

Promotion and Tenure Procedures for the Jewish Studies Program  
Adopted by a Faculty Vote on December 5, 2019  
Approved by the Faculty Senate Committee on  
Standards and Procedures for Promotion and Tenure March 12, 2021

## **General Provisions**

### ***Scope and Purpose***

The award of tenure and/or promotion in rank are among the most important and far-reaching decisions made by the Jewish Studies Program because an excellent faculty is an essential component of any outstanding institution of higher learning. Promotion and tenure decisions also have a profound effect on the lives and careers of faculty. Recommendations concerning promotion and tenure must be made carefully, based upon a thorough examination of the candidate's record and the impartial application of these criteria and procedures, established in compliance with the [Faculty Senate Rules and Regulations \(FSRR\) Article VI](#).

It is the purpose of this document to promote the rigorous and fair evaluation of faculty performance during the promotion and tenure process by (a) establishing criteria that express the Program's expectations for meeting University standards in terms of disciplinary practices; (b) providing procedures for the initial evaluation of teaching, scholarship, and service; (c) preserving and enhancing the participatory rights of candidates, including the basic right to be informed about critical stages of the process and to have an opportunity to respond to negative evaluations; and (d) clarifying the responsibilities, roles, and relationships of the participants in the promotion and tenure review process.

Each level of review, including the initial review, the intermediate review, and the University level review, conducts an independent evaluation of a candidate's record of performance and makes independent recommendations to the next review level. Later stages of review neither affirm nor reverse earlier recommendations, which remain part of the record for consideration by the Chancellor. It is the responsibility of each person involved in the review process to exercise their own judgment to evaluate a faculty member's teaching, scholarship, and service based upon the entirety of the data and information in the record. No single source of information, such as peer review letters, shall be considered a conclusive indicator of quality.

### ***Academic Freedom***

All faculty members, regardless of rank, are entitled to academic freedom in relation to teaching and scholarship, and the right to speak on matters of public concern. Likewise, all faculty members, regardless of rank, bear the obligation to exercise their academic freedom responsibly and in accordance with the accepted standards of their academic disciplines.

## ***Confidentiality and Conflicts of Interest***

Consideration and evaluation of a faculty member's record is a confidential personnel matter. Only those persons eligible to vote on promotion and tenure may participate in or observe deliberations or have access to the personnel file (except that clerical staff may assist in the preparation of documents under conditions that assure confidentiality).

No person shall participate in any aspect of the promotion and tenure process concerning a candidate when participation would create a clear conflict of interest or compromise the impartiality of an evaluation or recommendation.

If a candidate believes that there is a conflict of interest, the candidate may petition to have that person recuse themselves. If a committee member does not recuse themselves, a decision about whether that person has a conflict of interest shall be made by a majority of the other committee members.

## **Promotion and Tenure Standards**

### ***General Principles***

The University strives for a consistent standard of quality against which the performance of all faculty members is measured. Nonetheless, the nature of faculty activities varies across the University and a faculty member's record must be evaluated in light of his/her particular responsibilities and the expectations of the discipline. These criteria state the Program's expectations of performance in the areas of teaching, scholarship, and service necessary to satisfy the University standards for the award of tenure and/or promotion to associate professor and for promotion to full professor, or equivalent ranks.

Teaching and scholarship should normally be given primary consideration, but the particular weight to be accorded to each component of a faculty member's activities depends upon the responsibilities of the faculty member. The College has traditionally recognized the 40-40-20 formula for weighting research, teaching, and service, except when weight is differentiated for unclassified academic staff members pursuant to their job description.

### ***Teaching***

Teaching is a primary function of the University, which strives to provide an outstanding education for its students. The evaluation of teaching includes consideration of syllabi, course materials, and other information related to a faculty member's courses; peer and student evaluations; a candidate's own statement of teaching philosophy and goals; public representations of teaching; and other accepted methods of evaluation, which may include external evaluations.

High quality teaching is serious intellectual work grounded in a deep knowledge and understanding of the field and includes the ability to convey that understanding in clear and

engaging ways. The conduct of classes is the central feature of teaching responsibilities at KU, but teaching also includes supervising student research, service learning, and clinical activities, mentoring and advising students, and other teaching-related activities outside of the classroom.

### ***Tenure and Promotion to Associate Professor***

Under the University standards for the award of tenure and/or promotion to associate professor, the record must demonstrate effective teaching, as reflected in such factors as command of the subject matter, the ability to communicate effectively in the classroom, a demonstrated commitment to student learning, and involvement in providing advice and support for students outside the classroom.

The faculty member should offer a varied slate of courses in consultation with the Program Director. The record must give indication of responsible fulfillment of duties associated with teaching and advising, including prompt and regular holding of class sessions and office hours, timely and sufficient grading and comment on assignments, acceptable and fair expectations and criteria for student work (as judged by disciplinary standards), adequate class preparation and effective use of class time, and reflection about pedagogy. The faculty member should support their assigned advisees, supervise independent undergraduate projects and serve on honors committees as necessary. Since the Jewish Studies Program does not have a graduate program at this point, faculty members are not required to serve on graduate committees; however, serving as a member on graduate committees of students in other departments is encouraged where applicable.

An assessment of teaching documented through multiple sources must demonstrate the candidate's responsible fulfillment of duties associated with teaching, advising, and mentoring of students, as documented by the candidate's statement of teaching philosophy and goals; student evaluations for each course taught by the candidate during the semesters before the promotion or tenure review; and peer evaluations conducted by rank-appropriate faculty members of the Program. In addition, evaluation of the candidate's teaching may include any evidence of innovative curriculum design, the candidate's participation in teaching enrichment activities including teaching-related grants and workshops, involvement with the Center for Teaching Excellence, any teaching awards and commendations, and other relevant activities and accomplishments. The faculty member should show evidence of advising and mentoring of Jewish Studies majors and minors, as reflected in the candidate's statement, record of independent studies. Also acceptable are assessments and testimonies from students, peers, and the Jewish Studies Program director, as well as any relevant record of advising and mentoring of students of other units, such as service on graduate committees and undergraduate honors thesis committees in the faculty member's joint appointment unit and/or other units within the University.

### ***Promotion to the Rank of Full Professor***

Under the University standards for promotion to the rank of professor, the record must demonstrate continued effectiveness and growth as a teacher, as reflected in such factors as mastery of the subject matter, strong classroom teaching skills, an ongoing commitment to

student learning, and active involvement in providing advice and support for students outside the classroom.

In the Jewish Studies Program the following teaching expectations to meet University standards apply for the promotion to the rank of professor: An assessment of teaching documented through multiple sources of evaluation (similar to that of Associate Professor outlined above), must demonstrate that the candidate is carrying a load-appropriate share of the Department's curriculum, advising, and mentoring of students.

The candidate for promotion to full professor must provide evidence of efforts to develop teaching beyond basic expectations. In addition to offering a varied slate of courses, the faculty member should support their assigned advisees and supervise independent undergraduate projects as necessary. Since the Jewish Studies Program does not have a graduate program at this point, service on graduate committees and chairing dissertations is not required; however, service on dissertation, exam, and/or thesis committees and other types of graduate committees in other units is strongly encouraged at this rank. To further demonstrate that the candidate has developed teaching beyond basic expectations, the candidate can document such efforts as participation in training events, workshops at professional meetings, innovative course design or redesign, collaborative research projects with students, and more. Faculty members evaluated at this level should provide evidence of significant contributions to students' learning as demonstrated by student and peer evaluations, achievements of advisees and mentees, campus-wide or national awards, presentations or publications on pedagogy, and other ways. The record must also give indication of responsible fulfillment of duties associated with teaching and advising, including prompt and regular holding of class sessions and office hours, timely and sufficient grading and comment on assignments, acceptable and fair expectations and criteria for student work (as judged by disciplinary standards), adequate class preparation and effective use of class time, and reflection about pedagogy.

### ***Scholarship***

The concept of "scholarship" encompasses not only traditional academic research and publication, but also the creation of artistic works or performances and any other products or activities accepted by the academic discipline as reflecting scholarly effort and achievement for purposes of promotion and tenure. While the nature of scholarship varies among disciplines, the University adheres to a consistently high standard of quality in its scholarly activities to which all faculty members, regardless of discipline, are held.

In the Jewish Studies Program, scholarship is defined as engaging in scholarly research and/or creative activity and contributing to the intellectual discourse in Jewish Studies and affiliated disciplines. As an interdisciplinary program that draws faculty members from multiple disciplines, as well as those with interdisciplinary background, both the qualitative and quantitative expectations of research are highly contingent on the standards and criteria of the disciplinary, interdisciplinary, and cross-disciplinary fields in which the faculty member works. Whereas one field may encourage the publication of books, another may emphasize publication in journal article form, while still another may utilize evaluation of creative pursuits such as fiction and poetry publications, exhibits, theater production and direction, and more. The

Program accepts as scholarship a variety of research and creative activity that contributes to the interdisciplinary discourse of Jewish Studies and the aims of the Program. To evaluate the quality of scholarship, the Program draws on criteria developed by the disciplines, by peers involved in similar creative work, and by Jewish Studies as a distinct field. Each jointly-appointed faculty member will be regularly evaluated in their primary and secondary units. Faculty holding any percentage of full-time equivalency (FTE) in the Program will be evaluated by the standards of the Jewish Studies Program relative to their FTE in the Program.

### ***Tenure and Promotion to Associate Professor***

Under the University standards for the award of tenure and/or promotion to the rank of associate professor, the record must demonstrate a successfully developing scholarly career, as reflected in such factors as the quality and quantity of publications or creative activities, external reviews of the candidate's work by respected scholars or practitioners in the field, the candidate's regional, national, or international reputation, and other evidence of an active and productive scholarly agenda.

In the Jewish Studies Program, scholarship that merits tenure and/or promotion to the rank of Associate Professor would include evidence of a scholarly and/or creative program that goes well beyond research and/or creative activity completed for the terminal degree and that exhibits promise of continuing productivity. The faculty member's record must demonstrate a successfully developing scholarly career, as reflected in such factors as the quality and quantity of publications and/or creative activities, awards and grants received, external reviews of the candidate's work by respected scholars or practitioners in the field, the candidate's regional, national, or international reputation, and other evidence of an active and productive scholarly agenda. Typical expectations in humanistic and/or social science disciplines in the College of Liberal Arts and Sciences include a publication of a solo-authored or co-authored scholarly monograph from a major academic or trade press specializing in academic titles; or the equivalent in peer-reviewed articles in leading journals. In addition, evidence of continuing productivity in form of articles, conference presentations, and/or evidence of grant activity. The enumeration of specific ways of meeting expectations should not be construed to exclude other possible means to fulfil scholarship expectations, especially in case of creative works and activities.

### ***Promotion to the Rank of Full Professor***

Under the University standards for promotion to the rank of professor, the record must demonstrate an established scholarly career, as reflected in such factors as a substantial and ongoing pattern of scholarly publications and/or creative output, external reviews of the candidate's work by eminent scholars or practitioners in the field, the candidate's national or international reputation, and other evidence of an active and productive scholarly career.

In the Program, the following scholarship expectations to meet University standards also apply for the promotion to the rank of professor: In terms of scholarly output, scholarship that merits promotion to full professor is defined as continued scholarly production that represents a sustained and ongoing contribution to the field well beyond the record prior to tenure, in the

form of scholarly publications and/or creative output as appropriate to the faculty member's disciplinary field. The record may also include invitations to present one's work at national conferences or events, the awarding of external and internal funding, external reviews of the candidate's work by eminent scholars and/or practitioners in the field, the candidate's national or international reputation, and other evidence of an active and productive scholarly career.

### ***Service***

Service is an important responsibility of all faculty members that contributes to the University's performance of its larger mission. Although the nature of service activities will depend on a candidate's particular interests and abilities, service contributions are an essential part of being a good citizen of the University. The Program accepts and values scholarly service to the discipline or profession, service within the University, and public service at the local, state, national, or international level.

In the Jewish Studies Program, service activities include service to scholarly and professional organizations in Jewish Studies and/or related fields, service to journals and/or presses in Jewish Studies and/or related fields, service within the university, and public service at the local, state, national, or international level. The appropriate distribution of service responsibilities will be evaluated in light of rank-appropriate expectations and will take account of the multiple responsibilities of jointly appointed faculty members.

### ***Tenure and Promotion to Associate Professor***

Under the University standards for the award of tenure and/or promotion to associate professor, the record must demonstrate a pattern of service to the University at one or more levels, to the discipline or profession, and/or to the local, state, national, or international communities.

In the Jewish Studies Program, the following service expectations to meet University standards apply for the award of tenure and/or promotion to the rank of associate professor: The candidate's record must demonstrate service commensurate with stage of career and number of years in the profession, including a pattern of service to the Program (participation in departmental meetings, service on committees, and other service assignments as appropriate, outreach activities), to the University at one or more levels (administrative appointments, committees, boards in the department, College, University), to the discipline or profession (journal referee, grant proposal referee, editorial work, appointment to professional boards or committees, professional consultation, conference organizing), and to the local, state, national, or international communities.

### ***Promotion to the Rank of Full Professor***

Under the University standards for promotion to the rank of professor, the record must demonstrate an ongoing pattern of service reflecting substantial contributions to the University at one or more levels, to the discipline or profession, and/or to the local, state, national, or international communities.

In the Jewish Studies Program, the following service expectations to meet University standards apply for the promotion to the rank of professor: The candidate's record must demonstrate an ongoing pattern of service reflecting substantial contributions to the Program (including substantial committee work, outreach and recruitment activities), to the University at one or more levels (administrative appointments, committees in the College, University), to the discipline or profession (journal referee, grant proposal referee, editorial work, appointment to professional boards or committees, professional consultation, conference organizing), and to the local, state, national, or international communities.

### ***Ratings for Performance.***

Using the criteria described above, the candidate's performance in the areas of teaching, scholarship, and service will be rated using the terms "excellent," "very good," "good," "marginal," or "poor," defined as follows:

- (a) "Excellent" means that the candidate substantially exceeds expectations for tenure and/or promotion to this rank.
- (b) "Very Good" means the candidate exceeds expectations for tenure and/or promotion to this rank.
- (c) "Good" means the candidate meets expectations for tenure and/or promotion to this rank.
- (d) "Marginal" means the candidate falls below expectations for tenure and/or promotion to this rank.
- (e) "Poor" means the candidate falls significantly below expectations for tenure and/or promotion to this rank.

Absent exceptional circumstances, no candidate may be recommended for promotion or tenure without meeting standards in all applicable areas of performance.

### **Progress Towards Tenure**

1. **Mentorship.** Upon appointment, tenure-track faculty will be assigned a faculty mentor by the Director in consultation with Core Faculty. The faculty mentor shall be a tenured member of the Jewish Studies Core Faculty, or a member of a different CLAS unit if a better disciplinary fit is identified. The faculty mentor will consult regularly with their mentee and serve as a resource to guide the mentee in the development of a successful career of teaching and scholarship, and to assist the mentee in the documentation of their accomplishments for the purposes of the tenure process.
2. **Transparency.** Before the end of the first semester following appointment, tenure-track faculty will be provided with information concerning the standards and procedures for award of tenure and promotion in rank, including copies of this document and of the Provost's guidelines and forms.
3. **Progress Towards Tenure Review (PTTR).** Approximately midway between a non-tenured faculty member's appointment and the mandatory review year (typically in the 3rd year), the Jewish Studies program will conduct a formal review of the faculty

member's progress towards tenure. The purpose of this review is to provide faculty members with a meaningful appraisal of their progress towards tenure and orient them towards basic aspects of the tenure process. The Progress Towards Tenure Review will be conducted according to the guidelines issued by the Provost. Neither the record of the review nor its results shall be included in a faculty member's promotion and tenure record and recommendations for or against promotion and tenure should not be influenced by favorable or unfavorable results of the PTTR.

4. Non-reappointment. Any non-reappointment prior to the mandatory review year must comply with requirements described in FSRR 6.4.3.

### **Promotion and Tenure Procedures**

The Jewish Studies Program conducts the initial review of the candidate pursuant to the procedures and requirements of section 5 of Article VI of the FSRR in connection with the candidate's responsibility in the Program.

#### ***Promotion and Tenure Committee.***

The department review committee shall evaluate the candidate's teaching, research, and service. In the Jewish Studies Program the initial review committee – called the Personnel Committee - is composed of all tenured faculty members of the Core Faculty (see Bylaws). If any tenured faculty member is serving (during the academic year in which the review takes place) on the College or University Committee on Promotion and Tenure, that faculty member shall recuse themselves from the initial-level review.

No students or untenured faculty members, except unclassified academic staff with the rank equivalent to or higher than associate professor, shall serve on the Personnel Committee or vote on any recommendation concerning promotion and/or tenure. In cases involving promotion to the rank of full professor, participation is restricted to Full Professors. In such cases, if the number of Jewish Studies Core Faculty full professors who are available to serve is less than three, the Director may convene, with the approval of the Dean, an ad hoc Personnel Committee that includes Full Professors from other CLAS units. If at all possible, the Personnel Committee should be chaired by an appropriate member of the Jewish Studies Core Faculty.

Since the Program Director is independently responsible for agreeing or disagreeing with the Personnel Committee's evaluation of the candidate (see below), the Director may not serve (during the academic year in which the review takes place) on the College or University Committee on Promotion and Tenure.

#### ***Initiation of Review.***



Prior to the beginning of the Spring semester, the Provost shall notify all faculty whose mandatory review year will be the following academic year, with copies provided to unit administrators and the dean. Upon receipt of this notice or if a faculty member requests it prior to the mandatory review year, the unit shall initiate procedures for evaluating the candidate for the award of tenure or tenure and promotion in rank.

At or before the beginning of the Spring semester, the unit shall consider the qualifications of all faculty members below the rank of full professor, with a view toward possible promotion in rank during the following academic year. After considering a faculty member's qualifications, if the unit determines that those qualifications may warrant promotion in rank, or if the faculty member requests it, the unit shall initiate procedures for reviewing the faculty member for promotion to full professor.

***Preparation of the Promotion and/or Tenure File.***

NOTE: Candidates who hold joint appointments prepare only one set of promotion and tenure materials for review by both units in which they hold an appointment. The initial review units (i.e., departments, centers, etc.) shall consult with each other on their evaluations and the evaluation process, but each initial review unit must provide a separate evaluation of the candidate's performance in the unit. Please refer to the College's Promotion and Tenure Statement for detailed instructions.

For each promotion candidate, the Program Director and the chair of the Personnel Committee offer to work with the candidate to identify relevant information and materials for the review process. It is the responsibility of the candidate to complete the appropriate portions of the form and provide necessary documents and information in accordance with the Provost's guidelines, with assistance from the department.

The Personnel Committee shall receive the form and accompanying materials from the candidate and finish compiling the record of the candidate's teaching, scholarship, and service in accordance with the Provost's guidelines. Both the committee and the candidate shall verify that the required components of the form have been completed, that all necessary documents have been compiled, and that the record has been organized in the proper format.

The Director of the Program, in consultation with the review committee, shall provide for the solicitation of outside reviewers to assist in the evaluation of a faculty member's scholarship and in accordance with College procedures. Outside reviewers should hold an academic rank equal to or greater than the rank for which the candidate is being considered. For College specific requirements and guidelines, please refer to "Section B. Process for Obtaining Evaluation Letters from External Reviewers" within the College's posted policy for promotion and tenure.

When soliciting external reviews of a candidate's scholarship, the Program Director shall inform prospective reviewers of the extent to which the candidate will have access to the review. The College's confidentiality policy regarding soliciting external reviewers for the promotion and tenure review process is as follows:

"As a part of the promotion and/or tenure review process, we are soliciting assessments of Professor \_\_\_\_\_'s research contributions from academic colleagues and distinguished professionals. These letters will become part of the candidate's promotion and tenure dossier and are treated as confidential by the University to the extent we are permitted to do so by law."

### ***Recommendations.***

Upon completion of the record, the committee conducting the initial review shall evaluate the candidate's record of teaching, scholarship, and service in light of the applicable standards and criteria and make recommendations in accordance with the voting procedures detailed below.

In the Jewish Studies Program, voting procedures are as follows: the Personnel Committee, the composition of which is described above, meets and discusses the candidate's teaching, research, and service record. By secret ballot, each member rates the candidate in these areas according to the Rating for Performance described above. On the same ballot, each member votes whether to recommend promotion and/or tenure. A simple majority shall be required for recommendation of promotion and/or tenure by the department. Voting rights are not transferrable. In the case where a member of the Personnel Committee is unable to attend, the member provides the Chair of the Personnel Committee with a vote in the form of a sealed ballot.

The committee shall prepare the evaluation and summary evaluation sections of the promotion and/or tenure forms. The forms and recommendations shall be forwarded to the Program Director, who shall indicate separately, in writing, whether the Director concurs or disagrees with the recommendations of the review committee. The Director shall communicate the recommendations of the initial review, and the Director's concurrence or disagreement with the recommendation, to the candidate and provide the candidate with a copy of the summary evaluation section of the promotion and tenure form. Negative recommendations shall be communicated in writing and, if the review will not be forwarded automatically, the Director shall inform the candidate that the candidate may request that the record be forwarded for further review.

Favorable recommendations, together with the record of the initial review, shall be forwarded to the College Committee on Appointments Promotion, and Tenure conducting the intermediate review. Negative recommendations resulting from an initial review shall go forward for intermediate review only if it is the candidate's mandatory review year or if the candidate requests it.

### **Intermediate Review.**

The intermediate-level review constitutes an independent review of the candidate's teaching, scholarship, and service in light of the applicable standards and criteria, resulting in an independent recommendation concerning the award of tenure or promotion in rank; thus the intermediate review neither affirms nor reverses the recommendations of the initial review.

The candidate may submit a written response to a negative recommendation by the department,

or to a final rating of teaching, research, or service below the level of “good” included in the evaluation section of the recommendation. The written response is sent separately by the candidate to CCAPT.

A request for information by the intermediate review committee (CCAPT) shall be sent to the Program Director, who shall immediately provide a copy to the candidate and inform the Personnel Committee. The Director and the Personnel committee shall prepare the department’s response in accordance with the initial review procedures.

The candidate shall be afforded an opportunity to participate in the preparation of the department’s response and/or to submit his/her own documentation or comment to the CCAPT.