Preface: In order to guide junior faculty members with a tenure-track appointment, the Department of French and Italian offers the following information:

I. Review Procedures:

a. Tenure guidelines in the Department of French and Italian are distributed to all junior faculty members soon after they arrive on campus and join the department. A copy of the most recent Arts & Humanities Divisional Committee guidelines is also given to all junior faculty members. Junior faculty members are informed of any important changes in the Department and/or Arts & Humanities tenure guidelines.

b. Each junior faculty member in a tenure-track position has an Oversight Committee composed of three tenured faculty members at least one of whom is close to the junior faculty’s area of specialization. Replacements may occur if one of the members of the committee is unable to serve or if the junior faculty member so requests.

The Department Chair, in consultation with the junior faculty, appoints a mentor inside the department or assists the junior faculty in finding a mentor outside the department, if requested by the junior faculty anytime during probationary years. The mentor provides advice, guidance, and support on professional performance, goals, communication with his/her Oversight Committee and Department Chair during the probationary period. Both the junior faculty and the mentor agree to maintain confidentiality. The mentor agrees to maintain the confidentiality of Executive Committee discussions.

c. The three members of the Oversight Committee meet with the junior faculty member twice a year: before the yearly review and after. The Oversight Committee advises the junior faculty member about potential problem areas, and makes helpful recommendations in any area of research, teaching, and service. The junior faculty member will be given the opportunity to respond to the review.

d. With guidance from the Oversight Committee chair, the junior faculty member is responsible for preparing and/or updating documents in his or her Review File by March 1 of every year. The review process starts in the second year of the probationary period. During the first year the Oversight committee will provide an informal review. Assistant professors who are in their 6th year or who are considered for early promotion should update their Review File by October 15.
Content of Annual Review File prepared by the junior faculty:

1. An updated CV. Divisional Committee guidelines on CV format should be followed.
2. An annual memo (1-2 pages) from the junior faculty member outlining the year's progress and relevant information pertaining to research, teaching, and service.
3. Prior annual memos from the junior faculty member outlining achievements and goals for the year.
4. Syllabi for all courses
5. Publications
6. Additional materials: Junior faculty members have the option of providing any additional material that attest to their progress toward tenure in research, teaching, and service (e.g. draft chapters, letters, grant proposals, book contracts, manuscripts, pedagogical materials, etc.).

Content of Annual Review File prepared by the Oversight Committee:

1. Peer evaluations of teaching
2. Statistical summary sheets of student evaluations
3. Selected student comments, including representative negative ones if there are any.

e. At least one week before the yearly review the Review File should be made available for all tenured faculty to consult in a secure and dedicated folder.

f. The Executive Committee votes on signed ballots on whether or not to recommend to the Dean of the College a one-year extension of the contract in years 2 through 5 of the probationary period. No later than the junior faculty member's 6th probationary year, the Executive Committee must vote on whether to recommend promotion to Associate Professor with tenure or to recommend non-retention.

g. After the yearly review by the Executive Committee, the Oversight Committee submits a written report to the Chair of the department, and then gives a copy to the junior faculty member under review who has the right to respond in writing. This descriptive and evaluative report provides feedback and suggestions. Recommendations and/or suggested amendments proposed by the Executive Committee during the yearly review are included in the report. The report is given to the junior faculty member a few days before the second meeting with the Oversight Committee. The report is used as the basis for the Chair’s recommendation to the Dean regarding reappointment or non-retention.

h. In order that a candidate be recommended for promotion to Associate Professor with tenure to the Dean of the College of Letters and Science and the Humanities Divisional Committee, he or she must receive a positive vote from at least two-thirds
of the faculty members attending the Executive Committee meeting at the time of the vote. The complete tenure dossier shall be made available to the Executive Committee at least two weeks before the tenure vote in a secure and dedicated folder so that Executive Committee members have the opportunity to become properly familiar with the final dossier.

i. 6th probationary year and promotion review:
The Oversight Committee’s recommendation for promotion or non-retention is based on the following:

- Evaluation of all research relevant to promotion (all published and forthcoming material; documented progress toward a major second project)
- Teaching record (teaching scores, student evaluations, peer reviews, syllabi, etc.)
- Service record (at UW-Madison, in the profession, in the community, etc.)
- Letters from outside referees
- Candidate’s statement on plans for future research, teaching, and service.

The candidate will not have access to the letters from outside referees. Executive Committee members will have access to the entire dossier, including the outside letters, prior to the executive committee meeting for the tenure deliberation. Copies of the candidate’s major research will be available for sign-out. All other materials will be available in electronic format. The writing sample that will be included in the Arts and Humanities Divisional Committee tenure dossier will be clearly identified.

II. Tenure Criteria:

The Executive Committee seeks evidence of excellence in the area of scholarship, very good to excellent performance in the area of teaching, and good performance in the area of service. There is no entitlement to tenure based upon a record that is merely competent and satisfactory.

a. Scholarship:

Excellence in scholarship is measured by the quality and quantity of publications in the field. Junior faculty whose work is in literary and/or cultural studies are expected to have a book or critical edition published or a manuscript in final form already accepted for publication (the book usually being a substantially revised thesis), as well as substantive articles published or accepted for publication in reputable refereed professional journals in printed or online format, and essays published in respectable venues. In its assessment, the Executive Committee will consider the originality and quality of the monograph, its contribution to the field, the quality and acceptance rates of publication venues, as well as overlap between publications. The Executive Committee expects clear evidence of scholarly and intellectual development, and no excessive overlap between dissertation, monograph, and articles. By the time of tenure, the junior faculty member should have established a national reputation. We also expect participation in regional, national and/or
international conferences. Finally, we expect evidence of a well-conceived second book project.

In lieu of a monograph linguists and foreign language pedagogy specialists are expected to produce a number of substantive articles published or accepted for publication in reputable refereed professional journals and in respectable university or commercial presses. In addition, edited books and textbooks, if any, are also appropriate.

In all cases, the main criteria are originality, quality, and future promise.

b. **Teaching:** We expect very good to excellent teaching, as reported by student evaluations (scores and comments) and peer observations of teaching (typically one visit for each semester). Peer reviewers will initially be members of the Oversight Committee. Thereafter, the chair of the Oversight Committee may ask other tenured colleagues to do classroom visits. We expect teaching at a variety of levels from undergraduate courses to graduate seminars. Due consideration is also given to the range of courses taught, the materials developed for each course, and the mentoring of graduate and undergraduate students. We encourage innovation and the development of new courses.

c. **Service:** We do not expect service outside the Department of French and Italian, although junior faculty sometimes participate in university-wide service committees. At the department level we expect service on departmental committees as well as active engagement and collaboration in the life of the Department. We value service in the profession and outreach activities.

The French & Italian Department Guidelines are consistent with the requirement of Faculty Policy and Procedures. Campus policy on probationary faculty appointments, renewals, promotions, and non-retentions is articulated in Chapter 7 of Faculty Policy and Procedures.

These revised guidelines were discussed and approved unanimously at the April 6, 2016, meeting of the Executive Committee of the Department of French and Italian.