

Information for 2020-21 Promotion Candidates and Chairs

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Subject: Review for **Promotion**, 2020-21 Date: April 10, 2020
To: Department/Program Chairs From: Kathleen McCartney, Chair
Committee on Tenure & Promotion

I am writing to you in your role as department/program chair, to remind you to confer with all those in your department/program who are eligible for promotion to full professor—about their plans for coming up for review. Please do so in the next week or two. The Committee on Tenure and Promotion asks you then to send us a list of all those you have identified as possible candidates for review in the coming academic year. (You may send those names care of Hayley Spizz, hspizz@smith.edu.)

Details of the process are summarized below and a schedule of deadlines is attached. The provost and dean of the faculty is available to answer questions about the procedures for promotion. Questions about the timeliness of a particular candidate applying for promotion should be addressed to the associate provost or associate dean of the faculty and dean for academic development, who are not participants in the promotion review process.

Outside Evaluators

The committee observes that the most useful letters from outside evaluators come from people who are dispassionate observers. In almost all cases you should not recommend as evaluators persons with whom the candidate has close personal ties or with whom the candidate has had a close collegial or professional relationship—for example, Ph.D. advisers, co-authors, co-PIs, and others who might have a professional investment in the outcome of the case or might lack neutrality. As far as possible, candidates and departments should select evaluators who are established active scholars with a broad view of the field and where the candidate's expertise sits in it. Please note the committee requires departments and candidates to recommend outside evaluators at the rank of full professor. We ask that you not discuss your selection of evaluators with the candidate. You should not contact the potential evaluators in any way. The committee will contact them directly. Please see sections III.F.2.c-e of the *Policy* regarding procedures for soliciting outside evaluations.

Dossier

Candidates submit their dossier materials electronically through Interfolio, a web-based program that streamlines review processes. Interfolio accepts a range of file types and formats, however, candidates with materials that cannot be submitted digitally should consult with Hayley Spizz about process and reimbursements for associated costs.

Dossier materials should include evidence of teaching, scholarship, and service consistent with criteria defined in the *Policy*. 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 evaluators (available online at <https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>) and provide materials that will help the outside evaluators answer those questions. In reviewing candidates for promotion to full professor, the Committee on Tenure and Promotion will pay particular attention to work performed since tenure and promotion to associate professor.

The committee will not accept new materials for a dossier after **November 1**. However, new information regarding materials already in the dossier, or honors received, etc., may be submitted up to **January 15**; the committee may request status reports regarding materials in the dossier after that date. Letters not solicited by the committee will not be accepted after **January 15**.

Affiliations

When a member of the faculty is affiliated with a department/program or departments/programs outside the home department/program, the affiliated department(s)/program(s) shall review the candidate for tenure and promotion if their procedures call for it. Please review the appropriate procedures (available online: <https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>) to determine whether and what type of review will be undertaken. Recommendations by affiliated departments/programs are due to the candidate, the home department/program, and the Committee on Tenure and Promotion by **November 15**. Please see the *Policy* section VIII.B for additional information.

Review Committee Chair

If the chair of a department/program is not eligible to participate in the review for promotion (i.e. is not a full professor) the responsibilities of the chair (other than the distribution of this memo) are to be assumed by the senior member of the department/program eligible to vote on the promotion; a copy of this memorandum should be given to the senior member by the chair.

Policy, Guidelines, and Forms

An H2 form should be completed and returned to the Committee on Tenure and Promotion by December 8, 2020, for each candidate considered for promotion by the department. This form, along with the *Policy*, guidelines, and additional information are available online at <https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>.

If you have any questions about the promotion review process, please contact Hayley Spizz, Faculty Policies Administrator (hspizz@smith.edu or x3005).

KM/hs

cc: Associate Professors in rank for at least five years

Enclosures: Deadlines for Promotion to Full Professor

Deadline Information for 2020-21 Promotion to Full Professor Candidates and Chairs

All materials are to be submitted to the Committee on Tenure and Promotion through Interfolio, with the exception of outside evaluator lists, which should be submitted in care of Hayley Spizz, Faculty Policies Administrator (hspizz@smith.edu).

Date (no later than)	Candidate Deadlines	Chair Deadlines
June 1, 2020	<p>Outside Evaluator List Due Submit contact information and annotations of at least four outside evaluators, in priority order.</p> <ul style="list-style-type: none"> • <i>Contact information:</i> name, title, e-mail address, and telephone number • <i>Annotations:</i> the reason(s) for each choice, the area(s) of expertise of each potential evaluator, and whether, and under what circumstances you know each potential evaluator 	<p>Outside Evaluator List Due Submit contact information and annotations of at least four outside evaluators, in priority order.</p> <ul style="list-style-type: none"> • <i>Contact information:</i> name, title, e-mail address, and telephone number • <i>Annotations:</i> the reason(s) for each choice and the area(s) of expertise of each potential evaluator.
September 8, 2020 (the first day of classes of the fall semester)	<p>Dossier Materials Due Submit dossier materials including curriculum vitae, personal statement, Record of Teaching form, and any additional evidence of teaching, scholarship, and service consistent with criteria defined in the <i>Policy</i>.</p>	
December 8, 2020		<p>Departmental Recommendation, H2 Form, and Individual Letters Due</p> <ul style="list-style-type: none"> • <i>Departmental recommendation:</i> Submit letter containing a full statement of the reasons and a summary of the evidence for the recommendation for or against promotion. Provide candidate with a copy of the letter. • <i>H2 Form:</i> Submit a completed Departmental Procedures Record, H2 form. • <i>Individual letters:</i> When a vote is not unanimous, all individual voting members submit a letter stating the reasons for his or her vote or abstention.
February 20, 2021	<p>Outcome Notification Receive notification of outcome. The <i>Policy</i> mandates notification by June 1, 2021.</p>	<p>Outcome Notification Receive notification of outcome. The <i>Policy</i> mandates notification by June 1, 2021.</p>

Guidelines, forms, and additional information are available online at <https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>.

Tenure and Promotion Curriculum Vitae Guidelines

In order to be provided with complete and consistent information, the Committee on Tenure and Promotion recommends the following curriculum vitae guidelines for tenure and promotion candidates. Please follow this order and list the information in reverse chronological order in each category.

Category	Notes
Name	
Address and Telephone Number	Home and campus
Degrees	Include date, place, and dissertation topic/major
Awards and Honors	Include name and date
Employment History	Include dates
Grants Received	Include date and duration
Publications	<ul style="list-style-type: none"> • In shared or multiple authorship, specify authorship in terms defined in personal statement. • List names as they appear in the publication. • Indicate whether peer-reviewed. • Use the following sub-headings: <ul style="list-style-type: none"> ○ <i>Published</i>: books; articles; edited volumes; introductions to books; chapters in books; abstracts; book reviews; review articles or essay ○ <i>Forthcoming</i>: works in press (name of press, anticipated schedule; include relevant correspondence in dossier); list in order indicated in published sub-heading above
Works in Progress	Include works submitted, but not yet accepted, and works not yet submitted; list in order indicated in published sub-heading above
Concerts, Performances, and Exhibitions	Indicate whether peer-reviewed, juried, curated, etc. (appropriate form that peer review takes for discipline).
Scholarly Lectures and Other Professional Presentations	Include date, title, place, and occasion.
Other Professional Activities	For example, editorial boards, review of manuscripts and grant proposals, dissertation committees, etc.
Professional Memberships	
College or Department Committee 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.

1/15/2020

Tenure and Promotion Dossier Guidelines

Dossier materials should include evidence of teaching, scholarship, and service consistent with criteria defined in the *Policy of Appointment, Reappointment, Promotion, and Tenure*. 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 evaluators (available in this packet) 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 pay particular attention to 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 pay particular attention to work performed since tenure and promotion to associate professor.

Candidates are asked to submit the following materials (* indicates required materials):

Category	Notes
*Table of contents	<ul style="list-style-type: none"> Detailed list of submitted materials. May include instructions to readers about materials.
*Curriculum vitae	CV Guidelines available in this packet
*Personal statement	<ul style="list-style-type: none"> Brief personal statement on current scholarship and teaching, plans for the future, and service (not to exceed 2500 words). In instances of collaborative scholarship, the personal statement should explain how authorship, including "first authorship," is defined in the discipline; the CV should identify authorship in the same terms as defined in the personal statement.
*Record of Teaching Form	Form available online at https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion
Scholarship	Evidence of scholarship or artistic work (e.g. published materials, unpublished materials, grant applications)
Teaching	Evidence of teaching (e.g. recent syllabi) <i>Note: Candidates should not include the college course feedback reports, as these will be provided by the provost's office</i>
Service	Evidence of service (e.g. departmental/program, college)
Other materials	

1/15/2020

Letter to Outside Evaluators

September 8, 2020

Dear [Outside Evaluator]:

Thank you very much for agreeing to provide the Committee on Tenure and Promotion with an assessment of the work submitted by [candidate]. The committee will be considering [candidate] for [tenure and promotion to associate professor / promotion to full professor]. The members of the committee would be grateful for your frank assessment of the candidate's 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 the candidate's 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 [candidate'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 the candidate's field?
- Are you familiar with the journals/publishers/artistic venues in which [candidate's] work appears or has been exhibited or performed? If so, how would you assess their quality?
- For tenure candidates, do you see in [candidate's] work evidence of scholarly and/or artistic growth and promise since receipt of the terminal degree, as appropriate to the candidate's field?
- For promotion to full professor candidates, do you see in [candidate's] work evidence of continuing scholarly growth in carrying out a significant post-tenure research project or projects?
- Would you please comment on how collaborative work is viewed in this field? If you have any knowledge of [candidate's] contribution to jointly authored works, please provide your assessment of the candidate's contributions in those works.

If this candidate's scholarship includes work produced through and/or published in emerging media, or exploring new scholarly methodologies in the field, the college invites external evaluators to consult any guidelines for evaluating such scholarship that may have been developed by the discipline's primary scholarly association or learned society. Please refer explicitly to such guidelines, if they are available, and discuss the candidate's work in emerging areas in light of them.

The committee welcomes any additional comments you may wish to make on [candidate'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 department must make its formal recommendation on the question of [tenure and promotion to associate professor / promotion to full professor] for [candidate] by December 8, 2019. Therefore, we would appreciate **receiving your comments by November 1** so that the department can consider them in making its recommendation.

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 [candidate] for [tenure and promotion to associate professor / promotion to full professor].

Sincerely,

Kathleen McCartney
President
Chair, Committee on Tenure and Promotion

KM/hs

2021-21 Promotion Process Timeline

January 21, 2020	Tenure & Promotion Workshop (faculty members may attend as often as they wish)
March 5, 2020	Promotion Workshop for Associate Professors
April 10, 2020	President sends memo to chairs of all associate professors in rank for at least 5 years (copies to associate professors).
May 2020	Information meetings for promotion candidates and chairs.
May 29, 2020	Tenure & Promotion Workshop (faculty members may attend as often as they wish)
June 1, 2020	Promotion candidates and departments each submit a list of at least four potential outside evaluators.
June 2020	Outside evaluator lists are reviewed and approved by provost.
June/July/August 2020	Requests for participation are sent to potential outside evaluators. Follow-up and additional requests are made. Four evaluators are secured for each candidate (2 from candidate list and 2 from department list).
June 15, 2020	Requests for non-participation by voting members are due to provost.
July 1, 2020	Approved requests for non-participation shared with requester, chair, and candidate.
September 8, 2020 (first day of classes)	Candidates submit dossier materials.
Early September 2020	Dossiers, course feedback reports, institutional considerations, and reappointment letters are shared with the voting members of the department and Committee on Tenure and Promotion.
Early September 2020	Dossiers, accompanied by a letter from the president outlining evaluation criteria, are shared with outside evaluators.
September 2020	Memo sent to candidates providing names of outside evaluators (copies to chairs).
September 2020	Committee's monthly meetings begin.
September 2020	Alternates to Committee on Tenure and Promotion elected by faculty
October/November 2020	Two Committee members are assigned as readers for each candidate. Committee members begin reading of dossiers.
November 1, 2020	Outside evaluator letters are due. Letters shared with chairs and the Committee upon receipt.
November 1, 2020	No new materials may be added to the dossier.

November 15, 2020	Affiliated program recommendation letters due.
December 8, 2020	Departmental recommendation letters, individual letters, H2, and H3 forms are due. Candidate receives a copy of the departmental recommendation letter. Letters shared with Committee upon receipt.
Mid-December 2020	Committee meets for first review of all cases.
December 20, 2020	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.)
January 15, 2021	Last day to submit new information regarding materials already in dossier.
January 15, 2021	Last day Committee will receive unsolicited letters.
January 2021	Committee meets for discussions, meetings with departments and candidates, and deliberations. (Meetings can continue into February.)
Late January/Early February	Candidates and chairs receive written notice of the Committee's recommendation.
February 20, 2021	Board of Trustees meets to review and approve recommendations of the Committee.
February 20, 2021	Candidates and chairs receive outcome letters electronically.
June 1, 2021	Date by which candidates and departments are required to receive notification.

Current and Former Members of the Committee on Tenure and Promotion

2019-20 Committee on Tenure and Promotion

- Kathleen McCartney, President, Chair
- Michael Thurston, Provost and Dean of the Faculty
- Elisabeth Armstrong, Study of Women and Gender – through 2021
- Nathanael Fortune, Physics – through 2020
- Dawn Fulton, French Studies – through 2020
- Howard Gold, Government – through 2022 (away in 2020-21)
- Andrew Guswa, Engineering – through 2022
- Alternate: Vicky Spelman

Former Committee Members (from the active faculty)	Dept	Most recent year served (including as an alternate)
Bartlett, Randall	ECO	2017-18
Baumer, Donald	GOV	2008-09
Bradbury, Scott	CLS	2008-09
Cohen, Rosetta	EDC	2010-11
de Villiers, Jill	PSY/PHI	2018-19
Duncan, Lauren	PSY	2017-18
Edwards, Suzan	AST	2011-12
Frost, Randy	PSY	2009-10
Hairston, Andrea	THE	2006-07
Leibsohn, Dana	ART	2017-18
Levin, Susan	PHI	2014-15
Mikic, Borjana	EGR	2016-17
O'Rourke, Joseph	CSC	2018-19
Patey, Douglas	ENG	2012-13
Peckol, Paulette	BIO	2017-18
Rudnitsky, Alan	EDC	1999-00
Staelin, Charles	ECO	2018-19
Whittier, Nancy	SOC	2009-10
Yasutomo, Dennis	GOV	2017-18

How T&P Works

Information about the Committee on Tenure and Promotion's Procedures & Practices

- Committee Charge: The charge as stated in VI.C.8.b of the *Faculty Code* is: “This Committee shall consider all tenure and promotion decisions, whether proposed by the President, by this Committee, by the department, or by the candidate.”
- Role of Chair: The president serves as chair and presides over the committee.
- Confidentiality: All materials and discussions are kept confidential.
- Professionalism: The tenor of committee discussions is serious and professional. Members are expected to listen carefully to others and not interrupt. All views—convergent and divergent—are to be voiced. During deliberations the committee is not to consider personal information, including a candidate’s personality, family life, health status, or family members’ health status.
- Timeline: The committee holds monthly business meetings in the fall, first discussions about the candidates in December, second discussions and meetings with departments, and possibly candidates, in January, and then monthly business meetings in the spring.
- Criteria: In evaluating candidates for tenure and promotion, the committee applies the criteria as written in section II of the *Policy of Appointment, Reappointment, Promotion and Tenure*.
- Reader Assignments: Early in the fall semester, the committee finalizes reader assignments for all candidates. There is a first and second reader, who are responsible for reading all case materials—including published papers, books, and all teaching evaluation and feedback comments—and presenting the candidate to the full committee in December. The readers describe and analyze, providing an overview of the candidate’s scholarship, teaching, and service, and identifying the candidate’s strengths and weaknesses. They summarize the departmental recommendation letters and outside evaluator letters, including areas of disagreement. They also recommend one or two representative works to be read by all committee members.
- Key Documents: At a minimum, all members read the key documents for each candidate: CV, personal statement, record of teaching form, reappointment recommendation and outcome letters (for tenure only), institutional considerations (for tenure only), outside evaluator letters (for ladder faculty only), departmental recommendation letters, affiliated unit letters, and readers’ recommended publications.
- Meetings with Departments: Before winter recess, the committee determines whether they will meet with the voting members for a candidate. If the departmental vote was not unanimous, a meeting is required. However, the committee may meet with a department for a variety of reasons (e.g., to address questions about an outside evaluator letter, to gain better understanding of field-specific norms, etc.). If the committee determines there will be a meeting, the department and candidate receive notification. Additionally, the department receives specific questions in advance.
- Voting: There is an anonymous paper-ballot straw vote taken at the end of each first discussion that is held in December. There is a second anonymous paper-ballot straw vote taken at the end of each second discussion that is held in January. Following the completion of the committee’s deliberations, they reconvene for final votes. During the final vote meeting there is no discussion, and votes are cast by anonymous paper ballot. No abstentions are permitted. The president votes only in the case of a 3-3 tie.