

WRITING, RHETORIC AND TECHNICAL COMMUNICATION

Tenure and Promotion Guidelines Including Process and Standards

Process of Evaluation

The candidate for promotion and tenure submits required materials to the director by October 1. The PAC and the director review the candidate's materials separately, and each sends a letter of recommendation to the dean with a copy to the candidate by November 16. At that point the PAC and the director receive copies of each other's letters. The dean then writes his own letter of recommendation. All three letters go to the vice president for academic affairs by December 15. The candidate receives copies of all three recommendations at that time. The vice president makes a recommendation to the president by February 1 and notifies the candidate of his recommendation. The president takes the recommendation to the Board of Visitors. The BOV gives final approval.

Standards for evaluating the areas of Teaching, Scholarship and Professional Development and Service are established by Writing, Rhetoric and Technical Communication "Faculty Evaluation Guidelines."

For tenure and promotion to associate professor, a candidate must receive an excellent rating in teaching, scholarship, or service and a minimum of satisfactory in the other two categories.

For promotion to full professor, a candidate must receive an excellent rating in both teaching and scholarship and a minimum of satisfactory in service.

Role of the Director

The director makes a separate evaluation and recommendation from the PAC in matters of promotion and tenure. Only tenured faculty members may vote on applications for tenure and promotion to associate and full professor. In cases where there are not enough tenured faculty members to serve on the PAC, the director, in consultation with the PAC, appoints an ad-hoc PAC of tenured faculty. For decisions on promotion to full professor, the director, in consultation with the PAC, appoints an ad-hoc PAC of tenured faculty in the rank of full professor. These mechanisms are in place until such time as Writing, Rhetoric and Technical Communication has sufficient numbers of full professors to provide a fair process to junior faculty.

Role of the Personnel Advisory Committee (PAC)

The PAC is elected annually by all full-time members of the department, as stated in the Faculty Handbook. The PAC, working with the director, conducts yearly faculty evaluations and Third Year Evaluations. The PAC works independent of the director in reviewing applications and making recommendations for promotion and tenure.

All decisions of the PAC require only a majority vote.

All members of the PAC are expected to adhere to the strictest code of professional ethics regarding the confidentiality of all their deliberations.