and service (not to exceed 2500 words)
   D. Published books, articles, or other scholarly or artistic work
   E. Unpublished materials
   F. Grant applications

N.B. Please ensure that materials are in the order indicated by the table of contents and that each dossier contains all the materials listed in the table of contents.
Name:

Department:

Please fill-in the course numbers and titles for the semesters you have taught at Smith (for promotion to full professor candidates, only include semesters since tenure). Indicate any semester(s) you were on leave or sabbatical. On attached page(s), provide information on: (1) special studies or honors projects directed; (2) participation in other courses; and (3) other special teaching contributions or activities.

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<tr>
<th>Semester</th>
<th>Course 1</th>
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<td>Spring '16</td>
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September 8, 2015

Dear [eval_name]:

Thank you very much for agreeing to provide the Committee on Tenure and Promotion with an assessment of the work submitted by [cand_firstname] [cand_lastname]. The Committee will be considering [cand_prefix] [cand_lastname] for [review_for]. The members of the Committee would be grateful for your frank assessment of [cand_pronoun] scholarly and/or artistic achievement and promise. We have found that the evaluations that are most helpful to us are those that comment on the substance of the dossier in some detail and that place the contributions of the candidate in a larger context. The following questions provide guidelines in evaluating [cand_pronoun] scholarly and/or artistic work, as reflected in the enclosed materials or from your personal knowledge.

- Do you know this candidate, and, if so, for how long and in what capacity?
- How does the research rank in quality in comparison to that of others in [cand_prefix] [cand_lastname]’s field at similar stages in their careers?
- What are some of its specific strengths and weaknesses?
- How would you assess its originality, methodological soundness, reliability, and significance to [cand_pronoun] field?
- Are you familiar with the journals/publishers/artistic venues in which [cand_prefix] [cand_lastname]’s work appears or has been exhibited or performed? If so, how would you assess their quality?
- Do you see in [cand_prefix] [cand_lastname]’s work evidence of scholarly and/or artistic growth and promise since receipt of the terminal degree, as appropriate to the candidate’s field?
- Would you please comment on how collaborative work is viewed in this field? If you have any knowledge of [cand_prefix] [cand_lastname]’s contribution to jointly authored works, please provide your assessment of [cand_pronoun] contributions in those works.
September 8, 2015
Page Two

The Committee welcomes any additional comments you may wish to make on <cand_prefix> <cand_lastname>’s professional achievements. I would like to add that, in reaching its decision, the Committee considers a number of factors in addition to scholarship, including achievement in teaching and service to the college, which we are not asking you to evaluate.

The <cand_dept> Department must make its formal recommendation on the question of <review_for> for <cand_prefix> <cand_lastname> by December 8, 2015. Therefore, we would appreciate receiving your comments by November 1 so that the Department can consider them in making its recommendation. Please send your comments to:

President Kathleen McCartney, Chair
Committee on Tenure & Promotion
College Hall 206
Smith College
Northampton, MA 01063
Attention: Hayley Spizz

Our Policy of Appointment, Reappointment, Promotion and Tenure at Smith College requires that the candidate and the Department be apprised of the names of the outside evaluators, and further stipulates that your letter will remain confidential with the members of the Department eligible to vote on this candidate and with the Committee on Tenure and Promotion. The Committee would find it helpful if you would send us a copy of your own curriculum vitae.

My colleagues on the Committee and I appreciate your willingness to help us with our consideration of <cand_firstname> <cand_lastname> for <review_for>.

Sincerely,

Kathleen McCartney
President
Chair, Committee on Tenure and Promotion

KM/hs
Departmental Procedures Record
TENURE

Candidate's Name:

Appointments at Smith: | YEAR | TERM | RANK

1. Teaching
   a. Have the department's practices for observing teaching been followed in this case?
   b. Please indicate the classes visited with the dates and names of the visiting faculty members.

2. Scholarship
   a. Has the candidate been asked for all the evidence: dissertation, articles, books (published or in manuscript), and creative works that should be considered in this case?
   b. Have these materials been reviewed by representatives of the department?

3. Service
   a. Has the candidate been asked to provide the department with evidence of service to the College?
   b. Has service to the College been reviewed by representatives of the department?

4. Notification
   a. Have the candidate and the Committee on Tenure and Promotion been informed of the department's recommendation in writing? If not, this must be done by December 8. (See Section IV.B.2.g. of the Policy.)

Date ______________ Signature ____________________________
Chair/Director

DUE DECEMBER 8

Tenure and Promotion Workshop
Departmental Procedures Record

PROMOTION

Department: 
Chair: 

Candidate's Name: 

Appointments at Smith: YEAR RANK 

1. Teaching
   a. Have the department's practices for observing teaching been followed in this case?
   b. Please indicate the classes visited with the dates and names of the visiting faculty members (if applicable).

2. Scholarship
   a. Has the candidate been asked for all the evidence: dissertation, articles, books (published or in manuscript), and creative works that should be considered in this case?
   b. Have these materials been reviewed by representatives of the department?

3. Service
   a. Has the candidate been asked to provide the department with evidence of service to the College?
   b. Has service to the College been reviewed by representatives of the department?

4. Notification
   a. Have the candidate and the Committee on Tenure and Promotion been informed of the department's recommendation in writing? If not, this must be done by December 8. (See Sections III.A.1.b. and III.A.2.a. of the Policy.)

Date __________________ Signature ____________________________________
Chair/Director

DUE DECEMBER 8

Tenure and Promotion Workshop page 19
## Current and Former Members of the Committee on Tenure and Promotion

### 2015-16 Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duncan, Lauren</td>
<td>PSY</td>
<td>through 2018</td>
</tr>
<tr>
<td>Kolb, Jocelyne</td>
<td>GER</td>
<td>through 2017</td>
</tr>
<tr>
<td>Leibsohn, Dana</td>
<td>ART</td>
<td>through 2018</td>
</tr>
<tr>
<td>Oram, William</td>
<td>ENG</td>
<td>through 2016</td>
</tr>
<tr>
<td>Yasutomo, Dennis</td>
<td>GOV</td>
<td>through 2016</td>
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<tr>
<td>Spelman, Elizabeth</td>
<td>PHI</td>
<td>alternate</td>
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### Former Committee Members (from the active faculty)

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Most recent year served (including as an alternate)</th>
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<tbody>
<tr>
<td>Baumer, Donald</td>
<td>GOV</td>
<td>2008-09</td>
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<tr>
<td>Bradbury, Scott</td>
<td>CLS</td>
<td>2008-09</td>
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<tr>
<td>Brady, John</td>
<td>GEO</td>
<td>2013-14</td>
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<tr>
<td>Cohen, Rosetta</td>
<td>EDC</td>
<td>2010-11</td>
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<tr>
<td>de Villiers, Jill</td>
<td>PSY/PHI</td>
<td>2003-04</td>
</tr>
<tr>
<td>Edwards, Suzan</td>
<td>AST</td>
<td>2011-12</td>
</tr>
<tr>
<td>Frost, Randy</td>
<td>PSY</td>
<td>2009-10</td>
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<tr>
<td>Gardner, Daniel</td>
<td>HST</td>
<td>1997-98</td>
</tr>
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<td>Haas, Ruth</td>
<td>MTH</td>
<td>2005-06</td>
</tr>
<tr>
<td>Hairston, Andrea</td>
<td>AAS</td>
<td>2006-07</td>
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<tr>
<td>Henle, Jim</td>
<td>MTH</td>
<td>2014-15</td>
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<tr>
<td>Levin, Susan</td>
<td>PHI</td>
<td>2014-15</td>
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<tr>
<td>Merritt, Robert</td>
<td>BIO</td>
<td>2013-14</td>
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<td>Mikic, Borjana</td>
<td>EGR</td>
<td>2014-15</td>
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<td>Patey, Douglas</td>
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<td>Rudnitsky, Alan</td>
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<td>Whittier, Nancy</td>
<td>SOC</td>
<td>2009-10</td>
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*Updated 1/13/2016*