

DEPARTMENT OF WORLD LANGUAGES AND LITERATURES FACULTY HANDBOOK

Department Meetings

All faculty who teach or are on leave and student representatives have the right to participate in departmental meetings, in committees to which they are appointed, and in regular meetings of their respective language sections.

All teaching faculty of the Department may vote on all departmental issues, with the exception of policy and personnel decisions.

Minutes are recorded by the Department administrative coordinator or by members in at least their second year of service at all departmental, committee, and section meetings, and are distributed in a timely fashion. The Department maintains a file of all minutes recorded.

Committees

All people eligible to attend departmental meetings may participate and vote on matters raised in committees and section meetings.

Chairs of committees must be in at least their second year of service.

International Affairs (IA) Representative—Appointment in consultation with IA every two years.

Personnel, Policies, and Procedures Committee (PPP)—Consisting of all tenured and tenure-track faculty in at least their third year of service, this committee is responsible for departmental personnel appointments, policies, and procedures.

Department Curriculum Committee— The curriculum committee is responsible for overseeing and reviewing the educational programs and courses offered by the department. Its main functions include: Curriculum design and development ensuring that the curriculum aligns with the Department and Skidmore's educational goals. The committee evaluates proposals for new courses, program changes, or other curriculum-related initiatives. It assesses the feasibility, relevance, and potential impact of these proposals. Based on evaluations, feedback, and changing educational needs, the committee continuously improves the department's curriculum to maintain its relevance and effectiveness. Membership: The committee shall comprise a designated representative from each respective section. It is strongly encouraged that these representatives rotate every two years, whenever feasible, in order to promote equitable participation and diversity of input.

Search Committee— The Search Committee is responsible for managing the process of recruiting and selecting new faculty members. The Search Committee identifies, evaluates and recommends candidates who it considers are well-suited for the position based on the department's needs. The Search Committee's responsibilities include: writing the job description, reviewing all received applications and assesses them based on established criteria, identifying candidates who meet qualifications and conducting the interviews. The committee deliberates and selects one or more candidates to recommend for the position to

the PPP in case of TT positions or the DOF for NTT positions. Membership: The committee should be comprised of at least 3 faculty members including the Chair.

I. Curriculum

All members of a language section may participate in discussion at the section level regarding curriculum matters and make recommendations to the Department Curriculum Committee. Upon approval from the Department Curriculum Committee, the chair will forward the proposal to the appropriate administrative bodies.

Tenured, tenure-track, and non-tenure-track departmental members in at least their second year may vote on such matters.

II. Hiring

Listed below are those eligible to vote on issues of hiring, provided they have participated actively during the process by attending all candidates' teaching demonstrations, presentation and having met with all candidates. During the semester of tenure-line candidate interviews, the respective section schedules a class early in the morning or late in the afternoon so that faculty are able attend the teaching demonstration. A "mock class" is an option in case of scheduling conflicts.

A. For tenure-track positions: Only tenured and tenure-track Department members in at least their third year of service may vote.

B. For full time non-tenure-track and part-time positions: The chair will constitute an appropriate committee for such recruitment. See Section I.1: Search Committee.

III Departmental Guidelines for Tenure Track: Third-Year Reappointment, Tenure, and Promotion.

The Department follows the guidelines set forth in the *Faculty Handbook*. In addition, the Department has its own guidelines for third-year reappointment, tenure, and promotion. The chair must provide candidates with the necessary guidance regarding departmental expectations for continued service at Skidmore.

A. Pre-Tenure-Track Appointments

THIS PART (Visiting instructors) WILL NEED TO BE REVISED ONCE THE COLLEGE AND THE UNION SHARE THE GUIDELINES **Visiting Instructor:** Appointments to the position of visiting instructor will be made with the understanding that appointees must receive their doctorates or the equivalent terminal degree by October 15 of their third year at Skidmore in order to move to a tenure-track line. By May 1 of the second year of service, such appointees must show evidence that the degree has been completed or will be completed by October 15. If this

condition is met, the Department determines whether or not the appointee should be offered a tenure-track position. The main criterion is demonstrated excellence in teaching. Neither scholarly pursuit beyond the completion of the terminal degree nor community service is applied as a criterion in this decision. Appointees who fail to complete the degree by October 15 following their second year receive contracts for a third and terminal year at the College. Exceptions to this date may be granted when the VPAA/Dean of the Faculty and the Associate Dean of the Faculty judge that there are procedural circumstances beyond the appointee's control.

The PPP committee will convene by December 1st of a candidate's second year to determine if the candidate should be appointed to a tenure line. Each eligible member will, by January 20 of the candidate's second year, submit a letter to the chair explicitly recommending whether or not the candidate should be appointed to a tenure-track position.

B. Tenure-Track Third-Year Reappointment

Criteria for reappointment include (a) evidence of the ability to teach at all levels based on teaching materials, student evaluations, the all-College evaluations, and class visitations; (b) evidence of scholarly achievement based on articles published in double-blind, peer-reviewed journals in print or accepted for publication during the candidate's tenure clock, chapters in books from reputable academic presses employing peer review, in print or accepted for publication, or chapters of a monograph from a reputable scholarly press employing peer review, in print or with a full manuscript under contract; (c) evidence of service to the Department, College and/or profession.

1. In the spring of their second year, Department members with a three-year contract will be informed that a review will take place before December 15 of their third academic year.
2. Candidates in their third year will provide an up-to-date CV by the second week in September. The CV will list all activities and publications and will be available for perusal by the PPP committee.
3. Candidates will request that the chair and three appropriate members of the department PPP committee visit their classes at a mutually agreed-upon time during the month of September. "Appropriate" members are those who have been in tenure-track service at least one year longer than the candidate. A discussion between the visitor and the candidate regarding pedagogical matters will follow the visit. Faculty members will provide written evaluations of the classes observed to the chair within two weeks of the visit. If the candidates so desire, they may present a written statement regarding teaching philosophy. Candidates may also include a statement regarding participation in the shaping of existing courses, development of new courses (including Scribner Seminars), and design of syllabi.
4. The candidate must demonstrate an ability to teach effectively at all levels, as determined by departmental curricular needs. Quality teaching is measured by a thorough consideration of the candidate's student evaluations (both the Department questionnaire and the all-College

evaluation), and written evaluations from appropriate members of the PPP committee who visited the candidate's classes.

5. Student evaluations of the faculty member (both the all-College evaluations and the departmental questionnaire) will be available for review by the PPP committee prior to October 1.
7. By October 1, candidates must provide evidence of professional activity and commitment to the discipline. This can be demonstrated by published material, manuscripts submitted and/or accepted for publication, copies of papers presented at professional meetings, and work in progress. Candidates may submit a statement regarding research projects or areas of scholarly interest.
8. The PPP committee will meet during the first week in December to decide whether the candidate will be considered for reappointment or whether the third year will be a terminal year. In making its decisions, the Department will be guided by all the criteria listed in this document and by those listed in the *Faculty Handbook*.
9. Tenured members of the Department and those in at least their third year of a tenure-track line are eligible to vote. Non-participation or abstentions will carry no weight in final judgments. Each eligible member will, by the end of the first week in January of the candidate's third year, submit a letter to the chair explicitly recommending whether or not the candidate should proceed to a reappointment. The letter should clearly state the reasons for the recommendation.
10. The chair will report the Department's decision to the Associate Dean of the Faculty on or before January 15 of the same academic year. The Dean of the Faculty's Office makes the final reappointment decision.

C. *Tenure*

Criteria for tenure: Candidates must meet criteria for tenure in all of the three following areas:

- a. Evidence of the ability to teach at all levels based on teaching materials, departmental student ratings, the all-College student ratings, and class visitations;
- b. Evidence of scholarly achievement during the candidate's time on the tenure track, based on at least five publications, which may include:
 - i. Articles in double-blind, peer-reviewed journals, in print or accepted for publication.

- ii. Chapters in books from reputable academic presses employing peer review, in print or accepted for publication.
- iii. The chapters of a monograph from a reputable scholarly press employing peer review, in print or with a full manuscript under contract.

Other work, including book reviews, conference presentations or other talks, and non-scholarly publications in related fields, is relevant, but will not substitute for peer-reviewed scholarly publications. The department is not obliged to recommend tenure based only on the quantity of scholarly production; in all cases, the department (assisted by external reviewers) must judge the quality of the work and the reputation of the venues to be sufficiently high to recommend tenure.

c. Evidence of service to the Department, College and/or profession.

1. From the time of the third-year reappointment, the chair of the Department must provide the candidate full advice in preparing their file.

2. During the fourth and fifth year, the Chair, in consultation with the candidate, will appoint three appropriate members to assess a candidate's overall performance. Those members will visit the candidate's classes during this time and will have access to the candidate's full dossier. The dates below pertain to the year of the tenure review.

May 1. Deadline for the candidate to provide an up-to-date CV and copies of publications, which, along with the letter from the chair, will be sent by the Chair to three outside reviewers nominated by the candidate in consultation with the chair (see Appendix B).

May 15. Deadline for the chair to send letters of invitation to the outside readers nominated by the candidate.

August 1st. Deadline for nominees to provide for departmental review an up-to-date CV, copies of publications, and teaching evaluations for courses taught since the last promotion. The file may be updated at any time up to its submission to ATC. Tenured and tenure-track Department members in at least their third year are expected to participate in the review.

September 1st. Deadline for outside reviewers' letters to be returned to the Chair.

Before the end of September (depending on ATC calendar), tenured and tenure-track members of the Department in at least their third year will meet to discuss the nomination. Non-participation or abstentions will carry no weight in final judgments. Department members on sabbatical leave, leave of absence, or phased employment may participate by submitting a letter to the chair before the day of the meeting.

4. Procedures for Tenure Meeting

The PPP committee (tenured and tenure-track members of the Department in at least their third year of a tenure-track line) meets before the ATC deadline to consider the candidate's credentials according to the three criteria for tenure stated in the *Faculty Handbook*. At this time the candidate's record is carefully scrutinized in terms of student evaluations (there is no further class visitation at this stage), scholarly record, and service to the College. Also considered is the candidate's participation in the FYE and ID programs, departmental need of their expertise, and contribution to the Department.

The Department agrees on a specific recommendation that is conveyed to the candidate by the chair. Each PPP member writes a letter to ATC. The chair's letter should convey the Department's sentiment and recommendation. The chair does not share the letter with the PPP members; it is not the obligation of the members to share their letters with the chair.

**N.B. See Faculty Handbook for the composition of the tenure file.*

5. In the case of a positive decision by the majority at the meeting, the Chair will inform the candidate. The Chair will write a letter to ATC recommending the candidate for promotion by the deadline specified in the ATC annual operating code. In the event the Department chooses not to recommend for tenure, the Chair will inform the candidate of the Department's decision but will preserve the confidentiality of the vote. The vote is confidential in all cases.

D. Promotion

1. Qualifications: The Department will consider members for promotion in accordance with the *Faculty Handbook* guidelines.

2. Nominations for promotion are due in writing to the chair by April 30. The chair will consult with the nominee and, with the nominee's approval, will initiate a review.

August 1. Deadline for the nominee to provide an up-to-date CV and copies of publications, which, along with the letter from the chair, will be sent to three outside reviewers nominated by the candidate in consultation with the chair (see Appendix B).

August 15. Deadline for the chair to send formal letters of invitation to the outside readers nominated by the candidate.

October 15. Deadline for nominees to provide up-to-date CV and copies of publications, which, along with teaching evaluations for courses taught since the last promotion, will be available for review. The file may be updated at any time up to its submission to PC. PPP Department members are expected to participate in the review.

3. Procedures for Promotion Meeting

During the last week in November, PPP members of the Department will meet to discuss the nomination. Non-participation or abstentions will carry no weight in final judgments. Department members on sabbatical leave, leave of absence, or phased employment may participate by submitting a letter to the chair before the day of the meeting.

In case of a positive decision by the majority at the meeting, the chair will write a letter to PC recommending the candidate for promotion by the deadline specified in the PC annual operating code. In the event the Department chooses not to recommend for promotion, the chair will inform the candidate of the Department's decision but will preserve the confidentiality of the vote. The vote is confidential in all cases.

IV. Departmental Guidelines for Evaluation of Non-Tenure-Track Faculty

THIS PART WILL NEED TO WAIT UNTIL THE COLLEGE AND THE UNION SHARE THE GUIDELINES

For all full-time, non-tenure-track faculty members with a minimum of a one-year contract, the following applies for reappointment on the basis of departmental need:

- Depending on departmental need, reappointment is based on the ability to teach effectively as demonstrated by class visitations, departmental student evaluations, and the all-College evaluations.
- It is the chair's responsibility to contact the faculty member under review to set the evaluation process in motion.

A. Classroom Visitations

1. All non-tenure-track faculty members with less than five years of service will be notified in the fall to schedule class visitations.
2. Class visitations will be conducted by the chair and the candidate's section coordinator.
3. The faculty member under review has the right to choose, in consultation with the chair, a third visitor from the Department.
4. The visitors will each attend one class at a time under conditions pre-arranged with the faculty member under review.

5. Class visitors will provide the chair with a written letter of evaluation of the class observed within two weeks of the visit.

6. For non-tenure track faculty members with five or more years of service, class visitations will be performed every two years.

B. *Evaluation Committee*

1. The Evaluation Committee, composed of the chair and the section coordinator and any other faculty member designated by the chair, will review the faculty member's student evaluations (both the all-College evaluations and the departmental student evaluations) and the class visitation letters.

2. The Evaluation Committee may consult with the faculty member to discuss the evaluations.

3. The faculty member's student evaluations will be available for review by the Evaluation Committee early in the spring semester.

C. *Timeline*

1. Once all class visitations have taken place, the Evaluation Committee will meet to discuss whether the Department will recommend the faculty member for renewal.
2. A letter from the chair will be sent to the Associate Dean of the Faculty at the beginning of the spring semester to inform the administration of the Department's recommendation.
3. It is important that the faculty member under review remember that the Department *recommends* renewal; the Office Dean of the Faculty makes the final decision for renewal.

D. *Criteria for Promotion to Senior Teaching Professor or Senior Lecturer*

Following the *Faculty Handbook* guidelines (see Part I, VIII, F, 2, e and f), the Department of World Languages and Literatures will consider qualified candidates for promotion to Senior Teaching Professor and Senior Lecturer. Promotion is based on merit and not on years of service. The primary criterion for promotion is sustained high-quality teaching. Where appropriate, candidates may also provide evidence of intellectual engagement within their field that has enhanced their teaching.

Candidates may also provide evidence of service to the section, to the Department, and to the College.

E. *Procedures for Promotion to Senior Teaching Professor or Senior Lecturer*

The chair and faculty member will meet to discuss promotion. This discussion may be initiated by the chair, the faculty member, and/or the VPAA/Dean of the Faculty and the Associate Dean of the Faculty.

The chair will constitute a review committee consisting of the Department chair, the section coordinator, and a third tenured faculty member from the candidate's section whenever possible. If there are not enough tenured-faculty members in a given section, the chair, in consultation with the candidate, will appoint a tenured faculty member from another section to serve on the committee.

Candidates should prepare a file for the Review Committee that includes the following:

- Teaching evaluations from the most recent 10 semesters.
- Copies of written reports of class visitations conducted by members of the Review Committee. The candidate may also provide written reports of class visitations conducted by other members of the Department as evidence of "sustained high-quality teaching." (Note: It is the candidate's responsibility to invite members of the Department not on the review committee to conduct a class visitation and to request that the visitor provide a written report of the class visit.)
- Where appropriate, a summary of effective service to the Department, the College, and/or the profession.
- Where appropriate, evidence of professional growth that demonstrates currency in the field and enhances effectiveness in the classroom.
- Annual summary of activities reports.
- In cases where the candidate for promotion has taught in other programs or departments, the candidate may request that the chair solicit a letter from those programs and departments.

The Review Committee will evaluate the candidate's case with respect to College and WLL guidelines (above) and forward its recommendation to the PPP for consideration. The PPP will review the case and render a decision.

The Chair will forward the department's recommendation to the VPAA/Dean of the Faculty and the Associate Dean of the Faculty (following *Faculty Handbook* guidelines; see Part I, VIII, F, 2, e and f) by December 22. The recommendation will include a brief (approximately one page) letter that summarizes the candidate's performance with respect to the criteria for promotion. See timeline below for the review process.

- End of the spring semester prior to the review: The candidate and chair meet to discuss promotion review.

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