

## **DEPARTMENT OF CENTRAL EURASIAN STUDIES PROMOTION AND TENURE PROCEDURES**

The Department of Central Eurasian Studies will follow the promotion and tenure guidelines and schedule provided by the College of Arts & Sciences, dated April 24 and 25, 2001.

### **Role of the chair:**

- The chair of the Department of Central Eurasian Studies will aid applicants for tenure and promotion in compliance with COAS guidelines.
- The chair will identify candidates for tenure and promotion.
- The chair will encourage regular use of course/instructor evaluation forms for department classes to obtain student evaluation data.
- The chair will encourage non-tenured faculty participation in conferences and research by making reasonable allowances and provisions for leave time and travel funds as permitted by available departmental resources.
- The chair will meet annually with non-tenured faculty to review their progress towards tenure.
- The chair will constitute a committee of three appropriate faculty members to write a report on a candidate's case for tenure or promotion. That report will constitute the main element in the department's discussion of tenure and promotion cases. Voting faculty can accept (with or without modifications) or reject the report.

### **Role of the tenured faculty members of the Department regarding non-tenured faculty:**

- Tenured faculty members of the Department will be encouraged to offer appropriate guidance to non-tenured faculty as they approach the tenure process.
- Tenured Department faculty members in residence on the IUB campus will gather in the fall during a candidate's tenure year to discuss the candidate's case for tenure.
- Full and Associate professors with 50% or higher FTE in the Department will vote.

### **Role of the full professors of the Department regarding consideration for promotion for full professorship:**

- Tenured Department faculty members in residence on the IUB campus will gather in the fall of the year to discuss a colleague's case when a colleague goes up for promotion.
- Full professors with 50% or higher FTE in the Department will vote. The ballot will be anonymous.
- In the case of self-nominations to the COAS Promotions Committee, faculty will be provided a copy of the COAS and Department guidelines and directed to Document E-XIII of the *Academic Guide*.

### **Departmental decisions in tenure and promotion cases:**

#### **General:**

Eligible faculty members will vote on a candidate's suitability for tenure or promotion on the basis of his or her performance in three areas of evaluation: research, teaching and service, rating candidates in each area as either excellent, satisfactory or unsatisfactory. A successful candidate must be judged excellent in at least one of these categories. Excellence in any of these categories must be determined on the basis of evidence showing that the candidate's merit has been clearly recognized by outside scholars or institutions. The ballots will be anonymous.

The Department will apply the following criteria and measures in considering promotion or tenure requests:

### Research

- The candidate should present substantial evidence of scholarship published in reputable journals and by professional presses, including a monograph-length work published or accepted for publication.
- Inasmuch as languages in this Department are relatively little known and there are few, if any, other universities which cover them, critical editions and translation of classical works written in Department languages are also regarded as research if relevant scholarly apparatus is involved.
- The Department plays a national role in Uralic and Inner Asian studies and expects its senior members to command a corresponding national reputation, substantiated by written evaluations from colleagues at other universities. Published reviews of printed monographs will also be considered as evidence of the quality of research.

### Teaching

- The candidate must give evidence of having taught the normal load required of all faculty members at his or her rank. Allowances are made for officially-sanctioned leaves and course reductions.
- The Department offers only graduate degrees but it encourages faculty members to offer COAS Topics and UG courses. These courses are to be accepted as part of a candidate's normal teaching load.
- The candidate is expected to show that he or she has participated in MA thesis and PhD dissertation committees.
- Due consideration and weight should be accorded a candidate's work in developing new courses.
- Evaluations by both students and peers will be considered.

### Service

- The candidate is expected to have served on departmental committees.
- Due weight and consideration should be accorded service within IU above the departmental level, e.g., service on COAS committees, etc.
- Service to regional, national and international scholarly societies whose work is directly relevant to that of the department will also be taken into consideration, as will appropriate governmental or civic work in which a candidate's expertise in the areas studied within the department is used for the benefit of the larger community.