

Information for 2023-24 Promotion Candidates and Chairs

TABLE OF CONTENTS

<u>Promotion Memo</u>	2
<u>Deadlines for Promotion to Full Professor</u>	4
<u>Curriculum Vitae Guidelines</u>	5
<u>Dossier Guidelines</u>	6
<u>COVID Impact Statement Guidelines</u>	7
<u>Letter to Outside Evaluators</u>	8
<u>Promotion Process Timeline</u>	11
<u>Current and Former T&P Committee Members</u>	13
<u>How T&P Works</u>	14

Subject: Review for **Promotion**, 2023-24 Date: April 4, 2023
To: Department/Program Chairs From: Kathleen McCartney, Chair
Committee on Tenure & Promotion

I am writing to you in your role as department/program chair, to remind you to confer with all those in your department/program who are eligible for promotion to full professor—about their plans for coming up for review. Please do so in the next week or two. The Committee on Tenure and Promotion asks you then to send us a list of all those you have identified as possible candidates for review in the coming academic year. (You may send those names care of Hayley Spizz, hspizz@smith.edu.)

Details of the process are summarized below and a schedule of deadlines is attached. The provost and dean of the faculty and faculty policies administrator are available to answer questions about the procedures for promotion. Questions about the timeliness of a particular candidate applying for promotion should be addressed to the associate provost or associate dean of the faculty and dean for academic development, who are not participants in the promotion review process.

Outside Evaluators

The committee observes that the most useful letters from outside evaluators come from people who are dispassionate observers. In almost all cases you should not recommend as evaluators persons with whom the candidate has close personal ties or with whom the candidate has had a close collegial or professional relationship—for example, **Ph.D. advisers, co-authors, co-PIs**, and others who might have a professional investment in the outcome of the case or might lack neutrality. As far as possible, candidates and departments should select evaluators who are established active scholars with a broad view of the field and where the candidate's expertise sits in it. Please note the committee requires departments and candidates to recommend outside evaluators at the rank of full professor. We ask that you not discuss your selection of evaluators with the candidate. You should not contact the potential evaluators in any way. The committee will contact them directly. Please see sections III.F.2.c-e of the *Policy* regarding procedures for soliciting outside evaluations.

Dossier

Candidates submit their dossier materials electronically through Interfolio. Interfolio accepts a range of file types and formats, however, candidates with materials that cannot be submitted digitally should consult with Hayley Spizz about process and reimbursements for associated costs.

Dossier materials should include evidence of teaching, scholarship, and service consistent with criteria defined in the *Policy*. The scope of the materials included in the dossier is at the discretion of each candidate. Candidates should review the list of questions in the letter sent to outside evaluators (available online at <https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>) and provide materials that will help the outside evaluators answer those questions. In reviewing candidates for promotion to full professor, the Committee on Tenure and Promotion will pay particular attention to work performed since tenure and promotion to associate professor.

April 4, 2023
Page Two

The committee will not accept new materials for a dossier after **November 1**. However, new information regarding materials already in the dossier, or honors received, etc., may be submitted up to **January 5**; the committee may request status reports regarding materials in the dossier after that date. Letters not solicited by the committee will not be accepted after **January 5**.

Affiliations

When a member of the faculty is affiliated with a department/program or departments/programs outside the home department/program, the affiliated department(s)/program(s) shall review the candidate for tenure and promotion if their procedures call for it. Please review the appropriate procedures (available online: <https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>) to determine whether and what type of review will be undertaken. Recommendations by affiliated departments/programs are due to the candidate, the home department/program, and the Committee on Tenure and Promotion by **November 1**. Please see the *Policy* section VIII.B for additional information.

Review Committee Chair

If the chair of a department/program is not eligible to participate in the review for promotion (i.e. is not a full professor) the responsibilities of the chair (other than the distribution of this memo) are to be assumed by the senior member of the department/program eligible to vote on the promotion; a copy of this memorandum should be given to the senior member by the chair.

Policy and Review Resources

Please review sections II, III.A, and III.F of the *Policy*. The *Policy* and review resources are available online at <https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>.

If you have any questions about the promotion review process, please contact Hayley Spizz, Faculty Policies Administrator or the provost.

KM/hs

cc: Associate Professors in rank for at least five years

Enclosures: Deadlines for Promotion to Full Professor

Deadline Information for 2023-24 Promotion to Full Professor Candidates and Chairs

All materials are to be submitted to the Committee on Tenure and Promotion through Interfolio, with the exception of outside evaluator lists, which should be submitted in care of Hayley Spizz, Faculty Policies Administrator (hspizz@smith.edu).

Date (no later than)	Candidate Deadlines	Chair Deadlines
June 1, 2023	<p>Outside Evaluator List Due Submit contact information and annotations of at least four outside evaluators, in priority order.</p> <ul style="list-style-type: none"> • <i>Contact information:</i> name, institution, title, and e-mail address • <i>Annotations:</i> the reason(s) for each choice, the area(s) of expertise of each potential evaluator, and whether, and under what circumstances you know each potential evaluator 	<p>Outside Evaluator List Due Submit contact information and annotations of at least four outside evaluators, in priority order.</p> <ul style="list-style-type: none"> • <i>Contact information:</i> name, institution, title, and e-mail address • <i>Annotations:</i> the reason(s) for each choice and the area(s) of expertise of each potential evaluator.
September 7, 2023 (the first day of classes of the fall semester)	<p>Dossier Materials Due Submit dossier materials including curriculum vitae, personal statement, Record of Teaching form, and any additional evidence of teaching, scholarship, and service consistent with criteria defined in the <i>Policy</i>.</p>	
December 8, 2023		<p>Departmental Recommendation, Procedures Record Form, and Individual Letters Due</p> <ul style="list-style-type: none"> • <i>Departmental recommendation:</i> Submit letter containing a full statement of the reasons and a summary of the evidence for the recommendation for or against promotion. Provide candidate with a copy of the letter. • <i>Procedures record form:</i> Complete and submit Interfolio form. • <i>Individual letters:</i> When a vote is not unanimous, all individual voting members submit a letter stating the reasons for his or her vote or abstention.
February 24, 2024	<p>Outcome Notification Receive notification of outcome. The <i>Policy</i> mandates notification by June 1, 2024.</p>	<p>Outcome Notification Receive notification of outcome. The <i>Policy</i> mandates notification by June 1, 2024.</p>

Review resources are available online at <https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>.

Tenure and Promotion Curriculum Vitae Guidelines

In order to be provided with complete and consistent information, the Committee on Tenure and Promotion recommends the following curriculum vitae guidelines for tenure and promotion candidates. Please follow this order and list the information in reverse chronological order in each category.

Category	Notes
Name	
Address and Telephone Number	Home and campus
Degrees	Include date, place, and dissertation topic/major
Awards and Honors	Include name and date
Employment History	Include dates
Grants Received	Include date and duration
Publications	<ul style="list-style-type: none"> • Provide introductory information about discipline-specific conventions for listing shared or multiple authorship. • Use the following sub-headings: <ul style="list-style-type: none"> ○ <i>Published</i>: books; articles; edited volumes; introductions to books; chapters in books; abstracts; book reviews; review articles or essay ○ <i>Forthcoming</i>: works in press (name of press, anticipated schedule; include relevant correspondence in dossier); list in order indicated in published sub-heading above • Indicate whether peer-reviewed. • Include full citation and list names in the order in which they appear. • For multi-authored publications: If the publication requires an author contribution statement, please replicate that; if not, use the following categories to describe your contribution: <ul style="list-style-type: none"> ○ D: Designed the inquiry or study, including methodological development ○ O: Obtained the information (e.g., collected data, investigated primary sources, etc.) ○ A: Analyzed and interpreted the information ○ W: Wrote/drafted the paper ○ R: Critical revision of the paper
Works in Progress	Include works submitted, but not yet accepted, and works not yet submitted; list in order indicated in published sub-heading above
Concerts, Performances, and Exhibitions	Indicate whether peer-reviewed, juried, curated, etc. (appropriate form that peer review takes for discipline).
Scholarly Lectures and Other Professional Presentations	Include date, title, place, and occasion.
Other Professional Activities	For example, editorial boards, review of manuscripts and grant proposals, dissertation committees, etc.
Professional Memberships	
College or Department Committee and other College Service	Including liberal arts advising, major/minor advising, departmental committees and responsibilities (dates served), college committees (dates served), Five College service, lectures for Alumnae Association, etc.

Tenure and Promotion Dossier Guidelines

Dossier materials should include evidence of teaching, scholarship, and service consistent with criteria defined in the *Policy of Appointment, Reappointment, Promotion, and Tenure*. The scope of the materials included in the dossier is at the discretion of each candidate. Candidates should review the list of questions in the letter sent to outside evaluators (available in this packet) and provide materials that will help the reviewers answer those questions.

In reviewing candidates for tenure and promotion to associate professor, the Committee on Tenure and Promotion will pay particular attention to work performed since the start of the tenure-track appointment at Smith, as a reliable indicator of future performance at Smith. In reviewing candidates for promotion to full professor, the Committee on Tenure and Promotion will pay particular attention to work performed since tenure and promotion to associate professor.

Candidates are asked to submit the following materials (* indicates required materials):

Category	Notes
*Table of contents	<ul style="list-style-type: none"> • Detailed list of submitted materials. • May include instructions to readers about materials.
*Curriculum vitae	CV Guidelines available in this packet
*Personal statement	Brief personal statement on current scholarship and teaching, plans for the future, and service (not to exceed 2500 words).
*Record of Teaching Form	Form available online at https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion
Scholarship	Evidence of scholarship or artistic work (e.g. published materials, unpublished materials, grant applications)
Teaching	Evidence of teaching (e.g. recent syllabi, recent assignments) <i>Note: Candidates should not include the college course feedback reports, as these will be provided by the provost's office</i>
Service	Evidence of service (e.g. departmental/program, college)
Other materials	COVID Impact Statement

COVID Impact Statement Guidelines

Reappointment, tenure, and promotion candidates are invited to submit a COVID Impact Statement as part of their dossier materials. The statement should address *only* setbacks to the research agenda and effects on teaching *directly* caused by the COVID pandemic's effects on access to research materials and facilities and/or on teaching (not to exceed 750 words).

Following are some examples of impacts to research and teaching that candidates may have experienced and may want to include in their statements.

- Research
 - Library closure affected access to materials
 - Campus closure impeded laboratory work
 - Travel prohibitions limited conference attendance, site-specific research, and other professional opportunities
 - The curtailing of IRB-approved human subjects research required postponement or revision of planned research
- Teaching
 - Switch to remote teaching required redesigning of courses for remote delivery
 - development and implementation of new pedagogical approaches
 - integration of new technologies
 - Support for students increased (advising and mentoring)

This list is not intended to be comprehensive, but the statement must focus on structural, institutional, and professional impacts. Other information, if included, cannot be taken into consideration by the Committee on Tenure and Promotion (for tenure and promotion reviews) and the president and/or provost (for reappointment reviews).

Letter to Outside Evaluators

September 7, 2023

Dear [Outside Evaluator]:

Thank you very much for agreeing to provide the Committee on Tenure and Promotion with an assessment of the work submitted by [candidate]. The committee will be considering [candidate] for [tenure and promotion to associate professor / promotion to full professor] at Smith College, which is a liberal arts institution (Carnegie Classification - Baccalaureate College of Arts & Sciences). The members of the committee would be grateful for your frank assessment of the candidate's scholarly and/or artistic achievement and promise. We have found that the evaluations that are most helpful to us are those that comment on the substance of the dossier in some detail and that place the contributions of the candidate in a larger context. The following questions provide guidelines in evaluating the candidate's scholarly and/or artistic work, as reflected in the enclosed materials or from your personal knowledge.

- Do you know this candidate, and, if so, for how long and in what capacity?
- How does the research rank in quality in comparison to that of others in [candidate's] field at similar stages in their careers?
- What are some of its specific strengths and weaknesses?
- How would you assess its originality, methodological soundness, reliability, and significance to the candidate's field?
- Are you familiar with the journals/publishers/artistic venues in which [candidate's] work appears or has been exhibited or performed? If so, how would you assess their quality?
- For tenure candidates, do you see in [candidate's] work evidence of scholarly and/or artistic growth and promise since receipt of the terminal degree, as appropriate to the candidate's field?
- For promotion to full professor candidates, do you see in [candidate's] work evidence of continuing scholarly growth in carrying out a significant post-tenure research project or projects?
- Would you please comment on how collaborative work is viewed in this field? If you have any knowledge of [candidate's] contribution to jointly authored works, please provide your assessment of the candidate's contributions in those works.

If this candidate's scholarship includes work produced through and/or published in emerging media, or exploring new scholarly methodologies in the field, the college invites external evaluators to consult any guidelines for evaluating such scholarship that may have been developed by the discipline's primary scholarly association or learned society. Please refer explicitly to such guidelines, if they are available, and discuss the candidate's work in emerging areas in light of them.

The committee is aware that there are significant short-term and long-term scholarly impacts for our candidates due to the COVID-19 pandemic. We ask that you please address in your letter the impacts of the pandemic on research and publication in your field(s).

The committee welcomes any additional comments you may wish to make on [candidate's] professional achievements. I would like to add that, in reaching its decision, the committee considers a number of factors in addition to scholarship, including achievement in teaching and service to the college, which we are not asking you to evaluate.

The department must make its formal recommendation on the question of [tenure and promotion to associate professor / promotion to full professor] for [candidate] by December 8, 2023. Therefore, we would appreciate **receiving your comments by October 15** so that the department can consider them in making its recommendation.

Our *Policy of Appointment, Reappointment, Promotion and Tenure at Smith College* requires that the candidate and the department be apprised of the names of the outside evaluators, and further stipulates that your letter will remain confidential with the members of the department eligible to vote on this candidate and with the Committee on Tenure and Promotion. The committee would find it helpful if you would send us a copy of your own curriculum vitae.

My colleagues on the committee and I appreciate your willingness to help us with our consideration of [candidate] for [tenure and promotion to associate professor / promotion to full professor].

Sincerely,

Kathleen McCartney
President
Chair, Committee on Tenure and Promotion

KM/hs

List of COVID actions taken by Smith College

As all institutions have responded differently to COVID, we are including the following information on Smith's response for your reference.

Institutional Health and Safety Matters

- Libraries were closed except for access to digital materials through fall semester (March 2020-March 2021)
- All teaching was remote and faculty redesigned courses for remote delivery (March 2020-May 2021)
- Access to laboratories and offices was limited (March 2020-August 2020/January 2021; faculty could teach from laboratories/offices by request beginning August 2020; faculty could access laboratories/offices by request beginning January 2021)
- College-funded travel for research was prohibited (March 2020-June/August 2021; domestic travel allowed beginning June 2021; international travel allowed by application beginning in August 2021)
- The Institutional Review Board (IRB) prohibited research involving in-person human contact beginning March 2020. Restrictions were loosened for research conducted on campus with Smith community participants beginning September 2021. Off-campus research involving in-person human contact continues to be discouraged until further notice.

Committee on Tenure and Promotion Adjustments

- One-year extension of the probationary period for all tenure-track faculty whose appointments began July 1, 2021 or earlier
- Spring 2020 course feedback excluded from reviews unless candidate requests to include them

Understanding Impacts

- Candidates invited to submit a statement about the impact of COVID on research and teaching
- Departments asked to comment on the impact of COVID on the candidate's research and teaching as part of their recommendation letter
- Outside evaluators asked to address the impacts of the pandemic on research and publication in their field(s)
- Chairs asked to include acknowledgment of COVID impact explicitly in annual meetings and their documentation throughout the probationary period so that there is a record and everyone understands the nature of impacts as they unfold

2023-24 Promotion Process Timeline

March 21, 2023	Promotion Workshop for Associate Professors
April 4, 2023	President sends memo to chairs of all associate professors in rank for at least 5 years (copies to associate professors).
May 2023	Information meetings for promotion candidates and chairs.
June 1, 2023	Promotion candidates and departments each submit a list of at least four potential outside evaluators.
June 2023	Outside evaluator lists are reviewed and approved by provost.
June/July/August 2023	Requests for participation are sent to potential outside evaluators. Follow-up and additional requests are made. Four evaluators are secured for each candidate (2 from candidate list and 2 from department list).
June 15, 2023	Requests for non-participation by voting members are due to provost.
July 1, 2023	Approved requests for non-participation shared with requester, chair, and candidate.
September 7, 2023 (first day of classes)	Candidates submit dossier materials.
Early September 2023	Dossiers, course feedback reports, and institutional considerations, are shared with the voting members of the department and Committee on Tenure and Promotion.
Early September 2023	Dossiers, accompanied by a letter from the president outlining evaluation criteria, are shared with outside evaluators.
September 2023	Memo sent to candidates providing names of outside evaluators (copies to chairs).
September 2023	Committee's monthly meetings begin.
September 2023	Alternates to Committee on Tenure and Promotion elected by faculty
October/November 2023	Two Committee members are assigned as readers for each candidate. Committee members begin reading of dossiers.
October 15, 2023	Outside evaluator letters are due. Letters shared with chairs and the Committee upon receipt.
November 1, 2023	No new materials may be added to the dossier.
November 1, 2023	Affiliated program recommendation letters due.
December 8, 2023	Departmental recommendation letters, individual letters, and procedures record due. Candidate receives a copy of the

	departmental recommendation letter. Letters shared with Committee upon receipt.
Mid-December 2023	Committee meets for first review of all cases.
December 22, 2023	Date by which departments receive notification if they are required to meet with the Committee in January. (Individuals also may request a meeting with Committee for January.)
January 5, 2024	Last day to submit new information regarding materials already in dossier.
January 5, 2024	Last day Committee will receive unsolicited letters.
January 2024	Committee meets for discussions, meetings with departments and candidates, and deliberations. (Meetings can continue into February.)
Late January/Early February	Candidates and chairs receive written notice of the Committee's recommendation.
February 24, 2024	Board of Trustees meets to review and approve recommendations of the Committee.
February 24, 2024	Candidates and chairs receive outcome letters electronically.
June 1, 2024	Date by which candidates and departments are required to receive notification.

Current and Former Members of the Committee on Tenure and Promotion

2022-23 Committee Members		
Kathleen McCartney, President		
Michael Thurston, Provost/Dean of the Faculty		
Bhushan, Nalini	PHI	through 2023
Lowenthal, James	AST	through 2023
Queeney, Kate	CHM	through 2025
White-Ziegler, Christine	BIO	through 2023
Whittier, Nancy	SOC	through 2023
Armstrong, Elisabeth	SWG	Alternate
Duncan, Lauren	PSY	Alternate

Carrie Baker is returning in 2023-24 and serving through 2025

Former Committee Members (from the active faculty)	Dept	Most recent year served (including as an alternate)
Fortune, Nat	PHY	2019-20
Fulton, Dawn	FRN	2019-20
Gold, Howard	GOV	2020-21
Guswa, Andrew	EGR	2021-22
Hairston, Andrea	THE	2006-07
Keller, Alexandra	FMS	2021-22
Leibsohn, Dana	ART	2017-18
Levin, Susan	PHI	2020-21
Mikic, Borjana	EGR	2016-17
Patey, Douglas	ENG	2012-13
Peckol, Paulette	BIO	2017-18
Spelman, Elizabeth	PHI	2019-20

Updated 3/16/2023

How T&P Works

Information about the Committee on Tenure and Promotion's Procedures & Practices

- Committee Charge: The charge as stated in VI.C.8.b of the *Faculty Code* is: “This Committee shall consider all tenure and promotion decisions, whether proposed by the President, by this Committee, by the department, or by the candidate.”
- Role of Chair: The president serves as chair and presides over the committee.
- Confidentiality: All materials and discussions are kept confidential.
- Professionalism: The tenor of committee discussions is serious and professional. Members are expected to listen carefully to others and not interrupt. All views—convergent and divergent—are to be voiced. During deliberations the committee is not to consider personal information, including a candidate’s personality, family life, health status, or family members’ health status.
- Timeline: The committee holds monthly business meetings in the fall, first discussions about the candidates in December, second discussions and meetings with departments, and possibly candidates, in January, and then monthly business meetings in the spring.
- Criteria: In evaluating candidates the committee applies the criteria in section II (tenure and promotion to full professor), section VI.C.2 (senior lecturers), and section VI.E.2 (senior laboratory instructors) of the *Policy of Appointment, Reappointment, Promotion and Tenure*.
- Reader Assignments: Early in the fall semester, the committee finalizes reader assignments for all candidates. There is a first and second reader, who are responsible for reading all case materials—including published papers, books, and all teaching evaluation and feedback comments—and presenting the candidate to the full committee in December. The readers describe and analyze, providing an overview of the candidate’s scholarship, teaching, and service, and identifying the candidate’s strengths and weaknesses. They summarize the departmental recommendation letters and outside evaluator letters, including areas of disagreement. They also recommend one or two representative works to be read by all committee members.
- Key Documents: At a minimum, all members read the key documents for each candidate: CV, personal statement, record of teaching form, reappointment recommendation and outcome letters (for tenure only), institutional considerations (for ladder faculty only), outside evaluator letters (for ladder faculty only), departmental recommendation letters, affiliated unit letters, and readers’ recommended publications.
- Meetings with Departments: Before winter recess, the committee determines whether they will meet with the voting members for a candidate. If the departmental vote was not unanimous, a meeting is required. However, the committee may meet with a department for a variety of reasons (e.g., concerns about scholarship and/or teaching, to address questions about an outside evaluator letter, to gain better understanding of field-specific norms, etc.). If the committee determines there will be a meeting, the department and candidate receive notification. Additionally, the department receives specific questions in advance.
- Voting: There is an anonymous straw vote taken at the end of each first discussion that is held in December. There is a second anonymous straw vote taken at the end of each second discussion that is held in January. Following the completion of the committee’s deliberations, they reconvene for final votes. During the final vote meeting there is no discussion, and votes are cast by anonymous ballot. No abstentions are permitted. The president votes only in the case of a 3-3 tie.