

# Tenure and Promotion Guidelines

## Department of Economics

April 2003

### 1. Promotion to Associate Professor and Tenure

#### ***General Statement on Promotion to Associate Professor and Tenure***

Promotion to associate professor and tenure normally go together. On the other hand, they can be separate; the Department has hired associate professors without tenure. While the Department will not recommend tenure without associate or higher rank, there may be exceptional cases where the Department supports promotion to associate professor without tenure.

Promotion to associate professor and tenure represent certain different considerations. Tenure is a life-long commitment and involves both past performance and future expectations. To become an associate professor with tenure means that an individual has a “track record”. There is evidence on academic performance and teaching along with responsibility and collegiality (that is, a commitment to contributing to the excellence of the Department and the University).

Promotion to (and/or appointment of) an associate professor is a recognition of academic accomplishment. The individual will have obtained “mid-level” research recognition and demonstrated the ability to publish original research in well-known refereed journals.

Timing for tenure and promotion to associate professor is detailed in the University’s *Tenure and Promotion Manual*. In summary, tenure-earning faculty are normally considered for promotion and tenure during their sixth year of continuous service, including any tenure credit received at the time of initial employment by the University.

The chair will keep each assistant professor appraised of his/her progress toward tenure and promotion. Before applying for tenure or promotion to associate professor, candidates should consult both the University’s *Tenure and Promotion Manual* and the Economics Department’s *Faculty Evaluation and Merit Criteria*.

**Research**

Accomplishments in research play a central role in tenure and promotion to associate professor. The Department's standards for meritorious performance in research are set based on the Department's long-run goal of being classified as one of the top fifty U.S. economics departments. A particular research record would be deemed to deserve tenure/promotion if such record would normally attain similar recognition at the top 40-50 U.S. economics departments (as per the most recent NRC rankings of economics departments).

In evaluating whether a candidate meets our standard for tenure, the quality and flow of accepted and published papers in refereed journals should be the primary criterion. Everything else should be secondary. As assessment of the quality of journals should be based on the classification in the Department's *Faculty Evaluation and Merit Criteria* and other well-known rankings of journals. It defines the A- and B-categories of journals mentioned below.

The Department expects a sustained flow of high-quality publications. A minimum of five full-length research articles in A- or B-category journals with one or two of these in A-category journals is normally expected for a favorable tenure decision. Publication in A-category journals is an indicator of significant impact of the work in the individual's field—but other evidence may demonstrate impact (such as numerous citations of the individual's work in prestigious refereed journals, invited submissions to highly-rated outlets, invited presentations and seminars, etc.). Publication records emphasizing quality will be preferred over records emphasizing quantity.

The Department expects that a candidate for tenure or promotion to associate professor will not only have succeeded in publishing his/her research, but will have an established research program with a flow of papers in the pipeline.

To attain the above level of quality and productivity in research, it is of paramount importance that candidates present their papers in one or two conferences per year. They are strongly encouraged to submit papers to major conferences such as the American Economic Association's winter meetings and the Econometric Society meetings and to participate in conferences that at least have the status of major field/regional conferences such as Western, Southern, Eastern, Midwest Mathematical Economics and International Economics, Southeastern Economic Theory and International Economics, etc.

There should be evidence of the candidate's ability to perform independent research. Examples of this are single-authored publications or co-authored publications in which the

division of labor is clear and shows their ability in a obvious way.

Tenure-earning faculty are also encouraged (i) to seek federal grants to fund their research and (ii) to play a strong role in actively shaping Ph.D. dissertations of our graduate students.

### ***Teaching***

For appointment to and promotion to associate professor, the Department expects a history of effective teaching. Individual assignments detail the teaching expectations for each year, and teaching evaluations provide one measure of effectiveness. Successful mentoring of graduate students, and especially supervision of Ph.D. dissertations is also a strong indicator of teaching excellence. Teaching is important, and a poor teaching record will offset an otherwise strong tenure or promotion case. However, a strong teaching record alone will not be sufficient to offset a weak research record.

### ***Service***

The first priority for promotion to associate professor is research. Our service requirements reflect a desire that the junior members of the Department concentrate on research. Our service expectations are (i) responsible citizenship in the Department, including participation in certain departmental committees, and (ii) professional service that contributes to academic accomplishment (for example, presenting papers at conferences, refereeing articles and manuscripts, seminar participation, running seminar series, etc.).

## **2. Promotion to Full Professor**

### ***General Statement on Promotion to Full Professor***

This is the highest rank in the University. It is an acknowledgment that the individual is well-established and well-known in his/her particular field. A university's full professors should set the standard, have the experience, provide vision and leadership, and help attract bright assistant and associate professors to the Department.

A full professor ought to have a strong record of accomplishments. His/her work should be cited by others in the field. In his/her own discipline, he/she should be well-known. When the departmental personnel committee requests letters from the leaders in the candidates' field, these leaders should already be familiar with the individual's work.

Promotion to full professor must be based on a candidate's academic performance. However, a candidate for promotion to full professor must satisfy additional criteria. He/she

must also strongly contribute to the life of the Department and University. One reason for awarding the rank of full professor is to enhance the candidate's ability to provide departmental leadership. A full professor should contribute to the Department's long-run goal of being classified as one of the top fifty U.S. economics departments.

There is no standard time for promotion to full professor. A full professor's accomplishments are different from those of an associate professor. In some cases, if the records merits it, the Department will want to reward the individual and promote very rapidly, in three to five years. Rarely, however, does promotion to full professor take place prior to five years in the rank of associate professor. It takes time to build a "body of works," to have these works gain reputation (i.e. to be cited in articles, textbooks, and monographs), and to gain stature within a field. On the other hand, whenever we identify the academic qualifications as having been met, there should be no constraint on providing rewards for these accomplishments.

During the spring semester prior to applying for promotion to full professor, the candidate should consult with the chair and the personnel committee to see whether his/her perception of strength coincides with departmental standards. The candidate should also consult both the University's *Tenure and Promotion Manual* and the Economics Department's *Faculty Evaluation and Merit Criteria*.

### **Research**

The candidate should have a body of published research—refereed articles, contributions to conference proceedings, book chapters, and/or books—that represents a well-defined and substantial contribution to his/her discipline. Although much work in economics is co-authored, there must be evidence of the individual's own original contributions. A research record will be deemed worthy of promotion to full professor if such a record would typically result in promotion to full professor in the top 40-50 economics departments in the U.S. (as per the most recent NRC rankings of economics departments).

The Department expects to see evidence of high quality research—defined by journal, by conference, by the other contributors to and the editor(s) of the book(s) in which a chapter appears, by the publisher of the book(s), by the reviews of the book(s), etc. There should be full-length articles in the A-category journals as defined by the Department's *Faculty Evaluation and Merit Criteria*.

The research should have impact on the discipline. An important measurement of impact is by citations, including number, place, who cites, and where it is cited. Research awards

and prizes represent an additional measure of impact. Evidence of impact may be provided by letters of evaluation from top scholars in the field, selected by the Department's Personnel Committee, who are independent of the candidate (i.e., not co-authors or advisors).

There must be significant publications beyond those that were in the portfolio when the individual was promoted to associate professor. There is the expectation that as a full professor the contribution to research will be sustained.

The Department expects candidates for promotion to full professor to obtain the funding necessary to support their research at or above the levels described above. The Department also recognizes that appropriate levels of funding vary with the sub-field. The ability to obtain research funding above this minimum will be considered additional evidence of excellence in research.

### ***Teaching***

For appointment to and promotion to full professor, the Department expects a sustained record of effective teaching. Individual assignments detail the teaching expectations for each year, and teaching evaluations provide one measure of teaching performance. The quality of Ph.D. dissertations supervised and placement of students provide objective evidence of successful mentoring. Teaching is important, and a poor teaching record will offset an otherwise strong promotion case. However, even a very strong teaching record will not be sufficient to offset a weak research record.

### ***Service***

A candidate for promotion to full professor should demonstrate service that goes beyond direct service to the Department. This includes service to the University and to the profession. We recognize substitutability between the different types of service.

A candidate for promotion to full professor is expected to demonstrate academic leadership in the Department. This leadership may include mentoring of junior faculty, efforts to attract new faculty to the Department, increasing the prestige and visibility of the Department, and providing direction and vision within the Department.

The service requirement includes being "well-known" and enhancing the reputation of the Department and University. This means national and international recognition. There are many indicators of reputation. They include invitations to lecture at other institutions and invitations to participate in conferences, whether presenting papers or serving as discussant. Reputation may be linked with requests to contribute to leading scholars' edited volumes, independent of conference participation. It can be demonstrated by academic (outside of

our University) prizes, awards, fellowships.

Service to the profession consists of activities that provide leadership in the profession. This is established, for example, by serving on editorial boards of leading journals in the field and by refereeing manuscripts and/or grant proposals, by organizing conferences, or sessions in major conferences.

The service requirement to the University is defined as being a good University citizen, i.e. contributing to building the quality of the University. It can include activities that increase the reputation and visibility of the University as detailed above as well as service on University committees. The nature of the service is expected to vary sharply across individuals.