

Department of Psychology
Criteria for Tenure and Promotion
Revised Spring, 2010

The Department of Psychology affirms the spirit and intent of Article VIII of the bylaws of the College of Arts and Sciences of Rollins College as it pertains to evaluation of faculty for tenure and promotion. Rollins values teaching excellence above all. We consider scholarship as congruent with quality teaching and expect candidates to demonstrate scholarly interests and provide evidence of an active scholarly life. We expect candidates for tenure and promotion to engage in service within Rollins and the Psychology Department and to demonstrate how service outside the institution is connected to the mission of Rollins and the Department. It is the responsibility of the candidate to make and document his/her case for reappointment, tenure, and/or promotion. Faculty members are expected to behave in a professional manner throughout the evaluation process. The following criteria shall be used to evaluate the merits of a candidate's application for reappointment, tenure, and/or promotion, and represent the minimum necessary to apply.

Teaching

The Psychology Department's criteria for assessing teaching are in accordance with the standards stated in the Faculty By-Laws. Evaluation of teaching quality is multifaceted and multiple direct and indirect observation methods are employed to assess teaching quality. In evaluating teaching, the CEC will: (1) review the candidate's self-assessment statement; (2) review the candidate's course materials (e.g., syllabi, study guides, handouts, examinations, writing assignments); (3) conduct classroom visits; and (4) analyze student evaluations as assessed by the Course and Instructor Evaluation (CIE) form. The CEC may also consider peer reviews conducted by colleagues outside the Department, works produced by students (e.g., papers, portfolios), formal evaluations of learning outcomes, communications from current and former students, feedback from colleagues who have taught with the candidate, and other relevant documentation provided by the candidate.

Candidates for tenure or promotion must demonstrate a consistent record of excellence in teaching. Their courses must be well-organized, rigorous, and challenging; they must incorporate up-to-date readings and research findings; they must include clear and effective means for evaluating student performance; and they must serve the mission of the Department and Rollins. Candidates for

promotion to Professor must show evidence of continued excellence and growth in teaching beyond tenure.

Research and Scholarship

The Department of Psychology recognizes that scholarship is an important part of a faculty member's responsibilities and that scholarship can take many forms. All candidates for tenure and promotion must show evidence of a sustained commitment to scholarship and a trajectory of continued growth as a scholar in psychology. Achievement in these areas may be demonstrated by authoring peer-reviewed articles, books, book chapters, and grants, by editing books and journals, presenting at professional conferences, refereeing journal submissions, participating in professional organizations, and by developing professional services, assessment tools, or software. Activities and achievements must be disciplinary relevant and/or related to pedagogy to be considered evidence of scholarship during evaluation. Candidates are strongly encouraged to incorporate students into their scholarship activities.

Candidates for tenure are expected to have a minimum of two peer-reviewed articles published or accepted for publication in a scholarly journal. The candidate may petition the CEC to substitute an externally funded research grant for a peer-reviewed publication. A candidate may be credited with work initiated prior to employment at Rollins provided: a) Rollins is listed as the candidate's primary academic affiliation on the published work, and; b) a substantive amount of work occurred while the candidate was employed at Rollins. Papers published or in press prior to employment at Rollins will not be counted toward tenure and promotion. Of the candidate's peer-reviewed articles (or grants), a minimum of one must be planned and executed while the candidate is a faculty member at Rollins and must list the candidate as first author or equivalent (e.g., some areas of Psychology list the primary investigator as last author rather than first).

A candidate for promotion to Professor is expected, at a minimum, to have the equivalent of four additional publications or works accepted for publication. At least two of these publications must be peer-reviewed and at least one must list the candidate as first author or equivalent.

College Service

Candidates for tenure and promotion are expected to demonstrate a pattern of consistent commitment to college service, community service, and service to the discipline. At the departmental and college level, this may involve a range of

activities including, but not limited to: advising students enrolled in the A&S and/or Holt programs, participation in departmental business and activities, serving on college committees and in college governance, involvement in student activities, participation in interdisciplinary programs, and, more generally, active participation in the college's intellectual and cultural life. Within the community, faculty may provide consultation with local associations and agencies, assist nonprofit organizations, coordinate events with charitable causes, organize public symposia or humanitarian initiatives, etc., provided that this service is connected to the mission of Rollins and/or the Psychology Department. Within their discipline, candidates can provide valuable service by serving in association governance positions, organizing conferences, providing program evaluations for other departments, serving as a peer reviewer for conference proposals, and so forth. Candidates for promotion to Professor, who are subject to a higher level of expectations, must show evidence of continued commitment to college service beyond that achieved for tenure.