



DEPARTMENT OF HEALTH PROFESSIONS
Criteria for Tenure and Promotion

The Rollins College Department of Health Professions Criteria for Tenure and Promotion and the *Bylaws of the Faculty of the College of Liberal Arts* point to the primacy of teaching excellence. The Department affirms the spirit and intent of Article VIII, Section B of the Bylaws regarding the evaluation of faculty for tenure and promotion:

*The education of students is the primary mission of Rollins College. To that end the role of the Faculty involves teaching, research and scholarship, and service as interrelated components that serve this mission. Rollins values teaching excellence above all. We see scholarship and service as concomitant to good teaching.*¹

We consider scholarship as congruent with quality teaching and expect candidates to demonstrate scholarly interests and provide evidence of an active scholarly life. Candidates are also expected to engage in service to Rollins and the Department of Health Professions. Candidates will assemble supporting documents including curriculum vitae, course syllabi and materials, copies of publications, previous letters of evaluation, and a Professional Assessment Statement (PAS) making the case for tenure and/or promotion.

TEACHING

In accordance with the *Bylaws of the Faculty* standards, we expect the candidate's assembled materials to convey that courses:

- 1| Are rigorous and challenging
- 2| Reflect current readings, research findings, and classroom technologies
- 3| Demonstrate student engagement
- 4| Utilize clear and effective means for evaluating student performance
- 5| Reflect and advance the missions of the Department and Rollins College

Multiple direct and indirect observation methods are employed to assess the quality of the candidate's teaching. In evaluating teaching, each CEC member will:

- 1| Review the candidate's PAS
- 2| Review the candidate's course materials (e.g., syllabi, study guides, handouts, examinations, course learning assignments and activities)
- 3| Conduct a classroom observation
- 4| Analyze Course and Instructor Evaluations (CIEs)

¹ *Bylaws of Faculty of the College of Liberal Arts*, Article VIII, Section B

- CRITERIA FOR EVALUATING TEACHING EXCELLENCE FOR CANDIDATES SEEKING TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

Such candidates must demonstrate a consistent record of excellence in teaching based on the following criteria:

- 1| A pattern of positive numerical ratings and narrative comments on CIEs
- 2| Syllabi that are clear, current, and comprehensive
- 3| Responsiveness to student evaluations and CEC feedback as demonstrated by continual refinement of teaching methods and modification of syllabi, teaching strategies, and use of a variety of effective pedagogical strategies
- 4| Evidence of teaching effectiveness during classroom observations by other members of the Department and the CEC
- 5| Any other evidence that supports the case for sustained excellence in teaching

- CRITERIA FOR EVALUATING TEACHING EXCELLENCE FOR CANDIDATES SEEKING PROMOTION TO FULL PROFESSOR

The Department of Health Professions requires such candidates to demonstrate sustained growth and development in the classroom and evidence of continued excellence in teaching since the granting of tenure and promotion.

- CRITERIA FOR EVALUATING TEACHING EXCELLENCE FOR CANDIDATES SEEKING TENURE AND PROMOTION TO FULL PROFESSOR

The candidate must meet two criteria:

- 1| The candidate must demonstrate a clear, robust and ongoing *pattern* of teaching excellence and must exhibit ongoing interest in teaching improvement since joining the Rollins faculty. The Department does not assume that a candidate awarded tenure at another institution has achieved teaching excellence for all time. Rather, when evaluating candidates seeking tenure and promotion to full professor at Rollins, the Department will look for examples of continuing efforts to improve student learning and to encourage active learning such as attendance at teaching/learning workshops and colloquia and participation in interdisciplinary and team-taught courses
- 2| The candidate must point to ongoing *evolution* as a teacher and to a spirited commitment to evaluate, update, and retool courses and pedagogy since joining the Rollins faculty

SCHOLARSHIP

Scholarly activities must be relevant to the candidate's discipline or related to pedagogy to be considered evidence of scholarship. The Department highly values student involvement in faculty scholarship activities.

The Department of Health Professions recognizes these forms as contributing to a pattern of scholarly activity:

- 1| Refereed journal articles

- 2| Scholarly books or textbooks
- 3| Chapters in an edited academic book or textbook
- 4| Published instructional manuals for textbooks
- 5| Written cases with instructional materials
- 6| Technical Public Health reports
- 7| Published case studies
- 8| Awarded scholarly grants and submitted external grants
- 9| Refereed presentations and refereed poster presentations and proceedings at regional, national, or international conferences

In all cases, the candidate seeking tenure and promotion is charged with making the case that the candidate's body of work represents a robust and ongoing pattern of scholarship.

▪ CRITERIA FOR EVALUATING SCHOLARLY EXCELLENCE FOR CANDIDATES SEEKING TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

Such candidates must demonstrate a consistent record of scholarship by providing evidence of four (4) scholarly activities within the candidate's discipline and/or teaching area. This scholarship must meet the following criteria:

- 1| At least two (2) of the four (4) scholarly activities must be published in a refereed (peer-reviewed) journal, scholarly book/textbook, or chapter in a scholarly book/textbook)
- 2| In at least one (1) of the four (4) scholarly activities the candidate must appear as first author
- 3| Publications may be co-authored providing the candidate demonstrates his/her contribution to the scholarly work to the satisfaction of the CEC
- 4| At least one (1) of the four (4) scholarly activities must be published (not forthcoming)
- 5| All publications must be published or accepted for publication since the candidate's arrival at Rollins

Candidates seeking tenure and promotion to associate professor may submit for consideration scholarly activities that are accepted for publication but forthcoming.² In these cases, the candidate must provide documentation to the satisfaction of the CEC that substantiates any publication's status.

² Recognizing the delay that sometimes accompanies journal acceptances, letters of acceptance from editors may be submitted as proof of forthcoming publication. Book contracts for completed and accepted manuscripts may be submitted as proof of forthcoming publication.

- **CRITERIA FOR EVALUATING SCHOLARLY EXCELLENCE FOR CANDIDATES SEEKING PROMOTION TO FULL PROFESSOR**

Such candidates must demonstrate a sustained and robust pattern of scholarship since the granting of tenure and promotion, to include a total of six (6) scholarly activities within their discipline and/or teaching area. These scholarly activities must meet these criteria:

- 1| At least three (3) of the scholarly activities must be a refereed journal article, a scholarly book/textbook, or a chapter in a scholarly book/textbook
- 2| At least one (1) scholarly activity in which the candidate is the first author³

All publications must be published since the candidate's tenure and promotion.⁴

- **CRITERIA FOR EVALUATING SCHOLARLY EXCELLENCE FOR CANDIDATES SEEKING TENURE AND PROMOTION TO FULL PROFESSOR**

By definition, candidates coupling evaluation for tenure and promotion to full professor cannot provide the evidence of a pattern of post-tenure scholarship required of traditional candidates.⁵ Therefore, such candidates must demonstrate a clear and robust pattern of creative activity since joining the Rollins faculty. Further, this pattern must establish convincingly that the candidate is an actively involved and evolving scholar. Such candidates must include a total of six (6) scholarly activities within their discipline and/or teaching area. These scholarly activities must meet these criteria:

- 1| At least three (3) of the scholarly activities must be a refereed journal article, a scholarly book/textbook, or a chapter in a scholarly book/textbook
- 2| At least one (1) scholarly activity in which the candidate is the first author

Only scholarly activities undertaken since joining the Rollins faculty will be considered for candidates seeking tenure and promotion to full professor.

SERVICE

- **CRITERIA FOR EVALUATING SERVICE EXCELLENCE FOR CANDIDATES SEEKING TENURE AND PROMOTION TO ASSOCIATE PROFESSOR**

Such candidates must demonstrate a consistent record of service in four key areas: to the Department of Health Professions, to Rollins College, to the candidate's discipline, and to the greater community.

Service to the Department and to Rollins College

- 1| Membership on at least one (1) CLA all-campus or Holt standing committee, subcommittee or taskforce

³ One or more publications may be co-authored providing the candidate demonstrates his/her contribution to the scholarly work to the satisfaction of the CEC.

⁴ The candidate seeking tenure and promotion to full professor may only submit published scholarship for consideration. Letters of acceptance and the like are not accepted.

⁵ The Department of Health Professions requires tenured candidates for promotion to (full) professor "to demonstrate a sustained and robust pattern of scholarship since the granting of tenure and/or promotion."

- 2| Departmental and/or program-specific service as appropriate such as serving as department chair, program director, or internship/practicum coordinator; by advising students; by serving on the program admissions committee or other program and departmental committees; by serving as coordinator of departmental workshops; by partaking in student recruitment efforts; or by other departmental service activities approved by the Department Chair

Further, the candidate must select a minimum of two (2) service activities from these lists:

Service to the Discipline

- 1| Attendance at professional/academic conferences
- 2| Service to professional associations
- 3| Serving as reviewer or editor of academic journals
- 4| Additional discipline-specific service activities approved by the Department Chair

Service to the Community

- 1| Service learning
- 2| Community engagement projects
- 3| Immersion programs
- 4| International field studies
- 5| Community partnerships, community consultation, community boards
- 6| Additional service activities to the community approved by the Department Chair

- CRITERIA FOR EVALUATING SERVICE EXCELLENCE FOR CANDIDATES SEEKING PROMOTION TO FULL PROFESSOR

Such candidates must demonstrate a consistent and ongoing record of service in the four areas outlined above since the granting of tenure and promotion. Candidates must also demonstrate:

Service to the Department and to Rollins College

- 1| Membership on two (2) CLA all-campus or Holt standing committees, subcommittees or taskforces, preferably in a leadership role
- 2| A demonstrable pattern of leadership in departmental and/or program-specific service

Further, candidates for professor must provide evidence of three (3) service activities that demonstrate:

Service to the Discipline and Service to the Community

- 1| A continued pattern of discipline-specific service as outlined above
- 2| A continued pattern of service to the community as specified above

- CRITERIA FOR EVALUATING SERVICE EXCELLENCE FOR CANDIDATES SEEKING TENURE AND PROMOTION TO FULL PROFESSOR

Such candidates must meet three criteria:

- 1| The candidate must exhibit a clear and active *pattern* of service activities since joining the Rollins faculty. Service activities should be in three areas: the College, the greater Orlando community and to a national professional association
- 2| The candidate should provide evidence of regular and ongoing service in leadership roles since joining the Rollins faculty. Service activities should be on CLA all-campus or Holt standing committees, subcommittees or taskforces
- 3| The candidate should be a vocal and visible citizen of the Rollins community

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