**Florida Atlantic University**

**Department of Sociology**

Post-Tenure Review (PTR)

Departmental PTR Criteria

Working Draft Prepared October 2023

*In March 2023, the Board of Governors adopted Regulation 10.003, which requires State University System (SUS) faculty to undergo a post-tenure review every five years.*

*As of 30 October 2023, the Provost’s guidelines have not been finalized. Once finalized, a portion of those guidelines may be included here.*

*As of 30 October 2023, a Collective Bargaining Agreement (CBA) statement has not been provided.*

**What is Sociology?**

According to the American Sociological Association (ASA), “Sociology is the study of social life, social change, and the social causes and consequences of human behavior. Sociologists investigate the structure of groups, organizations, and societies and how people interact within these contexts. Since all human behavior is social, the subject matter of sociology ranges from the intimate family to the hostile mob; from organized crime to religious traditions; from the divisions of race, gender and social class to the shared beliefs of a common culture.” *Accessed 30 October 2023: https://www.asanet.org/about/what-is-sociology/*

According to the American Sociological Association (ASA), “Sociological expertise can be useful to civic actors in a wide variety of ways, including collecting and analyzing quantitative and qualitative data about communities through face-to-face interviews, surveys, or focus groups; designing and conducting program evaluations; reviewing technical reports and social science literature; and providing consultations and trainings on social dynamics that impact groups, group members, and their interactions with others. Sociologists study social dynamics within a broad array of topics, including but not limited to: crime, law and deviance; housing; families and the life course; sexualities; race and ethnicity; medicine and health; inequalities and stratification; immigration; and work and organizations.” *Accessed 30 October 2023: https://www.asanet.org/public-engagement/sociology-action-network/*

**Evaluation Cycle, Required Documentation, PTR File, & Evaluation Processes beyond the Department**

See the Provost’s guidelines.

**Departmental Review Process & Advisory Committee**

As prepared by the Provost’s Office:

“The Unit Head will convene a PTR Advisory Committee consisting of a minimum of three professors in the Eligible Faculty Member’s Unit. For the review of associate professors, the Committee shall consist of professors of at least associate rank in the Eligible Faculty Member’s Unit. For the review of full professors, the committee shall consist of all full professors in the unit. Should there be less than an adequate number of professors in the unit at the required rank, the Unit Head and the Unit full professors will select professors within the college at the appropriate rank so that there are three professors at the appropriate rank or above serving on the committee.

The PTR Advisory Committee will review each PTR file and prepare a report for each Eligible Faculty Member based on the Criteria and Report Requirements of the five-year Review Period defined above. The Unit Head’s PTR Advisory Committee’s report shall include a recommended Performance Rating. The PTR Advisory Committee will affix their reports to the PTR files and return them to the Unit Head. The PTR Advisory Committee’s report shall not be binding upon the Unit Head, the Dean, or the Provost.”

In addition to the Provost’s guidelines:

* The Faculty Member has five business days to respond to the PTR Advisory Committee’s report.
* The Department Chair will review the faculty member’s PTR File, the PTR Advisory Committee’s report, and any additional material in the faculty member’s personnel file.
* The Department Chair will provide a PTR report and recommendation of Performance Rating.
* The Faculty Member has five business days to respond to the Chair’s report.
* After five business days, the PTR File is sent to the Dean’s Office.

# Articulation of Unit Criteria[[1]](#footnote-0)

The PTR assessment focuses on the faculty member’s Teaching, Research, and Service as presented in their PTR File. The Department PTR Advisory Committee offers an independent evaluation based on information provided in the CV, prior assignments and evaluations over the review period, and the faculty narrative. In general, the PTR process is focused on providing a recommended rating of the faculty member’s performance over the prior five-year period in each of the areas of Teaching, Research, and Service. Below are the most generally important elements to be evaluated in the PTR process.

**Teaching Assessment for PTR**

Teaching is evaluated holistically and may involve a variety of instruction-related activities. These activities may include, but are not limited to, the following:

* + New course preparation.
	+ Innovative teaching practices or curricula that are documented and included in the portfolio.
	+ Recipient of national or international recognition for teaching excellence.
	+ Pedagogical publications and/or conference presentations and/or professional pedagogical workshops outside of the normal research area(s).
	+ Recognition of teaching, such as departmental, college, or university nominations, awards, or grants for teaching or curriculum development.
	+ Demonstrated commitment to undergraduate research through mentorship or participation in OURI, service learning, or community engagement.
	+ Chairing student theses or dissertations.
	+ Serving on thesis or dissertation committees.
	+ Participating in the design and implementation of assessment practices.
	+ Providing summative or evaluative peer evaluations of classroom teaching.
	+ Serving as faculty advisor to student clubs.
	+ Contributing to College and University recruitment and retention initiatives.
	+ Co-authoring with undergraduate and graduate students.
	+ Co-presenting with undergraduate and graduate students at a regional or national conference.
	+ Directing an independent study (DIS).
	+ Commitment to student engagement (availability to meet, mentor, and/or provide academic guidance for students).
	+ Positive classroom peer review by faculty chosen by the department chair in consultation with the candidate.
	+ Curricular and program development through course review, revision, and update as needed.
	+ Participation in professional teacher training or development.
	+ Supervising an internship.

The Faculty Member’s PTR score or assessment in the area of instruction shall be computed according to a scale derived from their annual evaluations over the previous five years. This rating may be modified by the PTR Advisory Committee and Chair if they deem it appropriate through their holistic evaluation. If the rating is modified, the committee and/or chair should explain the reason for the change in their report. This scale assigns points to the evaluation of instruction in each annual evaluation. The points for each year’s instructional evaluation:

* Exceptional = 5
* Outstanding = 4
* Good = 3
* Needs Improvement = 2
* Unsatisfactory = 1

The total five-year PTR scale ranges from 5 to 25 points. The PTR performance score in the area of instruction is apportioned as follows:

* Exceeds Expectations = 22-25
* Meets Expectations = 15-21
* Fails to Meet Expectations = 8-14
* Unsatisfactory = 0-8

**Research/Scholarship Assessment for PTR**

Research is evaluated holistically and may involve a variety of research-related activities. These activities may include, but are not limited to, the following:

* + Book in print or in press.
	+ Peer-reviewed works in press, in print, or under review, including journal articles, book chapters, or edited works.
	+ Received or applied for external or internal research grant(s).
	+ Invited talk, lecture, or keynote address at another university, association, or academic group.
	+ Organized a research symposium.
* Editor or co-editor of a journal, edited book, or special issue in an academic journal (which may overlap with professional service).
* Reviewed book proposals or manuscripts (which may overlap with professional service).
* Prepared public reports or policy papers for governmental or nongovernmental agencies.
* Co-authored and/or co-presented with undergraduate and graduate students (which may overlap with teaching).
* Conducted community-based participatory research that led to publication or presentation (which may overlap with community engagement).
* Presented or disseminated sociological scholarship to non-academic or public audiences (which may overlap with community engagement).
* Received professional or external recognition of their research or scholarship (e.g., awards, or news media or documentary interview or coverage).
* Conducted creative or public scholarship (e.g., blogs, podcasts, documentaries, community-based participatory research) (which may overlap with community engagement).
* Presented at regional, national, and/or international conferences, colloquia, and/or symposia.
* Participated as an expert in non-academic meetings, workshops, or committees.
* Published editorials or articles in non-academic media originating in sociological scholarship.

The Faculty Member’s PTR score or assessment in the area of research shall be computed according to a scale derived from their annual evaluations over the previous five years. This rating may be modified by the PTR Advisory Committee and Chair if they deem it appropriate through their holistic evaluation. If the rating is modified, the committee and/or chair should explain the reason for the change in their report. This scale assigns points to the evaluation of research in each annual evaluation. The points for each year’s evaluation of research:

* Exceptional = 5
* Outstanding = 4
* Good = 3
* Needs Improvement = 2
* Unsatisfactory = 1

The total five-year PTR scale ranges from 5 to 25 points. The PTR performance score on research is apportioned as follows:

* Exceeds Expectations = 22-25
* Meets Expectations = 15-21
* Fails to Meet Expectations = 8-14
* Unsatisfactory = 0-8

**Service Assessment for PTR**

Service is evaluated holistically and may involve a variety of assigned and voluntary service-related activities within the department, college, university, profession, and/or community. These activities may include, but are not limited to, the following:

* + Active member on departmental, college, and/or university committees, initiatives, and/or discipline-based organizations.
	+ Chair of a departmental, college, or university committee.
	+ Received national or international recognition for their service to the university or professional community or public.
	+ Editor of a scholarly journal.
	+ External reviewer for a book manuscript or grant.
	+ Collaborated with or contributed to community-based and/or government organizations.
	+ Presented at community events, or presented one’s scholarship to nonacademic or public audiences.
	+ Conducted community-engaged curricular work (which may overlap with instruction).
	+ Contributed to student service-learning activities or mentored student internships (which may overlap with instruction).
	+ Conducted public scholarship (e.g., blogs, podcasts, documentaries) (which may overlap with research).
	+ Appointed or elected as an officer in state, national, or international professional organizations or on boards.
	+ Held a leadership position in professional organizations.
	+ Peer reviewer for academic journals.
	+ Organized a regional, national, or international conference panel.
	+ Participated in departmental, college, or university events as appropriate (e.g., graduation, recruitment events, department meetings, community engagement, faculty governance).

The Faculty Member’s PTR score or assessment in the area of service shall be computed according to a scale derived from their annual evaluations over the previous five years. This rating may be modified by the PTR Advisory Committee and Chair if they deem it appropriate through their holistic evaluation. If the rating is modified, the committee and/or chair should explain the reason for the change in their report. This scale assigns points to the evaluation of service in each annual evaluation. The points for each year’s instructional evaluation:

* Exceptional = 5
* Outstanding = 4
* Good = 3
* Needs Improvement = 2
* Unsatisfactory = 1

The total five-year PTR scale ranges from 5 to 25 points. The PTR performance score in the area of service is apportioned as follows:

* Exceeds Expectations = 22-25
* Meets Expectations = 15-21
* Fails to Meet Expectations = 8-14
* Unsatisfactory = 0-8

**Overall Performance Rating**

***Exceeds Expectations*:**

An overall rating of Exceeds Expectations requires an Exceeds Expectations rating in two categories and at least a rating of Meets Expectations in the third category. To receive an Exceeds Expectations rating, the faculty member may not have received any annual evaluations of Needs Improvement or Unsatisfactory during the five-year period under review.

***Meets Expectations*:**

An overall rating of Meets Expectations requires at least a Meets Expectations in all 3 categories. To receive a Meets Expectations rating, the faculty member may not have received more than two annual evaluations at the Needs Improvement or Unsatisfactory level during the five-year period under review.

***Fails to Meet Expectations*:**

An overall rating of Fails to Meet Expectations results from a rating of Fails to Meet Expectations in any one category.

 ***Unsatisfactory Performance*:**

An overall rating of Unsatisfactory results from a rating of Unsatisfactory Performance in any one category.

1. **What is Academic Freedom?**

According to the American Association of University Professors (AAUP), “Academic freedom is the freedom of a teacher or researcher in higher education to investigate and discuss the issues in his or her academic field, and to teach or publish findings without interference from political figures, boards of trustees, donors, or other entities. Academic freedom also protects the right of a faculty member to speak freely when participating in institutional governance, as well as to speak freely as a citizen.” Accessed 30 October 2023: https://www.aaup.org/programs/academic-freedom/faqs-academic-freedom [↑](#footnote-ref-0)