

LLC Guidelines for Promotion of Lecturers – Approved version, 04/17/09

The policies and procedures of the Department of Languages, Literatures, and Cultures (hereafter LLC) are designed to complement those established by the College of Liberal Arts and Science (hereafter College) and the University of Florida (hereafter University), which take precedence. Should any part of LLC's published procedures conflict with, or not take into consideration any of those announced by the College or University, LLC's practices will be pre-empted/revised accordingly. Pursuant to College and University guidelines, the role of LLC in the promotion process is fact-finding and advisory.

In accordance with the College guidelines, the promotion from Lecturer to Senior Lecturer is analogous to promotion from Assistant to Associate Professor, and promotion to Master Lecturer is analogous to promotion to Full Professor. However, in neither case should tenure or national stature as a scholar be considered.

For promotion to Senior Lecturer, candidates will typically demonstrate consistent meritorious achievements in teaching, advising, and in other assigned administrative or service activities; superior student teaching evaluations; strong peer teaching reviews; important contributions in the areas of program and course development (or in other areas of assignment), also possibly involving the use of innovative techniques or technologies.

For promotion to Master Lecturer, candidates will typically demonstrate evidence of superior achievements in teaching (or in other areas of assigned duties), the development of innovative instructional techniques, technologies, and/or technological approaches; nominations or receipt of teaching awards, grants, or other such forms of recognition of superior performance in teaching and service.

The same promotion procedures including packet preparation and deadlines as for any faculty promotion to the next rank are followed (see LLC T&P procedures), with the exception of those pertaining to scholarship, since it is assumed that the primary activity of a Lecturer is teaching/advising. Hence, lecturers do not need external letters. Since the assumption is that the primary activity of a Lecturer is teaching/advising, the summary of percent assignments shown in the portfolio should accurately reflect the Lecturer's actual assignments and activities.

In lecturer-promotion cases, the departmental LLC T&P committee may choose, in consultation with the chair, an additional ad-hoc committee member with some expertise in the respective individual case. Additionally, the T&P committee will consult with the appropriate language specialist(s) among the tenured LLC faculty regarding the preparation of the case

Those candidates who are to be considered in the following fall should notify the LLC chair by March 1 of the calendar year in which they wish to be considered, at which time they shall complete the form regarding their decision about waiving access to various materials (e.g., internal reviews). The LLC chair will consult with the T&P committee members and the candidate about who should serve as internal reviewers. The College expects a minimum of 5 and maximum of 6 internal letters of evaluation. The candidate may submit a list of suggested writers of evaluation letters but the final selection is determined by the Chair, with no more than half of the letter writers chosen exclusively from the candidate's list.

The candidates will prepare their materials for submission according to College and University guidelines. The packet needs to be presented to the LLC office in August so that it can be reviewed carefully to ensure that it is both complete and correctly formatted. It will also be submitted for a preliminary review to the College office.

Early in September, the candidate's materials will be made available to those faculty members eligible to vote on the case. After the eligible voting faculty members have had the opportunity to review the materials, a meeting (or meetings, as necessary in view of the number of cases) of the eligible voting members of LLC will take place, at which the Tenure-and-Promotion committee will summarize the facts of the case(s), and at which the eligible voting members of LLC will have the opportunity to discuss the case(s). A vote will be conducted afterwards that comports with College and University guidelines.

Faculty voting on promotion of Lecturer to Senior Lecturer will be by faculty of superior rank in the unit, that is, Senior and Master Lecturers, and Associate and Full Professors (but not including Associate In or Senior Associate In ranks), and recorded on the cover sheet of the packet; faculty voting on promotion of Senior to Master Lecturer will also be by faculty of superior rank in the unit, that is, Master Lecturers and Full Professors; faculty with the title of Lecturer, Assistant Professor equivalent or lower, may not vote on promotions to Senior or Master Lecturers. Lecturer promotion cases may be discussed at the same faculty meeting in which other T&P cases in the department are discussed and voting may proceed after twenty four hours following that meeting in the same way. See the CLAS T&P Guidelines (see attached)

That vote will be reported in the materials submitted to the College. The LLC chair will write a letter of transmittal to the College that reports the vote and summarizes the case.

A copy of that letter is made available to the candidate (appropriately redacted as required by College and University guidelines).

College Criteria

Tenure and Promotion to Associate Professor and Promotion to Full Professor are based on distinguished professional activities in the areas of teaching, research, and service. Candidates must exhibit "distinction" in two of these areas, and normally these are research and teaching. "Distinction" is defined in the College of Liberal Arts and Sciences as an excellent and sustained record as demonstrated by well-known evaluative measures in the disciplines and areas of the College. The distinction of a candidate is based on complex information that includes productivity, innovation and creativity, and positive impact on students, the community, and the academic discipline of the candidate. These criteria are evident in the evaluation of teaching through student class evaluations, contributions to Department and University curriculum, peer evaluations, and recognition of teaching. Distinction in research and scholarship is especially evident through the documentation of productivity included in the packet and the evaluation of that record by internal and external reviewers in light of expectations of productivity at major research universities.

TEACHING - There should be evidence of a sustained commitment to excellence in teaching by the candidate as reflected in student teaching evaluations, faculty/departmental peer evaluations, and instructional materials. Peer evaluations are expected for promotion and tenure to Associate Professor as well as promotion to Full Professor. If student or peer evaluations are not present in the packet, their lack must be explained by the candidate and/or chair/director.

RESEARCH - There should be evidence of a body of work of sufficient quality and quantity that has produced at least the beginning of a national reputation for significant and creative contributions to the candidate's field of research for the promotion to Associate Professor with tenure. In addition, there should be evidence of the promise of continued intellectual growth and productivity. For promotion to Professor, an established national and/or international reputation is expected, as well as the indication of sustained high quality work.

The expectations of research productivity vary by the major areas of Liberal Arts and Sciences (Humanities, Social Sciences, and Natural/Mathematical Sciences) as well as by each discipline within these broad areas. Each department has published guidelines that detail these expectations. In general, candidates for promotion to Associate Professor/tenure in the humanities are normally expected to have a book-length scholarly manuscript completed and accepted for publication by a press recognized in the field. Candidates for promotion to Professor in the humanities are normally expected to have two scholarly books in published form available for departmental/college review. The expectations in some fields may, however, be closer to those in natural and social science disciplines. The natural and laboratory sciences are focused primarily on a substantial record of refereed articles in visible journals and evidence of the viability of a research program, often reflected in successful external funding. The mathematical and natural sciences regard refereed articles in important journals appropriate to the field as primary publication outlets. Social science fields vary according to discipline and even sub-field within them. A scholarly record of research resulting in several peer-reviewed articles published each probationary year is expected, and in some cases, a scholarly book on that research is deemed appropriate for promotion to Associate Professor with tenure. Candidates for promotion to Professor in the social sciences are generally expected to have a second book, when appropriate, or a similar record of articles with recognized impact on the field or profession.

SERVICE - For promotion to Associate Professor/tenure, there should be evidence of a positive contribution to the life of the department, college, and university. For promotion to full Professor, a candidate is expected to make a positive contribution to the department through service on key committees as well as participation in university and professional service. A candidate's service record

may also include service to the state and the nation.

These three areas of activity should conform to the annual assignment of duties, and the tenure and promotion evaluation should be a reflection of these annual assignments. For this reason, annual letters of evaluation of the faculty should make note of any exceptional assignments in teaching, research, or service and the resulting productivity in any area that goes beyond that of other faculty members in the unit.

University Criteria

The University's criteria for granting tenure, promotion, or permanent status shall be relevant to the performance of the work that the faculty member has been employed to do and to his/her performance of the duties and responsibilities expected of a member of the university community. These criteria recognize three broad categories of academic engagement:

- (A) Teaching – Instruction, including regular classroom teaching and distance/executive/continuing education, direction of theses and dissertations, and extension education programs.
- (B) Research – Research or other creative activity including peer-reviewed publications.
- (C) Service – Public and professional.

All tenure track faculty will have no less than 10 percent of their time assigned to research. Each faculty member shall be given assignments that provide equitable opportunities, in relation to other faculty members in the same department, to meet the required criteria for promotion, tenure, and permanent status. Extension contributions in academic service may be inclusive of the three broad categories described above.

In most cases, tenure and promotion require distinction in at least two areas, one of which shall be that of the faculty member's primary responsibility, and those areas should be teaching and research unless the faculty member has an assignment that primarily reflects other responsibilities, such as the Cooperative Extension Service. Merit should be regarded as more important than variety of activity. "Distinction" in the categories is defined by the University and clarified by each college and department in terms tailored to the college and to department disciplines and consistent with University standards.