

# Information for 2020-21 Reappointment Candidates and Chairs

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**Subject:** Guidelines for the Review of Candidates for Reappointment  
**Date:** April 7, 2020  
**To:** Department and Program Chairs  
**From:** Michael Thurston  
Provost and Dean of the Faculty

I am writing to you in your capacity as department or program chair regarding the upcoming tenure-track reappointment review(s) in your department/program. Faculty reappointment reviews are one of the most important responsibilities of department and program chairs. The following summary outlines specific procedures and requirements, including those specified in the *Policy of Appointment, Reappointment, Promotion and Tenure at Smith College* that chairs, senior colleagues, and departments/programs must follow, with the aim of maintaining consistency across the college and providing useful information to the provost and the president. I have also included a summary of deadline information.

As communicated in President McCartney's April 3, 2020 memo regarding the Committee on Tenure and Promotion's response to COVID-19, all reappointment reviews will proceed on the normal timetable, as determined by a faculty member's appointment end date. Additionally, all tenure-track faculty members will automatically receive a one-year extension of their probationary period. I ask you and your colleagues to be mindful of the disruption of COVID-19 on your candidate's teaching and research, and to consider those disruptions as part of the reappointment review process.

I encourage you and the other voting members to review *Good Practices in Tenure Evaluations* (available online at: <https://www.aaup.org/sites/default/files/files/Good%20Practice%20in%20Tenure%20Evaluation.pdf>), especially in the context of preparing your recommendation letter. We appreciate the thoughtfulness you and your colleagues bring to this process and the effort you commit to ensuring consistency in our procedures for evaluation. The Smith faculty community has a compelling interest in departmental/program reappointment processes that are as fair, open, and consistent as we can make them.

MTT/hs

cc: Candidates for Reappointment

## Summary of Chair Responsibilities for Reappointment Reviews

1. Role of the chair. The chair is responsible for carrying out the departmental evaluation of each candidate for reappointment in accordance with the *Policy of Appointment, Reappointment, Promotion, and Tenure*, sections II, III.A, and III.C.
2. Participation. Unless there are compelling reasons, including but not limited to medical leave or imminent retirement, all members of the unit eligible to vote on a recommendation for reappointment shall participate, including those on leave or sabbatical. Requests for non-participation are due to the provost by **June 15, 2020**.
3. Communication. The chair is responsible for contacting the candidate early in the academic year of the departmental consideration and no later than **November 1, 2020**:
  - a. to discuss departmental procedure for the review;
  - b. to discuss classroom visits (all department procedures for evaluating teaching are posted online at <https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>) and to work out a mutually acceptable time-table for these;
  - c. to give the candidate the opportunity to suggest names of possible referees outside of the department who could provide evaluation of their scholarly work;
  - d. to discuss the candidate's dossier materials, which are due **December 1, 2020** for those candidates whose work will be sent to outside evaluators or **February 1, 2021** for those who will not have outside evaluators.
4. Outside evaluations. Smith reappointment guidelines do not mandate evaluations of a candidate's scholarly work from outside evaluators. Nevertheless, departments and/or candidates may consider requesting such evaluations from two or three evaluators agreed upon by the department and the candidate. If soliciting outside evaluations, the chair should consult with Hayley Spizz regarding procedures. Please note that we do not pay an honorarium to outside evaluators.
5. Classroom visits. Please pay special attention to the scheduling of classroom visits, which may include courses during fall 2020 or spring 2021. Dates of each visit should be worked out between the candidate and the visitors *well in advance*, and care should be taken that *at least two* voting members visit any single class-session. Such visits should serve both an evaluative and an advisory function. Each senior member who observes the teaching of a junior member provides the candidate with specific feedback and suggestions in writing. The candidate may respond to the feedback in writing to the report.
6. Interdepartmental programs. The department chair is to ascertain from the candidate whether they are participating in the work of any interdepartmental program(s). If so, the department chair notifies the chair(s) of the program(s) about the upcoming review. In cases where the program has review procedures on file for affiliated members, the procedures should be followed. In other cases, chairs should invite programs to participate in the review by contributing a letter to the department about the pedagogical and/or scholarly work of the candidate, as well as on their overall contributions to the work of the program(s). Interdepartmental program letters are due to the chair by **March 15, 2021**.

7. Letter of recommendation. Following the departmental evaluation, the chair is responsible for conveying to the provost a letter of recommendation by **May 1, 2021**, which contains the following:
  - a. A statement of the number of qualified department members voting in favor of, and against, reappointment and the range of views regarding the preferred duration of appointment, as well as the names of the voting members.
  - b. A description of the procedures followed, including those related to class visits, the construction of the candidate's file, the procurement of outside evaluations, the role played by letters from (other) programs in which the candidate participates, and the annual meetings of the chair and senior members with the candidate.
  - c. The statement of institutional considerations which has the express consent of the majority of those members of the department eligible to vote on the reappointment, and in the case of a revised statement, developed in consultation with the provost.
  - d. An evaluation of the candidate's performance and promise in the areas of teaching, scholarship, and service, including the range of views—both positive and negative—expressed by the voting members. **The utmost candor is required here: the candidate, the department, and the college are all ill-served by its absence.**
  - e. Expectation statements in the areas of scholarship and teaching that have consensus among the voting members, which will be quoted in the president's outcome letter.

The chair is asked to submit a draft version of the letter of recommendation to the provost by **April 15, 2021** for review and feedback. The provost is interested in ensuring that the department's or program's expectations are communicated clearly.

8. Submission procedures. The chair is to submit the letter of recommendation and a completed H1 form through Interfolio. If any letters from outside evaluators or interdepartmental programs have been solicited, these should be submitted as well.
9. Candidate copy. A copy of the chair's letter of recommendation, accompanied by a summary of the outside evaluations (if solicited), is to be sent to the candidate by **May 1, 2021**.

## Deadline Information for 2020-21 Reappointment Candidates and Chairs

All materials are to be submitted through Interfolio, unless otherwise indicated.

<b>Date (no later than)</b>	<b>Candidate Deadlines</b>	<b>Chair Deadlines</b>
<b>November 1, 2020</b>		<b>Meet with Candidate</b> Date by which chairs are expected to meet with reappointment candidates regarding the upcoming review.
<b>December 1, 2020</b>	<b>Dossier Materials Due</b> Submit dossier materials if work will be sent to outside evaluators.	
<b>February 1, 2021</b>	<b>Dossier Materials Due</b> Submit dossier materials if work will not be sent to outside evaluators.	
<b>April 15, 2021</b>		<b>Draft Departmental Recommendation Due</b> Submit draft version of letter of recommendation to provost for review.
<b>May 1, 2021</b>		<b>Departmental Recommendation and H1 Form Due</b> <ul style="list-style-type: none"> <li>• <i>Departmental recommendation:</i> Submit letter that records the unit's recommendation and the vote taken in the meeting, and summarizes the reasons offered by the members of the unit for their votes. Provide candidate with a copy of the letter.</li> <li>• <i>H1 Form:</i> Submit a completed Departmental Procedures Record, H1 form.</li> <li>• <i>Additional letters:</i> Submit any letters from outside evaluators or interdepartmental programs.</li> </ul>
<b>June 1, 2021</b>	<b>Outcome Notification</b> Receive notification of outcome.	<b>Outcome Notification</b> Receive notification of outcome.

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"> <li>• In shared or multiple authorship, specify authorship in terms defined in personal statement.</li> <li>• List names as they appear in the publication.</li> <li>• Indicate whether peer-reviewed.</li> <li>• Use the following sub-headings:               <ul style="list-style-type: none"> <li>○ <i>Published</i>: books; articles; edited volumes; introductions to books; chapters in books; abstracts; book reviews; review articles or essay</li> <li>○ <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</li> </ul> </li> </ul>
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

### 2020-21 Reappointment Process Timeline

April 7, 2020	Provost's office sends memo and related materials to all 2020-21 tenure-track reappointment candidates and chairs.
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.
October 2020	Information meetings for reappointment candidates and chairs.
November 1, 2020	Date by which chairs are expected to meet with reappointment candidates regarding the upcoming review.
December 1, 2020	Candidates submit dossier materials if work will be sent to outside evaluators.
February 1, 2021	Candidates submit dossier materials if work will not be sent to outside evaluators.
March 1, 2021	Suggested deadline for outside evaluations, if solicited.
March 15, 2021	Affiliated program recommendation letters due.
April 15, 2021	The chair submits a draft version of the letter of recommendation to the provost for review and feedback.
May 1, 2020	Departmental recommendation letter and H1 form due. Candidate receives a copy of the departmental recommendation letter.
June 1, 2021	Date by which candidates and departments are required to receive notification.