PROMOTION AND TENURE PROCEDURES AND CRITERIA  
Department of Economics  
University of Delaware  

I. Promotion Procedures  

Promotion and tenure of faculty in the Department of Economics are governed by Section IV of the Faculty Handbook. Candidates for promotion and tenure should familiarize themselves with that document. Additional guidance and requirements specific to the Department of Economics follow.  

The Department Promotion and Tenure Committees are responsible for making recommendations on 1) promotion in rank and 2) the granting of tenure. A Promotion and Tenure Committee consists of those members of the department who are senior to the candidate for promotion or tenure. All faculty from other departments holding a joint appointment in the Economics Department are eligible to participate as nonvoting members of a committee, provided they have appropriate rank. Voting privileges can be extended to (or withdrawn from) joint appointees through a recommendation of the appropriate committee and majority approval of the tenure-track faculty. If the number of faculty eligible to serve as voting members of a Promotion and Tenure Committee is less than four, the committee will invite appropriate faculty from kindred departments to serve as temporary voting members. The chairperson of all Promotion and Tenure Committees must be a professor, elected annually by the tenure-track faculty. The chairperson of the department is not eligible to serve on the committees.  

II. Faculty Evaluation Procedures  

In addition to its responsibility for making recommendations on promotion and tenure, the Department Promotion and Tenure Committees are responsible for conducting periodic evaluations of the teaching, scholarly research, and service activities of the tenure-track faculty. The evaluations are based upon the criteria and evidence described in sections III and IV below. An evaluation will lead to a written report, which is provided to the department chairperson and the faculty member.  

The performance of untenured faculty members must be evaluated at least every two years. In addition, the scholarly research of untenured assistant professors must be evaluated during their third year in rank. Evaluations should be conducted for tenured associate professors at least once every five years, and for professors at least once every seven years. A faculty member may request more frequent evaluations, but not more than one a year. A request for an evaluation must be made in writing to the chairperson of the Promotion and Tenure Committees by October 1. The Promotion and Tenure Committees determine their evaluation procedures each year, and may create subcommittees of their members to perform the periodic evaluations.  

III. Promotion and Tenure Criteria  

The Promotion and Tenure Committee evaluates candidates in the areas of teaching, scholarly research, and service. The evaluation of a candidate's contributions in the three areas must be made with reference to the fundamental departmental missions of adding to the body of economic knowledge and raising the general level of understanding about economic issues. In
In general, these missions can best be accomplished through: 1) strong undergraduate and graduate teaching; 2) scholarly research directed at important economic problems; and 3) dissemination of economic knowledge to a wide audience. Minimum standards for promotion are given in Section IV.D.2 of the Faculty Handbook. Additional criteria used by the Department of Economics are described below.

III.A ASSOCIATE PROFESSOR

A candidate for promotion to associate professor must demonstrate excellence in scholarship or teaching, and high quality performance in all areas. There should be unmistakable evidence that the individual has progressed professionally and will continue to do so. A satisfactory or adequate record in any category as an assistant professor is not sufficient; there must be very clear indication, based on hard evidence and outside peer evaluations, that the candidate has in fact attained high levels of accomplishment. Achievements of a candidate for the rank of associate professor should be commensurate with those of professional economists who have attained that rank in comparable academic environments.

III.A.1 TEACHING

In general, to receive a rating of excellent in teaching the candidate must have established a highly successful teaching program which satisfies the high standards of the department, which stresses outstanding teaching. Such a program will typically involve not only excellence in the classroom itself, but also excellence in additional dimensions such as major contributions to the department’s teaching mission or contributions to the teaching field.

Evidence of excellence in teaching will typically include some or all of the following:

- Strong peer evaluations submitted by a subcommittee of the promotion and tenure committee. The assessment of the subcommittee will follow the procedures outlined in Section V below.
- Superior results on student teaching evaluations;
- Teaching awards or other noteworthy external recognition for excellence in teaching;
- Significant contributions to the Ph.D. program, such as direction of Ph.D. dissertation research and membership on dissertation committees;
- Grants providing financial support for graduate students;
- New course development;
- Direction of Masters and undergraduate honors theses and research papers.
- Publication of textbooks, supplementary readings, and other teaching aides;
- All other items listed in Section IV.D.9.II.A of the Faculty Handbook.

In evaluating teaching evidence the Promotion and Tenure Committee will carefully consider all aspects of the candidate’s contribution to the department’s teaching mission, based on their soundness, rigor, quality, depth, and applicability to the level of the students, and will weigh the tradeoffs between the types of evidence provided. No one piece of evidence will be considered either sufficient or necessary for a rating of excellent. For example, superior scores on student teaching evaluations or teaching awards must be accompanied by other convincing evidence to
merit a rating of excellent. Additionally, superior scores on course evaluations and teaching awards are not required for a rating of excellent, provided the other evidence is sufficiently strong and convincing.

III.A.2 RESEARCH

One of the department’s primary objectives is to advance the state of economic knowledge through the production and publication of original scholarly research. In judging the value of a candidate’s contribution in this area, both the quantity and quality of research output are important. In general, to receive a rating of excellent in research the candidate must clearly demonstrate that he or she is capable of producing original research of a quality suitable for publication in well-regarded, refereed journals and will continue to do so in the future. To meet this objective the candidate typically will have 1) established a successful research program; 2) received strong support from external reviewers; and 3) provided evidence that significant contributions to the research mission of the department will continue beyond promotion.

Evidence of a successful research program consistent with a rating of excellent will typically include some or all of the following:

- Articles published or accepted for publication in well-regarded, refereed journals, including publications in leading field and/or general economics journals;
- Positive referee reports for papers under review at such journals combined with a request from the editor that the paper be resubmitted upon revision;
- Strongly favorable reviews from prominent external reviewers who conclude that the candidate’s research is of a quality sufficient for publication in leading refereed field and/or general economics journals.
- Scholarly books;
- External grants;
- Conference volumes.
- All other items listed in Section IV.D.9.II.B.2 of the Faculty Handbook.

In evaluating the candidate’s research, the promotion and tenure committee will carefully consider all aspects of the candidate’s research program and weigh the tradeoffs between the types of evidence provided. For example, a smaller number of publications in particularly well-regarded outlets combined with very strong external reviews of published and yet-to-be published research or with substantial awards of external funding, may merit a rating of excellent. In addition, sole authored papers will typically receive more weight than co-authored papers. Positive reports from editors handling submitted papers and/or external peer reviews of unpublished work may be viewed as important evidence in cases in which the candidate has relatively few papers accepted for publication.

III.A.3 SERVICE

The service category includes activities to benefit the university, the community, or the profession. In evaluating service the committee takes into account the quantity and the quality of the faculty member’s activities, and assesses the candidate’s effort, leadership, and the value or importance of his or her service activities. To meet the minimum standard for high-quality
service, the candidate must have actively participated in the service responsibilities assigned by the department chair.

### III.B Professor

To be eligible for a positive departmental recommendation for promotion to the rank of professor, a candidate must show excellent achievement in scholarship or teaching and high quality performance in all areas. In evaluating a candidate for this rank, the committee employs demanding standards that require continued achievement beyond that necessary for promotion to associate professor. Achievements of a candidate for the rank of professor should be commensurate with those of professional economists who have attained that rank in comparable academic environments.

#### III.B.1 Teaching

To receive a rating of excellent the candidate’s overall contribution to the department's teaching mission must be superior, and the candidate must demonstrate significant initiative in supporting this mission. A case for an excellent rating in teaching must be thoroughly documented with substantial evidence from the items listed in Section III.A.1 above. In evaluating this evidence, the promotion and tenure committee will follow the procedures described in section III.A.1.

#### III.B.2 Research

To be rated as excellent in research a candidate typically will have 1) established a successful research program, evidenced by a substantial body of work accepted for publication in well-regarded, refereed journals (or their equivalent); 2) received strong support from external reviewers; and 3) provided evidence that significant contributions to the research mission of the department will continue beyond promotion.

Evaluation of the quality and quantity of the candidate’s research will be based primarily on published work conducted during the candidate’s tenure as an Associate Professor. In evaluating the candidate’s research, the promotion and tenure committee will carefully consider all aspects of the candidate’s research program and weigh the tradeoffs between the types of evidence provided. Success in obtaining external funding strengthens a candidate’s case for promotion to professor; however, such success is neither necessary nor sufficient for attaining a rating of excellent in research.

#### III.B.3 Service

To meet the minimum standard for high-quality service, the candidate must have demonstrated initiative and commitment in the performance of service responsibilities.

### IV. Amendment Procedures

Amendments to this document must be approved by a majority of the tenure-track faculty. Proposed amendments must be made available to the faculty at least one week before taking a
V. Procedures for Evaluation of Teaching Performance

A subcommittee of the Promotion and Tenure Committee will be appointed by the Chair of the Committee to evaluate a faculty member's teaching. This subcommittee will consist of two or three members with expertise in the candidate’s areas of teaching specialization. The subcommittee will:

- Meet with the faculty member under review and discuss teaching objectives and any other matters which the faculty member feels are relevant to the evaluation of her or his teaching performance.

- Review course syllabi and tests compiled by the faculty member for the evaluation.

- Conduct class visitations. The subcommittee and faculty member will identify a three-week period within which class visitations will occur. Each member of the subcommittee will attend at least two classes. Where possible, two members of the subcommittee will attend at least one class together. The subcommittee members will write a report describing the visitations. The report will be a joint statement coming from the subcommittee unless agreement cannot be reached. In that case, separate reports will be submitted.

- Review student course evaluations and any other documentation provided in the dossier.

Based on all the above, the subcommittee will prepare a report to the Promotion and Tenure Committee.