

Criteria for Promotion and Tenure

Department of Spanish & Portuguese Studies Criteria

The Department's policies and guidelines for tenure and promotion conform to those set forth in the Florida Administrative Code, the Collective Bargaining Agreement, the University Constitution, and at the college level, the Tenure and Promotion Guidelines for Department Chairs, as well as any guidelines for candidates posted on the official college website. Candidates for tenure and/or promotion are judged upon their contributions to the department, the college, the university, and the profession in three areas: research, teaching and service. Deliberations about tenure and promotion will take into account standards appropriate to the individual candidate's field and/or sub-field.

To qualify for tenure and promotion to Associate Professor, candidates should have produced a coherent and meaningful body of work that establishes an intellectual profile in their field of scholarship. With respect to research, determinations of appropriate quantity and quality will be made by eligible SPS faculty on the basis of: comments by external referees (and internal UF referees if applicable); the eligible SPS faculty's own assessment of the candidate's research; and the nature and relative quality of the presses, journals or conferences through which contributions were made.

The expectations of research productivity vary by the major areas of the Department (literature, film and media studies, cultural studies, linguistics and applied linguistics). 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 by a press recognized in the field. The expectations in some fields may, however, be closer to those in social science disciplines, which generally focus on a substantial record of articles published in high-quality peer-reviewed journals and evidence of a strong research program.

Given the different fields represented in SPS and the changing nature of scholarly publishing, however, supporting evidence of other types of scholarly productivity will be accepted. Such evidence should demonstrate a pattern of regular contributions to research, including co-authored books, edited volumes, studies in refereed and/or highly selective edited books or conference proceedings, critical additions, annotated translations, segments in reference works, textbooks, review essays, book reviews, convention papers, invited addresses, and distinguished grants or fellowships. A more complete list of activities that may complement a scholarly profile in SPS can be found in the research category of Merit Pay Criteria available to all SPS faculty. With respect to teaching and advising, candidates for tenure and promotion in SPS should demonstrate sustained effectiveness in instruction as evidenced by peer and student evaluations and college, university or other awards for excellence in pedagogy/advising. Other influential factors include coordination of programs, direction of theses (undergraduate and/or graduate), and significant participation in pedagogically oriented committees.

A more complete list of activities that complement this profile in SPS can be found in the pertinent category of Merit Pay Criteria available to all SPS faculty.

With respect to teaching and advising, candidates for tenure and promotion in SPS should demonstrate sustained effectiveness in instruction as evidenced by peer and student evaluations and college, university or other awards for excellence in pedagogy/advising. Other influential factors include coordination of programs, direction of theses (undergraduate and/or graduate), and significant participation in pedagogically oriented committees. A more complete list of activities that complement this profile in SPS can be found in the pertinent category of Merit Pay Criteria available to all SPS faculty.

With respect to service, SPS expects candidates to have been active members on standing and/or ad-hoc departmental, center, college or university committees. A more complete list of service activity that may complement a service profile in SPS can be found in the pertinent category of Merit Pay Criteria available

to all SPS faculty.

In the area of research, candidates for promotion from Associate Professor to Professor will have established a national and/or international reputation as a result of sustained high quality scholarship (i.e., publications, presentations, grants, etc.). In the area of teaching, candidates are expected to maintain a high level of quality, as demonstrated by teaching evaluations, regular peer reviews, pedagogical innovation, and/or teaching portfolios. In terms of service, candidates are expected to show a commitment to the maintenance and development of the department in a variety of ways, including but not limited to chairing or being a member of committees and coordinating courses or programs within the department. Candidates are also expected to participate in university and professional service.

Promotion of Non-Tenure-Track Faculty

SPS shall follow current College and University guidelines with respect to the promotion process of Non-Tenure-Track Faculty.

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 but without consideration of tenure or national stature as a scholar. For promotion to Senior Lecturer, there must be evidence of consistent meritorious achievements in teaching, advising, and in other assigned administrative or service activities. Student evaluations of teaching should be superior. In addition, the evaluation will consider such items as peer reviews of one's teaching, one's importance to, and role in improving, the unit's instructional or academic program of course development (or in other areas of assignment), and use of innovative techniques or technologies. For promotion to Master Lecturer, in addition to the above, there should be evidence of superior achievements in teaching (or in other areas of assigned duties), development of innovative techniques or technology, nominations or receipt of teaching awards, grants, or other forms of recognition for achievements.

Procedures for Promotion

The same promotion procedures including packet preparation and deadlines as for any faculty promotion to the next rank are followed as specified in university and college guidelines.

The assumption is that the primary activity of a Lecturer is teaching/advising. Hence, the summary of percent assignments shown in the portfolio should accurately reflect the Lecturer's actual assignments and activities. No external letters of evaluation are required for Lecturers' promotions, but they may be included if appropriate.

Peer evaluations of teaching, including visitations to classes (along with review of syllabi, examinations and other instructional material) performed in at least two courses a year, are required for promotion to Senior and to Master Lecturer.

Voting on promotion cases will be by faculty of superior (analogous) rank in the department. 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 as described above.

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 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.