SYRACUSE UNIVERSITY
College of Arts & Sciences
Office of the Dean

MEMORANDUM

TO: Department Chairs – the College of Arts and Sciences

FROM: Karin Ruhlandt, Dean

DATE: May 31, 2016

SUBJECT: PROMOTION AND TENURE REVIEW PROCEDURES FOR 2016-17

Please use the procedures outlined in this memo for promotion and tenure reviews during academic year 2016-17. The documents governing these procedures, as approved by the Faculty of the College, are attached and can also be found on the CAS internal website http://casinternal.syr.edu/. The relevant sections on the website are those governing your departmental responsibilities *(Policies and Procedures Regarding Tenure and Promotion*, II.C, pp. 20-24; this and all references below refer to the document approved in 2015) and those governing the candidate's responsibilities (II.B, pp. 19-20). These responsibilities are addressed specifically below.

Templates for Form A and Form B and the table of contents are attached. Also included is a model case for you to use as a guide. Be sure to use the templates when you put your case(s) together and have the candidate(s) use the template provided. Any deviation from this format may cause a delay in the processing of your case(s). Please note that all attachments included with this mailing are also listed on the CAS Internal Website http://casinternal.syr.edu//.

Promotion and Tenure

Time-in-rank has been specified as the number of years in rank completed prior to the year in which the College considers promotion. A person would not normally be considered in 2016-17 for promotion to Full Professor unless he or she had been appointed as an Associate Professor on or before **August 2012** (four completed years). Any recommendation for promotion of a person appointed more recently is considered extraordinary, and documentation supporting special consideration must be provided (see also the College policy statement on this matter, II.D, p.6).

Tenure reviews will normally take place during a candidate's sixth credited year of service regardless of the date of original appointment. Candidates may request to be considered for tenure with promotion to Associate Professor at any time before March 1 of their fifth year of credited service. Candidates who wish to be considered for tenure but who already hold the rank of Associate Professor follow these same guidelines. Remember, a faculty member may be considered only once for tenure. The formal review process will begin with the signed and dated request on the standard Candidate Request for Tenure Review form from the individual to the Provost to initiate the tenure review. Once signed, this request is irrevocable.

Note, there will be a single departmental vote for any candidate: Tenure-with-promotion to Associate Professor; Promotion-only, for tenured Associate Professors seeking promotion to Full Professor, or for

tenured Assistant Professors, seeking promotion to Associate Professor; and Tenure-only, for untenured Associate Professors seeking tenure.

Deadlines

This year's deadline for the submission of materials is before noon on **October 7, 2016**. Candidates and departments should begin working on this immediately. It is especially important to begin the solicitation of outside letters of reference at the earliest possible time.

Contents of file to be provided to the Promotion and Tenure Committee

The Committee on Promotions and Tenure has made a number of suggestions to improve the review process of the candidate. Please follow them to the best of your ability.

- The table of contents needs to be clearly paginated from beginning to end, (see table of contents template or model case).
- A letter from the candidate's dissertation advisor may be included with tenure recommendations if the department believes such a letter might be useful. However, such a letter should be in addition to the six (6) required by the College.
- A statement about the quality of each refereed publication that includes:
  - the suitability of the press;
  - how well known it is in the field;
  - for journals, a characterization of the journal(s) will be useful. The journal's ranking in the field and its acceptance rate are expected.
- The candidate, in his/her CV and elsewhere, and the department reports should use a standard nomenclature to refer to written work; use the attached statement on nomenclature. Please make sure each candidate is aware of this prior to the preparation of his/her CV, as well as those within the department who will be reviewing the case.
- For candidates seeking tenure A COPY OF THE CANDIDATE'S DISSERTATION needs to be submitted as part of the primary documents.

If you or your administrators have any questions or trouble in creating, formatting, or paginating your case documents, please contact Cassidy Perreault at clperrea@syr.edu or 443-2875.

External review letters

The use of external evaluators and critics is an essential feature of a thorough tenure review process. Reviewers should be chosen from the relevant publics and audiences for the candidate's achievements. Reviewers should be of sufficient rank, status, and accomplishment to make the judgments asked of them. Those qualities should be assessed by such factors as institutional affiliation, academic rank, prestige in a non-academic enterprise, or membership and knowledgeable participation in a relevant community of experts. Outside reviewers will be selected as appropriate to, and in accordance with, the conventions of the candidate's discipline(s) and School/College(s). In the liberal arts and sciences it is more typical that all or most of the outside reviewers be senior-rank academics. Generally, reviewers' programs or departments should be of at least comparable quality to the candidate's program/department. The reasons for selecting all reviewers should be explained in the materials, and any divergence from the conventions of the academic discipline should be explained. The letters of solicitation should be included in the materials. Please note that for expedited cases letters of solicitation should not make reference to the expedited nature of the case. (Also for expedited cases, be sure to follow the directions found in *Policies and Procedures Regarding Tenure and Promotion* II. E, p.6.)

More than half of the letters provided (a minimum of six total letters must be provided) must be from scholars who were selected by the department without input or consultation from the candidate.[i] These referees should not be former dissertation or thesis mentors. The Committee on Promotions and Tenure urges departments to carefully review the guidelines and be sure to follow them on soliciting outside letters evaluating the candidate's work (see pp. 21-22 of the *Policies and Procedures Regarding Tenure and Promotion*). These guidelines should be followed as closely as possible, using good judgment to adapt to the particularities of individual cases. Also, keep in mind the following points:

- Letters from outside reviewers must be signed and on letterhead.
- The department must take care to identify why the individual was selected and what her/his accomplishments are that led to that selection.
- Provide the candidate's list of suggested reviewers and the departmental list of suggested reviewers.
- The outside letters should make comparisons to other scholars in the discipline for promotion to full professor cases as well as in tenure with promotion to associate professor cases or tenure-only or promotion-only cases and comment on the likelihood a candidate would be promoted or tenured at the writer's home institution.

Form A

Form A must be filled out by the candidate and submitted to the department. Please have candidates use the Form A template that has been provided and check the model for format. A detailed description of the items, which the candidate must provide to the department, is found in the Tenure and Promotion Procedures document (pp. 19-20). These items are also outlined in the memorandum to candidates (attached). Each department must set its own deadline for the candidate's submission of materials for review by the department in order to ensure timely submission to the College. Once departmental recommendations concerning promotion and tenure have been reached, the department chair shall inform the candidate(s) (in writing, upon request of the candidate within 30 days) of the vote and his or her interpretation of the principal reasons for the recommendation.

Form B

Form B is to be filled out by the department. Some guidelines are provided on the template and the model, but for a detailed description of the department's responsibilities, see pages 20-24 of the attached Policies and Procedures document.

For promotion-only, tenure with promotion, and tenure-only candidates, please submit the following to the Dean's Office:

- **a searchable electronic copy of case materials as a complete document (Forms A and B)**
- **ten hard (paper) copies**
- **one additional single-sided, hole-punched copy in a 3-ring binder**
- **Provide electronic copies of all single-items (see table of contents template) with the exception of bound publications and dissertations.**

A copy of the following material has been sent to each tenure candidate in your department who has submitted a request for tenure review form. Please distribute this material to any promotion-only candidates:

- Memorandum to Candidate
- Statement of Publications Nomenclature
- *Policies and Procedures Regarding Tenure and Promotion*

- Form A template with directions
- Model case of A&S promotion and tenure

If you have any questions, please direct them to the coordinator of The College Promotions and Tenure Committee, Cassidy Perreault, 441Hall of Languages, x2875.

Attachments:
Memorandum to Candidate
Statement of Publications Nomenclature
Policies and Procedures Regarding Tenure and Promotion (approved 2015)
Model Case for A&S promotion and tenure
Form A template with directions
Form B template with directions
Table of Contents template with directions

cc: Members of the College Promotions and Tenure Committee
Gerry Greenberg, Sr. Assoc. Dean, College of Arts and Sciences
James Steinberg, Dean, Maxwell School
Michael Wasylenko, Sr. Assoc. Dean, Maxwell School

[i] The Department's list and the candidate's list may have names in common, so long as each list is developed independently. When the Department's list of external referees and the candidate's list of external referees have the same names and the lists are developed independently, the referees common to both lists shall count as coming from the Department's list of referees.