**Guidelines for Promotion and Tenure Department of English**

These guidelines should inform individuals seeking promotion and/or tenure. They demonstrate the breadth, scope, and types of accomplishments expected for promotion to Associate Instructor, promotion to University Instructor, tenure and promotion to Associate Professor, and promotion to Professor. The guidelines provide general directions rather than unconditional requirements. Reviewers at each step of the process will assess both quality and quantity in relation to standards of accomplishment necessary for various levels of promotion and tenure.

1. **Criteria for Promotion from Instructor to Associate Instructor**
2. **Teaching**

Successful candidates for promotion to Associate Instructor will demonstrate excellence in teaching. Evidence of excellence should show that the candidate’s teaching enhances students’ content knowledge and disciplinary skills, stimulates critical thinking and/or creative abilities, and improves student communication proficiency. Evidence may come from:

1. Peer reviews of classroom teaching, internal or external teaching awards, appropriate assessment procedures, and other sources.

1. Student evaluations, such as the ISQ or other required evaluations, as well as optional evaluations. The use of student evaluations in the annual evaluation process is governed by UNF-UFF CBA. Student evaluations are one tool for evaluation of faculty, but the annual evaluation shall not be based solely on student evaluations. When using the student evaluations, the evaluator shall take into account results on a range of questions appropriate to the course. Faculty members applying for promotion may contextualize or otherwise explain ISQ ratings as necessary or appropriate.
2. Clear and effective course design.
3. The development of new courses, workshops, and/or teaching modules.
4. The dissemination of newly developed courses or teaching approaches to improve the discipline.
5. Outreach and other assigned duties involving pedagogy.
6. The revision of existing courses, with changes resulting in demonstrable student learning.
7. The supervision of independent study courses, internships, and/or honors theses, as well as other pedagogically oriented supervision and mentoring.
8. The attainment of teaching-related grants.
9. **Optional Component**

While not required, scholarly and/or creative efforts in the form of journal or anthology articles, books, internally produced and published writing manuals and/or style guides, presentations to professional groups, performances, etc. will weigh in favor of a promotion application.

1. **Service**

Successful candidates for promotion to Associate Instructor will demonstrate excellence in service. All full-time faculty are expected to fulfill assigned departmental responsibilities, regularly attend department meetings, and serve on active departmental, college, and/or university committees. Evidence of excellence may also come from:

1. Chairing a department, college, or university committee.
2. Engaging in university and/or community outreach.
3. Participating in the governance of the university through UFF and/or the Faculty Association.
4. Serving as a manuscript reviewer for an academic or creative journal or book publisher.
5. Serving as an editor or on the editorial board for an academic or creative journal.
6. Serving as a chair, moderator, or commenter for a panel at a professional conference.
7. Serving the community as a board member or officer for a local, regional, national, or international organization.
8. Giving professionally oriented talks to organizations, libraries, or schools.
9. **Criteria for Promotion from Associate Instructor to University Instructor**
10. **Teaching**

Successful candidates for promotion to University Instructor will demonstrate outstanding teaching. Evidence of outstanding teaching should show that the candidate enhances students’ content knowledge and disciplinary skills, stimulates critical thinking and/or creative abilities, and improves student communication proficiency. Evidence may come from:

1. Peer reviews of classroom teaching, internal or external teaching awards, appropriate assessment procedures, and other sources.
2. Student evaluations, such as the ISQ or other required evaluations, as well as optional evaluations. The use of student evaluations in the annual evaluation process is governed by UNF-UFF CBA. Student evaluations are one tool for evaluation of faculty, but the annual evaluation shall not be based solely on student evaluations. When using the student evaluations, the evaluator shall take into account results on a range of questions appropriate to the course. Faculty members applying for promotion may contextualize or otherwise explain ISQ ratings as necessary or appropriate.
3. Clear and effective course design.
4. The development of new courses, workshops, and/or teaching modules.
5. The dissemination of newly developed courses or teaching approaches to improve the discipline.
6. Outreach and other assigned duties involving pedagogy.
7. The revision of existing courses, with changes resulting in demonstrable student learning.
8. The supervision of independent study courses, internships, and/or honors theses, as well as other pedagogically oriented supervision and mentoring.
9. The attainment of teaching-related grants.
10. **Optional Component**

While not required, scholarly and/or creative efforts in the form of journal or anthology articles, books, internally produced and published writing manuals and/or style guides, presentations to professional groups, performances, etc. will weigh in favor of a promotion application.

1. **Service**

Successful candidates for promotion to University Instructor will make meaningful contributions in service. All full-time faculty are expected to fulfill assigned departmental responsibilities, regularly attend department meetings, and serve on active departmental, college, and/or university committees. Meaningful service may also include the following:

1. Chairing a department, college, or university committee.
2. Engaging in university and/or community outreach.
3. Participating in the governance of the university through UFF and/or the Faculty Association.
4. Serving as a manuscript reviewer for an academic or creative journal or book publisher.
5. Serving as an editor or on the editorial board for an academic or creative journal.
6. Serving as a chair, moderator, or commenter for a panel at a professional conference.
7. Serving the community as a board member or officer for a local, regional, national, or international organization.
8. Giving professionally oriented talks to organizations, libraries, or schools.
9. **Criteria for Tenure and Promotion from Assistant Professor to Associate Professor**

No single numerical or fixed objective model can be applied effectively as a universal measure in evaluation of tenure and promotion-worthiness. It should also be understood that merely having accomplishments within the respective criteria for promotion and tenure without the required standard of quality shall not guarantee that the faculty member will receive tenure. Conversely, a faculty member may qualify for tenure with a quantity of accomplishments that falls below the average departmental range but is of extraordinary quality. As per the UNF-UFF Collective Bargaining Agreement (CBA), tenure and promotion-worthy faculty members must demonstrate excellence in teaching and scholarship, while maintaining meaningful contributions in service.

1. **Teaching**

Successful candidates for tenure and promotion to Associate Professor will demonstrate excellence in teaching. Evidence of excellence should show that the candidate’s teaching enhances students’ content knowledge and disciplinary skills, stimulates critical thinking and/or creative abilities, and improves student communication proficiency. Evidence may come from:

1. Peer reviews of classroom teaching, internal or external teaching awards, appropriate assessment procedures, and other sources.
2. Student evaluations, such as the ISQ or other required evaluations, as well as optional evaluations. The use of student evaluations in the annual evaluation process is governed by UNF-UFF CBA. Student evaluations are one tool for evaluation of faculty, but the annual evaluation shall not be based solely on student evaluations. When using the student evaluations, the evaluator shall take into account results on a range of questions appropriate to the course. Faculty members applying for promotion may contextualize or otherwise explain ISQ ratings as necessary or appropriate.
3. Clear and effective course design.
4. The development of new courses.
5. The revision of existing courses, with changes resulting in demonstrable student learning.
6. The dissemination of newly developed courses or teaching approaches to improve the discipline.
7. The supervision of independent study courses, internships, and/or honors theses, as well as other pedagogically oriented supervision and mentoring.
8. The attainment of teaching-related grants.
9. **Scholarship**

Successful candidates for tenure and promotion to Associate Professor will demonstrate excellence in scholarship. The assessment will depend upon an independent evaluation of the candidate’s submitted work, with the help of external letters of evaluation written by scholars or creative authorities in the candidate’s area(s) of expertise.

The promotion and tenure committee will make use of standard, discipline-appropriate measures of quality, including but not limited to place of publication (press, journal, film festival, etc.), length of work, reader reports, number and type of citations, and reviews. In recognition of the sometimes slow process of publication, a cumulative count over the years under review will be used to evaluate performance. The quantity of work may vary in accordance with the degree of difficulty of the projects undertaken.

The minimum amount of work that under normal circumstances will be acceptable for tenure and promotion is as follows:

1. The publication of a book, three substantive articles or anthology chapters, or the equivalent in creative production. With help from external reviewers, the department Promotion and Tenure Committee and the Chair should judge the book, articles, chapters, and/or creative productions to be of high quality and to contribute meaningfully to a scholarly or creative field. Publications and creative productions should appear from reputable presses, refereed journals, and/or their equivalents.
2. The presentation of scholarly papers at major conferences; the publication of scholarly book reviews, encyclopedia entries, or other short work; participation in digital scholarly forums; and/or the creative equivalent(s).

The candidate’s published work and scholarly or creative activities should demonstrate an active agenda.

Note: presentations at predatory conferences, publications in predatory journals, and books published by vanity presses are not legitimate examples of excellence in research or scholarly/creative activity.

1. **Service**

Successful candidates for tenure and promotion to Associate Professor will make meaningful contributions in service. All full-time faculty are expected to fulfill assigned departmental responsibilities, regularly attend department meetings, and serve on active departmental, college, and/or university committees. Meaningful service may also include the following:

1. Chairing a department, college, or university committee.
2. Engaging in university and/or community outreach.
3. Participating in the governance of the university through UFF and/or the Faculty Association.
4. Serving as a manuscript reviewer for an academic or creative journal or book publisher.
5. Serving as an editor or on the editorial board for an academic or creative journal.
6. Serving as a chair, moderator, or commenter for a panel at a professional conference.
7. Serving the community as a board member or officer for a local, regional, national, or international organization.
8. Giving professionally oriented talks to organizations, libraries, or schools.
9. **Criteria for Promotion from Associate Professor to Professor**

No single numerical or fixed objective model can be applied effectively as a universal measure in evaluation of promotion-worthiness. It should also be understood that merely having accomplishments within the respective criteria for promotion without the required standard of quality shall not guarantee that the faculty member will receive promotion. Conversely, a faculty member may qualify for promotion with a quantity of accomplishments that falls below the average departmental range but is of extraordinary quality.

* 1. **Teaching**

Successful candidates for promotion from Associate Professor to Professor will demonstrate outstanding teaching. Evidence of outstanding teaching should show that the candidate enhances students’ content knowledge and disciplinary skills, stimulates critical thinking and/or creative abilities, and improves student communication proficiency. Evidence may come from:

1. Peer reviews of classroom teaching, internal or external teaching awards, appropriate assessment procedures, and other sources.
2. Student evaluations, such as the ISQ or other required evaluations, as well as optional evaluations. The use of student evaluations in the annual evaluation process is governed by UNF-UFF CBA. Student evaluations are one tool for evaluation of faculty, but the annual evaluation shall not be based solely on student evaluations. When using the student evaluations, the evaluator shall take into account results on a range of questions appropriate to the course. Faculty members applying for promotion may contextualize or otherwise explain ISQ ratings as necessary or appropriate.
3. Clear and effective course design.
4. The development of new courses.
5. The revision of existing courses, with changes resulting in demonstrable student learning.
6. The dissemination of newly developed courses or teaching approaches to improve the discipline.
7. The supervision of independent study courses, internships, and/or honors theses, as well as other pedagogically oriented supervision and mentoring.
8. The attainment of teaching-related grants.
   1. **Scholarship**

Successful candidates for promotion to Professor will demonstrate further significant, outstanding scholarly and/or creative production in addition to the work produced prior to tenure and promotion to Associate Professor. The assessment will depend upon an independent evaluation of the candidate’s submitted work, with the help of external letters of evaluation written by scholars or creative authorities in the candidate’s area(s) of expertise.

The promotion and tenure committee will make use of standard, discipline-appropriate measures of quality, including but not limited to place of publication (press, journal, film festival, etc.), length of work, reader reports, number and type of citations, and reviews. In recognition of the sometimes slow process of publication, a cumulative count over the years under review will be used to evaluate performance. The quantity of work may vary in accordance with the degree of difficulty of the projects undertaken.

In addition to work contributing to tenure and promotion to associate professor, the minimum amount of work that under normal circumstances will be acceptable for promotion to professor is as follows:

1. The publication of a book, along with substantive articles or anthology chapters; or six substantive articles or anthology chapters; or the equivalent in creative production. With help from external reviewers, the department Promotion and Tenure Committee and the Chair should judge the book, articles, chapters, and/or creative productions to be of high quality and to contribute meaningfully to a scholarly or creative field. Publications and creative productions should appear from reputable presses, refereed journals, and/or their equivalents.
2. The presentation of scholarly papers at major conferences; the publication of scholarly book reviews, encyclopedia entries, or other short work; participation in digital scholarly forums; and/or the creative equivalent(s).

The candidate’s published work and scholarly or creative activities should demonstrate an active agenda.

Note: presentations at predatory conferences, publications in predatory journals, and books published by vanity presses are not legitimate examples of excellence in research or scholarly/creative activity.

* 1. **Service**

Successful candidates for promotion to Professor will make meaningful contributions in service. All full-time faculty are expected to fulfill assigned departmental responsibilities, regularly attend department meetings, and serve on active departmental, college, and/or university committees. Meaningful service may also include the following:

* + - 1. Chairing a department, college, or university committee.
      2. Engaging in university and/or community outreach.
      3. Participating in the governance of the university through UFF and/or the Faculty Association.
      4. Serving as a manuscript reviewer for an academic or creative journal or book publisher.
      5. Serving as an editor or on the editorial board for an academic or creative journal.
      6. Serving as a chair, moderator, or commenter for a panel at a professional conference.
      7. Serving the community as a board member or officer for a local, regional, national, or international organization.
      8. Giving professionally oriented talks to organizations, libraries, or schools.