

DEPARTMENT OF PORTUGUESE AND BRAZILIAN STUDIES

STANDARDS AND CRITERIA FOR FACULTY EVALUATION, APPOINTMENTS, REAPPOINTMENTS AND PROMOTION

October 26, 2021

INTRODUCTION

The Department of Portuguese and Brazilian Studies offers interdisciplinary degree programs, ranging from the bachelor's to the doctoral level, which allow for interactions among language, literature, history, and the social sciences. The department's programs focus on the global nature of the Portuguese-speaking world, as well as on specific geographical areas: Continental and Insular Portugal, Brazil, Lusophone Africa, and Luso-America. Both undergraduate and graduate students are able to work with a distinguished faculty committed equally to research and teaching, and to take advantage of the extensive resources on the Portuguese-speaking world at the Rockefeller, John Hay and John Carter Brown libraries.

Besides offering academic programs in Portuguese Language, Portuguese, Brazilian and Lusophone-African Literatures, History and Cultures, and ESL/Cross-cultural Studies, the Department of Portuguese and Brazilian Studies extends its resources beyond the immediate university community by sponsoring a varied program of cultural events, including lectures, concerts and symposia. Exchanges with Brazilian and Portuguese universities as well as the publication of books and five scholarly journals exemplify the department's broader social and educational contributions. It is the philosophy of the Department that these activities and programs contribute to the students' total development. Consequently, the department's faculty is evaluated according to scholarly productivity, teaching performance, and service to the department, university, and profession, as well as the potential and ability to participate in, and to contribute to the Department's various programs.

VOTING

Quorum for all votes in the department shall be at least fifty-percent of eligible voting faculty. Attendance in person or by video or tele-conference is required for a vote to count toward quorum.

All regular faculty with 50 percent or greater effort in the department are automatically voting members. The department may vote to grant faculty with a secondary appointment at less than 50 percent effort the status of voting members for as long as they hold their secondary appointment.

Departmental recommendations concerning the initial appointment of regular faculty will be based on a vote of the voting faculty in the department. Recommendations on the reappointment or promotion of tenure-track faculty will be made based on a vote of the tenured faculty of higher rank. Recommendations concerning the reappointment or promotion of lecturer-track faculty will be based on the vote of all regular faculty of higher rank.

CRITERIA AND PROCEDURES

These criteria and procedures, intended to clarify the policies and goals of the Department of Portuguese and Brazilian Studies, supplement the guidelines set out in the *Handbook for Academic Administration* and the *Faculty Rules and Regulations* with regard to appointments, reappointments, and promotions. These documents are available on the Dean of the Faculty website (<http://www.brown.edu/about/administration/dean-of-faculty/>). All faculty members in Portuguese and Brazilian Studies are expected to familiarize themselves thoroughly with the *HAA* and the *FRR*, as well as with supplementary materials on the Dean of the Faculty's and Provost's websites, which specify the general university regulations, procedures, and timetables regarding appointments, reappointments, and promotions.

Candidates for appointment, reappointment, and/or promotion will be evaluated

with reference to:

(1) Scholarship and Professional Achievement

Candidates for appointment, reappointment, or promotion are expected to be actively engaged in scholarly research and professional activities of such nature as to indicate continuous professional growth and breadth of experience appropriate to each rank. The department has not established a specific number of publications needed for promotion to each tenured rank, in recognition that publication patterns will vary from individual to individual, and from scholarly area to scholarly area. Rather, candidates will be evaluated on the basis of their total scholarly output, including books, book chapters, articles in quality peer-reviewed journals, papers presented at major conferences, invited lectures, etc., and the contribution of such output to the advancement of the scholarship in his or her field(s).

Digital Scholarship: Electronic publication is an acceptable mode for the dissemination of scholarship. For the purpose of hiring, reappointment, tenure, and promotion electronic scholarly publications will be evaluated according to the same criteria as print publications. Electronic publications should be submitted by candidates for hiring, reappointment, tenure, and promotion and viewed by the relevant committees and departments in the electronic formats in which they were published.

(B) Teaching Performance

All aspects of teaching performance, including classroom teaching, supervision of independent studies, direction of theses and dissertations, as well as academic advising and counseling of undergraduate and graduate students, will be subject to evaluation. In the case of initial appointments, the department will try to gather as much evidence as possible about the candidate's teaching effectiveness at his/her previous institution(s).

The means for evaluating teaching effectiveness will be the following:

a) Student Evaluation Reports:

(i) Students will be required to submit course evaluations electronically as

directed by the Office of the Dean of the College, which will tabulate the answers and compile statistical information to be provided to the department chair and manager.

(ii) All teaching evaluations will be reviewed for the purpose of identifying unsatisfactory as well as outstanding teaching performance. For Assistant Professors and Lecturers, discussion of teaching performance and evaluations will be carried out at an annual meeting of the tenured faculty and communicated to the faculty member in writing. Teaching performance and evaluation will also be part of an annual conversation between the department's chair and each faculty member regardless of rank. Evidence of outstanding performance will be brought to the attention of the Dean of the Faculty for appropriate university-wide recognition.

b) Peer Evaluation via Scheduled Class Visits

(i) Each Assistant Professor's and Lecturer's classes will be visited at least once a year. Senior Lecturers' classes will be visited once every other year. There are no required visits to Distinguished Senior Lecturers classes, though the faculty members may request such a visit. Observation will focus on the instructor's (i) organization of material, (ii) methodology, (iii) command of subject, and (iv) skill in communication. Post-observation discussion with the instructor will center on all such matters. Each item will be analyzed and commented upon with specific suggestions for improvement and for more effective use of class time if needed. For jointly-appointed faculty members, class visits may be conducted on an alternating cycle with the second department such that the total number of such visits meets the POBS requirements.

(ii) All faculty members regardless of rank must submit a copy of the syllabus for each of his/her courses to the department manager, who will keep a file of syllabi for all courses offered by the department.

(C) Service to the Department, the University and the Profession

Faculty members of all ranks in Portuguese and Brazilian Studies are expected to contribute to the scholarly life of the department and the university, to departmental and university governance, including participation in committees, and to the profession at large, including service as officers or committee members of the major professional associations, such as the Modern Language Association of America (MLA), the American Council on the Teaching of Foreign Languages (ACTFL) the Brazilian Studies Association (BRASA), the American Portuguese Studies Association (APSA), the International Association of Lusitanists (AIL), the American Association of Teachers of Spanish and Portuguese (AATSP), and others, as well as on editorial boards of scholarly journals.

Evaluation in each of these areas will take into account evidence of past accomplishments and the potential for continued success.

APPOINTMENT, REAPPOINTMENT AND PROMOTION OF ASSISTANT, ASSOCIATE AND FULL PROFESSORS

A committee to evaluate candidates for appointments (commonly known as a "search committee"), reappointments, tenure and promotion will be recommended by the department chair to the Dean of the Faculty for approval. It will normally consist of a chair plus at least two additional faculty members of appropriate rank, that is, Assistant Professor of higher for appointments of new Assistant Professors, Associate Professor of higher for reappointments of Assistant Professor or promotion to Associate Professor, and Full Professors for reappointment of or promotion to Full Professor. The department chair will serve *ex officio* on search and promotion committees, but will normally not chair search committees. Senior Lecturers and Distinguished Senior Lecturers may serve on search committees though they may not chair search committees. One of the faculty members other than the committee chair will serve as the Diversity Representative who will monitor the process and short-list of candidates with the aim of verifying that the search meets the objectives as stated in the

Department's Diversity and Inclusion Action Plan; normally this will be a tenured faculty member. Whenever appropriate, a faculty member from a related department may be invited to serve on the committee.

After receiving a report from the search committee, all regular, voting members of the department, including full time Lecturers, Senior Lecturers, and Distinguished Senior Lecturers will vote on the initial recommendation to appoint faculty members to any rank. Nevertheless, only tenured members of the faculty will be allowed to vote on reappointments, promotion, and tenure recommendations. Only Full Professors will vote on promotion to that rank. Emeritus, Adjunct, or Visiting faculty are not allowed to vote on appointments, reappointments, promotion, and tenure. The quorum consists of at least fifty percent of the department's eligible faculty who are present or participating via conference call or video conference. Faculty members on leave of absence are allowed to vote if they so choose, but do not count towards the required quorum if they choose not to participate.

The departmental committee will gather the following documentation:

- Copies of the candidate's publications. The candidate will also be invited to provide samples of work in progress and copies of any work that has been accepted for publication but is not yet in print.
- An up-to-date curriculum vitae and a personal statement provided by the candidate.
- For initial appointments or promotions, statements by distinguished scholars from outside the university, who are knowledgeable about and capable of evaluating the candidate's achievements and potential within his/her field(s). At least eight such letters shall be required in the case of promotion to tenure or appointment with tenure. Promotion to Full Professor requires international recognition. In the case of initial appointments to Assistant Professor or Lecturer, letters from the candidate's former teachers and dissertation advisors are both acceptable and desirable.
- For promotion to Associate Professor, at least five statements by the

candidate's students. These may be provided by undergraduate or graduate students currently at the university or by former students. The committee will assume responsibility for providing guidelines to the students who are asked to submit such letters. It is understood that while student letters are useful in providing valuable information regarding a candidate's teaching ability and commitment to advising, such letters are not meant to replace, but rather to supplement, information on the candidate's teaching effectiveness, gathered as part of the department's ongoing evaluation of its faculty, such as course evaluations and peer class visitations.

APPOINTMENT, REAPPOINTMENT AND PROMOTION OF LECTURERS, SENIOR LECTURERS AND DISTINGUISHED SENIOR LECTURERS

LECTURERS AND SENIOR LECTURERS

Procedures: Contract renewal and promotion for Lecturers, Senior Lecturers and Distinguished Senior Lecturers will follow and be guided by the most recent versions of the *Faculty Rules and Regulations* and the *Handbook of Academic Administration*.

Since it is the department's philosophy to integrate the study of language, literature and culture, the position of Lecturer in the Department of Portuguese and Brazilian Studies is parallel to that of Assistant Professor although there is no consideration for tenure. Lecturers are appointed for three-year renewable terms. After six years in the rank, Lecturers are eligible for promotion to Senior Lecturer. Lecturers and Senior Lecturers are individuals with appropriate professional credentials who are appointed to teach one or more courses or to carry out other academic responsibilities. Reviews and appointments of such individuals will therefore focus primarily on the Lecturer/Senior Lecturer's teaching qualifications (based on the same standards outlined for assistant and associate professors). In addition, a review committee will consider the candidate's service to the POBS Department, including the advising of students and participation in departmental affairs, and the candidate's professional accomplishments and recognition.

For the latter, the committee will consider the candidate's publications and reputation for scholarship (when relevant); participation in professional societies in the field of the candidate's expertise, work on pedagogy, development of instructional materials, etc.

Criteria: The specific criteria for the appointment or reappointment to the rank of Lecturer in the Department of Portuguese and Brazilian Studies are:

- Demonstrated excellence in teaching
- Native or near-native command of Portuguese (not required for instructors in the master's degree program in ESL and Cross-Cultural Education) and English
- Commitment to scholarship and professional development
- Willingness to participate in the programs sponsored by the department and to contribute to the life of the university and the outside community.

Senior Lecturers are normally appointed to six-year renewable terms, with no expectation of tenure. Senior Lecturers in the Department of Portuguese and Brazilian Studies must be outstanding in the four categories outlined for appointment and reappointment as Lecturer. Promotion to the rank of Senior Lecturer will be considered only after six years in the rank of Lecturer at Brown or elsewhere. In addition to the criteria required for appointment to the rank of Lecturer, candidates for the rank of Senior Lecturer must demonstrate continued commitment to teaching excellence as well as evidence of continued professional growth, such as participation in professional associations at the local and national level, quality of research as attested by publications of books (including textbooks), instructional materials, book chapters, and articles in peer-reviewed journals, and the presentation of papers and workshops at major professional conferences.

Promotion from Lecturer to Senior Lecturer is coordinated by a committee of no fewer than three tenured faculty members (if there are fewer than three tenured faculty in the department, an appropriate faculty member from another unit shall be included on the committee), which normally includes the department chair. The committee supervises the

preparation of the candidate's dossier, which will include evaluations from the department's faculty and students as well as from at least five colleagues from other institutions who are familiar with the candidate's work. The candidate will also provide an updated curriculum vitae as well a statement summarizing his or her achievements during his/her tenure as Lecturer. The department's tenured faculty will evaluate, discuss and vote on the recommendation for promotion. The quorum consists of at least fifty percent of the eligible department's faculty who are present or participating via conference call or video conference. Faculty members on leave of absence are allowed to vote if they so choose, but do not count towards the required quorum if they choose not to participate. Candidates for promotion to Senior Lecturer will enjoy the same rights of representation and appeal as are specified in the *Faculty Rules and Regulations* for Assistant Professors being considered for promotion to Associate Professor. Reappointments as Senior Lecturer will follow the same procedures for reappointments of Lecturers, with the expectation that the candidate will continue to fulfill the standards and criteria in scholarship, teaching and service that were required for the initial appointment to Senior Lecturer.

Reviews of Senior Lecturers will take place in the middle of the term of appointment, and more frequently if requested by the faculty member or deemed necessary by the department by a committee appointed by the Department Chair. The required process and documentation is the same as for reappointments of Assistant Professors. However, in the case of contract renewal the use of external evaluators shall be optional at the request of either the Department or the candidate. All tenured members of the Department of Portuguese & Brazilian Studies (POBS) will vote on these appointments.

DISTINGUISHED SENIOR LECTURERS

Distinguished Senior Lecturers execute the responsibilities of Senior Lecturers at an exceptional level over a number of years, and demonstrate continued professional growth within their field. A consistent record of excellence in teaching and significant service to

the department, University, and profession is required for promotion to Distinguished Senior Lecturer. Distinguished Senior Lecturers also demonstrate continued professional accomplishment beyond the level required of Senior Lecturers. Individuals are normally eligible for promotion to Distinguished Senior Lecturer after a minimum of six years from appointment as Senior Lecturer. Reappointments at this rank may be made for periods of up to six years, according to the needs of the department.

Procedures: Contract renewal and promotion for Distinguished Senior Lecturers will follow and be guided by the most recent versions of the *Faculty Rules and Regulations* and the *Handbook of Academic Administration*.

Criteria: Promotion to the rank of Distinguished Senior Lecturer in Portuguese and Brazilian Studies requires outstanding accomplishments in teaching, scholarship, professional service and leadership at Brown as well as national recognition in the larger academic field(s) in which the candidate works. Evidence of such accomplishments includes: (1) excellence in teaching clearly demonstrated over many years; (2) documented curricular innovation; (3) ongoing exceptional service to the department, University, and profession; (4) distinguished advising and mentoring of students and junior colleagues; (5) leadership in the profession, including participation in the activities of professional associations; (6) a record of high quality scholarship and/or pedagogical engagement which may take the form of traditional publications (articles, essays, monographs), instructional materials such as textbooks and online resources, or other pertinent work such as invitations to deliver talks and/or lead workshops. Promotion to Distinguished Senior Lecturer follows the same procedures as other faculty promotions, and includes the solicitation of at least five letters from external evaluators who have appropriate qualifications to assess the candidate's accomplishments.

