

**Promotion Policy: Department of Modern Languages and Cultures
College of Arts & Sciences
Baylor University**

Revisions Approved by the Office of the Provost, June 9, 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 Modern Languages and Cultures. Except in exceptional circumstances, faculty will not attain the level of eminence and leadership consistent with the rank of Professor before at least six years past the granting of tenure.

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 observation and evaluation;
- Candidate’s personal reflections on her or his teaching effectiveness;
- Student course evaluations;
- Promotion of undergraduate research in traditional or innovative scholarship;
- Meaningful participation with students in co-curricular departmental projects;
- Successful mentorship of student theses for the MA (in Spanish only);
- Contributions to department, college, and/or university curricular developments and enhancements.

Research: Candidates for promotion are expected to have achieved a record of scholarship establishing a *national and/or international reputation* in their research area comparable to that of colleagues in their research area at R1 institutions with similar teaching loads. In particular:

- The candidate for promotion will present research in peer-reviewed journals, edited volumes, monograph, or digital media at a sustained rate over time;
- The candidate for promotion will demonstrate an on-going research agenda;
- The candidate for promotion will pursue external research funding at a rate comparable to that of full professors in language and literature departments at R1 universities.

Service: It is expected that the candidate for promotion will be actively engaged in service to the department, the university, and to the profession. Professional engagement at a national level is expected. All candidates should be active members of a faith community.

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

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.

- **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 full 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.
- **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.

Revised 2021.3.18