MEMORANDUM OF UNDERSTANDING

Procedures for Appointment, Reappointment, Tenure, and Promotion
Joint Position in English Language and Literature and the Study of Women and Gender

This is a joint tenure-track appointment in the Department of English Language and Literature (0.5 FTE) and the Program for the Study of Women and Gender (0.5 FTE). The following procedures have been developed in accordance with Section V.A.2. of the Policy of Appointment, Reappointment, Promotion, and Tenure and supplement the procedures outlined in Sections I-IV.

Personnel Review Committee

The two units will create a joint Personnel Review Committee at the time of hiring that will continue through the candidate’s probationary period. The Personnel Review Committee will be composed of five tenured faculty members from each unit, along with at least one alternate from each unit. A maximum of three of the committee members from the Department of English Language and Literature may have an affiliation with the Program for the Study of Women and Gender.

At least two members of the Personnel Review Committee must have served on the search committee (one from each unit). In the event that a member of the Personnel Review Committee is unable to continue serving on the committee, an alternate (from the same unit) will join the committee for the remainder of the candidate’s probationary period. During the course of the probationary period, all members of the Personnel Review Committee will take turns visiting classes, offering feedback on work in progress, and participating in annual reviews. All Personnel Review Committee members will vote on reappointment and tenure.

Annual Class Visits

During each year of the probationary period, two members of the Personnel Review Committee (one from each unit) will visit a class at a time suggested by the faculty member being visited. The visitors will draft a report on the class visit and then meet with the candidate within two weeks of the visit to discuss the report. The untenured faculty member may respond in writing to the report. The report, and any response, will be filed with the Chairs of each unit and may be summarized, along with other reports, in letters concerning reappointment, tenure and promotion.

Annual Review

At the conclusion of each academic year, the Chairs of each unit, along with two members of the Personnel Review Committee (one from each unit) will conduct an annual review. This review includes a meeting that will provide an opportunity for the untenured faculty member to identify specific goals for the coming year so that the Personnel Review Committee can assist the candidate in developing a dossier. Discussion will address teaching, scholarship (including work in progress), and service. A letter summarizing this discussion and any recommendations made
during the meeting will be sent to the untenured member, who may respond to or amend the summary if necessary.

Procedures for Reappointment and Tenure

At the time of review for reappointment or tenure, all members of the Personnel Review Committee (even if they are on sabbatical or leave) will review the teaching, scholarship, and service of the candidate, in accordance with the policies of the college. The Personnel Review Committee will solicit from all tenured members of both units any information they wish to contribute related to any of the criteria for reappointment or tenure for which they have firsthand knowledge. The responsibility for voting on reappointment and tenure and for communicating the reasons for those votes to the Provost, President, and/or Committee on Tenure and Promotion rests solely with the Personnel Review Committee.

Procedures for Promotion to Full Professor

At the time of review for promotion, the units shall form a combined Promotion Review Committee of all of the faculty members from both units who are eligible to vote on the promotion. Four members of the Review Committee (two from each unit) will visit a class at a time suggested by the faculty member being visited.

Agreement:

Katherine Rowe  
Provost & Dean of the Faculty  
Date: 2/26/2015

Cornelia Pearsall  
Chair, Department of English Language & Literature  
Date: 3/6/15

Elisabeth Armstrong  
Director, Program for the Study of Women & Gender  
Date: 3/6/15