

Information for 2023-24 Reappointment Candidates and Chairs

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Subject: Reappointment Review Date: April 12, 2023
To: Candidates for Reappointment From: Michael Thurston
Provost and Dean of the Faculty

Since you will be considered for reappointment in 2023-24, I am enclosing for your information a copy of the guidelines and deadlines for reappointment that have been sent to your department or program chair. The review committee's recommendation on your reappointment must be communicated to you and to my office by May 1, 2024.

In October you will be invited to attend a meeting with me, Hélène Visentin, Associate Dean of the Faculty and Dean for Academic Development, Hayley Spizz, Faculty Policies Administrator, and the other candidates for reappointment to discuss the process.

In the meantime, you may wish to meet soon with your department or program chair to discuss the schedule for your reappointment review. One aspect of that discussion should be the topic of classroom visitations (see sections 3 and 5 of the enclosure), when appropriate. The members voting on your case will need to follow your departmental procedures for the evaluation of teaching on file in my office and posted online (<https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>). You may wish to have some class visits scheduled for the fall semester so that colleagues can see your work in a particular kind of course. You should provide your chair with a current CV and list of your scholarship to be reviewed. Please also review sections II, III.A, and III.C of the *Policy for Appointment, Reappointment, Promotion and Tenure* for the more general provisions on reappointment.

Candidates will submit their dossier materials electronically through Interfolio, a web-based platform that streamlines review processes. Links to user guides and account access are available online (<https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>).

I hope that this information will be useful to you in preparing your dossier and that you and your chair will consult in a timely fashion about the specific procedures to be followed in your case. Please do not hesitate to call on me or Hayley Spizz if we can be of assistance.

MTT/hs

Enclosures

cc: Department/Program Chair
Faculty File

Memo

Subject: Guidelines for the Review of Candidates for Reappointment
Date: April 12, 2023
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 among 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.

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, 2023**.
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, 2023**:
 - a. to discuss departmental procedures 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, 2023** for those candidates whose work will be sent to outside evaluators or **February 1, 2024** 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 2023 or spring 2024. 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. Affiliated units. When a candidate is affiliated with one or more units, the affiliated unit(s) provides a recommendation letter to the home unit, consistent with the affiliated unit(s)'s review procedures. If there are no unit review procedures for affiliated members, a letter of appreciation is welcome. (See IX.B.3 in *Policy*) Affiliated unit letters are due to the chair of the home unit by **March 15, 2024**.

7. Letter of recommendation. Following the departmental evaluation, the chair is responsible for conveying to the provost a letter of recommendation by **May 1, 2024**, which contains the following:
 - a. The names of the voting members and the number of votes in favor of, and against, reappointment.
 - b. The recommended reappointment term length—one year, two years, or through to the tenure review. Departments should recommend a one-year or two-year reappointment term when the intent is to review the candidate again prior to the tenure review.
 - c. A description of the procedures followed, including those related to class visits, the construction of the candidate’s file, the procurement of outside evaluations (if solicited), the role played by letters from affiliated units (if applicable), and the annual meetings of the chair and senior members with the candidate.
 - d. An affirmation of the institutional considerations, which have been reviewed and approved by the majority of those members of the department eligible to vote on the reappointment, or revised institutional considerations, which were developed in consultation with the provost.
 - e. 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.**
 - f. Expectation statements for the next period of review 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, 2023** 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 final letter of recommendation and a completed department procedures form through Interfolio.
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, 2024**.

Deadline Information for 2023-24 Reappointment Candidates and Chairs

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

Date (no later than)	Candidate Deadlines	Chair Deadlines
November 1, 2023		Meet with Candidate Date by which chairs are expected to meet with reappointment candidates regarding the upcoming review.
December 1, 2023	Dossier Materials Due Submit dossier materials if work will be sent to outside evaluators.	
February 1, 2024	Dossier Materials Due Submit dossier materials if work will not be sent to outside evaluators.	
April 15, 2024		Draft Departmental Recommendation Due Submit draft version of letter of recommendation to provost for review.
May 1, 2024		Departmental Recommendation and Procedures Record Form Due <ul style="list-style-type: none"> • <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. • <i>Procedures record form</i>: Complete and submit Interfolio form.
June 1, 2024	Outcome Notification Receive notification of outcome.	Outcome Notification Receive notification of outcome.

Review resources 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"> • Provide introductory information about discipline-specific conventions for listing shared or multiple authorship. • 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 • Indicate whether peer-reviewed. • Include full citation and list names in the order in which they appear. • For multi-authored publications: If the publication requires an author contribution statement, please replicate that; if not, use the following categories to describe your contribution: <ul style="list-style-type: none"> ○ D: Designed the inquiry or study, including methodological development ○ O: Obtained the information (e.g., collected data, investigated primary sources, etc.) ○ A: Analyzed and interpreted the information ○ W: Wrote/drafted the paper ○ R: Critical revision of the paper
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.

COVID Impact Statement Guidelines

Reappointment, tenure, and promotion candidates are invited to submit a COVID Impact Statement as part of their dossier materials. The statement should address *only* setbacks to the research agenda and effects on teaching *directly* caused by the COVID pandemic's effects on access to research materials and facilities and/or on teaching (not to exceed 750 words).

Following are some examples of impacts to research and teaching that candidates may have experienced and may want to include in their statements.

- Research
 - Library closure affected access to materials
 - Campus closure impeded laboratory work
 - Travel prohibitions limited conference attendance, site-specific research, and other professional opportunities
 - The curtailing of IRB-approved human subjects research required postponement or revision of planned research
- Teaching
 - Switch to remote teaching required redesigning of courses for remote delivery
 - development and implementation of new pedagogical approaches
 - integration of new technologies
 - Support for students increased (advising and mentoring)

This list is not intended to be comprehensive, but the statement must focus on structural, institutional, and professional impacts. Other information, if included, cannot be taken into consideration by the Committee on Tenure and Promotion (for tenure and promotion reviews) and the president and/or provost (for reappointment reviews).

2023-24 Reappointment Process Timeline

April 14, 2023	Provost's office sends memo and related materials to all 2023-24 tenure-track reappointment candidates and chairs.
June 15, 2023	Requests for non-participation by voting members are due to provost.
July 1, 2023	Approved requests for non-participation shared with requester, chair, and candidate.
October 2023	Information meetings for reappointment candidates and chairs.
November 1, 2023	Date by which chairs are expected to meet with reappointment candidates regarding the upcoming review.
December 1, 2023	Candidates submit dossier materials if work will be sent to outside evaluators.
February 1, 2024	Candidates submit dossier materials if work will not be sent to outside evaluators.
March 1, 2024	Suggested deadline for outside evaluations, if solicited.
March 15, 2024	Affiliated program recommendation letters due.
April 15, 2024	The chair submits a draft version of the letter of recommendation to the provost for review and feedback.
May 1, 2024	Departmental recommendation letter and department procedures form due. Candidate receives a copy of the departmental recommendation letter.
June 1, 2024	Date by which candidates and departments are required to receive notification.