

Information for 2023-24 Promotion to Senior Lecturer and Senior Laboratory Instructor Candidates and Chairs

TABLE OF CONTENTS

<u>Promotion Memo</u>	2
<u>Deadlines for Promotion</u>	3
<u>Curriculum Vitae Guidelines</u>	4
<u>Dossier Guidelines</u>	5
<u>COVID Impact Statement Guidelines</u>	6
<u>Current and Former T&P Committee Members</u>	7
<u>How T&P Works</u>	8

Subject: Review for Promotion to Senior Lecturer/Senior Laboratory Instructor, 2023-24 Date: April 4, 2023

To: Chairs of Senior Lecturer/Senior Laboratory Instructor Candidates From: Kathleen McCartney, Chair
Committee on Tenure & Promotion

I am writing to you in your role as department/program, chair, regarding your department's/program's 2023-24 promotion reviews to senior lecturer or senior laboratory instructor. Details of the process are summarized below and a schedule of deadlines is attached.

Dossier

The candidate will submit 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 a curriculum vitae, personal statement, record of teaching form, and any additional evidence of teaching, professional achievement, and service consistent with criteria defined in section VI.C.2.d (senior lecturers) or VI.E.2.d (senior laboratory instructors) of the *Policy of Appointment, Reappointment, Promotion, and Tenure*. The scope of the materials included in the dossier is at the discretion of each candidate.

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**.

Voting Members

Promotion to senior lecturer and senior laboratory instructor shall be voted on by the tenured faculty in the department.

Policy and Review Resources

Please review sections VI.C.2 (senior lecturers) or VI.E.2 (senior laboratory instructors) 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 (hspizz@smith.edu or x3005).

KM/hs

cc: Candidates for Promotion to Senior Lecturer/Senior Laboratory Instructor

Enclosures: Deadlines for Promotion to Senior Lecturer/Senior Laboratory Instructor

Deadline Information for 2023-24 Promotion to Senior Lecturer/Senior Laboratory Instructor Candidates and Chairs

All materials are to be submitted to the Committee on Tenure and Promotion through Interfolio.

Date (no later than)	Candidate Deadlines	Chair Deadlines
September 7, 2023 (the first day of classes of the fall semester)	Dossier Materials Due Submit dossier materials including curriculum vitae, personal statement, Record of Teaching form, and any additional evidence of teaching, professional achievement, and service consistent with section VI.C.2.d (senior lecturers) or VI.E.2.d (senior laboratory instructors) of the <i>Policy</i> .	
December 8, 2023		Departmental Recommendation and Procedures Record Form Due <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.
February 24, 2023	Outcome Notification Receive notification of outcome.	Outcome Notification Receive notification of outcome.

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).

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.