

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 areas. 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>, 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>.

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.