

**DEPARTMENT OF WOMEN'S STUDIES
UNIVERSITY OF CINCINNATI**

**Policies, Procedures and Criteria for Reappointment, Promotion, and Tenure
(RPT for Full-Time Full and Joint Appointment Faculty)**

Approved by UC November 2004

NOTE: In January 2005, the UC Board of Trustees approved the proposal to change the name of the Center for Women's Studies to the Department of Women's Studies. As of February 2005, all references to the Center were changed to the Department and all references to the Center Director were changed to the Department Head. All else remains the same as this change was anticipated.

The Department of Women's Studies, which is the academic home for the interdisciplinary study of women and gender at the University of Cincinnati and is housed in the McMicken College of Arts & Sciences, has a core faculty that consists of both full and joint appointments. Full appointments of new faculty are filled through external searches whereas joint appointments are filled either by external searches for new full-time faculty or through internal negotiations for existing full-time faculty at UC. Internal joint appointments typically hold tenure lines in another department, whereas externally hired joint appointments may hold tenure lines in both the Center and the cooperating department(s). The Department's core faculty is augmented by affiliate faculty (numbering about 100) who hold academic appointments at UC outside of the Department, but apply to and are approved by the Women's Studies Governance Committee to serve as Women's Studies affiliate faculty if they teach, do research, or advise students in women's studies and serve on Women's Studies committees. Each year, affiliate faculty members can elect to be voting faculty members (usually 15-25 do so in addition to core faculty who are permanent voting faculty members), who may vote on voting matters that come up in Women's Studies committees of which they are a part or are brought forward by Women's Studies committees for a vote of the full WS faculty. These RPT guidelines pertain only to Department core faculty, are developed, approved, and reviewed by that core faculty, with additional review as needed for suggestions by the Women's Studies Governance Committee, which consists of representatives from both the core and affiliate faculty. Only voting affiliate faculty who are in the McMicken College of A&S may be voting members of Women's Studies RPT committees, although non-A&S voting affiliate faculty may, on occasion, serve as non-voting members on Women's Studies RPT committees on the basis of the particular scholarly expertise they would bring to discussions.

In addition to the interdisciplinary nature of its subject matter, faculty, and governance, Women's Studies is also different from conventional departments in that its core faculty members have significant administrative duties, whether or not they hold administrative titles. These include not only responsibilities for administering and developing the Department's graduate and undergraduate degree programs, but also recruiting affiliate faculty from across the university and coordinating their relevant course offerings, chairing Women's Studies standing committees made up of core and affiliate faculty,

undertaking joint programming and fundraising with the Friends of Women's Studies community support organization, and serving as representatives on committees responsible for women's issues across the university. Our RPT criteria reflect this reality.

I. General Policies

I.1. Every new full or joint appointment in the Department (whether tenurable in Women's Studies, another department, or both) will receive two copies of the RPT document from the department Head. The new core faculty member will be required to sign one copy, an indication that s/he has read the document. The signed copy becomes part of her/his file with the Department.

I.2. In order to help untenured core faculty members move steadily toward reappointment, promotion, and tenure, the Head will meet with each new faculty member within the first three months of her/his initial appointment to discuss RPT criteria and procedures.

I.3. Tenure track and tenured core faculty will undergo an annual review through completing a form each year outlining their teaching, research and service work over the year and plans in these areas for the coming year. These will be submitted to the Head who will prepare a written response for each faculty member. Faculty members agreeing with the response can return it with their signature. Faculty members who have questions about or problems with the response can meet with the Head and submit a signed amendment or rebuttal to the Head's response based on this meeting.

I.4. Typically, an untenured core faculty member is to be considered for promotion and tenure during the sixth year of her/his appointment. Circumstances that enable time extensions for going up for promotion and tenure are outlined in the AAUP contract. Core faculty members may also seek promotion and tenure at an earlier date by nominating themselves or being nominated by any other Women's Studies core faculty or the Head or a representative of another department in which the candidate holds a joint appointment.

I.5. There is no minimal time in rank of Associate Professor, thus, a tenured core faculty member may apply for promotion any year.

I.6. A candidate applying for promotion and/or tenure may do so primarily on the basis of prior performance before coming to the University of Cincinnati or into the Department of Women's Studies. In the case of promotion from Associate to Full Professor, the candidate's request will be evaluated based on her/his performance following the last promotion.

II. RPT COMMITTEE COMPOSITION AND DUTIES

II.1. An RPT committee will be formed by core tenured faculty members in Women's Studies who will select and vote on its members. The committee will consist of five

tenured faculty with a rank higher than that of the candidate. If there is an insufficient number of core tenured faculty at the appropriate rank in Women's Studies to constitute the committee, additional members can be selected and voted upon from the tenured affiliate voting faculty at the appropriate rank in the McMicken College of A&S. In cases of joint appointments who are up for RPT in the Department and one or more other departments, core tenured faculty members from those units will select and vote on a joint committee. In cases of joint appointments up for RPT in another department only, that department should strive to include at least one member on its committee to represent the Women's Studies Department, make the RPT committee recommendation available to the Women's Studies Department, provide a copy of the Head's recommendation to the Women's Studies Head, and enable the Women's Studies Head to submit a separate recommendation letter directly to the appropriate Dean.

II.2. Only affiliates who are tenured in the McMicken College of A&S and have designated themselves as Women's Studies voting faculty for the academic year in which the review is undertaken are eligible to serve on the RPT committee as voting members.

II.3. An attempt will be made to have at least one faculty member on the RPT committee who has a background in the candidate's subfield or specialty.

II.4. The RPT Committee will be chaired by a core faculty member elected by the committee members.

II.5. It is the responsibility of the chair of the RPT committee to secure evaluations from four external reviewers who are competent in the candidate's area(s) of expertise in the cases of tenure and/or promotion. The chair will solicit external reviews of scholarship based on a list of 10 possible reviewers, half provided by the RPT committee and half provided by the candidate. External reviewers are not necessary for reappointment.

II.6. A photocopy of each of the review letters will be given to the candidate, and the original will become part of the candidate's dossier.

II.7. In promotion and/or tenure cases, the committee will hold one open meeting for other members of the core (excluding the Head) and affiliate voting faculty to attend if they wish to discuss the candidate's credentials. However, the unit level decision rests with the committee and will be determined in a subsequent closed meeting.

II.8. The committee's decision on reappointment, promotion, or promotion and tenure requires a voting quorum of two-thirds and will be based on a simple majority of those voting.

II.9. The committee's recommendation letter, written by the chair, will be included in the candidate's dossier and forwarded to the Department Head. A copy of the recommendation will also be given to the candidate and will be available in the Department office for review by all core faculty.

II.10. In the case of reappointment, the committee's letter will speak to the candidate's progress towards tenure and promotion, including area(s) of strength and area(s) in need of improvement.

II.11. Discussion of the candidate's application for reappointment, promotion, and/or tenure should remain confidential by all who are part of the deliberation.

III. PROCEDURE

Schedule of Notifications and Submissions

Reappt. P&T

6/1	3/1	III.1. The Department Head will notify the candidate of the beginning of the application process and also proceed with the appointment of members to the RPT committee.
N/A	4/1	III.2. The RPT committee and the candidate submit names, contact information, and qualifications of 10 potential external reviewers to the RPT committee chair.
N/A	6/1	III.3. The RPT committee has selected four reviewers from the list provided by the PRT committee and the candidate, and the chair solicits the cooperation of these reviewers.
10/1	6/10	III.4. The RPT committee notifies the candidate, in writing, of the deadlines for submitting her/his dossier to the committee chair, including the deadline by which the committee chair needs to send out the candidate's scholarship dossier for external review.
3/12	10/1	III.5. The candidate submits her/his full dossier to the RPT committee.
12/15	12/15	III.6. Dossiers are due in the Dean's office.

Clarification Meeting

III.6. If, after the first reading of the candidate's dossier, the RPT committee finds any of the material unclear, or if there are any errors or omissions, the RPT committee may invite the candidate to provide further clarification and/or additional information. No discussion of the status of the application will occur at this meeting.

Final Submission

III.7. The RPT committee will submit its recommendation letter, written by the chair, to the Director. It will also give a copy to the candidate and make a copy available in the Department office for review by all core faculty.

III.8. The Department Head will write her/his own letter of recommendation independent of that of the RPT committee. (In the case of RPT decisions pertaining to the Head, no additional letter of recommendation from the unit level is required beyond the RPT committee's letter of recommendation.) A copy of the Head's letter will be given to the candidate and will be made available in the Department for review by all core faculty.

III.9. A candidate has the right to request reconsideration at the first level at which a negative recommendation occurs and can respond to any new material that is added to the dossier. These requests and responses will be included in the candidate's dossier. A candidate requesting reconsideration and submitting responses must do so within 14 days of the receipt of the recommendation or the material to which s/he wishes to respond.

IV. CRITERIA

IV.1. A candidate for reappointment, tenure and promotion, or promotion will be evaluated according to the following criteria: research and publications, teaching, and service.

IV.2. Candidates who hold full appointments in Women's Studies and during the periods for which they are being evaluated for reappointment, tenure and promotion, or promotion will be evaluated according to the following percentages: research and publications (40%), teaching (35%), service (25%).

IV.3. Candidates who hold joint appointments with Women's Studies and one or more other departments will be evaluated according to the terms of their special contracts. Evaluation percentages will vary in special contracts depending on the nature of the joint appointment and the percentage of workload assigned to Women's Studies (for example, 1/4, 1/3, 1/2, 2/3, or 3/4). It is the policy of Women's Studies that the overall expectations for a joint appointment will not exceed those of a full appointment and will, in fact, be tempered somewhat by a mutual understanding among the affected units and the joint appointed faculty member of the cross-demands on a joint appointment.

IV.4. The candidate (not the Department or the RPT committee) is responsible for the completeness and orderliness of her/his dossier as required by the Department (and department(s) in the case of joint appointments), the College, and the Provost.

IV.5. The dossier should contain the following:

- An up-to-date *curriculum vitae*
- A statement of self-evaluation addressing the evaluation criteria
- Copies of annual performance evaluations outlining accomplishments

- Copies of all published works and work accepted for publication. Letters/contracts documenting acceptance of all work accepted for publication, but not yet published, must be included.
- Copies of papers read at professional meetings and any other unpublished scholarly work
- Copies of grants, professional awards, and/or honors received
- A teaching portfolio that must include a teaching statement, course syllabi, MA and other thesis or dissertation committees served on, BA capstone/independent studies/internships supervised, and course evaluations. Untenured faculty members must submit student evaluations for at least two courses per year and tenured faculty members must submit student evaluations for at least one course per year. These student evaluations should be of Women's Studies courses whenever possible. Other evidence of teaching effectiveness should include peer reviews of teaching, advising and mentoring activities, and course and curriculum development work. It can also include pedagogical workshops given or participated in or pedagogical articles written, faculty development projects engaged in, pedagogical programming organized, and any other material that supports teaching effectiveness.
- Lists of administrative titles and duties, such as university, college, and Women's Studies and other departmental committees served on; professional association memberships and offices; editorial positions and editorial board memberships; off-campus organizational roles, offices, membership, and consulting
- Any other material that the candidate considers to be appropriate

Research and Publications

Reappointment as Assistant Professor

IV.6. A candidate for reappointment as Assistant Professor is expected to be a creative and productive scholar in the field of Women's Studies and/or gender scholarship in another discipline. The candidate is required to demonstrate scholarly progress by some combination of a book manuscript in progress, presentations at professional conferences, and/or published articles or articles accepted for publication in scholarly journals and/or in edited volumes or publication of a book.

Promotion to Associate Professor with Tenure

IV.7. A candidate for promotion to Associate Professor with Tenure is expected to be a creative and productive scholar in the field of Women's Studies and/or gender scholarship in another discipline beyond the requirements for reappointment on the Assistant Professor level. This requires:

- Publication or acceptance for publication (as evidenced by a contract) of a monograph by a respected university or commercial press or the equivalent of such a monograph and at least one additional peer-reviewed article in a scholarly journal or edited volume plus evidence of other scholarly activity, such as

regularly presenting at professional meetings, from the date of her/his initial appointment as an assistant professor to the date of the evaluation for promotion and tenure. A research statement is also required to address how this work particularly contributes to the advancement of feminist knowledge(s) in the candidate's field(s).

The following equivalents of a monograph are based on a recognition of the fact that Women's Studies is an interdisciplinary field and that Department core faculty come from many disciplinary specialties which count scholarship differently. As the National Women's Studies Association has put forward in its policy document on scholarship prepared to assist Women's Studies departments and other departments that house joint appointed Women's Studies faculty in RPT deliberations (see attached), no single standard is adequate for judging the range of scholarly work represented in Women's Studies, and the nurturing of interdisciplinary work requires new, more meaningful, and more flexible standards for how to judge quality scholarship. Two areas in which Women's Studies scholarship particularly departs from some conventional single disciplinary standards are 1) the value it places on publishing in wide variety of peer-reviewed scholarly journals and edited volumes to support interdisciplinarity and a broad integration of constantly evolving feminist knowledges into disciplines and interdisciplines rather than constructing a hierarchy of narrowly-defined publication sources; and 2) the value it places on collective knowledge production in recognition of the fact that feminist knowledge evolution is dependent upon substantial encounters with different perspectives and approaches. As a result, it does not single out any one peer-reviewed publication source as pre-eminent, and it sees co-authorship and (co) editorship, particularly when undertaken across disciplinary, race, ethnic, national, linguistic, and/or sexual borders, as worthy of more weight than they are sometimes given in conventional humanities and some social science disciplines. The value placed on co-authorship is, however, consistent with what is more typical in the sciences where single-authorship is rare given the need for collective research. Given that Women's Studies core faculty now come from across the humanities, social sciences, and sciences, the following equivalencies of a monograph reflect this. The research statement must address how the candidate's scholarship meets these criteria in ways consistent with Women's Studies and, where appropriate, her/his other discipline's practices.

As a guide, generally the equivalents of a monograph are as follows:

- Publication or acceptance for publication of one peer-reviewed article per year in some combination of scholarly journals and edited volumes
- Publication or acceptance for publication of a peer-reviewed co-authored book and two peer-reviewed articles in scholarly journals and/or edited volumes
- Publication or acceptance for publication of a peer-reviewed edited or co-edited volume and three peer-reviewed articles in scholarly journals and/or edited volumes

Depending upon the candidate's description and rationale in her/his research statement of how her/his scholarship is in line with Women's Studies and, where appropriate, her/his

other discipline's practices, co-authored peer review articles will be weighted as either equivalent to or at least half the worth of single-authored peer reviewed articles, and a major research grant in which the candidate is a principal investigator from national or international agencies will count up to one-half of a monograph.

IV.8. A non-tenured faculty member is typically considered for promotion and tenure during the sixth year of her/his appointment. Exceptions to this are in the AAUP contract. A faculty member may also nominate her/himself for promotion at an earlier date or be nominated by any other Women's Studies core faculty members, the Head, or another department head (in the case of a joint appointment).

Promotion from Associate Professor to Full Professor

IV.9. A candidate for promotion from Associate to Full Professor should demonstrate continued contribution to scholarship beyond that submitted for promotion and tenure and in ways that garner a national and/or international reputation. This requires:

- The publication of an additional peer-reviewed monograph or its equivalent as described in IV. 7. and continued regular presentations at professional meetings
- Plus other scholarly activities that garner professional recognition at the national and/or international level as evidenced by at least four of the following: the national and/or international reputations of external reviewers; invitations to serve on editorial boards of scholarly journals and/or book series; invitations to review books and serve as an external reviewer of programs, grants, tenure files, and/or dissertations; invitations to give lectures at colleges, universities, and/or conferences elsewhere in country and or/world; nominations to serve in the leadership of national and/or international professional associations; recognition by peers in the form of citations, reprints, research awards, and/or reviews of articles or books; and/or nominations for or the receipt of awards and/or grants from national and/or international organizations.

Teaching

Reappointment as Assistant Professor

IV.10. A candidate for reappointment as Assistant Professor is expected to demonstrate highly effective teaching and advising in Women's Studies. Given the emphasis on course preparation, classroom performance, and course advising at this stage, this will be evaluated as follows:

- 40% of the evaluation will rest on the quality of course syllabi and other course materials in terms of clarity, coverage, innovation, and rigor; the range of courses offered in terms of contributing to required and elective offerings and evidence of new course development and continuously revised syllabi; and the intellectual cohesion of the teaching statement which should reflect the candidate's overall approach to Women's Studies education.

- 40% of the evaluation will rest on a combination of student evaluations, peer evaluation, other solicited or unsolicited letters from students and/or faculty, and advising activities for courses and graduate committees. The candidate should arrange for at least one peer observation of one of her/his class meetings per year. S/he can elect to solicit private feedback on successive peer evaluations, but at least one of the observations should be written up as a peer assessment letter to be included in the candidate's file for reappointment.
- 20% of the evaluation will rest on other forms of demonstrated ability in teaching, such as pedagogical training or publishing, curriculum committee service, organizing or offering colloquia and workshops, and/or contributions to new curriculum development.

Promotion to Associate Professor with Tenure

IV.11. A candidate for promotion to Associate Professor with tenure is expected to continue to demonstrate highly effective teaching and advising of Women's Studies students as well as further contributions to the curriculum development of Women's Studies. Given the equal emphasis on these three central aspects of teaching at this stage, this will be evaluated as follows:

- 33% of the evaluation will rest on the quality of course syllabi and other course materials in terms of clarity, coverage, and rigor; evidence of innovative teaching materials that reflect advances in feminist pedagogy, media-assisted instruction, service learning, or other pedagogical innovations; evidence of variety both in course content and types of courses taught; service on graduate committees; supervision of independent studies, internships, undergraduate capstone papers, and other student research; and the intellectual quality of the teaching statement which should reflect the relationship between the candidate's Women's Studies scholarship and teaching.
- 33% of the evaluation will rest on a combination of student evaluations, peer evaluation, other solicited or unsolicited letters from students or faculty, and advising and mentoring activities. The candidate should have continued to arrange for at least one peer evaluation of one of her/his classes per year. Private feedback from observers can continue to be solicited from these, but at least one more written evaluation should be included in the candidate's file to supplement the one submitted for reappointment. There should also be evidence of increased advising and mentoring activities beyond those submitted for reappointment, such as supervising teaching assistants, writing letters of recommendation for students, recruiting students, organizing or offering colloquia, workshops, symposia, or lecture series, and advising students on courses of study.
- 33% of the evaluation will rest on contributions to Women's Studies curriculum development and pedagogy. This can include development of new courses and courses that serve multiple units and requirements (e.g., general education, honors, joint degree programs, other majors and graduate programs, etc.); affiliation with other disciplinary and interdisciplinary programs to enhance course enrollments and build curricular ties; development of Women's Studies programs and activities with clear pedagogical impact such as development of

areas of concentration within the undergraduate and graduate curricula; developing new major, minor, certificate, joint degree, or study abroad programs or internship opportunities for or which involve Women's Studies; contributions to the literature on feminist pedagogy via publications, manuals, or workshops; contributions to Women's Studies and/or College or University curricular development through curriculum committee or pedagogically-related committee work; and nominations for teaching awards given by the Department, another unit, the College, the University, and/or professional associations in the candidate's field(s) of concentration.

Promotion from Associate to Full Professor

IV.12. A candidate for promotion to Associate to Full Professor should continue to demonstrate continued highly effective teaching and advising of Women's Studies students while also providing evidence of leading roles in curriculum planning and development, student recruiting and mentoring, teaching faculty mentoring, and pedagogical programming. Given the importance of taking on leadership in support of the teaching mission of the program at this level, teaching for this promotion will be evaluated as follows:

- 25% of the evaluation will rest on the continued quality and variety of syllabi, course content, courses, and course materials; the chairing of as well as service on graduate committees; supervision of independent studies, internships, undergraduate capstone papers, and other student research, especially as part of research opportunities the candidate made possible; and the intellectual power of the teaching statement in terms of reflecting on how the candidate's teaching contributes to present and future Women's Studies curricular and pedagogical directions.
- 25% of the evaluation will rest on student evaluations, peer evaluation, and advising students. The candidate should arrange for at least one peer observation of one of her/his classes and have at least one peer assessment letter in her/his dossier. Advising activities consistent with promotion to Full Professor include such things as degree advising, overseeing teaching practica for graduate students, supervising teaching assistants and graduate assistants, and/or serving as a director of graduate and/or undergraduate programs and/or as head through which major responsibility is taken for such activities.
- 50% of the evaluation will rest on significant mentoring and curriculum development leadership activities. Acting as graduate director, undergraduate director, or head or its equivalent constitutes this kind of pedagogical mentoring and curricular leadership, which includes recruiting and mentoring junior teaching faculty, recruiting and mentoring students, organizing and/or offering colloquia, workshops, or lectures on or for feminist pedagogy, seeking faculty development grants in support of new pedagogical initiatives, and envisioning, planning, and implementing curricular change and development. Additional evidence of such leadership can also include chairing Women's Studies, College or University curriculum committees; leading curriculum development initiatives to increase and enhance the Department's offerings on its own or in combination with other

academic programs; contributing to the literature on feminist pedagogy; and teaching awards given by the Center, another unit, the College, the University or a professional association in the candidate's area of expertise.

Service

IV.13. A candidate for reappointment, promotion, and/or tenure at all levels is expected to have a strong service record. In this document, service is defined as participation in activities that contribute to the welfare and development of the center, the college, the university, Friends of Women's Studies, the local community, national and international organizations, Women's Studies as a profession, and Women's Studies and gender inquiry within interdisciplinary and disciplinary professional associations.

IV.14. Minimum evidence of strong service for full and joint appointments without administrative titles in Women's Studies consists of regular attendance at Women's Studies Center and faculty meetings and events, chairing or active participation in at least one Women's Studies committee per year, and at least three of the following per year:

- Service to the Center via participation in additional Women's Studies committees and Department duties, such as pursuing grants and other funding relevant to Department activities, graduate and undergraduate curriculum, faculty development, and community outreach; program planning; recruiting affiliate faculty and students; developing internships; contributing to Department publications; and/or similar activities
- Service to the college and/or university via participation in college and university committees and/or similar contributions
- Service to students via activities such as advising student organizations, mentoring, or developing student-based programs with demonstrated positive impact on the Center
- Service to the local community via participation with the Friends of Women's Studies, serving on advisory boards, making presentations to local community groups, holding public office, publishing articles in newspapers and popular magazines, and/or other similar activities
- Service to national and international organizations devoted to women's issues via serving on advisory boards, participating in conferences of organizations with which the Center is institutionally affiliated, organizing conferences, and/or similar activities
- Service to the profession via such activities as holding elected office in professional associations, serving on advisory boards, editing professional newsletters, serving on editorial boards of professional journals, reading or reviewing manuscripts, and/or other similar activities

IV.15. Minimum evidence of strong service for full and joint appointments with administrative titles in Women's Studies consists of successfully carrying out the prescribed duties of the administrative position each year as long as it is held as agreed upon in letters of appointment and according to the Women's Studies bylaws.

V. OTHER POLICIES

Joint Appointments

V.1. For joint appointments where a faculty member has a percentage of her/his appointment divided between two or more departmental level units, specific criteria for reappointment, promotion, and/or tenure will be negotiated upon initial appointment among the appointee, the affected units, and the Dean of the McMicken College of Arts & Sciences on a case-by-case basis.

Administrative Appointments

V.2. The administrative titles of Head, Graduate Director, and Undergraduate Director (the latter two formerly known as Associate Directors) can be filled by either full or joint appointments in Women's Studies (or by special administrative appointment). The Head position is held for a five-year, renewable term and the Graduate and Undergraduate Director positions are held for three-year, renewable terms. The selection and review process for and general duties associated with these administrative roles are outlined in the Women's Studies bylaws and the AAUP Contract and any additional/altered parameters appear in the initial letters of administrative appointment and any subsequent letters of administrative reappointment.

Teaching Appointments

V.3. These RPT guidelines pertain to research faculty members. Alternate criteria for reappointment, promotion, and/or tenure of largely teaching appointments to the core faculty will be negotiated upon initial appointment.

Faculty Load

V.4. Like all other academic departments at UC under collective bargaining, the Department Head sets teaching loads for its faculty. This load will vary, depending upon the nature of the appointment and the needs of the Department and the faculty member.

RPT Review and Revisions

V.5. As required by the AAUP contract, the Department reviews and revises, as necessary, its RPT guidelines every five years. Department core faculty are responsible for conducting reviews, drafting any necessary revisions, and approving those revisions by a simple majority. Department-approved revisions will be forwarded to the Women's Studies Governance Committee for review and suggestions. Final revisions made and approved by Department core faculty after Governance Committee review will be circulated to all core and affiliate faculty and forwarded to the Dean of the McMicken College of Arts & Sciences.