

Department of Hispanic Studies
Tenure, Promotion & 3rd-Year Review

Preparation Recommendations for Candidates

Consult regularly with your departmental mentor to ensure these tasks are optimally accomplished

From the beginning of the period under review, collect and retain for your electronic packet:

- 1) Sample graded material from your classes that represents/reflects your student-assessment approach. These samples should come from multiple classes and demonstrate a variety of assignments that includes exams, quizzes, essay papers, etc. These should also represent some variation of grades (i.e., a sample of an A and then a sample of a B, C or D). If you discuss a particular assignment in your narrative, it is recommended that you especially include this assignment as one of your samples, so the panel might be able to view it.
- 2) Grading rubrics used for student assessments. Such sample instruments are critically important as they show the panel that you have evaluated student work thoughtfully and following specified criteria that students know in advance of the assignments.
- 3) Sample lesson plans, class PowerPoint presentations (or the equivalent), special course assignments, etc., that accurately portray your teaching.
- 4) At least one full year prior to the review year, coordinate with department chair the identification of tenured colleagues to conduct peer evaluations of teaching with accompanying reports using the standardized departmental form.
- 5) Publication acceptances for research articles, book chapters, etc., for the period under review.
- 6) Details regarding the editorial review processes and the acceptance-rate information for each article (see MLA Directory of Periodicals), book chapter and/or book (contact press directly for this information) that has either been accepted for publication or published during the period under review.

In the spirit of providing an electronic packet that is complete and clear for the panel's evaluation, it is advised that the candidate include any additional materials that the Chair, mentor or other faculty may have suggested prior to submitting the final packet.

The year of the panel evaluation:

- 1) For all tenure, promotion and 3rd-year-review candidates: **In January**, begin gathering materials to prepare your electronic packet, which **MUST** be completed and uploaded to the sharepoint site by **September 15**.
- 2) For tenure and promotion of tenure-track and promotion of tenured faculty: **Early-mid February**, you must submit to the Chair of Hispanic Studies the full names, academic ranks, institutional affiliations, and e-mail addresses of at least three (3) professionals (more than 3 is acceptable) outside of the College in the candidate's research area who are qualified to assess the candidate's scholarship.
- 3) For all tenure, promotion and 3rd-year-review candidates: **Early-mid February**, you must submit to the Chair the names and contact information (e-mail addresses) of extra-departmental

colleagues at the College and/or other institutions who can evaluate your professional service contributions due to their direct collaboration/involvement with you in said activity.

- 4) **By March 1**, ensure that all peer reviews of teaching that will be included in the packet either be scheduled or already completed. For the 3rd-year review, candidates should secure a peer review of teaching from their mentor. The candidate may request additional peer reviews either within or outside the department and in consultation with the chair.
- 5) For all tenure, promotion and 3rd-year-review candidates:

By May 15, please provide all publication samples intended for the packet to the department chair for the panel to access for review.

By August 1 (except candidates for promotion to Senior Instructor and Full Professor), submit to your departmental mentor for feedback:

- a) your draft promotion/3rd-year review narrative and
- b) an updated copy of your CV with **activities highlighted in yellow** for the period under review.

By September 1, submit to your department chair for feedback:

- a) your revised promotion/3rd-year review narrative and
- b) the revised copy of your CV with **activities highlighted in yellow** for the period under review.

Important: Regarding service, your narrative **MUST** elaborate on your specific contributions and not just list your committee assignments. To assist the panel with its assessment of your work with service, a detailed explanation is necessary.

- 6) For tenure and promotion candidates: All three of the sample publications provided in the Executive Folder must also be among the sample publications provided to the Chair for the external evaluators of scholarship.