

CRITICAL MEDIA AND CULTURAL STUDIES (CMC)

Criteria for Tenure and/or Promotion

Revised: spring 2019, approved by FEC: 1/19/19

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. The candidate assembles supporting documents that must include all of the following:

- Professional assessment statement of no longer than 3000 words that addresses teaching, scholarship, 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 academic publications (and, if applicable, of public scholarship), and copies of works fully accepted for publication and/or exhibition).

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 and a commitment to continuous improvement of courses and pedagogy. CMC expects the candidate's case to demonstrate responsiveness to feedback provided by students and colleagues and the ability to organize effective, challenging courses that reflect and advance the department's mission.

Per our mission CMC expects our faculty to foster:

- Engagement with important social issues (e.g., climate change; war and other forms of violence; and structures of power and inequality, like racism, classism, sexism, and homophobia);
- Construction and articulation of evidence-based arguments;
- Critically-oriented analysis and production of media and culture;
- Civic and/or community engagement.

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

Because undergraduate education is the College's primary concern, the department expects candidates for promotion to Professor to exhibit ongoing development of teaching excellence. Evidence of such development could include:

- Course redesign to incorporate new materials and pedagogical strategies;
- Attendance at teaching/learning workshops and colloquia (on and/or off campus);
- Grants (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, 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 or gallery exhibit or a documentary film). For tenure recommendation, the candidate is expected to produce, at a minimum:

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

The editing of a national or international academic journal issue or of an academic book equals one article. 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.

To earn the support of the CEC, a candidate for tenure must have published or presented 2/3 of the minimum benchmark; no more than 1/3 may be forthcoming.

Scholarly work published prior to acceptance of a contract at Rollins cannot be considered for fulfillment of these criteria unless the department agrees to do so in writing at the time of appointment.

¹ Examples include a film accepted by a juried festival or by a festival congruent with CMC (e.g., the Global Peace Film Festival). The candidate will make a case to the CEC, and the CEC will determine the extent to which a publicly-reviewed work is viewed as commensurate with a peer-reviewed academic work. In some cases, multiple works, taken together, could count as one (e.g., op-eds published in major news outlets).

In addition to copies of peer-reviewed publications (and, if applicable, publicly-reviewed works), the candidate must provide evidence of consistent scholarly activity. Such evidence may include:

- Presenting scholarly and/or creative works at academic conferences and/or at other academic institutions;
- Screening works at film festivals;
- Providing service/leadership to academic organizations;
- Reviewing academic book manuscripts, journal submissions, and/or academic conference papers;
- Receiving research grants or fellowships;

Serving as a discussant at academic conferences and/or film festivals.

Given the multicultural, interdisciplinary, and student-centered foci of CMC, publication in peer-reviewed international and interdisciplinary academic journals, participation at international and interdisciplinary academic conferences, and scholarship involving student co-researchers may 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 academic works must be published (and, if applicable, all public works published, screened, etc.); forthcoming works will not be considered.

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

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

Along with publications, candidates for promotion to Professor must provide additional evidence of consistent scholarly activity (see examples 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 will serve Rollins' educational needs and mission through participation in, e.g., general education, RCC, the Honors Program, and civic/community engagement 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 demonstrate effective leadership within committees and/or organizations.

Evaluation Timeline

Action	Mid-Course Evaluation	Tenure and Promotion	Promotion to Professor
Dean notifies Candidate of eligibility	April 15	April 15	April 15
Candidate notifies Dean of intention CEC Formed	May 15	May 15	May 15
CEC Chair notifies Dean, Candidate, and FEC of CEC make-up	June 1	June 1	June 1
Candidate uploads digital portfolio to Blackboard	December 15	July 1	July 1
CEC, Dean, and FEC visit Candidate's classes.	Fall or Spring	Fall	Fall
CEC submits letter to Candidate, Dean, and FEC Chair	February 15	October 1	October 15
Candidate response (optional) due in writing to CEC, FEC, and Dean.	Within one week of receipt of CEC letter.	Within one week of receipt of CEC letter.	Within one week of receipt of CEC letter.
Dean submits letter to Candidate, CEC Chair, and FEC Chair	At least one week prior to Candidate's FEC meeting.	At least one week prior to Candidate's FEC meeting.	At least one week prior to Candidate's FEC meeting.
Candidate response (optional) due in writing to CEC, FEC, and Dean	Within one week of receipt of Dean's letter.	Within one week of receipt of Dean's letter.	Within one week of receipt of Dean's letter.
FEC submits letter to Candidate, CEC Chair, and Dean	May 15	December 15	April 1
FEC submits letter to Provost	N/A	December 15	April 1
Candidate challenge (optional) due in writing to CEC, FEC, and Dean	Within one week of receipt of FEC's letter.	Within one week of receipt of FEC's letter.	Within one week of receipt of FEC's letter.
Provost submits letter of recommendation to the President.	N/A	January 15	April 15
President submits recommendation to the Board of Trustees.	N/A	February Board Meeting	May Board Meeting
President communicates Board's decision in writing to the Candidate.	N/A	February 28	May 31
Last day for Candidate to file an appeal.	N/A	August 1	August 1
Actions on previous year's evaluation schedule become effective.	N/A	September 1	September 1

Updated March 26, 2018

