

Department of Modern Languages and Literatures

Departmental Policies on Tenure and Promotion

November 17, 2014

I. REQUIREMENTS FOR PROMOTION AND TENURE OR PROMOTION

Faculty must strive for excellence in the areas of teaching, scholarship and service. Promotion to any rank requires evidence that significant achievements have been made and will continue to be made. High quality performance in the areas of teaching and scholarship is of distinctive importance. Faculty must show continuity in productivity since the date of appointment at the rank of Assistant or Associate Professor.

A. Promotion to Associate Professor with Tenure, or Tenure only after Initial Appointment as Associate Professor

1. Ph.D. or academic equivalent.
2. Significant and consistent publication record since appointment to present rank. (See Section II.)
3. Effectiveness in teaching. (See Section III.)
4. Service to the Department, to the University and to the profession. (See Section IV.)
5. Emerging national and/or international recognition for excellence in professional and/or scholarly activity.

B. Promotion to Professor

1. Ph.D. or academic equivalent.
2. Significant and consistent publication record since attaining the rank of Associate Professor. (See Section II.)
3. Effectiveness in teaching. (See Section III.)
4. Service to the Department, the University and to the profession. (See Section IV.)
5. National and international recognition for excellence in professional and/or scholarly activity.

II. SCHOLARLY/PROFESSIONAL/CREATIVE ACTIVITY

Publications or evidence of scholarly competence in the area of specialization shall *include*:

1. Scholarly books and monographs
2. Critical editions
3. Textbooks
4. Edited collections
5. Scholarly articles, notes and book chapters
6. Internet-based scholarly works including literary, cultural or linguistic-based publications
7. Creative works
8. Critical translations
9. Internal and/or external grants

The "significant and consistent publication record" required for promotion to Associate Professor or Professor is met by at least one of the following (only materials and works published since promotion to Associate Professor will be considered for promotion to Professor):

A peer-reviewed scholarly book, or book-length monograph published by a reputable press and three or more peer-refereed articles/notes/book chapters. Sufficiency of publications is judged by the quality of the journal/book, the quality of the work, and the contribution it makes to the advancement of knowledge in that particular field.

OR

A well-documented peer-reviewed book-length critical edition with substantial introduction, or a book-length critical and annotated translation of a scholarly book with substantial introduction, provided the dossier also contains three or more peer-refereed articles/notes/book chapters (substitutions not permitted). Sufficiency of publications is judged by the quality of the journal/book, the quality of the work, and the contribution it makes to the advancement of knowledge in that particular field.

OR

A book-length creative work, published by a reputable press, provided the dossier also contains four or more peer-refereed articles/notes/book chapters (substitutions not permitted). Sufficiency of publications is judged by the quality of the journal/book, the quality of the work, and the contribution it makes to the advancement of knowledge in that particular field.

OR

For linguists, six or more articles/book chapters published in peer-refereed journals/books, at least three of which must be single authored. Sufficiency of publications is judged by the quality of the journal/book, the quality of the work, and the contribution it makes to the advancement of knowledge in that particular field.

OR

A peer-refereed edited collection of critical articles written by experts in the field and published by a reputable press. The editor must contribute a substantial critical introduction, bibliography and/or article. The dossier must also contain four or more refereed articles/book chapters (substitutions not permitted). Sufficiency of publications is judged by the quality of the journal/book, the quality of the work, and the contribution it makes to the advancement of knowledge in that particular field.

Note

The book and majority of the articles should reflect or be in correlation to the area of specialization (or at least, related to the primary and secondary areas of specialization). A creative work or a translation not eligible for inclusion above and published by known trade presses or refereed scholarly presses is considered the equivalent of one peer-refereed article.

A. Explanatory Notes

1. Manuscripts should be accepted for publication or published by the time the candidate is required to submit the dossier for Promotion and Tenure or Promotion to Full Professor to the department.
2. Publications should contribute to the advancement of scholarship in the fields of literature, linguistics, language, culture or pedagogy. Advancement of scholarship implies new insights, the uncovering of hitherto unknown facts and/or the postulation or implementation of new theories or methodologies judged to be viable and useful.

3. Creative works count as publications only when published by a recognized publishing house known to exercise editorial judgment or when evaluated by recognized outside authorities.
4. The scholarly activities of a candidate for promotion to Associate Professor should demonstrate an emerging national and/or international recognition for excellence. The scholarly activities of a candidate for promotion to Professor should demonstrate national and international recognition for excellence. In addition, the scholarly production of a candidate for promotion to Professor should include only work done since promotion to or initial appointment at the rank of Associate Professor.

B. Extramural Evaluation of the Scholarly Work of Candidates' Promotion to Associate Professor and Professor

The department chair and the department promotion and tenure committee shall jointly nominate a panel of an even number of at least four outside reviewers. Additionally, the faculty candidate shall nominate a panel of an even number of at least four persons with the goal of having half selected by the faculty candidate from the panel proposed by the department chair or unit head and promotion and tenure committee, and half selected by the department or unit head and the promotion and tenure committee from the panel proposed by the faculty candidate.

III. THE EVALUATION OF TEACHING

Promotion to Associate Professor and to Professor presupposes effectiveness in teaching at all levels and in supervising research; and shall be based upon qualitative indicators, including:

A. Student Evaluation of Instructors on the Student Perception of Instruction form distributed by the Department

B. Peer Evaluations

Peer evaluation materials include but are not limited to reports of classroom visits by subcommittee members, periodic peer evaluation reports, directing programs abroad, annual evaluation by the Department Chairperson and similar documents, TIPS, and Excellence in teaching awards.

C. Innovations, Extramural Activities and Receipt of Grants

Innovations, such as the creation of new courses or new approaches, development of computer software lessons, service learning, Honors in the Major Thesis, mentoring through UCF student organizations, pedagogical papers read, pedagogical articles published or accepted for publication or textbooks published or accepted for publication (published

materials shall also be counted as scholarly publications), and receipt of Improvement of Instruction or similar grants, shall be considered in evaluating the teaching of candidates for promotion and tenure.

D. Student Advisement

Advise undergraduate and/or graduate students in their field of study.

E. Teaching Responsibilities

Maintain teaching assignments, office hours, and e-mail availability during each term. Demonstrate effectiveness in the area of specialization and efforts towards the retention of students in each of the classes assigned. Participation in workshops that promote self-development and updated practices in teaching and learning.

IV. SERVICE

Service at various levels includes the following or similar activities:

A. Service to the Department

1. Committee assignments at the sectional and departmental levels.
2. Participation in and initiation of cultural enrichment programs (e.g., language house activities, trips to museums).
3. Directing a language section or a graduate program.

B. Service to the University

1. College and University Senates, committees and special assignments.
2. Participation at all ranks in interdepartmental and interdisciplinary programs and courses (e.g., linguistics, comparative literature, women's studies, integrated learning, etc.).

C. Service to the Profession

1. Active membership in professional organizations (chairing or serving on committees, moderating sessions at meetings, organizing conferences, etc.).
2. Collaboration with colleagues in other educational institutions.
3. Editor of a journal; member of editorial boards of presses and journals; evaluator of book length manuscripts and or journal articles.

D. Service to the Community

1. Profession-oriented community service.
2. Talks given before local organizations.
3. Language-related committee work.
4. Activities which serve to publicize and strengthen the teaching of languages.

V. COMPOSITION OF COMMITTEES ON PROMOTION

- A.** The Committee shall consist of all tenured full-time department members holding the rank of Associate Professor or Professor. For promotion to Professor, the Committee shall be constituted of Professors. If the University required number of Professors within the Department is insufficient, Professors in related disciplines in the University may be asked to evaluate the dossiers of candidates for promotion to Professor.
- B.** The chairperson of each committee shall be elected during the Spring semester by a majority vote of the members of the committee. A chairperson shall serve a two-year term, and may be re-elected.
- C.** The Candidate has the option to meet once in April with the Committee on Promotion to discuss requirements for promotion as established in this document and in the Faculty Handbook, and to help them prepare a balanced program of teaching, research and service.

VI. CONFIDENTIALITY

All deliberations of the promotion committees must remain strictly confidential.

VII. APPLICATION FOR PROMOTION

It is the candidate's responsibility to present his or her application for promotion and/or tenure and promotion, accompanied by a list of works to be evaluated, to the Department Chairperson and the Promotion and Tenure Committee Chairperson on the date specified by the Tenure and Promotion Guidelines for that year.