

English Department Tenure Statement

I. Definitions

- A. "Committee" means the Tenure Committee of the English Department. This is a permanent committee. Each tenured member of the English Department is ipso facto a member of this committee. At the beginning of each academic year, the committee shall elect its chair from among its members. In the English Department, the chair is ordinarily re-elected for an additional two years. When electing a new chair, the position normally falls to the next senior member of the committee, unless that person is the Chair of the Department or the Chair of the Graduate Committee, in which case the position shall fall to the next senior member.
- B. "Department" means the English Department.
- C. "Candidate" means the non-tenured member seeking tenure.

II. Procedures

- A. In the first month of the candidate's service at John Carroll, the chair of the department and the chair of the committee shall meet with the candidate in order to explain The Faculty Handbook and departmental requirements and procedures for tenure.
- B. During each year of the candidate's probationary period, the committee shall conduct classroom visitations to evaluate the candidate's teaching.
- C. As prescribed in The Faculty Handbook (IV, E, M), there shall be a meeting each year of the full committee with the candidate in order to review the candidate's progress toward tenure. This meeting should ordinarily take place before the end of March. The committee shall request, well ahead of time, any materials from the candidate it deems pertinent to its evaluation of the candidate's progress. The committee may also request any records deemed relevant from the department chair. For each annual meeting, the committee shall review a range of materials in the three areas of assessment for tenure: teaching, scholarship, and service to the university. These materials shall include, but not necessarily be limited to, the following: (1) the committee's evaluation of classroom

teaching, course syllabi, student evaluations, and any materials indicative of the candidate's contribution to curriculum development and advising of students; (2) the record of the candidate's scholarship, including copies of any relevant materials published or accepted for publication; and (3) the record of the candidate's service to the university.

- D. Except in the third year and the year in which the tenure decision is made, a full report of the annual review of the candidate shall be filed with the Dean of Arts and Sciences with copies to the chair of the department; each member of the committee; and, along with any additional materials the committee deems relevant, to the candidate. That report shall include in it a recommendation whether the faculty member should continue in the tenure-track process. The committee shall provide for discussion of its report with the candidate, allow the candidate to respond to its report in writing, and reply to such a response in writing ordinarily before the end of the academic year. The candidate's response and the committee's reply should be sent to the Dean with relevant copies to the chair of the department, each member of the committee, and the candidate.
- E. By March 1 of the third year on tenure track, the candidate shall present to the committee a dossier documenting progress to date in teaching, scholarship, and service. After evaluating the dossier, the committee shall forward the dossier and its annual report to the Dean by April 15th. Once the Academic Vice President has notified the candidate of his/her decision to recommend continuation or termination of the tenure-track process, the committee shall supply a copy of its annual report to the candidate.
- F. By September 20th of the second-to-last (normally the sixth) year of candidacy, the candidate shall have submitted to the chairperson of the committee a dossier including all materials pertinent to the candidate's final evaluation for tenure. The committee shall consider the candidate's dossier with its supporting documents and all other pertinent materials. The committee will then forward the dossier along with its recommendation and report to the Dean of Arts and Sciences. No candidate shall receive the committee's recommendation for tenure without at least a two-thirds favorable vote. The committee shall inform the candidate in writing of its recommendation. Once the candidate and the committee have been informed of the

final tenure decision, the committee shall provide the candidate with its final department report.

- G. In the committee's annual and final recommendations and evaluations of the candidate, the criterion for tenure as set forth in The Faculty Handbook (IV) will be followed. The Faculty Handbook states: "The intrinsic criterion for granting tenure is some suitable combination of excellence in teaching, the scholarship it entails, and service to the university, with primary emphasis placed on teaching and scholarship." Normally, the candidate shall show excellence in scholarship by publishing a single-author book with a respectable press or three articles in refereed journals, or its scholarly or creative equivalent, before the evaluation for tenure. Although tenure may be granted without publication at this level, such an event would occur only in exceptional circumstances. Service to the university may include but is not limited to participation in the following: university committees, Faculty Forum committees, faculty workshops, the Honors Program, student organizations, student recruitment, and area community programs. The candidate shall also show that he or she has the proper training and requisite talents and interest to contribute to the curricular development of the department, and, generally, to be of creative service to the department, its faculty and students. Finally, the candidate shall show interest in and sympathy for the goals of John Carroll University particularly as these are set forth by the University's Mission Statement.

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