

Department of German  
University of Pittsburgh  
Adopted by the tenured faculty:  
December 04, 2024

## GUIDELINES FOR PROMOTION TO ASSOCIATE PROFESSOR WITH TENURE GUIDELINES FOR PROMOTION TO FULL PROFESSOR

This document articulates the Department of German's guidelines for promotion to the rank Associate Professor with tenure and to the rank of Full Professor based on standards in the discipline and typical for Research I institutions. They specify the criteria described in broad terms by the University of Pittsburgh in the *Faculty Handbook*<sup>1</sup> and the Kenneth P. Dietrich School of Arts and Sciences' *Criteria for Promotion or Appointment Criteria with Tenure* which state:

"Within the Dietrich School of Arts and Sciences, tenure is awarded for demonstrated excellence together with the promise of continued excellence in scholarship, in whatever form that scholarship takes. Teaching and research (or creative activity), the two principal functions of the University, are also the two principal forms of scholarship. The relationship between the two is complex, and no single formula could serve as an adequate guide in every tenure case."<sup>2</sup>

The German Department's guidelines outline the responsibilities of the department as well as the assistant professor with the objective to facilitate a fair, transparent and collaborative process towards promotion with tenure. Mentoring is an essential element in professional development and promotion of junior faculty from the first year of their appointment. To this end, the German Department establishes a Mentoring Committee for each assistant professor in the tenure stream.

### I. Mentoring Committee

The Mentoring Committee consists of one tenured faculty member of the German Department as the **lead mentor** and the **department chair** ex officio. A second tenured faculty from the candidate's home or another department at the University of Pittsburgh can be added to the Mentoring Committee whether desired by the candidate or the department.

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<sup>1</sup> <https://www.facultyhandbook.pitt.edu/faculty-policies/appointment-and-tenure>

<sup>2</sup> <https://www.as.pitt.edu/faculty/governance/criteria-promotion-or-appointment-tenured-rank>

The **lead mentor** shall meet regularly with the assistant professor. His or her responsibilities include:

- Giving feedback on the assistant professor's research in progress and development of a teaching portfolio.
- Furnishing advice on professional questions and directing the assistant professor to appropriate resources for professional development.

The **department chair's** responsibilities in the mentoring process include but is not limited to

- Consulting about teaching assignments which give the assistant professor adequate opportunities for course development as part of the teaching portfolio.
- Consulting about service duties within the home department, the university and beyond.
- The department chair also functions as an ombuds person to whom the assistant professor can turn to address issues with the lead mentor or changes to the composition of the Mentoring Committee.

The **assistant professor's** responsibilities include

- Making research in progress available at a minimum to the lead mentor or the entire Mentoring Committee for feedback.
- Arranging for peer teaching evaluations and maintaining a teaching portfolio..
- Consulting the latest version of the Faculty Handbook and the A&S Gazette for detailed information about criteria and procedures for achieving tenure.

In summary: The entire Mentoring Committee shall meet at a minimum once each academic year to discuss the progress of the assistant professor and monitor the development of the three-part tenure dossier representing the assistant professor's achievements in research, teaching and service. In addition, all members of the Mentoring Committee shall make efforts to help the assistant professor to forge connections with faculty across the University and beyond.

## **II. Criteria for the Promotion to Associate Professor with Tenure:**

The German Department follows the University policy in recognizing faculty achievements in the three areas of research, teaching and service. It also follows the evaluation process as summarized by the Dietrich School of Arts and Sciences:

"In judging excellence, the indispensable ingredient for promotion to tenured rank should be creative or intellectual vitality as reflected in the candidate's teaching, and in the candidate's contribution to the advancement of knowledge or in his or her artistic activity. Vitality is best revealed through the candidate's activities—classroom performance, research, writings, artistic creations. These should be

assessed for the evidence they reveal of intellectual power and originality. Quantitative measures of productivity and popularity, however useful, are no substitutes for qualitative judgments. Evaluations of the candidate's record of achievement will be used primarily to judge future promise. Elements of this evaluation shall include the quality and originality of the candidate's contributions to the advancement of knowledge, the candidate's status with respect to the standards of excellence in the discipline, and performance as a teacher. Tenure is not a reward for past services, but a kind of contract, a lifetime of security in exchange for a lifetime of continued creative scholarship”<sup>3</sup>

### Expectations and Criteria for Research:

According to the standards in our discipline, the following publication record is expected for promotion to Associate Professor with tenure:

- An original book-length, single-authored manuscript, with an academic press, peer reviewed, and final editing/formatting for publication completed with verified publication date. A book in published form is, however, preferred. Drawing for the first monograph on the dissertation requires careful discussion of the parameters how it would count towards tenure and how it would affect the criteria summarized below.
- A minimum of 3 single-authored refereed journal articles plus any additional articles or book chapters (generally understood to be over 5,000 words): The majority of articles submitted should not be part of the first monograph. Journal articles need to be peer-reviewed and, if not in print yet, already accepted for publication.
- Evidence of a new research project resulting in a second monograph demonstrated by conference presentations, articles and chapters already published or under review as well as successful grant proposals relating to this project.
- Edited volumes and translations would strengthen a tenure case but cannot replace the above listed original, research-based scholarly contributions to the field.
- Publication languages: English and German with sufficient evidence that the candidate's scholarship is disseminated through Anglo-American professional outlets.

In summary: The core criterion for evaluating whether a candidate's research merits promotion to Associate Professor with tenure is its reception by the discipline, i.e. evidence that the scholarship has made a demonstrable contribution to the knowledge of the field. Hence, the tenured faculty will consider the evaluation of external reviewers as

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<sup>3</sup> <https://www.as.pitt.edu/faculty/governance/criteria-promotion-or-appointment-tenured-rank>

well as published review and/or other recognition of the candidate's work as significant scholarly contributions to the field.

#### Expectations and Criteria for Teaching:

The German Department takes its mandate to support the educational mission of the university seriously. Hence, it expects all faculty members to show the same diligence and commitment to teaching as to conducting research. Promotion with tenure requires, therefore, sustained demonstrated commitment to and success in teaching in both English and German at all levels across the German Department's curriculum. Faculty members are required to stay up to date with pedagogical and didactical developments and have the mandate to translate them appropriately into their classroom to meet the needs of our students. Promotion with tenure requires contributions to the departmental curriculum which can take the following forms:

- Innovation of existing courses and development of new courses in consultation with the Department Chair.
- Providing experiences in research by encouraging and supervising student research projects (Honors Thesis; BPhil; M.A. or Dissertations).
- Mentoring students to submit research for Pitt or external conferences.

Candidates can best articulate their teaching effectiveness by assembling a **Teaching Dossier** starting with the first year of their appointment. The Teaching Dossier typically contains the following materials:

- Syllabi, sample exercises, student work for each course taught or prepared.
- Peer evaluations which reflect the different type of courses taught: These should include classroom observations but also other forms by qualified faculty, including outside the German Department. At a minimum, one teaching evaluation should be included per year. At least 70% of the peer reviews need to be from the home department and can include those by full time Teaching Faculty at the rank above teaching assistant professor.
- All student evaluations, in particular OMETS but also other forms of evaluation if they were obtained anonymously.
- Evidence of regular self-assessment by the candidate and reflection on their teaching effectiveness.

#### Expectations and Criteria for Service:

The department needs all faculty members to engage in meaningful service to function and fulfill its mission. Hence, demonstrated service is part of the tenure requirements although it carries significantly less weight than excellence in research and teaching. Service can take a multitude of form:

- Participation on departmental committees and organizing events.
- Participation on Faculty Self-Governance, i.e. university-wide committees.
- Service to the profession, in particular serving in official capacities of our professional organizations, peer-reviews for scholarly presses, nation-wide or international scholarship committees.

Departmental and university-wide assignments should be discussed with the Mentoring Committee.

### **III. Timelines and Reviews for Contract Renewal and Promotion**

Promotion to associate professor with tenure should be discussed with the Mentoring Committee. Any early promotion requires a written request and consent of the faculty member under consideration. Without it, the department cannot initiate the early promotion process.

#### Annual Review:

The German Department follows the Dietrich School of Arts and Science annual performance review process. It requires all faculty members to submit an annual report and self-evaluation outlining their accomplishments in relationship to their previously stated objectives for the academic year, an updated cv and other relevant documents, including OMETS and teaching peer reviews. Additionally, assistant professors in the tenure stream are required to submit not only published articles and chapters but also other scholarship in progress. The department coordinator shall collect all these materials and make them electronically available to all tenured faculty members no later than July

1. An annual meeting with the Mentoring Committee is mandatory and preferably takes place in the beginning of each fall term to which all full-time tenured faculty are invited. The department chair is responsible for convening the meeting. Subsequently, both the lead mentor and department chair meet with the assistant professor to convey the concerns and suggestions for improvement. This timeline allows for meaningful feedback on the candidate's progress and sufficient time to address concerns throughout the academic year. The annual performance review of assistant professors shall incorporate the Mentoring Committee's assessment of the candidate's progress towards tenure and its recommendations.

#### Typical Timeline Towards Tenure and Vote:

The appointment structure for the rank of assistant professor in the tenure stream follows a 3+3+1 sequence of contracts. Only tenured faculty at the ranks above can vote on reappointment.

The initial contract is for three years. Typically, a review of the candidate's case for reappointment takes place early in the 3<sup>rd</sup> year. A positive review results in a second

three-year contract. The review for promotion to associate professor with tenure takes place in the sixth year. Negative decisions either on the third-year review or the sixth-year review, automatically extend the contract for one year; this contract extension is not, however, renewable. The schedule for tenure review may be changed by a leave of absence taken in accordance with the Dietrich School of Arts and Sciences' policies. A Junior Research Term leave does not affect the tenure review schedule.

The Department Chair is responsible for initiating and conducting the review process:

3<sup>rd</sup> Year Review:

- Advising the candidate in the Spring Term on compiling the review dossier which needs to be submitted no later than November 1 of the Fall term
- Convening a meeting of the full-time tenured faculty for voting on reappointment.
- Writing the report to the Associate Dean of Faculty Affairs which needs to reflect the department's position and recommendation.
- Sending a letter summarizing the tenured faculty deliberations to the candidate and meeting with the candidate to discuss the review.

6<sup>th</sup> Year Review:

- The Mentoring Committee shall meet in the Fall Term of the 5<sup>th</sup> year to advise the candidate on preparing the dossier for review and to help identify external reviewers that the candidate may suggest to the department.
- The dossier for the external reviewers needs to be available by May of the 5<sup>th</sup> year to meet the Dietrich School of Arts and Sciences' deadline of early October for submitting the completed file for promotion with tenure.
- External Review Dossier:  
The dossier includes but is not restricted to the candidate's
  - Updated cv.
  - Statements on research, teaching, and service for the period under review.
  - Writing samples which must contain the major body of scholarly work, especially the single authored monograph.
- External Reviews:
  - The Dietrich School of Arts and Sciences requires a minimum of 6 letters but soliciting 9-12 letters is advisable. A total of 8-10 letters is usually needed to make a strong case for tenure.
  - According to the Dietrich School's tenure guidelines, the Department Chair is responsible for sending out letters requesting external reviews.
  - Selecting reviewers: All tenured faculty shall assist in crafting a list of potential reviewers whose names cannot be revealed to the candidate. The candidate may name up to three reviewers and one alternate. The candidate may also indicate if there are any scholars in the field who are biased against the candidate's work. The department chair's report on the

tenure review process must indicate which reviewers were suggested by the candidate and those who have a close relationship with the candidate, for instance as co-author, co-editor, or conference organizer.

- **Internal Review:**

- The full tenure dossier – research, teaching, service – including the external reviews needs to be made available to tenured faculty of the department by September 1 to allow for careful review of the materials. Faculty who could not review the materials will not vote on the case.
- The department chair is responsible for convening the meeting of the tenured faculty to assess the merit of the tenure case in an open discussion.
- The vote to recommend promotion and tenure is yes or no and shall be by secret ballot. The result of the vote will be announced at the meeting. Proxy ballots will be allowed only by prior arrangements and with the prior approval of at least two-thirds of the full group of tenured faculty.
- Simple majority of those voting in favor constitutes a departmental recommendation for promotion with tenure. Those who dissent, are entitled to send a minority report directly to the Dean.
- The department chair's letter forwarding the tenure and promotion dossier to the Dean of the Dietrich School of Arts and Sciences summarizes the tenured faculty's deliberation of the case. If the opinion and vote of the department chair differs from the majority, the tenured faculty needs to be informed and, if necessary, steps taken to ensure that the tenure case is properly presented at the Dean's level.
- The department chair shall summarize the meeting for the candidate orally, but the deliberations of the faculty are confidential.

Acknowledgement: We acknowledge the Departments of French & Italian's and Slavic's tenure guidelines on which this document draws.

## **IV Guidelines and Procedures for Promotion to Full Professor**

### **I Guidelines**

According to the [\*Bylaws of the University\*](#) (4.5), the criteria for promotion to Professor are as follows:

The rank of professor recognizes the attainment of authoritative knowledge and reputation in a recognized field of learning and the achievement of effective teaching skill. The professor should have attained superior stature in his or her field through research, writing, professional practice, or leadership in professional and learned organizations, as well as having exceeded the standards described for ranks shown above [Assistant Professor and Associate Professor].

And, according to the [Criteria and Procedures for Appointment, Reappointment, Promotion, and the Conferral of Tenure](#) in the Dietrich School of Arts and Sciences, In reviewing a recommendation for promotion [to Professor], the Review committee shall seek, on the basis of the materials provided by the Dean, the department, and the candidate, and such other evidence as the Committee finds necessary, to assess the candidate's level of achievement both as a teacher and a scholar. The rank of Professor recognizes the attainment of authoritative knowledge and reputation in a recognized field of learning and the achievement of effective teaching skill. In arriving at a recommendation the Review Committee shall be governed so far as possible by uniform standards of excellence as established from time to time by the University as a whole and by the School of Arts and Sciences. Applications of these standards shall take account of the special characteristics of the several academic disciplines and the peculiar needs of individual departments.

In the German Department, promotion to Professor requires: "authoritative knowledge and reputation" in the candidate's field, primarily as demonstrated by publication; a consistent record of "effective teaching" as demonstrated in a teaching portfolio and through contributions to the curriculum, including the graduate curriculum; and substantial service to the department, the Dietrich School of Arts and Sciences, the University of Pittsburgh, and/or the profession.

In practice, the committee requires the following:

Scholarship, Creative Work, and Publication: As evidence of "authoritative knowledge and reputation," the Committee of Professors expects a candidate to have published a new dossier or portfolio of scholarship/creative work, along the lines described in the department Tenure Guidelines, since filing for promotion for Associate Professor. Forms of creative work (e.g., interviews, podcasts, films, translations, etc.) intended to be included in the promotion portfolio should be discussed with and approved by the department chair before finalizing and submitting the portfolio.

A second original book-length manuscript, with an academic press, peer reviewed, and final editing/formatting for publication completed with verified publication date. **A book in published form is, however, preferred.** Five to six articles or book chapters (generally understood to be over 5,000 words and refereed) from the period under review, that is, since promotion to Associate Professor with tenure, distinct from the book-length manuscript should also be submitted.

In addition, there should be evidence that the candidate's scholarly or creative work has received recognition within the candidate's field. Such evidence would include reviews and citations, invited readings, workshops and lectures, conference participation, editorial work, and/or leadership in professional organizations.



Teaching: The Committee of Professors expects a consistent record of effective teaching. An outstanding record of teaching does not in itself constitute a case for promotion. Additionally, positive annual teaching performance reviews, although helpful for the promotion case, does not represent cumulative achievement in teaching and is not the only criterion for a positive promotion decision. In preparing the teaching dossier, the candidate should also consult the Guidelines for Evaluating Teaching for the DSAS.

*Under no circumstances should the candidate solicit letters from their students. If letters from students are solicited by the department, the solicitation should be systematic (e.g., all students from a given course), and the anonymity of the students must be protected*

#### Expectations and Criteria for Teaching:

The German Department takes its mandate to support the educational mission of the university seriously. Hence, it expects all faculty members to show the same diligence and commitment to teaching as to conducting research. Promotion with tenure requires, therefore, sustained demonstrated commitment to and success in teaching in both English and German at all levels across the German Department's curriculum. Faculty members are required to stay up to date with pedagogical and didactical developments and have the mandate to translate them appropriately into their classroom to meet the needs of our students. Promotion to full professor requires contributions to the departmental curriculum which can take the following forms:

- Innovation of existing courses and development of new course in consultation with the Department Chair.
- Providing experiences in research by encouraging and supervising student research projects (Honors Thesis; BPhil; M.A. or Dissertations).
- Mentoring students to submit research for Pitt or external conferences.

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- Syllabi, sample exercises, student work for each course taught or prepared after the candidate's appointment as an Associate Professor with tenure.
- Peer evaluations which reflect the different type of courses taught: These should include classroom observations but also other forms by qualified faculty, including outside the German Department. At a minimum, one teaching evaluation should be included per year. At least 70% of the peer reviews need to be from the home department and can include those by full time Teaching Faculty at the rank above teaching assistant professor.
- All student evaluations, in particular OMETS but also other forms of evaluation if they were obtained anonymously.

- Evidence of regular self-assessment by the candidate and reflection on their teaching effectiveness.

Service: The Committee of Professors expects a record of substantial service to the department, Arts and Sciences, the university, and/or the profession. The Committee recognizes that certain forms of professional service represent serious intellectual and scholarly work and are a means by which one attains “superior stature” in a field. An outstanding service record does not in itself constitute a case for promotion.

## **I. Procedures for Promotion to Full Professor**

1 As standard practice, the Department Chair conducts an annual review of the work of all Associate Professors in which criteria for promotion will be discussed. Time in rank shall be a factor neither for nor against promotion to Professor. An Associate Professor who believes that their record warrants promotion to Professor may request in writing that a case be considered. Alternatively, the Department Chair or any Full Professor in the German Department may suggest applying for full professor and recommend the candidate for review.

2 The Department Chair then constitutes a Promotion Committee (PC) of 5 members. All members of the PC must have the rank of Full Professor. The Chair of the Department, if at the rank of Full Professor, may chair the PC, or may assign another Full Professor in the German Department to Chair the PC. If a sufficient number of Full Professors in the German Department is lacking, the Chair will consult with the Associate Dean for Faculty Affairs to constitute a PC drawing on colleagues at rank from other but aligned disciplines.

3 The PC Chair and a Subcommittee of Professors will review a candidate’s CV. The Chair may also consult with the Associate Dean for Faculty Affairs. If there is support for pursuing the case, a Promotion Subcommittee will solicit external reviews and prepare its report. All names of external reviewers, date of contact, reviewers’ acceptance or denial for providing a review, and date of receipt of the written review should be recorded and submitted with the dossier.

4 The preparation of the case for promotion to Professor follows procedures similar to those in the case for promotion to Associate Professor. The Chair and Chair’s office will distribute to all necessary parties a timeline and schedule for preparing materials and submitting a dossier.

5 Committee Chair works with the candidate to prepare all the elements of the dossier required by the DSAS. The Committee Chair consults with the committee and other representatives in the field to prepare a list of external referees. Eight to ten external review letters are recommended. The candidate can recommend up to 3 names from

which one will be selected and contacted by the Committee Chair. The majority of external reviewers should be “at arm’s length.”

### **PC Report**

The Chair of the Committee in consultation with the PC writes a thorough and balanced report described below. The primary function of the report is to represent a candidate’s scholarly and/or creative work in the context of other work in the field; it should provide a careful summary of the teaching and service dossiers. The report should summarize the letters from external evaluators and any letters solicited from students. It should offer a professional judgment of the candidate’s record and make a recommendation for or against promotion. The vote to recommend promotion to Full Professor shall be by secret ballot. Voting will be Yes, No, or Abstain. The Committee Chair will summarize the meeting of the PC in a cover letter forwarding the promotion dossier to the Dean. If the Chair dissents from the vote of the Committee, the Committee should be informed in a timely fashion so that appropriate steps can be taken to insure adequate representation of the case at the Dean’s level review.

Following the meeting of the PC, it is the responsibility of the Department Chair to summarize the meeting for the candidate. If the Department Chair is not at the rank of full professor, the meeting with the candidate should be held with the Chair of the PC. Deliberations of the PC are confidential. Breaches of confidentiality are serious violations of trust and should be reported to the Dean.

### **Schedule**

Cases typically must be submitted to the Dean’s Office by late fall term. To be on schedule, a promotion case should be initiated in the Spring Term in order to have a complete file for review in the Fall. The Committee of Professors, then, would need to meet by mid-Fall Semester.



