

# Anthropology Department Criteria for Tenure and Promotion

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## I.     Teaching

The candidate for Tenure and/or promotion must demonstrate a record of quality teaching at Rollins College and a commitment to continue to evolve as a teacher.

The Department of Anthropology believes that effective, quality teaching is more than generating positive evaluations from students. Effective, quality teaching means challenging students to develop new perceptions and ways of thinking about their humanity and their world. We believe cognitive knowledge about the world and about data that may not be directly related to oneself are equally as important as direct self-discovery. Students should be learning to evaluate what they read or see or hear, to judge what is reasonable and what is not and to formulate and express reasonable opinions. Good teaching also involves setting clear and consistent expectations for students and being available to students to discuss their work.

Effective, quality teaching will be measured by the following:

- A)     Discussion with the candidate based on a statement of educational philosophy, methods and results;
- B)     Development of new courses or evidence that content of old courses changes through time;
- C)     Participation in educational programs of the college that involve experiments in learning: e.g., interdisciplinary courses, team-taught courses, service learning, RCC, rFLA, and the Honors program;
- D)     Creation of examinations that test comprehension, are intellectually challenging, and test concepts as well as facts;
- E)     Development of syllabi or other evidence of readings which give in-depth exposure to the subject and to research in the field and which demonstrate that courses are well-organized around specific educational objectives;
- F)     A consistently positive record of student evaluations and mentoring, along with evidence that professor offers significant opportunities for

interaction and discussion, and that students find courses challenging and engaging, as measured by class participation;

- G) Consistently positive results on other evaluation strategies utilized by the candidate;
- H) A record of accessibility to students including answering emails, phone calls and other messages promptly, and allowing adequate office time to meet student requests for conferences;
- I) Development of syllabi that clearly lay out expectations for courses and that the teacher then follows;
- J) Evidence of sticking to a reasonable time frame for return of evaluated work;
- K) Feedback from students, colleagues, and others when appropriate;
- L) Awards and honors for teaching;
- M) Any other evidence of quality teaching the candidate wishes to present.

## II. Research and Scholarship

The candidate for tenure and promotion to the rank of Associate Professor must demonstrate a record of significant ongoing professional commitment and involvement with colleagues in her/his specialization while at Rollins College. We are looking for a pattern of commitment and membership in a community of scholars beyond Rollins College. This pattern can be demonstrated by publishing and by active professional involvement beyond the college.

We recognize publications of anthropological pieces in any academic peer-reviewed journal or book as meeting our standard for tenure and promotion, including journals whose disciplinary foci are outside of the field of anthropology. We also recognize works published in open access journals as meeting our standards when candidates can demonstrate that the journals employed a rigorous process of peer review in evaluating their work.

While at Rollins, the candidate must have, prior to tenure, a consistent and ongoing record of scholarly involvement, represented by the following activities, ideally spread out over the candidate's time at Rollins:

- 1) Published, or had formally accepted, refereed, peer-reviewed, essay-length publications in a refereed journal or in a book from an academic press or publisher of academic material or a

documentary film accompanied by a written explanation of its reach and impact; multi-authored publications may be considered when accompanied by a written explanation of the candidate's contributions to them;

- 2) Presented papers at professional meetings (the text must be available for review);
  - 3) Prepared and have funded professionally acceptable grant applications to external funding sources;
  - 4) Submitted professionally reviewed research reports to government agencies;
  - 5) Published book reviews;
  - 6) Engaged in some form of public scholarship, including delivering community lectures, curating museum exhibits, writing technical reports, developing scholarly websites, writing materials for community organizations or expert affidavits, producing documentary shorts, or writing for the general public.
- A) At a minimum, the successful candidate for tenure must
- 1) Have published, or had formally accepted, two essay length, research- based, peer-reviewed publications (meaning not book reviews or encyclopedia articles) in refereed journals OR a book from an academic press or publisher of academic material;
  - 2) Have produced at least one piece of public scholarship, as defined above, in addition to their minimum required two peer-reviewed publications;
  - 3) Have presented at least two papers, one of which may be a poster presentation, at a regional or national meeting of a professional anthropology society such as the AAA (the text must be available for review).

### III. College Service

- A) Candidates for tenure or promotion must show a continuing commitment to the life and mission of the college by:
- 1) Contributing professionally and fairly to the goals and work of the department and the college;

- 2) Being willing to serve the educational needs of the college in general education and/or special programs;
- B) College service involves effective advising, which includes understanding the curriculum and guiding advisees toward using it to meet their own learning objectives, and being available not only with regular office hours but with a willingness to be helpful. Responsible advising will be measured by the following:
- 1) Discussion with the candidate on what she/he does during the advising sessions;
  - 2) Feedback from the students, colleagues and others when appropriate; and
  - 3) Any other evidence of responsible advising the candidate wishes to present.
- C) Candidates should participate on committees, particularly standing committees, by serving as a contributing member of these committees.

#### IV. Other Areas

We require a cooperative and constructive relationship with colleagues, defined by a willingness to participate positively in department affairs.

We also encourage the following as worthwhile endeavors. While not required for tenure and promotion, they enhance a candidate's record:

- A) Collaborative research with students;
- B) Contributions to the local, national or global community through application of one's academic and professional skills;
- C) Leading field studies.

#### Promotion to Full Professor

After receiving tenure, the candidate must continue to provide evidence that he/she is making contributions to the field of anthropology in the teaching of the subject and in research in an area of anthropology. The Anthropology Department thus expects the following to be completed by the time the candidate asks for an evaluation for promotion to Full Professor. These are in addition to those required earlier for tenure. We also expect candidate to provide evidence that these contributions will continue beyond promotion to Professor.

A continuing pattern of contributions to the field of anthropology demonstrated by:

- I. Doing any of the following on an average of once every year:
  - A) Published one essay-length, peer-reviewed publication in a referred or professionally recognized journal, or published a book;
  - B) Presented papers at professional meetings (the text must be available for review);
  - C) Prepared and had funded professionally acceptable grant applications to external funding sources;
  - D) Submitted professionally reviewed research reports to government agencies;
  - E) Published book reviews.
  
- II. At a minimum this continuing involvement must include
  - A) Having published at least three research based, essay-length articles (meaning not book reviews or encyclopedia articles) in refereed or professionally recognized outlets, OR publication of a book by a publisher of academic material plus one article. One of the required works may be in press if the candidate can: provide a letter from their press stating that the article/book is in production; give a DOI for their work; or share the final proofs of their work;
  - B) Have produced at least one piece of public scholarship, as defined above, in addition to their minimum required two peer-reviewed publications;
  - C) Presentation of at least three papers (pedagogical paper and/or research-oriented), one of which may be a poster presentation, at regional or national meetings of professional anthropology societies such as the AAA; and
  - D) The candidate must also continue to demonstrate excellence in teaching and to provide service to the college in the areas described under the tenure criteria. The department will use the same methods of evaluating teaching and service as used in tenure cases.