

Department of Women & Gender Studies
Promotion and Tenure Policy
Approved: April 8, 2020

The Faculty Handbook (<http://facultyhandbook.udel.edu/handbook/44-promotion-and-tenure>) contains the University requirements for promotion and tenure. This document provides the definitions and mechanisms necessary to implement the University document for the Department of Women and Gender Studies. Directions on the content, internal organization and physical preparation of the dossier can be found at: <http://facultyhandbook.udel.edu/handbook/44-promotion-and-tenure>

I. General Guidelines

Standards for Promotion

Promotion to any rank requires that significant achievements have been made and will continue to be made. Excellence in the areas of teaching and scholarship is of particular importance. In judging scholarly work that has been completed prior to the employment at the University of Delaware, the Department of Women and Gender Studies follows the guidelines of the UD Faculty Handbook which state:

“Unless otherwise noted in the faculty appointment letter, all work in rank, even if conducted at other institutions of higher education, shall be considered for promotion and tenure. It shall be the faculty's responsibility to include evidence of this work in his/her dossier and to clearly identify when and where this work was performed.”

See: <http://facultyhandbook.udel.edu/handbook/449-promotion-dossiers>

ASSISTANT PROFESSOR

Candidates for the rank of Assistant Professor must have completed the Ph.D. degree or its equivalent and have demonstrated ability as teachers and scholars, along with the willingness to participate in significant service activities. The appraisal of scholarship shall be based on the quality of scholarship, letters of recommendation, and on a continuing commitment to significant research and publication. The appraisal of teaching shall be based on evidence detailed in section IIIa below.

ASSOCIATE PROFESSOR

Tenure-track (TT) Candidates for the rank of Associate Professor must have published or have in press by a well-respected, peer-reviewed press, a scholarly book reporting original research, plus additional published works which show evidence of scholarly productivity beyond the book; or its equivalent in the form of several

substantial articles or book chapters published, or in press, in refereed journals or peer-reviewed books and appropriate to the multidisciplinary/interdisciplinary character of women's studies and gender research. Candidates are advised to direct their scholarship toward outlets with solid reputations as indicated by such things as impact factor, but there is also recognition that new journals and open-source and online outlets will emerge, particularly in association with new fields or research. For tenure-track faculty, performance in the area of scholarship and teaching must be rated as excellent. Scholarly excellence for promotion to Associate Professor with tenure is to be reflected in recognition of the value of the candidate's work as indicated by external reviewers' letters and the candidate's Promotion and Tenure Committee. Candidates for the promotion to the rank of Associate Professor must have a strong record of service. For candidates on the continuing track (CT) promotion to the rank of Associate Professor requires a rating of "excellence" in the category of their primary workload assignment. Excellence in the primary workload assignment is to be reflective of the value of the candidate's work as indicated by external reviewers' letters and the candidate's Promotion and Tenure Committee.

PROFESSOR

Candidates for the rank of Professor (TT) must have continued their scholarly activities while Associate Professors (TT) and must have published, or have in press, an additional book with a well-respected, peer-reviewed press, or its equivalent in the form of several substantial articles or book chapters in refereed journals or edited books. There must be unmistakable evidence of significant achievement in both teaching and research since the last promotion.

Scholarly excellence for promotion to Professor with tenure is to be reflective of the value of the candidate's work as indicated by external reviewers' letters and the candidate's Promotion and Tenure Committee. Promotion to this rank is reserved for those who have secured an established reputation in the profession and whose contributions to their profession and the University's mission are excellent. Candidates for promotion to the rank of Professor (TT) must have a strong record of service, and their work must be judged as "excellent" in the area of research and teaching. For candidates on the continuing track (CT) promotion to the rank of Professor requires a rating of "excellence" in the category of their primary workload assignment.

Excellence in the primary workload assignment is to be reflected in recognition of the value of the candidate's work as indicated by external reviewers' letters and the candidate's Promotion and Tenure Committee.

Granting of Tenure Only

In order to be recommended for tenure, faculty hired at the rank of Associate Professor without tenure must present convincing evidence of ongoing productivity in scholarship, teaching, and service at the University of Delaware. The standards, procedures, and timetables used for promotion to Associate Professor will apply to the tenure process except that the quantity of scholarly work will be assessed in accordance with the length of time that has elapsed since the initial appointment at that rank. The quantity of ongoing scholarship must meet the standards for excellence in scholarship and teaching required for promotion to Associate Professor.

II. Specific Promotion Procedure Guidelines for TT and CT faculty

1. Each faculty member in the Department of Women and Gender Studies shall be provided with a copy of the Promotion and Tenure policy schedule.

2. Using the timeline specified in the Faculty Handbook, faculty members maintain the right to apply for promotion at their discretion and may withdraw themselves from the process at any point. Tenure-track Assistant Professors are expected to be considered for promotion and tenure not later than the sixth year of full-time academic service, with tenure effective—if the decision is favorable—starting with the fall semester of the seventh academic year. As noted in the Faculty Handbook, the pre-tenure probationary period shall be extended for one year upon a tenure-track faculty member submitting a “Stop the Tenure Clock” electronic web form. This policy applies to tenure-track faculty members who become the parent of a newborn or newly adopted child and is a primary or coequal caregiver of the child or who is granted a leave of absence pursuant to the Family and Medical Leave Act of 1993 for a period of at least one semester. Faculty members may wish to consult with the Department Chair and other colleagues about their application for promotion or the preparation of the electronically submitted dossier. The dossier as well as all peer evaluations and letters of recommendation will be submitted electronically. It is the candidate’s responsibility to provide the information by the date necessary to best present his or her individual cases.

3. The promotion process schedule is as follows:

30 April	Candidate notifies the Department Chair in writing of her/his intention to apply for promotion. The Department’s Promotion and Tenure Committee begins the process of soliciting peer external evaluations.
15 May	Candidate submits to the Department’s Promotion and Tenure Committee a list of at least five (but is encouraged to recommend as many as ten) potential external evaluators, their addresses (including department, institution, e-mail, and telephone numbers),

and relationship to candidate. Later in the month, candidates will receive the Department's Promotion and Tenure Committee's full list of potential external evaluators for comment. If required, the Chair of the Department's Promotion and Tenure Committee will submit the letter of solicitation and the list of external evaluators to the Dean of the College of Arts and Sciences for further consultation. (See number 5 for specifics regarding the selection process.)

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| 15 June | Candidate submits materials to the departmental Promotion and Tenure Committee Chair for forwarding to external evaluators. |
| 15 June | The Chair of the Department's Promotion and Tenure Committee will provide materials to external evaluators. |
| 15 August | Deadline for submission of dossier to the Chair of the Department's Promotion and Tenure Committee. |
| 1 October | The Department's Promotion and Tenure Committee sends its recommendation to Department Chair and Candidate. |
| 15 October | Department Chair sends recommendation to the College Promotion and Tenure Committee and Dean and Candidate. |
| 1 December | College Promotion and Tenure Committee's recommendation to Dean. |
| 2 January | Dean's recommendation to the University Promotion and Tenure Committee. |
| 15 February | University Promotion and Tenure Committee recommendations to Provost. |
| 15 March | Provost's recommendation. |

4. All candidates to the rank of Associate Professor with tenure will be required to include the 2- and 4- year reviews (i.e. reviews conducted by the corresponding departmental committee and reviews conducted by the Chair, if they were conducted) in their dossiers, All candidates to the rank of Associate Professor without tenure will include the 2-, 4-, and 6-year reviews (i.e. reviews conducted by the corresponding departmental committee and reviews conducted by the Chair, if they were conducted.)

5. Each TT or CT candidate whose primary workload assignment is scholarship (broadly defined) will be asked to submit a list of possible external referees who are senior scholars and recognized experts in the candidate's field to the Chair of the Department's Promotion and Tenure committee. Each CT candidate whose primary workload assignments are in the areas of teaching or service are asked to submit names of possible referees from within the University but external to the Department. Faculty whose lines are 25% in Women & Gender Studies thus cannot serve as external evaluators. Reviews by external evaluators will be confidential and reviewers should not be friends, teachers, or students. The Committee will submit its own list of possible external referees to the candidate. From these two lists a master list will be assembled by the Committee. The candidate will then have the opportunity to question potential referees who might not be appropriate, but the Department's Promotion and Tenure Committee will make the final decision. Then the Committee will choose five (5) referees whose identity must not be known to the candidate. The Committee will strive to select external evaluators (for TT candidates) who are excellent scholars at the rank of full professor at well-regarded institutions. External reviewers will be asked to submit a copy of their current curriculum vitae. The Chair of the Department's Promotion and Tenure Committee will provide assistance in the nomination and approval of external evaluators. The Department's Promotion and Tenure Committee provides the sole determination of external evaluators.

6. The Promotion Committee is composed of three faculty members, determined by the Chair in consultation with the core faculty. The Committee will include at least two members at the rank above that of the faculty member under review. The Committee will be chaired by a core faculty member at or above the rank of the faculty member under review. Any Committee may include joint faculty members (as described in Department By-Laws) at the necessary rank level but they may not make up a majority of the Committee. Reviews of instructors and assistant professors should be conducted with the participation of associate and full professors in the department. The Department may choose to include in the review body faculty members at the same rank or lower rank of the person being evaluated so long as such persons do not constitute a majority of the body.

7. The primary function of the Department's Promotion and Tenure Committee is to review and make recommendations on those faculty presented for promotion and/or tenure in the unit. Responsibilities of the Committee shall include (a) conducting a thorough examination of the candidate's record and determining the promotability of that candidate and (b) forwarding the recommendation to the Chair of the Department and the respective candidate (including a statement of explanation of the decision). All recommendations will become a part of the candidate's dossier. The evaluation of the committee should present the dossier in terms of how the candidate has performed relative to departmental requirements. The Department's Promotion and Tenure Committee will ask the Chair of the Department and the candidate to confirm in writing the nature of the candidate's workload during the period under review, and describe what, if any, implications this may have for the individual's record of accomplishment.

8. Following the examination of the evidence, the Department's Promotion and Tenure Committee, after thorough deliberation, shall vote to support or not support a candidate and submit in writing a letter explaining the reasons for the decision. The letter shall include the composition of the Committee, the numerical vote, and any minority opinions. The Committee's letter shall be submitted to the Chair of the Department with a copy to the candidate. A copy shall be included in the dossier.

9. The Chair of the Department shall not participate in the deliberations of the Department's Promotion and Tenure Committee.

10. Following the recommendations of the Department's Promotion and Tenure Committee the Chair of the Department shall review the evidence submitted by the candidate and the Committee's report and make a recommendation for promotion and/or tenure. The Chair of the Department's decision shall be communicated in writing with an explanation of the decision to the candidate and to the Department's Promotion and Tenure Committee. The letter written by the Chair of the Department also needs to present the dossier in terms of how the candidate has performed relative to departmental requirement.

11. Candidates may appeal the decision of the Department's Promotion and Tenure Committee or the Chair of the Department's action and may be granted a hearing by the group or individual making the decision. An appeal request must be made within one week from the time the results of the decision are communicated to the candidate. In addition to the right to appeal at each stage of the promotion and tenure process, candidates have the right to add additional information to their dossier, including information that can clarify or elaborate on any issues or concerns that emerge throughout the promotion and tenure process.

12. The decision to forward the dossier regardless of negative or positive decision from either the Department's Promotion and Tenure Committee or the Chair of the Department is the right of the candidate. Unless the candidate decides to withdraw, the dossier shall be forwarded to the College Committee and the Dean along with the recommendations of the Chair of the Department and the Department's Promotion and Tenure Committee.

III. Promotion of Tenure-Track (TT) Faculty: Criteria for evaluation

Promotion of tenure-track faculty to the rank of Assistant, Associate Professor with tenure, or Full Professor with tenure requires an evaluation of "excellent" in scholarship and teaching and "high quality" in the area of service.

A. Teaching

The Department's Promotion and Tenure Committee shall judge excellence in teaching by

such criteria as the following:

- a. Classroom evaluations by peers which consider the subject-knowledge, organization, clarity, ability to stimulate, interest, challenge students and the ability to lead discussions and/or lectures.
- b. Student course evaluations administered according to the procedures of the program.*
- c. Syllabi, course portfolios, and other materials.
- d. Testimonials from former students.
- e. Innovations, such as the creation of new courses or new teaching approaches and/or technologies, and receipt of Improvement of Instruction or other teaching grants.
- f. Additional evidence, whenever appropriate for individual candidates might include teaching citations, supervision of graduate students and Undergraduate Honors theses, teaching awards and grants, and other supportive documents that the Promotion and Tenure Committee deems appropriate.
- g. Student advisement.
- h. Community-engaged educational programs.

* The National Women's Studies Association in a Statement on Women's Studies Scholarship has pointed out that "teaching evaluations may reflect students' discomfort with challenges to their preexisting modes of thinking about the world around them, especially if the candidate teaches required courses" (p.9, 2013 NWSA Tenure Statement FINAL, pdf) and they recommend that "alternative evaluations of teaching" should be considered (p.9, 2013 NWSA Tenure Statement FINAL, pdf).

B. Scholarship

The Promotion and Tenure Committee shall judge scholarship on the basis of evaluations by colleagues within the Department and by peers outside the University who are recognized experts in the candidate's field. The criteria for excellence in scholarship might include, but not be limited to, contributions to the field, significance of research, originality and methodology. Professional growth and reputation in the field and appropriate to the multidisciplinary/interdisciplinary character of women's studies and gender research shall be evidenced by significant contributions in such areas as the following:

- a. Books and/or publications in peer-reviewed journals, book chapters in peer-reviewed edited collections
- b. Awards, grants or prizes
- c. Membership on editorial boards and the councils of professional organizations
- d. Appointment to the editorship of scholarly journals or series
- e. Invitations to review books, manuscripts, and proposals
- f. Invitations to present papers, lectures, or participate as a discussant
- g. Creative works as appropriate to the candidate's discipline
- h. Letters from peers on the candidate's standing in the profession
- i. Scholarly work that takes other forms, e.g. exhibitions, peer-reviewed websites
- j. Translational and application of research for community engagement

B. Service

Candidates at all ranks are expected to serve in faculty governance, the internal affairs of the program, the college, and the university. Associate Professors and Full Professors are expected to contribute to their scholarly community at large. The Promotion and Tenure Committee shall base its judgment of service on evidence gathered from the candidate and from the candidate's supervisors or colleagues in the service role. In making this assessment, the Committee shall consider the importance of the assignment, the time required, and the value of the candidate's contribution. As a general guideline, service must receive a rating of "high quality." Service shall be judged by criteria such as:

1. To the Department:

- a. Serving on committees
- b. Program and curriculum planning and development
- c. Organizing and promoting events by visiting scholars
- d. Sponsorship of student organizations
- e. Advisement of students enrolled in department programs
- f. Staffing of recruitment events

- g. Coordinating a minor or directing a program
2. To the University Community:
 - a. College and University Senates and committees
 - b. Special assignments
 3. To the Profession:
 - a. Active membership in professional organizations (chairing or serving on committees, organizing conferences, etc.)
 - b. Serving as external reviewers for such things as conference programming, scholarly presses, journals, tenure and promotion, and Academic Program Reviews
 4. To the Community:
 - a. Workshops, lectures, etc.
 - b. Public school curriculum
 - c. Consultancy, board memberships, and special assignments in areas directly or closely related to the field
 - d. Activities which serve to publicize and strengthen Women and Gender Studies

III. Promotion of Continuing Track (CT) Faculty: Criteria for evaluation

The promotion of CT faculty to the rank of Assistant, Associate, or Full Professor without tenure must be based on their predominant role— of scholarship (broadly defined), or teaching, or service—in their assigned workload. The candidate must achieve excellence in this role.

The promotion process for CT faculty follows the same schedule and guidelines as for TT faculty. Specifically, a minimum of five external review letters are required for promotion to the rank of either Assistant, Associate, or Full Professor for CT faculty whose primary workload assignment is in scholarship. However, for CT faculty whose primary workload assignment is teaching or service, “external” can mean internal to the University of Delaware but external to the faculty member’s primary academic unit.

Promotion to Professor on the basis of excellent teaching or service requires further demonstration of excellent leadership and engagement. Demonstration of such recognition for teaching can include such evidence as employing innovative teaching approaches, making advancements in diversity and inclusive teaching, teaching with technology, contributions to curriculum development, participation in regional or national organizations, membership on editorial boards, awards, conference participation, online or print publications, membership on assessment teams evaluating programs in other institutions, and other activities that demonstrate high impact. Demonstration of such recognition for service can include evidence of high-impact leadership skills that advance novel initiatives, provide significant public service, or make needed changes in aid of the community, the college, the university, academic discipline or profession or any

combination thereof.

A. Teaching

If teaching is the primary workload responsibility, the promotion of CT faculty to the rank of Associate Professor or Professor, the Promotion and Tenure Committee shall judge excellence in teaching by criteria such as the following:

- a. Classroom evaluations by peers which consider the subject-knowledge, organization, clarity, ability to stimulate, interest, challenge students and the ability to lead discussions and/or lectures.
- b. Student course evaluations administered according to the procedures of the program.*
- c. Syllabi, course portfolios, and other materials.
- d. Testimonials from former students.
- e. Innovations, such as the creation of new courses or new teaching approaches and/or technologies, and receipt of Improvement of Instruction or other teaching grants.
- f. Additional evidence, whenever appropriate for individual candidates might include teaching citations, supervision of graduate students and Undergraduate Honors theses, teaching awards and grants, and other supportive documents that the Promotion and Tenure Committee deems appropriate.

* The National Women's Studies Association in a Statement on Women's Studies Scholarship has pointed out that "teaching evaluations may reflect students' discomfort with challenges to their preexisting modes of thinking about the world around them, especially if the candidate teaches required courses" (p.9, 2013 NWSA Tenure Statement FINAL, pdf) and they recommend that "alternative evaluations of teaching" should be considered (p.9, 2013 NWSA Tenure Statement FINAL, pdf). Appraisers of student course evaluations should be mindful of this challenge.

B. Scholarship

The Promotion and Tenure Committee shall judge scholarship on the basis of evaluations by colleagues within the Department and by peers outside the University who are recognized experts in the candidate's field. The criteria for excellence in scholarship might include, but not be limited to, contributions to the field, significance of research, originality and methodology. Professional growth and reputation in the field and appropriate to the multidisciplinary/interdisciplinary character of women's studies and gender research shall be evidenced by significant contributions in such areas as the following:

- a. Books and/or publications in peer-reviewed journals, book chapters in peer-reviewed edited collections
- b. Awards, grants or prizes
- c. Membership on editorial boards and the councils of professional organizations
- d. Appointment to the editorship of scholarly journals or series
- e. Invitation to review books, manuscripts, and proposals
- f. Invitations to present papers, lectures, or participate as a discussant
- g. Creative works as appropriate to the candidate's discipline
- h. Letters from peers on the candidate's standing in the profession
- i. Scholarly work that takes other forms, e.g. exhibitions, peer-reviewed websites
- j. Translational and application of research for community engagement.

C. Service

Candidates at all ranks are expected to serve in faculty governance, the internal affairs of the program, the college, and the university. Associate Professors and Full Professors are expected to contribute to their scholarly community at large. The Promotion and Tenure Committee shall base its judgment of service on evidence gathered from the candidate and from the candidate's supervisors or colleagues in the service role. In making this assessment, the Committee shall consider the importance of the assignment, the time required, and the value of the candidate's contribution. As a general guideline, service must receive a rating of "high quality." Service shall be judged by criteria such as:

1. To the Department:

- e. Serving on committees
- f. Program and curriculum planning and development
- g. Organizing and promoting events by visiting scholars
- h. Sponsorship of student organizations
- i. Advisement of students enrolled in department programs
- j. Staffing of recruitment events
- k. Coordinating a minor or directing a program

2. To the University Community:
 - a. College and University Senates and committees
 - b. Special assignments

3. To the Profession:
 - a. Active membership in professional organizations (chairing or serving on committees, organizing conferences, etc.)
 - b. Serving as external reviewers for such things as conference programming, scholarly presses, journals, tenure and promotion, and Academic Program Reviews

4. To the Community:
 - a. Workshops, lectures, etc.
 - b. Public school curriculum
 - c. Consultancy, board memberships, and special assignments in areas directly or closely related to the field
 - d. Activities which serve to publicize and strengthen Women and Gender Studies

IV. Promotion of Continuing Track (CT) Faculty: Criteria for evaluation

The promotion of CT faculty to the rank of Assistant, Associate, or Full Professor without tenure must be based on their predominant role— of scholarship (broadly defined), or teaching, or service—in their assigned workload. The candidate must achieve excellence in this role.

The promotion process for CT faculty follows the same schedule and guidelines as for TT faculty. Specifically, a minimum of five external review letters are required for promotion to the rank of either Assistant, Associate, or Full Professor for CT faculty whose primary workload assignment is in scholarship. However, for CT faculty whose primary workload assignment is teaching or service, “external” can mean internal to the University of Delaware but external to the faculty member’s primary academic unit.

Promotion to Professor on the basis of excellent teaching or service requires further demonstration of excellent leadership and engagement. Demonstration of such recognition for teaching can include such evidence as employing innovative teaching approaches, making advancements in diversity and inclusive teaching, teaching with technology, contributions to curriculum development, participation in regional or national organizations, membership on editorial boards, awards, conference participation, online or print publications, membership on assessment teams evaluating programs in other institutions, and other activities that demonstrate high impact. Demonstration of such recognition for service can include evidence of high-impact leadership skills that advance novel initiatives, provide significant public service, or make needed changes in aid of the community, the college, the university, academic discipline or profession or any combination thereof.

A. Teaching

If teaching is the primary workload responsibility, the promotion of CT faculty to the rank of Associate Professor or Professor, the Promotion and Tenure Committee shall judge excellence in teaching by criteria such as the following:

- a. Classroom evaluations by peers which consider the subject-knowledge, organization, clarity, ability to stimulate, interest, challenge students and the ability to lead discussions and/or lectures.
- b. Student course evaluations administered according to the procedures of the program.*
- c. Syllabi, course portfolios, and other materials.
- d. Testimonials from former students.
- e. Innovations, such as the creation of new courses or new teaching approaches and/or technologies, and receipt of Improvement of Instruction or other teaching grants.
- f. Additional evidence, whenever appropriate for individual candidates might include teaching citations, supervision of graduate students and Undergraduate Honors theses, teaching awards and grants, and other supportive documents that the Promotion and Tenure Committee deems appropriate.
- g. Student advisement.
- h. Community-engaged educational programs.

*The National Women's Studies Association in a Statement on Women's Studies Scholarship has pointed out that "teaching evaluations may reflect students' discomfort with challenges to their preexisting modes of thinking about the world around them, especially if the candidate teaches required courses" (p.9, 2013 NWSA Tenure Statement FINAL, pdf) and they recommend that "alternative evaluations of teaching" should be considered (p.9, 2013 NWSA Tenure Statement FINAL, pdf). Appraisers of student course evaluations should be mindful of this challenge.

B. Scholarship

If research is the primary workload responsibility, the promotion of CT faculty to the rank of Associate Professor or Professor the definition of scholarship broadly defined provides the guideline for evaluation.

The Promotion and Tenure Committee shall judge excellence in scholarship, if scholarship is the candidate's primary workload assignment, on the basis of colleagues within the Department and by external peers, who are recognized experts in the candidate's field. The criteria for excellence in scholarship might include, but not be limited to, contributions to the field, significance of research, originality and methodology. Professional growth and reputation in the field and appropriate to the multidisciplinary/interdisciplinary character of women's studies and gender research shall be evidenced by significant contributions in such areas as the following:

- a. Books and/or publications in peer-reviewed journals, book chapters in peer-reviewed edited collections
- b. Awards, grants or prizes
- c. Membership on editorial boards and the councils of professional organizations
- d. Appointment to the editorship of scholarly journals or series
- e. Invitation to review books, manuscripts, and proposals
- f. Invitations to present papers, lectures, or participate as a discussant
- g. Creative works as appropriate to the candidate's discipline
- h. Letters from peers on the candidate's standing in the profession
- i. Scholarly work that takes other forms, e.g. exhibitions, peer-reviewed websites
- j. Translational and application of research for community engagement.

C. Service

Candidates at all ranks are expected to serve in faculty governance, the internal affairs of the program, the college, and the university. Associate Professors and Full Professors are expected to contribute to their community at large. The Promotion and Tenure Committee shall base its judgment of service for CT faculty seeking promotion to the rank of Associate Professor or Professor on evidence gathered from the candidate and from the candidate's supervisors or colleagues in the service role. In making this assessment, the Committee shall consider the importance of the assignment, the time required, and the value of the candidate's contribution. Service shall be judged by the following criteria:

1. To the Department:

- a. Serving on committees
- b. Program and curriculum planning and development
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- d. Sponsorship of student organizations
- e. Advisement of students enrolled in department programs
- f. Staffing of recruitment events

- g. Administrative appointments
 - h. Coordinating a minor or directing a program
2. To the University Community:
 - a. College and University Senates and committees
 - b. Special assignments
 3. To the Profession:
 - a. Active membership in professional organizations (chairing or serving on committees, organizing conferences, etc.)
 - b. Serving as external reviewers for such things as conference programming, scholarly presses, journals, tenure and promotion, and Academic Program Reviews
 4. To the Community:
 - a. Workshops, lectures etc.
 - b. Public school curriculum
 - c. Consultancy, board memberships, and special assignments in areas directly or closely related to the field
 - d. Activities which serve to publicize and strengthen Women & Gender Studies

IV. Policy Issues

1. When an academic unit changes its promotion and tenure policies, a candidate may choose to be evaluated under the old criteria which were in effect when they were hired or under the new criteria. This decision should be made explicit in the dossier.
2. For candidates who have funded appointments in more than one unit, the Promotion and Tenure Committee from the primary unit will solicit information from the other units regarding the candidate's performance (e.g. teaching, scholarship, service) during the promotion and tenure review process.

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