American Ethnic Studies Program

Procedures for Evaluation, Promotion, and Tenure

Revised 1997

Approved by the Governance Board at its February 24, 1997 meeting

General note: AMETH generally co-hires its faculty with different departments and/or programs. In each case, a memorandum of understanding should be in place, specifying the “home” department or program in which tenure is to be earned; and requiring structured input from the other department or program for all decisions regarding evaluation, promotion, and tenure, and minimal acceptable standards. Copies of relevant documents for each department or program with which AMETH co-hires will be filed in the AMETH office for use in annual faculty review.

Procedures for Annual Evaluation:

The AMETH Governance Board serves as the program’s evaluation committee. Individuals being evaluated provide their materials to their home departments. Home departments transmit a copy of the materials to the Director of AMETH who then makes sufficient copies and distributes them to the AMETH evaluation committee one week prior to a regular Governance Board meeting. The evaluation committee makes a recommendation to the Director, who then provides structured (written) input to the Head of the home department or program. In special cases the Director can appoint a subgroup of the Governance Board to serve as an evaluation committee and to report directly to the Director.

Procedures for Promotion in Rank

A subcommittee comprised of AMETH Governance Board members at or above the rank for which the individual is being considered is designated as the promotion committee. The Director may appoint other AMETH faculty of appropriate rank to this subcommittee if their expertise is deemed relevant. The home department collects the relevant materials and makes them available to AMETH. The promotion committee reviews the materials and makes a recommendation to the Governance Board regarding promotion. The Governance Board makes Recommendation to the Director. The Director then provides structured (written) input to the Head of the home department or program.

Procedures for Tenure

A subcommittee comprised of AMETH Governance Board members who are tenured is designated as the tenure committee. The Director may appoint other tenured AMETH faculty to this subcommittee if their expertise is deemed relevant. The home department collects the relevant materials and makes them available to AMETH. The tenure
committee reviews the materials and makes a recommendation to the Governance Board regarding tenure. The Governance Board makes a recommendation to the Director. The Director then provides structured (written) input to the Head of the home department or program.

Minimal acceptable standards

Standards and practices adopted by the home department or program with regard to minimal acceptable standards should also be adopted by the AMETH program. They should become a part of the co-hiring memorandum of understanding for all new hires.