

Rollins College
Department of Education
Tenure and Promotion Criteria

Revised, Spring 2020

The Department of Education criteria reflect the intent of the *College of Liberal Arts Faculty Bylaws*, Section V, Article VIII. We emphasize the importance of excellent teaching in evaluating candidates for promotion and tenure. We also require candidates to “demonstrate scholarly interest and give evidence of an active scholarly life.” Finally, service to the department, college, and community is an essential component of our work at Rollins College. The department expects that the candidate under review for tenure and promotion will build a strong case that distinguishes them. The following criteria and sources of evidence will be used to evaluate a candidate’s application for tenure and promotion.

Teaching

Promotion to Associate Professor with Tenure

Candidates must exhibit a consistent pattern of excellent teaching. To do so, candidates will provide evidence that they:

- Maintain high expectations for the quality of student work
- Focus on engaged learning (vibrant discussions, hands-on activities, and other demonstrations of student engagement)
- Attend to current research and classroom technologies in teaching courses
- Articulate how assignments are aligned to Florida Department of Education requirements (ESOL, reading, and ETEP) and / or LEAP standards, where applicable
- Attend to issues of social justice and develop courses to be accessible to all learners
- Develop new courses and/or revise and modify older courses
- Teach courses in the Rollins Foundation program on a regular basis
- Evaluate preservice teacher field experiences, where applicable

The CEC will utilize sources of evidence from the following:

- Professional Assessment Statement
- Documentation from peer observations of teaching

- Course syllabi, assignments, and samples of student work
- Course and Instructor Evaluation (CIE) data, both qualitative and quantitative

Promotion to Professor

Candidates must demonstrate continued excellence and growth in teaching, as noted by the preceding standards and sources of evidence.

Scholarship

The candidate's scholarship should be focused on recognizable goals along one or two lines of inquiry, and contribute to the field by enhancing existing knowledge in the discipline. The Department of Education encourages faculty to involve students as partners in scholarship activities outside their usual coursework, which can enrich their intellectual experience and promote subsequent, more independent student scholarship.

Promotion to Associate Professor with Tenure

Candidates must present evidence of the following:

- At least one article, plus a second article or book chapter, published in peer-reviewed scholarly journals or books
- Co-authored publications are acceptable, providing the candidate demonstrates that s/he contributed significantly to the publication
- A book counts for the minimum two publications
- One of the articles or book chapters may be in press, with appropriate documentation from the editor or publisher

In addition, the candidate must exhibit a consistent pattern of scholarship by providing evidence such as:

- Presentations of scholarship at regional, national, or international conferences or meetings
- Non peer-reviewed published articles
- An accepted book proposal
- Invited keynote speeches at national/international conferences or meetings
- Book reviews published in a professional publication
- Editorships or article reviewer activities for a professional journal
- Successful grant proposal from an organization outside of Rollins College

Promotion to Professor

Candidates must present evidence of the following:

- At least two articles plus a third article or book chapter published after tenure in peer-reviewed scholarly journals or books
- Co-authored publications are acceptable, providing the candidate demonstrates that s/he contributed significantly to the publication
- A book will count for a minimum of two publications, and might count for three (i.e., a single-authored book or an edited series of books)
- Writing that was published prior to being hired at Rollins College will not be counted, unless the candidate was hired as an associate professor (see the subsequent section about criteria in this case)
- Pertinent letters from professionals at other institutions of higher learning may be included to support the candidate's pattern of scholarly activity

In addition, the candidate must exhibit a consistent pattern of scholarship by providing the same sort of evidence as for Promotion to Associate Professor with Tenure (see above).

Service

Promotion to Associate Professor with Tenure

The candidate must exhibit a consistent commitment to service to the department and the college, the public schools and community, and the profession. Candidates will provide evidence that they:

- Effectively advise an equitable number of students in the major and/or minor
- Contribute consistently to ongoing departmental activities and affairs
- Participate in program development and review activities that lead to continuing program approval at the state level
- Contribute to required submissions for government agencies (end of year reports, approval process of new programs, etc.)
- Serve on at least one college committee

Candidates may also provide evidence that they:

- Present at or lead workshops for the Rollins community
- Build relationships with area school administrators and teachers
- Participate in partnership activities with area schools

- Conduct professional development opportunities with educators in the area schools
- Serve on committees of community organizations
- Present at or lead workshops for community organizations
- Keep abreast of the profession by attending conferences at the local, state, national, and international levels
- Provide service to professional organizations
- Participate in professional review activities external to Rollins

Promotion to Professor

Faculty applying for the rank of professor should demonstrate the same sorts of service activities as for Promotion to Associate Professor, with the addition of showing at least one area where they have provided substantial leadership.

Tenure and Promotion for Colleague Hired as an Associate Professor

Currently, the Rollins College Bylaws do not address the situation of a faculty member who comes to Rollins with previous experience at the associate professor level, having earned tenure and promotion at another institution. Requirements for Teaching and Service in this case are the same as noted in the section above on Promotion to Professor. Requirements for Scholarship in this case are noted below.

Candidate Applying for Tenure and Promotion to Professor at the Same Time

- The same requirements as for Professor that are noted above
- Our department may accept one scholarly publication from the previous institution, which was completed after the person was awarded promotion and tenure there

Candidate Applying for Tenure First, and then for Promotion to Professor No More Than Two Years After Tenure

- For tenure, at least two articles published in peer-reviewed scholarly journals since coming to Rollins College
- Co-authored publications are acceptable, providing the candidate demonstrates that s/he contributed significantly to the publication
- A book counts for the two publications
- For subsequent promotion to professor, a third article or book chapter published in a peer-reviewed scholarly journal or book is required
- All work must have been published since coming to Rollins College

Candidate Applying for Tenure First, and then for Promotion to Professor More Than Two Years After Tenure

Candidates will follow the same guidelines as for Promotion to Professor, described earlier in the document.

