Tenure and Promotion Committee for Arts, Sciences, and Engineering

Annual Report 2011-2012

May 4, 2012

I. Membership of the T&P Committee (2011-12)

Professor Sheldon Krimsky, Chair, Urban & Environmental Policy & Planning
Professor Kent Portney, Vice Chair, Department of Political Science
Professor Klaus Miczek, Department of Psychology
Professor Mark Kachanov, Department of Mechanical Engineering
Professor Sara Lewis, Department of Biology
Professor Christiane Romero, Department of German, Russian, Asian Languages & Literatures

In 2011, Mark Kachanov and Gib Metcalf were elected for 3-year terms. Professor Metcalf decided to take a leave of absence and was replaced for a year. Professor Beatrice Manz was also replaced for a year. After elections and beginning in May 2011 Sara Lewis, Klaus Miczek and Christiane Romero began one year terms on T&P for 2011-12. By May 1 2012 after elections, Sara Lewis was reappointed to T&P, Kent Portney took a leave of absence for the 2012-13 term, Dan Richards resigned his three-year term; Mark Kachanov took a year of absence for the 2012-13 term.

Sheldon Krimsky completed his 3-year term in 2011-12; Klaus Miczek and Christiane Romero competed their one year terms.

II. Membership of New T&P Committee (2012-13)

Professor Beatrice Manz, History was elected chair of 2012-13 T&P by the 2011-12 T&P Committee.
Professor Sara Lewis, Biology
Professor Jeffrey Berry, Political Science
Professor Mark Cronin-Golomb, Department of Biomedical Engineering
Associate Professor, Kevin Dunn, English
Professor Vida Johnson, Department of German, Russian, Asian Languages & Literatures

III. Summary of Cases

The breakdown of cases is as follows:
<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory tenure &amp; promotion to associate professor</td>
<td>9</td>
</tr>
<tr>
<td>Non-mandatory tenure &amp; promotion to associate professor</td>
<td>4</td>
</tr>
<tr>
<td>Non-mandatory tenure only (inside Tufts)</td>
<td>1</td>
</tr>
<tr>
<td>Promotion to full professor (inside Tufts)</td>
<td>4</td>
</tr>
<tr>
<td>Lateral hires</td>
<td>3</td>
</tr>
</tbody>
</table>

T&P also consulted on 2 additional lateral hires that will be completed by the 2012-13 T&P Committee.

IV. Changes in Procedures

In brief:
1. Solicited letters will remain the category of letters from external evaluators, but all other letters (from collaborators, colleagues, etc.) will be categorized as "Additional Letters", and preparators must provide to the candidate a list of the individuals to be solicited.
2. All correspondence will be in an electronic file that will be placed on the shared drive, but it will not be distributed in paper format in the binders/boxes any longer.
3. There is added clarification as to what the "Narrative of Teaching" is meant to include.
4. Additional language has been added to Step 6 regarding stopping the tenure clock on recommendations from the AS&E Work Life Balance Task Force.
5. Implementing consistency and avoiding redundancy as necessary.

A. The Committee clarified the two types of letters solicited and/or received in a tenure and promotion review process. Solicited Letters from outside experts vetted by the Committee and Additional Letters that are not vetted by T&P.

Statement #11 clarifies the role of Additional Letters.

"If deemed useful, the Department can request additional letters, over and above the “Solicited Letters” from other evaluators, some of whom may be close collaborators with the candidate, colleagues, administrators at Tufts, or others. These letters will be treated as a separate category, hereafter called “Additional Letters,” which need not be vetted by T&P. However, prior to requesting “Additional Letters,” the *Department must notify candidates of the identity of these letter writers*. Candidates can lodge a written
objection to the Chair of T&P, which will become a part of the case going forward. These letters should be directed to the Chair of T&P and sent to the Secretary of the Faculty.

Also in the category of “Additional Letters” are letters not formally requested by the Department. They could be prompted by the candidate or members of the candidate’s Department, or arrive without any prompts (strictly unsolicited). When received, the Department should send original copies of these “Additional Letters” to the Secretary of the Faculty for proper recording with the case.

d) If the candidate’s Department is in receipt of unrequested “Additional Letters,” the Department must notify the candidate of the author of the letter within a week of its receipt, keeping the content confidential. If the candidate wishes to submit an objection, this must be done within a week of notification. Both the letter and any objection will be included in the internal administrative record.

B. The Committee no longer requires paper copies of all electronic correspondence pertaining to a case. Such correspondence should be provided in digital form. An electronic record of all communications must be included on the CD of the case. The correspondence is not included in the case record sent to the outside expert.

C. Teaching Narrative

Additional information is required in the teaching narrative prepared by the department.

“Accompanying the summary of the candidate’s teaching evaluations, a narrative statement that provides any relevant information on: the teaching load of the candidate vis à vis the Department; reasons for reduced or expanded teaching responsibilities, such as grant release time, leave of absence, etc.; types of teaching (required versus elective courses; labs; recitations; co-teaching; teaching in other programs; undergraduate versus graduate courses.) “

D. Recommendations of the AS&E Work Life Balance Task Force

Based upon the following recommendation of the Task Force:

“…when a candidate for tenure has stopped the clock, the letter soliciting an external review of the case would include a statement indicating that he or she has stopped the clock, for how long, and specifying the appropriate comparison cohort (in terms of years); but not revealing for what purpose the clock was stopped so as to preserve the candidate’s privacy with regard to family status, disability, etc.

T&P has included language in Statement #11 that allows a candidate to determine whether or not they wish to inform an external reviewer on whether the clock has been stopped in his/her tenure case.
E. The Committee discussed in great detail the use of citation indexes providing additional input into evaluating the impact of scholarship. A member of the library staff provided the Committee with a bibliography on the use and limitations of such metrics. The Committee’s use of such metrics has been measured and in large part determined by whether a particular citation and impact metric has been adopted by the discipline and cited by external reviewers.

The Committee wishes to acknowledge the superb contributions of Jillian Dubman, the Secretary of the Faculty, who manages the flow of information on each case and maintains records that are invaluable for the work of the T&P Committee. We also wish to express our thanks and appreciation for the work of Professor Misha Kilmer who served as an advisor to the Acting Provost on T&P cases during the current year.

On a personal note, I want to express my gratitude to all the chairs and preparators we worked with who showed patience and calm during different phases of a case from the vetting of names of external reviewers to special requests for additional data. T&P is a faculty-elected committee and depends on the continued confidence of the faculty in the Committee’s work.

Submitted on behalf of the Committee,

Sheldon Krimsky
Chair
2011-12 Committee on Tenure and Promotion for Arts, Sciences and Engineering