

## **FOR REAPPOINTMENT, TENURE, AND PROMOTION**

### **Revised and approved, Spring 2017**

Following the newly-adopted Article VIII on Faculty Evaluations in the Rollins College Bylaws of the Faculty of Arts and Sciences, the English Department expects candidates to make a strong case for being awarded tenure and promotion. Neither tenure nor promotion is a right, and neither is to be given for work that is merely competent or acceptable. We support fully the emphasis in the Bylaws on teaching excellence, active scholarship (broadly defined), and college service. The following criteria shall be used to evaluate the merits of the application of all candidates for reappointment, tenure, and promotion.

#### **1. Teaching**

The English Department affirms both the letter and spirit of the general criteria set forth in the Bylaws (Article VIII, Section 1, "Teaching") concerning teaching excellence. We also affirm the academic freedom of each instructor to establish his/her individual teaching style.

In all evaluations, the first and most important question of our deliberations shall be about pedagogy: has the candidate consistently encouraged active learning? By "active learning" we mean learning that is at least partially student-centered. We expect the candidate to demonstrate consistent effort to engage students in the creation of a learning community, one in which students become personally engaged in the learning process so that students become, at however humble a level, participants in their own learning, and not merely recipients of knowledge.

To evaluate the candidate's pedagogy, the Department will examine: (1) the thoroughness with which the candidate has organized coherent and rigorous courses that evolve through time to reflect recent scholarship and fresh perspectives; (2) the ways in which the candidate stimulates students, individually and collectively, to think for themselves; (3) the care with which the candidate challenges students to read and think critically and to write and speak forthrightly, confidently, and correctly; and (4) the spirit with which the candidate displays a commitment to teaching.

Although measuring teaching excellence is an imprecise venture, we believe that certain means of evaluation are cumulatively revealing. We will employ the following: (1) the candidate's self-assessment statement, detailing teaching/learning philosophy, goals, pedagogy, and plans; (2) course syllabi, handouts, examinations, and writing assessments; (3) students evaluations of the candidate's courses; (4) students tests, papers, and reports (i.e., measures of student learning) ; (5) classroom visits; (6) conversations and interviews with students; and (7) additional means suggested by the candidate.

Because teaching excellence is always the College's primary concern, the Department expects candidates for promotion to Professor to exhibit ongoing interest in teaching improvement. 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 improve student learning and to encourage active learning: attendance at teaching/learning workshops and colloquia (on or off campus), course redesign to incorporate new materials and new pedagogy, participation in interdisciplinary and team-taught courses, and grant proposals whose focus is teaching/learning.

## 2. Research and Scholarship

Candidates for tenure and promotion must demonstrate an ongoing and sustained pattern of scholarly activity that deepens intellectual competence and contributes to the discipline.

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 the appointment.

In order to be recommended for tenure, a candidate must fulfill both of the following criteria:

1) The candidate must have had either a book or at least three articles or essay length works (print or electronic) of scholarly quality or of a creative nature published or accepted for publication by peer review. For works that fall outside of this description, the following will be applied:

- a. The editing of a national journal equals one article. Whether an edited book or the editing of an ongoing journal equals one or more articles will be determined mutually by the CEC in agreement with the candidate (at one of the candidate's reviews).
- b. Candidates may group shorter pieces of fiction, creative nonfiction, poetry, and/or peer-reviewed scholarship. Whether the selection equals one article will be determined mutually by the CEC in agreement with the candidate (at one of the candidate's reviews).

The department recognizes the valuable contribution that edited journals and books play within our discipline. However, the department is invested in faculty members demonstrating their prowess in scholarly and/or creative writing. Tenure, therefore, cannot be attained only through the editing of journals or books, unless said works also contain a substantive piece of writing, which will then count as one article.

Recognizing the delays inherent in the publishing world, letters of acceptance from editors may be submitted as proof of forthcoming journal publication. Book

contracts for completed and accepted manuscripts may be submitted as proof of forthcoming publication.

- 2) The candidate must offer evidence in addition to major publication of continuing scholarly contributions. This evidence may consist of any combination of the following: participating in professional organizations, presenting papers at meetings, refereeing journal submissions, writing reviews or dictionary entries, organizing panels, editing local journals, giving readings and/or engaging in similar professional activity.

In order to be recommended for promotion to professor, a candidate needs to provide evidence of continuing scholarly output in her/his field in the following areas:

- 1) As a minimum, the Department expects the candidate to have a book or five articles/essays (print or electronic), all of scholarly quality or of a creative nature, published by peer review. For works that fall outside of this description, the following will be applied:
  - a. The editing of a national journal equals one article. An edited book or the editing of a continuing journal will be decided by the department, in agreement with the candidate, as to how many articles it equals.
  - b. Candidates may group shorter pieces of fiction, creative nonfiction, poetry, and/or peer-reviewed scholarship. Whether the selection equals one article will be determined mutually by the CEC in agreement with the candidate (at one of the candidate's reviews).

The department recognizes the valuable contribution that edited journals and books play within our discipline. However, the department as well is equally invested in faculty members demonstrating their prowess in scholarly and/or creative writing. Promotion then cannot be attained only through the editing of journals or books, unless said works also contain a substantive piece of writing by the editor, which will then count as one article.

Since time is not of the essence in regard to promotion to professor, all work must be published. No letters of acceptance will be accepted.

- 2) In addition, the department expects candidates to have engaged in a pattern of continuing scholarly activity such as presenting papers at national, international or regional conferences, reviews, dictionary entries, serving in professional organizations, giving readings, editing local journals, organizing panels, and/or other similar professional activity.

These activities must have occurred after the awarding of tenure and/or appointment to the position of associate professor.

### **3. College Service**

We affirm the general criteria set forth in the Bylaws concerning college service, recognizing, as those criteria do, a variety of ways in which faculty may fulfill such obligations to students, colleagues, and the institution. The candidate's participation in the departmental advising load and in college governance and co-curricular programs will receive particular attention. We affirm the expectations for service to the college community as stated in the Bylaws (Article VIII, Section 1, "College Service").

Candidates may fulfill these criteria in a variety of ways including but not exclusively: (1) both first-year and major advising (a requirement of all faculty); (2) projects undertaken for the Department of English; (3) service on all-college or ad hoc committees, or holding offices within the faculty; (4) participation in student-oriented activities such as participation in educational programs in the dormitories or campus organizations; (5) presentations or lecture to community groups; (6) participation in community service organizations; (7) participation in service to the Department.

[Participation in Assessment: During assessments for mid-course review, tenure, and promotion, non-tenured tenure-track faculty will participate in department discussions but will not write letters or vote. This practice recognizes the inherent conflict in formally evaluating senior colleagues who will at some point assess the junior faculty member for tenure.]

Approved by FEC May 11, 2017