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**DEPARTMENT OF GEOGRAPHY**  
A: 1/96  
**Criteria and Standards for Promotion and Tenure**

**I. PROMOTION**

**A. Associate Professor**

To be eligible for this rank, a faculty member must possess a record of scholarly achievement in both teaching and research that reflects strong potential for continued professional development. Teaching and research are the primary criteria for promotion to this rank, with service a secondary consideration. The criteria are clarified below.

**1. Research**

The candidate must have a regional or national reputation as a productive scholar. This involves publications in peer-reviewed outlets and, depending on subfield, extramural grant activity. The major publications must go significantly beyond research based on the doctoral dissertation. The assessment of research accomplishments is based on the existing research record and on the quality and quantity of research in progress. The scholarly record must include research presentations at regional, national, and/or international meetings of professional societies and organizations. Evidence of quality of published work and research scholarship include:

- a. Published reviews of the candidate's work (books and chapters in books)
- b. Awards (Research honors, book prizes, professional society awards)
- c. Selection of work for republication, such as a chapter in a book, reprint series
- d. Citation indices
- e. Competitive fellowships (Guggenheim, Fulbright, etc.)
- f. Letters from outside Tenure and Promotion referees
- g. Editorships and editorial boards
- h. Member of scientific review panels

**2. Teaching**

An established record of growth as a teacher of both graduate and undergraduate students is required. The widest possible array of evidences related to the effectiveness and quality of teaching will be used including:

- a. Better than satisfactory student ratings on approved evaluative devices and favorable evaluations from feedback obtained from peer reviews of teaching.

- b. Syllabi and course materials that reflect course design and execution substantially exceeding minimum standards of acceptability.
- c. Course curriculum revisions that substantially improve course offerings and offer innovative curricular changes including the introduction of new courses.
- d. Successful experimentation with innovative teaching techniques.
- e. Successful direction of graduate student research.
- f. Integration of field experiences with course work.
- g. Receipt of a Teaching Award.
- h. Letters from former students or former advisees.

### 3. Service

Variation in the intensity and level of service activity necessitates flexible criteria. In the department, the candidate must meet the minimum expectations for service. Normally this involves at least one specific area of responsibility and service on several permanent and *ad hoc* committees. On the professional level, active participation in regional and/or national associations is expected.

#### B. Professor

To be eligible for the Rank of Professor, a faculty member must have a record of scholarly achievement that reflects a national or international reputation in the discipline. The reputation is based on a sustained and consistent record of research accomplishments including publications in refereed outlets, extramural grant activity where appropriate, and a continuing record of commitment to quality undergraduate teaching and graduate training (see the array of evidences related to the quality of teaching under section I Promotion A2).

1. The entire professional career of the candidate will be assessed in the promotion decision although more emphasis is placed on the candidate's accomplishments since his/her last promotion. The major criterion for promotion to professor is the national or international recognition of excellence in scholarship. A variety of evidences of national or international reputation will be used including:

- a. Published reviews of the candidate's work (books and chapters in books)
- b. Awards (Research honors, book prizes, professional society awards)
- c. Selection of work for republication, such as a chapter in a book, reprint series
- d. Citation indices
- e. Competitive fellowships (Guggenheim, Fulbright, etc.)
- f. Letters from outside Tenure and Promotion referees
- g. Editorships and editorial boards
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2. Within the department, the candidate must have a record of a leadership role in shaping the academic programs and mentoring graduate students and more junior colleagues. It is also expected that the candidate demonstrate an active role in collegiate and university governance structures indicative of the status of a senior scholar in the University.

## II. TENURE

To be eligible for tenure, a faculty member must possess a record of scholarly achievement that reflects a regional or national reputation in his/her field. Teaching effectiveness and research accomplishments are the primary criteria for tenure, with professional activity and service of secondary importance. Consistency and durability of overall performance during the probationary years are considerations in the tenure decision. The specific requirements for tenure are the same as promotion to the rank of Associate Professor.

## III. PROCEDURES

### A. Candidate Responsibilities

It is candidate's responsibility to construct the file that shall be used by the department in deciding on the candidate's application. Relevant data to be included in the file are those providing both positive and negative evidence that the candidate has satisfied the criteria for tenure or promotion as set forth in the departmental criteria and in the *Faculty Manual*. The candidate is free to include personal narratives addressing both positive and negative items in the file. The candidate must provide a listing of all materials included in the file.

### B. External Letters

The candidate must also provide a list of no more than 4 external referees and specify her/his relationship to each referee. The T&P Committee will solicit a minimum of 5 external review letters, normally a maximum of two selected from the candidate's list. The remaining reviewers will be chosen by members of the T&P committee in consultation with the Chair.

### C. T&P Committee

The T&P Committee consists of all tenured faculty at the rank of Associate Professor or higher within the Department. The chair of the T&P committee is elected by all tenured faculty each year. Only full professors are eligible to serve as the chair. The chair of the T&P committee will conduct the meeting where the qualifications of the candidate are discussed.

### D. Voting Procedures

All tenured faculty members at the rank of Associate or Full Professor are eligible to vote on promotion to Associate Professor and tenure. Only tenured Professors are eligible to vote on promotion to Professor or tenure at the Professor rank. All tenured members should have reviewed the candidate's file to be eligible to vote. A faculty member on leave may vote only upon notification to the Chair of the Department or Dean of a desire to do so before beginning the leave. The Chair of the Department is not eligible to vote at this level. Voting will occur by secret ballot and tallied by a teller committee consisting of the chair of the T&P Committee and the Chair of the Department, who does not vote. Abstentions need to be justified as do all other ballots. Ballots can be justified by separate letter to the Chair of the department or T&P chair. The ballots with justifications for each individual vote are required within three days of the T&P meeting and must be forwarded to the Chair of the Department. These need not be signed. All justifications become part of the official file which is transmitted to the Dean. A positive vote of a majority of those voting "yes" or "no" is sufficient to recommend tenure or promotion.

#### E. Chair's Responsibilities

The Chair will provide a separate narrative on the candidate's file and indicate his or her level of support for promotion and/or tenure. The Chair will then pass the entire file on to the Dean for review.

#### F. Appeal Process

Candidates will be informed of the appeals process as specified in the Faculty Manual.