Promotion Policy: Department of Classics
College of Arts & Sciences
Baylor University

Revisions Approved by the Office of the Provost, May 27, 2022—James Bennighof

This document serves as a description of expectations regarding teaching, research, service and interpersonal relationships for candidates for promotion to the rank of Professor in the Department of Classics.

Teaching: The candidate for promotion must have a record of demonstrably effective teaching, both inside and outside of the classroom. This will be evaluated through:

- Peer and student course evaluations.
- A written self-assessment.
- Contributions to student research, including directing theses to completion.
- Effort to improve quality of teaching through teaching workshops, visiting other colleagues’ classes, and discussing teaching practices with colleagues.

Research: Promotion candidates are expected to have established a record of scholarship comparable to peers in their respective fields at R1 universities. They should be able to document that they have achieved a national or international reputation in their research area. To this end:

- The candidate for promotion will publish research in peer-reviewed venues at a rate comparable to full professors in Departments of Classics at R1 universities.
- Qualifying books should be published through major reputable presses (such as university presses). Qualifying articles should appear in leading peer-reviewed journals within the field. Book chapters and papers published in conference proceedings will also be considered provided that they are individually refereed; however, articles in peer-reviewed journals are preferred.
- The department expects the candidate to be active in seeking external funding.

Service: In addition to providing service to the department and the university, each candidate must be actively engaged in service to the profession. Such service can be demonstrated in a number of ways, including:

- Actively participating in conferences
- Peer-reviewing for journals and/or presses
- Publishing book reviews
- Serving on editorial boards, advisory groups, and other committees
- Holding leadership positions in professional organizations
- Working in administrative roles

Each candidate should be an active member of a faith community.

Interpersonal Relationships: The candidate must be a person of character, warmth, and positive attitude and be supportive of Baylor’s distinctive Christian mission.
University Policies and Procedures Governing Promotion: The Provost’s website includes a page devoted to Policies related to employment with Baylor, [https://www.baylor.edu/provost/index.php?id=948441](https://www.baylor.edu/provost/index.php?id=948441), which contains useful links related to promotion. Specific policies regarding the promotion process are governed by BU-PP 702 [https://www.baylor.edu/content/services/document.php?id=42355](https://www.baylor.edu/content/services/document.php?id=42355).

College of Arts & Sciences Policies and Procedures Governing Promotion: Beyond the university policies governing promotion in rank, the College of Arts and Sciences stipulates the following.

1. **External Letters**: At least five external evaluation letters will be provided for each promotion candidate. The external evaluators will be faculty holding the rank of Professor at peer or aspirant research universities. These letters will address the research stature of the candidate. No more than one of these evaluators should be emeritus. None of the external evaluators should have been a collaborator or mentor of the candidate. The external evaluators will be instructed to specifically address the question of quality and impact of the candidate’s work.

2. **Pre-promotion review**: Each faculty member interested in applying for promotion will arrange with the department to participate in a pre-promotion review three years before the year in which she or he intends to apply for promotion. (In rare instances, the Dean of the College of Arts & Sciences may grant an exception to the three-year lead time.) Pre-promotion reviews should include all of the Professors in the department and a representative from the A&S Dean’s office. The candidate should provide a current CV and a brief letter indicating progress made towards promotion in the areas of teaching, research and service in light of the expectations indicated above. Following the review the department chair will provide a letter summarizing the Professors’ evaluations to the candidate and the A&S Dean’s office.