

CRITICAL MEDIA AND CULTURAL STUDIES

Criteria for Tenure and/or Promotion

Revised Fall 2011, Approved by FEC Spring 2012

Department criteria are in accord with Article VIII of the faculty by-laws.

After being informed of eligibility by the Dean of Faculty, the candidate requests evaluation for tenure and/or promotion. S/he assembles supporting documents that must include all of the following:

- professional assessment statement of no longer than 5000 words that addresses teaching, research, and service (covering, e.g., philosophy, methods, strengths, and goals);
- current curriculum vitae;
- sample syllabi and other course materials the candidate deems relevant (e.g., handouts, exams, and examples of student work);
- evidence of ongoing scholarly activity (e.g., copies of publications, of works fully accepted for publication, of creative works);
- statements from at least two tenured faculty members at other colleges or universities in the candidate's research area/s. Due to the inherent interdisciplinarity of Critical Media and Cultural Studies, these letters are meant to aid CEC and FEC members in evaluating scholarship that may be very different from their own. The candidate will submit a list of at least five names to the chair of the CEC; the chair will contact members from the list and request letters of evaluation addressed to the CEC, to be received no later than June 15. The CEC chair will forward all letters received to CEC and FEC members.

A. Criteria for Tenure and/or Promotion: Teaching

To earn recommendation for tenure and/or promotion, a candidate must demonstrate a record of excellent teaching at Rollins College and a commitment to evolve as a teacher.

CMC also expects our faculty to foster student development in all of the following:

- critical thinking;
- effective expression of themselves and their views in oral, textual, and mediated formats;
- creative endeavors and/or research;
- engagement with a range of views, experiences, and cultures;
- civic and/or community engagement.

CMC does not expect each *course* to cover all five areas. However, the candidate must demonstrate how her/his *repertoire* of courses and other professional activities connect to the five areas. The candidate should address each area in a separate section of her/his professional assessment statement.

In her/his assembled materials, the candidate also should demonstrate the ability to:

- organize effective, challenging courses that serve interdisciplinary learning objectives;
- incorporate developments across fields into new and existing courses;
- seek continuous improvement of courses and pedagogy;
- be responsive to feedback provided by students and colleagues;
- sustain media literacies; and
- devise clear means of evaluating student work.

Prior to CEC meetings, members will observe the candidate's teaching and review Course and Instructor Evaluations and other materials supplied by the candidate. CMC recognizes the limitations of student evaluations. Quality of course materials and observational data will be weighed as heavily as student evaluations.

Because teaching excellence is always the College's primary concern, the department expects candidates for promotion to Professor to exhibit ongoing development of teaching excellence. This means that the department will not assume that a candidate awarded tenure has achieved teaching excellence for all time. Rather, when evaluating candidates for promotion to Professor, the department will look for examples of continuing efforts to sustain teaching of high quality, such as:

- attendance at teaching/learning workshops and colloquia (on and/or off campus);
- course redesign to incorporate new materials and pedagogical strategies;
- participation in interdisciplinary and team-taught courses; and
- grant proposals (internal and/or external) focused on teaching/learning.

B. Criteria for Tenure and/or Promotion: Research and Scholarship

CMC affirms the general criteria set forth in the Bylaws concerning scholarship, and we define scholarship broadly and inclusively. Therefore, we recognize the value of scholarly production for an academic audience (e.g., peer-reviewed articles, books, book chapters, and other substantive sections of academic books) and scholarly production for a more public audience (e.g., a museum exhibit or documentary film).

For tenure recommendation, the candidate is expected to produce, as a benchmark:

- one single-authored peer-reviewed academic book;
- OR four peer-reviewed academic works (e.g., journal articles or chapters in scholarly books);
- OR three peer-reviewed academic works and one publicly-reviewed creative work;¹
- OR two peer-reviewed academic works and two publicly-reviewed creative works.

¹ Examples would include a film accepted by a juried festival or by a festival congruent with CMC (e.g., the Global Peace Film Festival). To ensure that a publicly-reviewed creative work is viewed as commensurate with a peer-reviewed academic work, the candidate must consult with the CEC.

The editing of a national or international academic journal issue or of an academic book equals one article. A candidate may substitute academic journal editing or academic book editing for up to half the scholarship requirement.

Within those edited works, a substantive piece of writing (e.g., an article, chapter, or section containing substantial original research and/or analysis) will count as equivalent to an article or chapter published in an academic journal or book edited by someone other than the candidate.

In order to count a forthcoming publication (print or electronic), the CEC requires full acceptance from a book or journal editor (i.e., no further substantive revisions required; the work is going to press as is or requires only galley proof copyediting). The candidate must submit a letter of acceptance from the book or journal editor and a completed manuscript or galley proofs. The CEC will not support a case for tenure and/or promotion if a majority of the scholarship portfolio is forthcoming. In other words, at least half of the scholarship portfolio must be published. Scholarly work published prior to acceptance of a contract at Rollins College cannot be considered for fulfillment of these criteria unless the department agrees to do so in writing at the time of appointment.

In addition, the candidate must provide evidence of consistent scholarly activity. Such evidence may include:

- providing service/leadership to academic organizations;
- presenting scholarly and/or creative works or serving as a discussant at academic conferences;
- refereeing journal submissions;
- reviewing academic book manuscripts; and
- receiving grants or fellowships.

Publication in peer-reviewed international and interdisciplinary academic journals, participation at international and interdisciplinary academic conferences, and scholarship involving student co-researchers will be looked upon especially favorably.

For recommendation for promotion to professor, no work that counted toward the candidate's case for tenure may be considered. All works must be published; forthcoming works will not be considered.

Candidates for promotion to professor are expected to produce, since attaining the rank of associate professor:

- one single-authored, peer-reviewed academic book;
- OR six peer-reviewed academic works (e.g., journal articles or chapters in scholarly books);
- OR five peer-reviewed academic works and one publicly-reviewed creative work;
- OR four peer-reviewed academic works and two publicly-reviewed creative works;
- OR three peer-reviewed academic works and three publicly-reviewed creative works.

The editing of a national or international academic journal issue or of an academic book equals one article. A candidate may substitute academic journal editing or academic book editing for up to half the scholarship requirement.

Within those edited works, a substantive piece of writing (e.g., an article, chapter, or section containing substantial original research and/or analysis) will count as equivalent to an article or chapter published in an academic journal or book edited by someone other than the candidate.

In addition, candidates for promotion to professor must provide additional evidence of consistent scholarly activity (see examples listed above).

C. Criteria for Tenure and/or Promotion: Service

Candidates for tenure and/or promotion are expected to show reliable and consistent commitment to service. Candidates **MUST**:

- carry an equitable load of responsibility to departmental and college committees;
- participate in the cultural, intellectual, and civic life of the department and college; and
- effectively advise an equitable number of students. Effective advising includes knowledge of the curriculum and of support services, assisting advisees in course selections, and being available to students for help and advice.

Candidates also are encouraged to serve Rollins' educational needs and mission through participation in general education, RCC, the Honors Program, team-taught courses, and service learning and to participate as members and/or leaders of service agencies beyond Rollins.

For promotion to professor, the candidate is expected to demonstrate a high and consistent level of service in the rank of associate professor. In addition, the candidate should endeavor to take on leadership roles within those committees/organizations whenever possible.