

**Promotion Policy: Department of English
College of Arts & Sciences
Baylor University**

Revisions Approved by the Office of the Provost, June 8, 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 English.

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

- Peer teaching evaluations
- Student course evaluations
- Directing doctoral dissertations to completion (or undergraduate theses in the event that the department does not have a doctoral program within the promotion candidate's discipline).

Research: Promotion candidates are expected to have established a record of scholarship in their field comparable to peers at R1 universities. They should be able to document that they have achieved a *national or international reputation* in their research area. The quality of a candidate's scholarly or creative publications and his or her standing in the profession can be measured by the reputation of the press, book reviews, citations, and awards. Evidence of work in progress and a strong trajectory for future scholarship or creative publication are also essential criteria for consideration for promotion. Additionally, a candidate for promotion will actively seek opportunities for external research funding.

Service: Each candidate for promotion must be actively engaged in service to the department, the university, and, as importantly, the profession. Examples of the latter include membership on executive boards of professional organizations appropriate to the field or on editorial boards of presses or journals, organizing and hosting conferences, reviewing manuscripts for presses and journals, and publishing book reviews and/or non-refereed articles pertinent to the field. Each candidate should be an active member of a local faith community.

Interpersonal Relationships: The candidate should display civil interpersonal relationships with students, colleagues, and other members of the university community. She or he should also 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.