

# **Tenure and Promotion Guidelines**

## **Department Criteria**

### **Tenure and promotion: tenure-accruing / tenured faculty**

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 Sciences (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 and/or revised accordingly. Pursuant to College and University guidelines, the role of LLC in the tenure and promotion process is fact-finding and advisory. LLC acknowledges the importance of research, teaching, and service within the University and endorses the research designation of the University.

Each tenure-accruing / tenured faculty member's semester assignments should ordinarily reflect research, teaching, and service priorities. LLC expects all of its members to contribute on a regular and continuing basis to research, teaching, and service, in a manner that is consistent with their semester assignments. Semester assignments should be made so that candidates for tenure and promotion can meet expectations because the assignments must be taken into account in the tenure-and-promotion consideration. Because LLC is interdisciplinary, faculty members making decisions about tenure and promotion will consider standards appropriate to the individual candidate's disciplinary background and sub-field, but candidates are encouraged to disseminate their research in ways that reach across disciplines and sub-fields. LLC's faculty members will emphasize the quality of the research outlets, as will external reviewers.

Candidates are encouraged to pursue tenure/promotion as early as their records justify its award, consistent with College and University rules. No LLC committee deliberation, faculty vote, or chair recommendation is final or determinative. All cases, whether the LLC review is positive or negative, will be forwarded to the College, unless the candidate chooses to withdraw. College and University rules set guidelines for candidates wishing to withdraw from the process.

#### **Research:**

Generally, for research contributions the candidate must make a significant intellectual impact that warrants tenure and promotion or promotion in a University of this stature as determined by leading scholars in her/his field. The record must show independent scholarship to have such impact. Scholarly impact will typically be realized through a book—a single-author monograph based on original research—published by an academically reputable and recognized press, and a number of refereed articles. Ordinarily, to be considered in the tenure-and-promotion process, a book of original research needs to have been accepted for publication and be at some stage of the production process. LLC also recognizes that refereed articles and other publications (e.g., edited volumes, invited chapters, articles in peer-reviewed electronic journals, encyclopedia entries, texts, reviews) can also contribute to the impact a scholar has. While a book of original scholarship remains the normal standard for candidates in disciplines such as literary and media studies, LLC recognizes that in some fields such as linguistics the research norm may be different (somewhat more like expectations in the social and natural science disciplines) and, in lieu of a scholarly monograph, consist of a substantial record of refereed articles in standard journals of the discipline, book chapters, and refereed proceedings. The quality and quantity of publications will be given due consideration in tenure-and promotion reviews. The quality of the respective research contributions will be determined by peer assessment within and outside the University. Normally, for tenure and promotion to associate professor, the record of these activities is expected to show the beginning of a national reputation. For promotion to full professor, the record should show evidence of an established international recognition, based on significant scholarly work beyond that which led to the promotion to associate professor, usually in the form of a new book

of original scholarship (or an equivalent corpus of other publications), and a record of other publications documenting this higher level of recognition.

#### Teaching:

LLC encourages and recognizes excellence and innovation in the area of teaching. Student and peer teaching evaluations are an important, but not the only, means by which excellence can be established. College rules require that both student and peer-teaching evaluations be included in the candidate's submitted materials. Assistant professors are expected to have at least one peer teaching evaluation performed each year; associate and full professors are encouraged to have some recent peer evaluations on record, and no less than one in the year preceding the application for promotion. Peer reviews generally comment on such matters as pedagogy, organization, course content, and delivery. In addition, in the assessment of excellence in teaching, importance will be given to the development of new courses (including within the framework of study abroad programs and/or (e.g., electronic) course formats that strengthen the department's teaching effort), to the supervision of undergraduate honors theses, masters theses, and/or dissertations. Any activities involving the coordination of teaching or advising of students, such as undergraduate and graduate coordination, supervision of graduate student teaching assistants, teaching honors, awards, or recognitions should be acknowledged and included in tenure-and-promotion materials. The annual letters of evaluation should also address teaching excellence.

#### Service:

Service is an integral component of faculty performance. At a minimum, service includes full participation in LLC departmental activities and responsibilities. Faculty members will be asked to serve in various capacities within LLC. LLC recommends that the chair not assign extensive or burdensome service to tenure-accruing professors. Service can also extend to the College and University through such activities as the Senate, standing or ad hoc committees, fund-raising, etc. Service may be extended to the community (e.g., presentations to civic organizations, local/state government, primary or secondary schools). In addition, LLC recognizes service to the academic profession including memberships on editorial boards, leadership or committee roles in professional organizations and learned societies, manuscript reviews for journals and granting agencies. LLC recognizes as service the creation and/or coordination of study abroad programs. LLC expects that before tenure, faculty members will have served in some of these capacities. The service expectations increase as faculty members move through the ranks. Awards and recognitions for service should be included in a candidate's submitted materials. Annual evaluation letters should address service contributions.

#### Tenure and promotion timeline:

Those eligible candidates who may apply for tenure and promotion should consider attending a College tenure-and-promotion workshop, usually held in the spring semester. Those candidates who are to be considered 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., external reviews). Anyone who chooses to be considered for tenure and promotion needs to be aware that the University and College guidelines may be updated and that these updates frequently are announced after April.

Concerning the departmental LLC T&P committee: at the beginning of the fall semester, a standing Tenure and Promotion committee consisting of three tenured LLC faculty members will be formed. Two of the members will be elected by the tenured and tenure-accruing members of the LLC faculty, and one will be appointed by the chair, with a view to the breadth and diversity of the committee. The T&P committee will serve a term of two years. For each individual Tenure and Promotion case, the 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 specialist(s) among the tenured LLC faculty regarding the preparation of the case.

In the case of a dual appointment where the candidate's tenure is in LLC, the chair, in consultation with the T&P committee coordinates the candidate's tenure and promotion procedure with the supervisor of the other department, center, or program. Either the second unit evaluates the candidate internally and produces an advisory vote and a letter or the chair of LLC, in consultation with the T&P committee and the supervisor of the other unit, will select an additional committee member from the candidate's other unit.

In a case or cases of promotion to full professor, the chair, in consultation with the advisory board, will substitute associate professors with full professors (for these cases only).

#### Dossier preparation:

Once the chair of LLC is notified by an eligible candidate, the candidate will be asked to provide the T&P committee and chair a list of seven names of potential reviewers out of which the LLC chair, in consultation with the T&P committee, will choose three and then will identify three other potential external reviewers from the departmental list. The candidate also has the right to identify up to three reviewers whom she/he might feel ought not to evaluate her/his case. The LLC chair will endeavor to contact the external reviewers no later than May of that year. The number of letters requested from the department's list cannot exceed the number of letters requested from the candidate's list. The College expects a minimum of 5 and maximum of 6 external letters of evaluation. The T&P committee will draft biographical sketches of the external reviewers. LLC will include those sketches in the candidate's portfolio for submission.

At the beginning of May, the candidates should make reprints or copies of their publications available to the LLC office. In extraordinary cases, where there is an abundance of material, candidates may identify which publications to send to the reviewers when the LLC chair sends the formal letters of request. The letters to these reviewers will comport with College and University guidelines.

The candidates will prepare their packet 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.

#### Voting procedures:

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 tenured members of LLC (or full professors in cases of promotion to full professor) will have the opportunity to discuss the case(s). A vote will be conducted afterwards that comports with College and University guidelines. 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. In the case of candidates with dual appointments, where the candidate's tenure is in LLC, arrangements will be made by the chair to assure that the feedback of the chair, director, etc. of the candidate's other unit is also conveyed. A copy of that letter is made available to the candidate (appropriately redacted as required by College and University guidelines).

#### **Promotion: non-tenure accruing faculty**

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 meritorious achievements in teaching, advising, and in other assigned administrative or service activities; sustained commitment to excellence in

teaching; and important contributions in the areas of program and course development (or in other areas of assignment), such as the use of innovative instructional techniques or technologies.

For promotion to Master Lecturer, candidates will typically demonstrate superior achievements in teaching, advising, and in other assigned administrative or service activities; sustained commitment to excellence in teaching; and important contributions in the area of program and course development (or in other areas of assignment), such as the development or use of innovative instructional technologies or techniques.

Among the factors that may serve as indicators of merit and superiority as outlined above:

- Student, peer, and chair evaluations;
- 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;
- Active participation in professional development opportunities and professional organizations.

Additionally, although an active research agenda is not required for promotion to Senior or Master Lecturer, some lecturers may be involved in research activities. These may include attending and presenting at conferences or workshops and publishing in appropriate venues, such as peer-review journals. Such contributions are recognized as indicators of merit and superiority if they inform excellence in teaching and are, for the purposes of promotion, linked to assigned duties.

The same promotion procedures including packet preparation and deadlines as for any tenure accruing or tenured 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 instructional. Hence, lecturers do not need external letters. Since the primary activity of a Lecturer is instructional, 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 the preparation of the case.

Dossier preparation:

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 letters of evaluation. The candidate may submit a list of potential reviewers. The number of letters from the department's list cannot exceed the number of letters 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.

Voting procedures:

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 appropriate members of LLC (associate/full professors and senior/master lecturers in the case of promotion to senior lecturer and full professors and master lecturers in cases of promotion to master lecturer) will have the opportunity to discuss the case(s).

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, and recorded on the cover sheet of the packet. Faculty voting on promotion of Senior to Master Lecturer will also be of superior rank in the unit, that is, Master 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.

### **College Criteria**

*Note that current college clarifications do not expressly refer to non-tenure-track faculty. However, the college considers the promotion of non-tenure accruing titles to be analogous to promotion from assistant to associate professor or to professor, but without consideration of tenure.*

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 faculty member's assignment 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 in person classroom teaching, distance/executive/continuing education, direction of theses and dissertations, and extension education programs.
- (B) Research – Research or other scholarship and creative activities. Reminder: All tenure track faculty must have a minimum of 10 percent of their time assigned to research.
- (C) Service – Public and professional.

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, teaching and research, unless the faculty member has an assignment that primarily reflects other responsibilities, such as the Cooperative Extension Service or a clinical assignment. Merit should be regarded more important than variety of activity. “Distinction” 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.