Procedural Guidelines Governing Promotion for the Committee on Faculty Scholarship and Promotion

I. General Policy and Procedures

A. The Promotion Committee shall consist of the President, the Provost, the candidate’s representative, and the three teaching members of the faculty who sit on the Committee on Faculty Scholarship and Promotion. During each case, the candidate’s representative also joins the committee as a voting member. The determination of eligibility for promotion review falls outside the purview of the Committee. Its task consists in evaluating eligible faculty members who apply to be considered for promotion and establishing procedures for carrying out that evaluation.

B. The criterion for recommending promotion shall be a continuing high level of performance in teaching, scholarly activity, and service to the college community. With the advice of the department or the candidate's representative, the Committee shall decide in each case what balance of merits warrants recommendation for promotion.

C. The contents of the candidates’ dossiers and the deliberations of the Committee shall be treated with complete confidentiality.

D. The term of the chair of the Committee is normally one academic year, beginning in July of the third year of service on the Committee. The term of the secretary is normally one academic year, beginning in July of the second year of service on the Committee.

E. Ordinarily, an associate professor who is denied promotion may be considered again after three years. Reconsideration may occur sooner, however, if the Committee judges that circumstances warrant such a recommendation.

II. Preparing for Promotion

F. Because the Provost has a wide perspective on scholarly productivity and funding opportunities across disciplines, Associate Professors should meet with the Provost to explore their progress toward promotion in their fourth or fifth year post-tenure.

G. An eligible candidate who is trying to determine his/her readiness to stand for promotion should confer with the Department, either through the Department Chair or through the Full Professors in the Department, on two points:

   (a) discuss the readiness based on the Guidelines for Promotion
   (b) determine what materials the Department would like to see for
III. Timing of Procedures for Promotion (see Summary of Promotion Process Due Dates)

H. Once the candidate has decided to stand for promotion, all materials provided by the candidate and his or her department must normally be turned over to the Provost's Office by the end of the spring vacation. The Committee may set an earlier date at its discretion.

I. There should usually be no more than six weeks between the filing of materials needed for considering promotion and the Committee's decision regarding whether or not to recommend promotion.

J. If deliberations concerning a given faculty member extend beyond June 30, the membership of the Committee will remain unchanged for that case until the Committee's recommendation has been made.

IV. Assembly of Materials

K. Ordinarily, the department chair shall oversee the gathering of materials from the candidate and the department and subsequently represent the candidate at the formal promotion meeting. If, however, the chair is the candidate or is not a full professor, the materials may be assembled either by the senior full professor in the department or, if there is no such person, by a full professor in another department, selected by the candidate in consultation with the Provost. Yet even when the chair is a full professor, another colleague at that rank—normally a member of the candidate’s department and selected as above—may collect the material and present the candidate if circumstances warrant it and the candidate or the department requests it.

L. Since the promotion to Full Professor is a major commitment by the College that recognizes the candidate's strengths as a teacher and scholar, the candidate's dossier should illuminate his or her trajectory as a teacher and scholar, as well as provide a view of work going forward. The statement in particular should connect progress since tenure to plans for future contributions. The candidate shall furnish the following materials to the person assembling his or her dossier:

1. A curriculum vitae that clearly identifies the year of gaining tenure and/or promotion to Associate Professor (henceforth shortened to “tenure”) and highlights by shading (such as shown here) publications, service, and all other pertinent activities since tenure;

2. Course syllabi for the past three years as well as any others that demonstrate the candidate's range of teaching.
3. A list of all publications appearing since the tenure hearing and not considered for the tenure case, and at least one copy of each publication.

4. Any unpublished material considered relevant--e.g., manuscripts under review; works in progress; grant proposals; a list of lectures given; summaries of extracurricular activities, including organization of lecture series, exhibits, colloquia; reports of scholarly activities both on and off campus;

5. A statement written by the candidate that provides the committee with a clear view of the candidate's trajectory as a scholar or artist, teacher, and community member. The Committee appreciates a brief overview of the candidate’s work since arriving at Wheaton, but particularly since receiving tenure. The statement should include a full description of the candidate’s scholarly or creative work, with special emphasis on how the candidate has set and met goals since tenure. The statement should also include a description and evaluation of the candidate's teaching and philosophy of teaching, providing details with regard to particularly innovative or successful courses. Finally, the statement should include an account of community service activities and participation in college initiatives. In all three areas (teaching, scholarship, and service), candidates should explain a) the evolution that has occurred since receiving tenure, and b) plans for future activity.

M. The candidate shall furnish the following items to the Committee via the Provost’s Office no later than January 15th:

1. Names, email addresses, and bios of three individuals outside of Wheaton whom the candidate has confirmed will serve as outsider reviewers. The reviewers should be in a position to critically evaluate both the quality and quantity of the candidate’s scholarly activities in the contexts of the relevant field and of teaching in a liberal arts college. The candidate shall provide the Committee with each reviewer’s name, rank, and affiliation as well as a brief bio and a statement specifying the reviewer’s relationship to the candidate. Beyond the initial confirmation, the candidate should not have further contact with the reviewers until the case is deliberated. Normally, at least two outside reviewers shall be at the rank of full professor or equivalent, and none shall be below the rank of associate professor or equivalent. The Provost will, in consultation with the Chair of the Committee, vet the proposed outside reviewers. The candidate shall also provide the Provost's Office with electronic copies of his/her current CV, pertinent publications, and other creative/scholarly work to be sent to the reviewers.

D. The candidate shall furnish the following items to the Committee via the Provost’s Office no later than the third week of February:
1. Names and email addresses of twelve alumnae/i from the past three years who were majors in the candidate's department or took courses from the candidate. A list of six alumnae/i is sufficient if the candidate is part-time.

2. Names and email addresses of any other persons, including current students, from whom the candidate wishes the Committee to solicit comments.

E. In preparing the final dossier that summarizes the candidate’s teaching, scholarship, and service, the candidate’s representative shall:

1. Write a succinct narrative of the success of the candidate's continuing engagement and innovation in teaching, scholarly activity and service. This narrative should be 5-10 pages long, and based on documented evidence of the candidate's trajectory as a scholar or artist, teacher and community member, with special emphasis on how the candidate has set and met goals since tenure." The statement should include a summary of student evaluations for the most recent six semesters of teaching.

2. Collect evaluations for the most recent six semesters of teaching. If for one reason or another these evaluations are considered insufficiently representative of the candidate's current teaching, evaluations from earlier courses taught since tenure may be included as well. The dossier shall include both the summaries and the original student evaluations.

3. Make the dossier available to all full professors in the department in advance of a meeting with these professors.

4. Call a meeting of all full professors in the department to discuss the candidate’s dossier and to formulate a detailed, written recommendation to forward to the Committee on Faculty Scholarship and Promotions.

5. Write the recommendation if there are no tenured full professors in the department better positioned to do it.

6. Request individual letters from all full professors in the candidate’s department if the departmental recommendation is not unanimous. Even when the decision is unanimous, however, letters from all members of the department, tenured or not are welcome.

7. Invite a separate letter from the department chair if the representative does not hold that position him- or herself.
8. Forward to the Committee the candidate’s dossier along with the recommendation signed by all tenured full professors in the department.

9. The Committee shall solicit letters from the twelve alumnae/i (six for part-time candidates) suggested by the candidate, and from all other persons likewise proposed, including current students.

10. The Committee shall also invite letters from all faculty members of the College.

V. The Meeting

N. The date for a meeting to consider a candidate shall be set far enough in advance to allow each member of the Committee and the candidate's representative sufficient time to study the dossier. A notice of the time and place of the meeting, and a specific reminder that the contents of the dossier are completely confidential, shall be sent to each member and the candidate's representative.

O. The chair of the Committee will determine the procedural details of the meeting. Ordinarily the following procedures will be followed.

1. The chair will begin by reading the criterion for promotion and reminding those present that all are bound to preserve the confidentiality of the deliberations.

2. The chair will then invite the candidate's representative to make an opening statement. Informal general discussion among all those present will follow.

3. When there is a consensus that further discussion is unnecessary, the chair shall call for a formal vote by signed ballot. A recommendation of promotion requires that at least four of the six participating in the deliberations vote in its favor.

4. Confidential minutes will be taken and approved by the members of the Committee. The minutes need not be signed before being sent to the archives with other materials.

VI. Notification

P. Upon reaching the decision, it shall be orally communicated to the candidate by the candidate's representative as soon as possible.
Q. The chair of the Committee shall promptly confirm the Committee's decision in a letter to the candidate.

R. If promotion is not recommended, the candidate may request clarification of the decision. In any case, the chair shall indicate to the candidate if the Committee recommends reconsideration before the usual three-year wait.

VII. Preservation of Promotions Materials

S. Course evaluations and copies of publications may be returned to the candidate immediately after the Committee has reached its decision.

T. One copy of the remaining materials shall be kept intact after the Committee's deliberations. However, in order to avoid unnecessary harm to the candidate and to encourage full and frank expression of opinion, all confidential minutes and records shall be sealed and made inaccessible for 30 years, except to members of the Committee that heard the case and to any others provided by the College's then current "Review and Appeals Procedures for Certain Faculty Grievances.” After 30 years, these records shall be reviewed by the Provost, who shall decide, depending on the sensitivity of the records, whether they should be opened at that time or should be resealed or otherwise restricted for a further period not to exceed 20 years. Once no longer restricted, the records shall be opened for the use of researchers.