

**Department of Psychology**  
**Criteria for Tenure and Promotion**  
**Revised Spring 2020**

The Department of Psychology affirms the spirit and intent of Article VIII of the bylaws of the College of Liberal Arts (CLA) 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 programmatic and sustained commitment to scholarship that demonstrates excellence in at least one scholarly area. Achievement in these areas may be demonstrated by authoring peer-reviewed articles, books, book chapters, and grants; by editing books and journals; by presenting at professional conferences; and by developing 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 required to show evidence of incorporating Rollins 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. This substitution must be approved formally by the CEC before the candidate submits their application for tenure and/or promotion (no later than the 4<sup>th</sup> year annual review for candidates for tenure and promotion, and at least two weeks prior to the candidate's notification of intent deadline for promotion to professor). 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. Because we value the ability to establish a research program at Rollins, papers published or in press prior to employment at Rollins will not be counted toward tenure or 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). Evidence for a commitment to a sustained research program will include regular conference presentations.

Candidates for promotion to Professor are 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 of these peer-reviewed publications must list the candidate as first author or equivalent.

Candidates hired at the Associate Professor level with a shortened clock for tenure and promotion to Professor may choose to apply only for tenure on the shortened clock and postpone the application for promotion to Professor. In this case, expectations for tenure are the same as those stated above. If such a candidate applies for promotion within two years of being awarded tenure, he or she is expected to have four publications or works accepted for publication and those used for the tenure case may count toward the promotion case. In addition, if hired on a shortened clock, the candidate has the option of counting one previous publication toward the promotion to Professor that was completed at the same rank at their previous institution. If such a candidate applies for promotion more than two years after being awarded tenure, an additional four publications or works accepted for publication since being awarded tenure are expected. At least two of these publications must be peer-reviewed and at least one of these peer-reviewed publications must list the candidate as first author or equivalent.

Table 1 summarizes minimum publication requirements for candidacy at different levels.

**Table 1**

<b>Candidate Status</b>	<b>Minimum Publication* Requirements for Candidacy</b>
A. Assistant Professor who applies for tenure and promotion to Associate Professor	<b>For simultaneous tenure and promotion:</b> A minimum of <u>2</u> peer-reviewed publications, at least 1 of which is first authored or equivalent.
B. Associate Professor (previously received T&P at Rollins) who applies for promotion to Full Professor OR Associate professor hired from other institution who applies for tenure and promotion to Full Professor and <u>not</u> on a shortened clock.	<b>In both cases:</b> A minimum of <u>4</u> publications while at the rank of associate professor at Rollins. At least 2 of the publications must be peer-reviewed and at least 1 must be first authored or equivalent.
C. Hired Associate Professor on shortened clock who applies for tenure and promotion to Full Professor <b>within two years</b>	<b>For simultaneous tenure and promotion:</b> A minimum of <u>4</u> publications while at the rank of associate professor at Rollins.** At least 2 of the publications must be peer-reviewed and at least 1 must be first authored or equivalent.
D. Hired Associate Professor on shortened clock who applies for tenure <b>within two years</b> and applies for promotion to Full Professor <b>no more than two years after tenure</b>	<b>For tenure:</b> A minimum of <u>2</u> peer-reviewed publications while at the rank of associate professor at Rollins. At least 1 of the publications must be first authored or equivalent. <b>For promotion:</b> An additional <u>2</u> publications while at the rank of associate professor at Rollins.**
E. Hired Associate Professor on shortened clock who applies for tenure <b>within two years</b> and applies for promotion to Full Professor <b>more than two years after tenure</b>	<b>For tenure:</b> A minimum of <u>2</u> peer-reviewed publications while at the rank of associate professor at Rollins. At least 1 of the publications must be first authored or equivalent. <b>For promotion:</b> An additional <u>4</u> publications while at the rank of associate professor at Rollins.

\* Through the entire table, the term “publication” includes *in press* manuscripts provided there is signed documentation from an editor or publisher attesting to manuscript acceptance with no further revisions or submissions required. The date of the letter from the editor or publisher must be prior to the deadline for the candidate’s submission of all T&P materials.

\*\* If hired from another institution, candidate may count one publication that was completed as an associate professor at the previous institution in the tenure application.

### **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 will include: advising students enrolled in the CLA and/or Holt programs, participation in departmental business and activities, and serving on college committees and/or in college governance. This also may involve a range of activities including, but not limited to: 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 participating in professional organizations, serving in association governance positions, organizing conferences, providing program evaluations for other departments, serving as a peer reviewer for journal submissions or 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, actively contributing to college-wide committees or initiatives.