

## **Department of Anthropology Procedures for Promotion and Tenure**

We maintain a calendar indicating when each faculty member will go up for 1st, 3rd or 6th year review.

In January/February of appropriate years Review Committees are assigned

A faculty member going up for review must update their files that are kept in the Administrative Assistants office and provide digital versions to be located in a confidential Box file online.

Along with the file, faculty are expected to update their Promotion Dossier in the appropriate Provost #9 format.

Once files are complete according to a specific deadline, the assigned Committee members will meet to review the dossier and write up a report. This Report is then presented to either tenured/full professors and a meeting is called and vote taken to either accept/decline the report and move towards promotion or delay. (Vote is taken and noted).

If the vote is to accept the report and move forward with the promotion, written evaluations of research quality and the impact of publications is solicited from outside reviewers.

Potential outside reviewers are suggested by both the candidate and the committee, the majority coming from the department list. Potential outside reviewers are invited in late April and access is provided for them to review the candidate's portfolio over the summer with a return deadline for their evaluation letter of early September.

Once the evaluation letters have been received and the file updated, the committee prepares a report on the outside reviews and tenured faculty/full professors meet one more time to review the case and vote (Vote is again noted). If positive, the Head of Department prepares the dossier and the case is sent forward to the College (LAS) prior to the deadline.

The Department of Anthropology bases its tenure and promotion decisions both on impact within the candidate's field, national /international recognition of their contributions (for full professor) and on the ability of a faculty member to demonstrate their achievements as well as the potential for future growth in the areas of research, teaching, and service.

The department has very few specific or itemized criteria for promotion because we conduct a very wide range of research (from biological investigations of human evolution

to archaeological fieldwork, to interpretive analyses of contemporary cultures). Therefore, how we assess impact and the potential for renewal varies depending on subfield of anthropology of the candidate. For our archaeologists, a successful publication record, placing articles in peer-reviewed journals or in book form is important. Maintaining an active excavation or field site, with grant support for the project, is also highly desired. In biological anthropology, impact is gauged through publications in peer-reviewed journals. We generally expect multiple publications per year. Grant support to sustain field research is also an important part of the process. Finally, our sociocultural and linguistic faculty should maintain active field research sites for ethnographic research. A single-authored book provides evidence of impact, as do scholarly articles.

All subfields expect excellence in teaching and service.