Review Procedures
Program in Comparative Literature (CLT)
(approved by the CLT Program Board on February 11, 2013
with a minor revision approved August 23, 2013)

(NOTE: These procedures supersede any earlier relevant policies.)

In the case of an affiliated faculty member whose FTE is entirely in another unit (or other units), including one who has contractual teaching responsibilities in CLT (but in whose case CLT’s recommendation would not be counted as a vote), CLT will not conduct a full evaluation or review. Instead, by November 15 of the year of a tenure or promotion review, the Director of CLT (or delegate) will provide a letter of appreciation detailing the colleague’s contributions to the Program in the areas of teaching, service, and, if applicable (as in the case of a colloquium presentation), scholarship.

The following procedures thus apply only to any faculty member whose FTE is entirely in CLT or who holds a formal joint appointment whereby CLT’s recommendation would count as a vote.

Annual meetings with Director

At the beginning of each academic year, the Director (or delegate) will meet individually with each untenured member of the Program. The annual meeting provides an opportunity for the untenured member to identify specific goals for the year so that the Program can best help the candidate. The untenured member may decide whether to focus on teaching (visiting classes of senior colleagues and inviting them to visit, reviewing syllabi, or participating in faculty development events); or on scholarship (having tenured colleagues read and comment on work in progress, consulting with colleagues about submitting work for publication, or reviewing a research and writing agenda); or on both.

Procedures for Reappointment, Tenure and Promotion

Reflecting the Program's commitment to provide collegial, constructive and substantive feedback on teaching and scholarship, these procedures clarify and amplify the requirements outlined in the Policy of Appointment, Reappointment, Promotion, and Tenure. Please refer to the Program’s Mentoring Plan for further discussion of exchanges between Program members to promote scholarship and excellent classroom teaching.

Constitution of the Review Committee

When a colleague whose position is located in whole or in part in CLT is being reviewed for reappointment, tenure or promotion, the program will follow the procedures indicated in the Policy for Appointment, Reappointment, Tenure and Promotion. In the case of joint appointments, members who will vote in the member's home department or program will not participate in the CLT review.
Review Process

The candidate will provide the review committee with his or her dossier. The Committee on Tenure and Promotion will provide the review committee with copies of external evaluators’ comments. The review committee will thoroughly review the candidate's scholarship. In reviews for tenure and promotion to associate professor, the review team will observe teaching within three semesters prior to a personnel review through class visits. In reviews for promotion to full professor, class visitations are not required but may be elected.

Following its evaluation, the review committee will meet with all Program members senior in rank to the candidate to discuss its recommendations and to solicit additional information on the candidate's contributions to the Program. In the case of joint appointments, the chair of the review team will provide a letter by November 15 to the candidate's home unit, as well as to the Provost (in cases of reappointment) and to the Committee on Promotion and Tenure (for cases of tenure and promotion). The letter will detail the review of teaching and scholarship, as well as the candidate's contributions to the Program. A copy will be provided to the candidate. The candidate may respond in writing to this letter.

Evaluation of Teaching

In the case of untenured tenure-track faculty, classroom visits should be guided by a timetable set in the annual meetings, and should not be limited to the semester immediately preceding personnel decisions. Classroom visits will be conducted by pairs of faculty members at times suggested by the member to be visited. The tenured members will draft one joint report or individual reports of the visits. Within two weeks, the visitors will meet with the untenured member to discuss the draft report(s). The untenured member may respond in writing to the report(s). The report(s) and any response will be filed with the Director and may be summarized, along with other reports, in letters concerning reappointment, tenure, and promotion.

When class visits are made for tenure and promotion evaluations, in the case of joint appointments they should be arranged in consultation with the home unit.