

CRITERIA FOR-TENURE AND PROMOTION

Effective Fall 2022

Following Article VIII on Faculty Evaluations in the Rollins College Bylaws of the College of Liberal Arts, 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 their individual teaching style.

Tenure and promotion to associate professor

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 participants in their own learning, and not merely recipients of knowledge.

To evaluate the candidate’s pedagogy, the Department will examine the thoroughness with which the candidate has organized coherent and rigorous courses that evolve through time to reflect recent scholarship and fresh perspectives, and the care with which the candidate challenges students to read and think critically and to write and speak thoughtfully.

Although measuring teaching excellence is an imprecise venture, we believe that certain means of evaluation are cumulatively revealing. We will review the following: the candidate’s professional self-assessment statement, which constructs a narrative arc of their teaching evolution from the time of their offer of employment at Rollins and may include their teaching and learning philosophy and pedagogy in the major and general education program; course syllabi, handouts, examinations and assignment instructions and prompts; classroom observations; student evaluations of the courses; and additional means suggested by the candidate.

Promotion to professor

Because teaching excellence is always the College’s primary concern, the Department expects candidates for promotion to professor to exhibit continued excellence in this area. 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 participants in their own learning, and

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Although measuring teaching excellence is an imprecise venture, we believe that certain means of evaluation are cumulatively revealing. We will review the following: the candidate's professional self-assessment statement, which constructs a narrative arc of their teaching evolution from the time of the submission of their materials for tenure and may include their teaching and learning philosophy and pedagogy in the major and general education program; course syllabi, handouts, examinations and assignment instructions and prompts; classroom observations; student evaluations of the courses; and additional means suggested by the candidate.

2. Scholarship

Tenure and promotion to associate professor

Candidates for tenure and promotion to associate professor must demonstrate 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. The scholarly activity may be academic or creative in nature, or a combination of the two.

Recognizing the delays inherent in the publishing world, letters of acceptance from editors may be submitted as proof of a forthcoming journal publication. Book contracts for completed and accepted manuscripts may be submitted as proof of forthcoming publication.

Academic Scholarship

To be recommended for tenure, the candidate must have either a book or two academic articles or essay-length works published or completed and 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 or international 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).

The department recognizes the valuable contribution that edited journals and books play within our discipline. However, the department is equally invested in faculty members demonstrating their prowess in scholarly and/or creative writing. Tenure and promotion to associate professor, 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.

- b. Candidates may group shorter pieces of 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).

In addition, the department expects candidates to make a case for a pattern of continuing scholarly activity. Some possible examples are: 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 activities.

Creative Scholarship

The candidate must have either a book or three short stories or nonfiction prose essays or eight poems published or completed and accepted for publication by peer review.

Multiple pieces of flash prose or micro-essays may be grouped as a longer work. The grouping will be decided mutually by the CEC in agreement with the candidate (at one of the candidate's reviews).

- a. Works more than 2,000 words are categorized as short stories/essays.
- b. The editing of a national or international 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).

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In addition, the department expects candidates to make a case for a pattern of continuing scholarly activity. Some possible examples are: 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 activities.

Promotion to professor

To be recommended for promotion to professor, a candidate needs to provide evidence of continuing scholarly output after submitting their materials for tenure. The scholarly activity may be academic or creative in nature, or a combination of the two. Since time is not of the essence regarding promotion to professor, all works must be published.

Academic Scholarship

The candidate must have a book or four articles/or essays (print or electronic), published by

peer review.

For works that fall outside this description, the following will be applied:

- a. Candidates may group shorter pieces of 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).
- b. 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.

The department recognizes the valuable contribution that edited journals and books play within our discipline. However, the department is equally invested in faculty members demonstrating their prowess in scholarly and/or creative writing. Promotion to full professor, 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.

In addition, the department expects candidates to make a case for a pattern of continuing scholarly activity. Some possible examples are: 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 activities. These activities must have occurred after the submission of tenure materials.

Creative Scholarship

Creative writing candidates must have a book or short story or poetry collection; or five short stories or nonfiction prose essays; or ten poems published by peer review.

- a. Multiple pieces of flash prose or micro-essays may be grouped as a longer work. The grouping will be decided mutually by the CEC in agreement with the candidate (at one of the candidate's reviews).
- b. Works more than 2,000 words are categorized as short stories/essays.
- c. 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.

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3. 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 fulfil such obligations to students, colleagues, and the institution. We affirm the expectations for service to the college community as stated in the Bylaws (Article VII, Section 1, “College Service”).

Tenure and promotion to associate professor

Although individual service records will and should vary, the department expects all candidates for tenure and promotion to demonstrate active, effective, and sustained participation in both formal and informal advising of majors/minors and other advisees; service to the Department of English; service to the college as a whole, which may be accomplished through standing or ad hoc committees, holding an office within the faculty, or a leadership role in a campus program. To provide candidates with major advisees, the department will seek an equitable distribution of majors through all advisors in the department.

In addition, a candidate may supplement these requirements with other service initiatives in building the case for tenure and promotion. Each candidate should tailor a narrative of their service that reflects on the three requirements above and may expand on the candidate’s other contributions to the life of the department, the culture of the college, the surrounding community and/or their service to the profession.

Promotion to professor

Although individual service records will and should vary, the department expects ~~all candidates for promotion to professor to demonstrate~~ active and impactful service of all candidates for promotion to professor. Such service can be demonstrated through both formal and informal advising of majors/minors and other advisees; service to the Department of English; service to the college as a whole, which may be accomplished through standing or ad hoc committees, holding an office within the faculty, or a leadership role in a campus program, taking on responsibility as befits a tenured faculty member. To provide candidates with major advisees, the department will seek an equitable distribution of majors through all advisors in the department.

In addition, a candidate may supplement these requirements with other service initiatives in building the case for promotion to professor. Each candidate should tailor a narrative of their service that not only reflects on the three requirements above but also expands on the candidate’s other contributions to the life of the department, the culture of the college, the surrounding community and/or their service to the profession.