

**University of Maine**  
**Department of Modern Languages and Classics**

**Criteria for Tenure and Promotion**

Membership of the Peer Committee

The peer committee shall be composed of three tenured faculty members from the Department. In the event that three tenured faculty from within the Department are unavailable to serve, the peer committee, in consultation with the Department Chair, shall seek the necessary and appropriate tenured faculty representation from outside the Department and within the University of Maine. Members of the Peer Committee are expected to participate actively in the evaluation process. The Chair of the Department attends the Peer Committee meetings at the pleasure of the committee.

Appointment

Lecturer

Appointments of full-time Lecturers occur when the Department has enrollment needs which cannot be met by tenured or tenure-track faculty. The minimum requirement for appointment as Lecturer is, normally, an M.A. degree and teaching experience. The position of full-time lecturer is normally a full-time teaching position. Lecturers are not expected to do research and are not eligible for tenure.

Assistant Professor

Appointments of Assistant Professors occur when the Department has openings in positions necessary for the accomplishment of Departmental missions. In selecting candidates for such positions the Department chooses individuals whose credentials best qualify them for the duties of the position. Those credentials are usually a Ph.D. or other recognized doctorate in the field. The Department will not recommend tenure at the assistant professor rank.

Promotion

Promotion to the rank of Associate Professor requires the following qualifications. The same standards apply to tenure for candidates hired as untenured associate professors.

1. The candidate must have a Ph.D. or other recognized doctorate in the field. The candidate also must demonstrate excellence in teaching as evidenced through performance, enthusiasm, University of Maine student evaluations, peer review of teaching, and curricular development. When part of the candidate's profile, coordination of multiple language section courses and administration of and/or teaching Study Abroad courses will be considered as evidence of activities in the area of teaching. Competent and efficient advising of students is expected.

2. In the area of research and scholarly activity, the candidate for the rank of Associate Professor shows evidence of high quality independent programmatic research and/or creativity as demonstrated by peer-refereed work, such as publications, editorships, reviews, creative writing, digital media, invited talks, papers delivered, externally funded grants, and other relevant vehicles pertaining to the university language teaching profession, including the areas of literature, pedagogy, translation, linguistics, and cultural or area studies. Quality will be determined by the fact that the work is nationally or internationally recognized in the field. The Department expects a minimum of four refereed articles or equivalent refereed research activities, such as externally funded grants, for promotion to this level.

3. The candidate for promotion demonstrates evidence of public service, community engagement and service to the University.

- Public service includes a broad range of activities aimed at the general community such as, but not limited to business, educational, and civic organizations. Some examples are K-12 curricular consulting and professional development, translation and interpretation, and culturally oriented community programming.
- Regular institutional service takes many forms, such as memberships on committees from Departmental to system levels, task forces, newspaper editorials, and the like. We identify such work as an important dimension of the faculty member's ongoing development, and a valuable aspect of our mission as language educators at the University of Maine.

Promotion to the rank of Full Professor requires the following:

1. The candidate must have a Ph.D. or other recognized doctorate in the field. The candidate also must demonstrate excellence in teaching as evidenced through performance documented on the University of Maine student evaluation forms, peer reviews, and curricular development. Activities such as the coordination of multiple section courses, administration, and/or teaching study abroad courses are an integral part of the teaching mission of the Department. The candidate must also show evidence of competent and efficient advising of students. The candidate for the rank of Full Professor must demonstrate consistent and continued evidence of excellence in teaching and the ability to guide students in undergraduate research, senior capstone, or Honors theses. He or she may, as appropriate, direct the research of graduate students.

2. In the candidate's research program, there must be evidence of professional reputation and activity that enhance the visibility of the University and illustrate a national or international scholarly reputation. The candidate shows continued independent programmatic scholarly research, evidenced in the publication of peer-refereed articles, books, monographs, digital media, or other scholarly activity and accomplishments. The candidate normally will have published a minimum of six articles in nationally or internationally recognized publications or equivalent refereed research activities, such as

externally funded grants, in the period following promotion to the rank of associate professor and the granting of tenure.

3. Service is expected of the candidate for promotion to Full Professor. In addition to the requirements for public and University service outlined above, he or she is also expected to serve in an administrative capacity such as department chair or similar administrative role on campus. Participation on the local, regional, or state level in educational initiatives is highly desirable. Additional activities may include, but are not limited to, service on editorial boards of scholarly journals, holding office on executive committees of national or international organizations, and evaluating grants.

In sum, the candidate for promotion to the rank of Full Professor must show excellence, creativity, and leadership in teaching and advising, ongoing curriculum review, and research. The candidate must have established and maintained a national and/or international reputation as a scholar.

### **Quadrennial Review**

Once tenured, members of the Department of Modern Languages and Classics are expected to maintain an enduring commitment to effective teaching and advising, clear evidence of an ongoing and productive program of active scholarship, and a level of service appropriate to their rank as evidenced by activity in each of these areas. A faculty member who exceeds one or more of the teaching, research, or service criteria may be evaluated as above satisfactory.

Upon reaching just-cause status, lecturers are expected to maintain effective teaching and advising as well as service. They are also subject to quadrennial review as established by the faculty contract.

The Peer Committee has primary responsibility for reviewing tenured members according to the schedule established by the faculty contract.

Revised and approved on February 5, 2018 by the Peer Committee of the Department of Modern Languages and Classics.

Susan Pinette, Associate Professor of Modern Languages  
Kathryn Slott, Associate Professor of French

Approved by Executive Vice President for Academic Affairs and Provost on April 27, 2018

February 5, 2018