

EVALUATION CRITERIA OF THE DEPARTMENT OF MODERN LANGUAGES AND LITERATURES FOR TENURE AND PROMOTION

Revised Spring 2012

Approved by FEC Spring 2012

The Department of Modern Languages and Literatures adheres to Article VIII (Faculty Evaluations) of the Bylaws of the Faculty of Arts and Sciences of Rollins College. Neither promotion nor tenure are to be regarded as automatic, but must be earned by merit as demonstrated by all applicable activities.

TEACHING

Given the diversity of a department such as Modern Languages and Literatures, wherein teaching methods vary from the direct method for modern languages to the traditional translation method, teaching must be judged individually, adhering to no set standard approach for modern language pedagogy. Nevertheless, this criterion is evaluated objectively for each candidate for tenure or promotion. All faculty members in the department, from adjunct instructors to professors, must have already demonstrated their effectiveness in teaching before they are considered for a position at the college. Moreover, this criterion is judged continually throughout one's tenure at Rollins, and is deliberated at each stage for reappointment. The fulfillment of this criterion is an on-going process to which all faculty members adhere.

Candidates for tenure or promotion must demonstrate excellence in teaching. Means of evaluation in this area may include but are not limited to, Course and Instructor Evaluations; classroom visits and observations by colleagues; course syllabi, exams, and assignments; writings or conversations with colleagues and/or students that demonstrate the candidate's teaching ability, intellectual ability and communication skills; teaching awards presented to the candidate. All candidates are expected to contribute to departmental and section curriculum and program development.

Candidates for promotion to full professor can demonstrate excellence in teaching through not only an established record of excellent teaching as outlined above but also through contributions to the general improvement of instruction at Rollins or in the discipline. Such a record might include indications such as:

- a. continued professional development in pedagogy and teaching
- b. engagement in the scholarship of teaching and learning
- c. the development and teaching of new courses for the department and across disciplines (RCC, RPlan, Honors Program, Holt School)
- d. high-impact teaching practices, such as internationalization, experiential learning, community engagement and service-learning, technology, collaborative teaching
- e. leadership role in fostering excellence in teaching among lecturers and the junior members of the department.

RESEARCH AND SCHOLARSHIP

Candidates for tenure and/or promotion must establish a clear and significant pattern of written scholarly work and make copies of such work available to the committee for

review prior to evaluation. Scholarly work published prior to acceptance of a contract at Rollins College cannot be considered for fulfillment of these criteria unless the tenured members of the department agree to do so in writing at the time of the appointment. Contracts for publication and letters of acceptance may be submitted for tenure candidates.

In order to be recommended for tenure, a candidate must fulfill the following components

- 1) The candidate must have at least two articles or essay length works of scholarly quality published in a peer-reviewed publication, a book or a textbook.
- 2) In addition to the two articles / essays, the candidate must offer evidence of other kinds of scholarly contributions. These activities must represent a pattern of professional development, suggesting that the candidate's intellectual and scholarly development will continue after the awarding of tenure. Evidence of this continuing development may consist of any combination of the following: participating in professional organizations, presenting papers at meetings, editing books or journals, creating scholarly and peer-reviewed web pages, web reviews, and web materials, serving as a professional translator or interpreter, refereeing journal submissions, writing reviews or dictionary entries, organizing conference panels, giving readings and presentations, and engaging in various other types of professional activities. In case of doubt whether the given activity contributes to the pattern of professional development or not, the candidate should consult with the Chair, who will then consult with the tenured members of the Department.

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

- 1) The candidate must have a peer-reviewed book or four articles or essays of scholarly quality published in a peer-reviewed publication since the awarding of tenure.
- 2) In addition, the department expects candidates to have engaged in a pattern of continuing scholarly activity described above as obligatory for tenure. However, these activities must have occurred after the awarding of tenure and/or appointment to the position of associate professor.

COLLEGE SERVICE

Each candidate for tenure or promotion must show a pattern of service to the college community beyond his or her classroom and research efforts. Service can be evaluated in a variety of ways including but not exclusively:

A. Advising

The department considers advising an essential requirement for all candidates for tenure and/or promotion, and will evaluate fulfillment of this criterion through the following:

- Acceptance of a fair share of work and availability to advisees.
- Advising majors in their selection of appropriate courses, discussing graduate school and career opportunities, and writing recommendations, etc.

B. All College Service

Assessment of a candidate's contribution to the college may include but is not limited to the following:

- Membership on a Standing Committee of the College.
- Membership on an all-College search committee.
- Membership on a College task force or ad-hoc committee.
- Service rendered to the committee, and amount of work undertaken by the committee based on such evidence as committee minutes and statements by the committee chair regarding attendance and contributions.

C. Department Service

We expect all candidates to adhere to professional standards, as well as to demonstrate the commitment to rational dialogue that is required for cooperative relations between colleagues and the promotion of knowledge and understanding among students. Such service includes but is not limited to

- curricular development
- organization of departmental activities and programs
- active participation in departmental activities and programs

D. External Service

The department will consider in assessing the candidate his/her service to the broader community which enhances the College's mission.

As stipulated in Article VIII, the department requires all **candidates for promotion to full professor** to demonstrate continued contribution to the College's educational mission in spirit as well as substance. In addition, the candidate should endeavor to take on leadership roles within those committees/organizations whenever possible commensurate with the years of service.