DEPARTMENT OF CENTRAL EURASIAN STUDIES
TENURE AND PROMOTION CRITERIA AND PROCEDURES

The Department of Central Eurasian Studies (CEUS) will follow the tenure and promotion guidelines and procedures provided by the College of Arts and Sciences.

Role of the Chair in the Tenure and Promotion Process

The chair of the Department of Central Eurasian Studies will identify candidates for tenure and promotion and aid them in following COAS guidelines. The chair will encourage regular use of university student evaluation forms for Department classes in order to obtain evaluation data on teaching and will see that all candidates for tenure and promotion receive annual peer review of their teaching. The chair will encourage non-tenured faculty participation in conferences and research by making reasonable provision for leave time and travel funds as permitted by Department resources. The chair will meet annually with non-tenured faculty to review their progress towards tenure and will conduct a more extensive review at the end of the third year of service.

Tenure and Promotion Procedures

When a candidate comes up for tenure and/or promotion, the chair will form a committee of three appropriate faculty members to write a report on the candidate’s case. This report will constitute the main basis for the Department’s discussion of tenure and promotion cases. Voting faculty can accept (with or without modifications) or reject the report. Voting faculty will have the following criteria: (1) 50% or more FTE in the Department, (2) faculty rank higher than that of the candidate, and (3) residence on campus and opportunity to review the dossier at the time of the tenure and/or promotion decision. The chair will conduct the tenure and/or promotion meeting, but will not participate in the ballot. As required by College procedures, the chair will submit a report on the vote and the discussion as well as a separate recommendation on the candidate’s case.

Role of the CEUS Tenured Faculty Members Regarding Tenure and Promotion

CEUS faculty members at the associate and full professor levels will be encouraged to offer appropriate guidance to junior faculty. In particular, assistant professors will be assigned a senior faculty mentor during the probationary period. Senior faculty members in residence will gather in the early fall of the academic year when a decision is required in a candidate’s case for tenure and/or promotion. After reviewing the dossier and discussing the case, they will vote by secret ballot.

Department Criteria and Procedures in Tenure and Promotion Cases
General

Eligible faculty members will vote on a candidate’s suitability for tenure and/or promotion on the basis of his or her performance in three areas of evaluation—research, teaching, and service, rating the candidate in each area as either excellent, very good, satisfactory (effective in the case of teaching), or unsatisfactory (ineffective in the case of teaching). In order to receive an overall recommendation for tenure and/or promotion, a candidate must be judged excellent in the primary category on which s/he is basing the case for tenure and/or promotion. Along with other factors, excellence in any of these categories is determined on the basis of evidence showing the candidate’s merit has clearly been recognized by outside scholars or institutions. In the three areas of evaluation the Department will apply the criteria listed below.

Research

The candidate for tenure and/or promotion should present substantial evidence of scholarship in leading journals and professional presses, typically including a monograph-length work published or accepted for publication, indicating that the candidate has achieved, or is clearly developing, a position of leadership in a substantial field. In certain fields, such as linguistics or second-language acquisition, book-length works do not form the main outlet for original research. Whether a CEUS candidate’s discipline (as represented by adjunct status in that disciplinary department) is or is not one in which book-length monographs are the customary standard of tenurable research will be agreed upon in writing by the Department chair and the candidate no later than the third-year review (or in a memorandum of understanding in case of faculty hired with tenure). CEUS faculty in disciplines in which book-length works are not the usual standard may substitute a collection of articles in refereed journals and/or book chapters and conference proceedings documenting presentations at genuinely refereed conferences, whose scholarly weight should be comparable to a monograph in other fields. In all cases the tenure dossier should also document the standing of the journals, conferences and/or presses in which the research is published. In some fields a substantial number of the candidate’s publications may be jointly authored.

As an area studies program, the Department includes a wide range of disciplines, some (such as history) represented by several faculty members, others (such as music or second-language acquisition) only by one. If a candidate is the only representative in CEUS of his or her discipline (as demonstrated by adjunct status in a given disciplinary department), s/he may request formal input from that other department. If that department agrees to such input, it will be solicited by the CEUS chair from his or her counterpart in the other department. At a minimum the input will consist of consultation on the names suggested for external referees, and it may also include a formal letter of evaluation by the chair of the other department or service by a member of the other department on the CEUS tenure committee. Such a request for formal input must be made in writing by the candidate to the CEUS chair prior to the third-year review, and, if agreed to by the department in which the candidate is an adjunct, the exact nature of this input must be spelled out in the third-year review document (or in a memorandum of understanding in case of faculty hired with tenure).
Since the languages taught and used in the Department are relatively little known, and there are few other universities which offer them, critical editions and literary translations of works written in CEUS languages are also regarded as research, if relevant scholarly apparatus is included. The Department plays a national role in Inner Asian and Uralic studies and expects its senior members to maintain a corresponding national reputation, which can be documented by written evaluations from colleagues at other universities. Published reviews of CEUS faculty scholarship will also be considered as evidence of the quality of research.

**Teaching**

The candidate is expected to have taught the normal load required of all faculty members at his or her rank, but allowance is made for officially sanctioned leaves and course reductions in conjunction with administrative positions. Traditionally, the Department has only offered graduate degrees, but the undergraduate curriculum is becoming increasingly important in the CEUS profile. Undergraduate courses should thus be seen as part of a candidate’s normal teaching load. The candidate is expected to participate, either as the chair or a member, on MA thesis and Ph.D dissertation committees. Due consideration will be accorded a candidate’s work in developing new courses and in teaching large-enrollment classes. Teaching observation by colleagues in the Department should take place on a regular basis, and a written report should be submitted for each visitation. Evaluations solicited from students will also be taken into account. Such evaluations will normally be solicited only from students who have graduated from the program or who are no longer under active evaluation by the candidate.

**Service**

The candidate is expected to have served on CEUS committees on a regular basis, and due consideration will be accord service at IU above the Departmental level, e.g., membership on College or university committees. Service for 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 in CEUS is used for the benefit of the larger community beyond the university itself. Manuscript and book reviews for scholarly presses and journals are encouraged.