

DEPARTMENT OF LANGUAGES, LINGUISTICS, AND COMPARATIVE LITERATURE

TENURE AND PROMOTION CRITERIA AND PROCEDURES

(Approved Spring 2021)

Approved by Provost, Spring 2021

I. GENERAL POLICY

Faculty members applying for tenure and promotion to higher rank in the Department of Languages, Linguistics, and Comparative Literature of The Dorothy F. Schmidt College of Arts and Letters are evaluated in the three areas of teaching, research, and service.

Tenure shall be considered during the sixth year of continuous service as an Assistant Professor, unless the candidate's letter of offer contains prior academic service credit or the Provost approves the professor's written request for earlier consideration. Such consideration should have the support of the candidate's Chair and faculty colleagues. Tenure without concomitant promotion to Associate Professor will not be considered.

The award of tenure recognizes that the professor so honored is an established member of the academic profession, holding terminal degrees appropriate to the discipline and demonstrating the desire, ability, and commitment necessary to maintain scholarly standing in the discipline. The professor will have contributed to the field of knowledge through published original work and quality teaching in the best traditions of the professoriate. Tenure implies a long-term commitment by the department, the college, and the university to the professor, based upon the expectation of continued excellence in publication and teaching appropriate to the needs of the department, the college, and the university. A candidate for tenure will also have demonstrated willingness and ability to serve the department, the college, and the university through service on administrative committees and other forms of university governance. Persons receiving tenure will have attained the qualifications for the rank of Associate Professor in the department.

Any untenured member of the faculty may request an informal review of tenure prospects with the Department Chair at any time. Prospective candidates should consult the current issue of the University Promotion and Tenure Guidelines, in order to acquaint themselves with expectations for tenure and for promotion at each rank.

If a candidate is applying for both tenure and promotion to Associate Professor, the applications will usually be considered at the same time, but they require separate votes, one for tenure and one for promotion. The review and vote on the promotion must precede the vote on tenure, since no candidate who does not meet the relevant criteria for promotion to Associate Professor is eligible for tenure.

Meeting these minimum standards, allows consideration of, but does not guarantee, promotion and tenure. The department expects all candidates to exceed these minimum standards.

II. THIRD-YEAR REVIEW

A faculty member appointed without tenure shall be formally reviewed by an *ad hoc* Third-Year Tenure Review Committee for the purpose of evaluating the professor's progress toward tenure in the three categories of teaching, research, and service. This review shall be in addition to the normal annual review in that year and shall be advisory to the Department Chair in evaluating the candidate's progress toward tenure. No vote of the tenured faculty will be taken, because the primary purpose is to provide the professor with an evaluation of progress and constructive advice about specific needs for improvement, if any.

The Third-Year Review will take place during the Spring term of the faculty member's third year of employment. It will be done in the Spring term of the first year of employment for those who are granted two years toward tenure at the time of hire and the Spring of the second year for those who are granted one year at the time of hire. Candidates are advised to begin assembling materials in the Fall term prior to the term of the portfolio's submission. The Third-Year Review portfolio will be assembled by the candidate and submitted to the Department Chair by the end of the second week in January. It will contain everything required in the university's "Tenure Portfolio Guidelines" except the letters of evaluation.

The Third-Year Review will be conducted by an *ad hoc* committee consisting of three members, two of whom will be elected from among the faculty tenured in the department. A third member will be appointed by the Department Chair from among the tenured members of the department faculty. The three members will elect one of their number to chair the Third-Year Review committee.

The committee will review the portfolio, and the chair of the Third-Year Review committee will write a report of the discussion, evaluating the candidate's performance in teaching, in research, and in service. The report should accurately summarize the different points of view expressed during the discussion and solicited from the department. It should describe the perceived strengths and weaknesses of the candidate's record rather than reporting on who said what. No vote is expected or required. The goal of this process is to provide useful information to the candidate about his or her progress. The committee's report will include a summary assessment of the faculty member's progress toward tenure, including a clearly negative or clearly positive conclusion; if negative, the report will include either a recommendation of specific steps to be taken by the candidate to improve tenure prospects or a recommendation to the Chair for non-renewal of the contract.

A copy of this report will be provided to the professor under review and the Department Chair, and will be made available to the tenured members of the department. The Department Chair and the faculty member must sign the

report, indicating that they have received it. The Third-Year Review committee will then meet with the faculty member under review, who will be invited to discuss his or her progress.

The Department Chair shall write a letter evaluating the candidate's progress toward tenure, considering the candidate's record, the departmental evaluation, and the relevant criteria. If the candidate chooses, he or she may respond to the report within five business days and include the response in the portfolio. The Department Chair forwards the portfolio with the relevant letters to the College Promotion and Tenure Committee.

III. TENURE

A. GENERAL POLICY

Tenure recognizes that the faculty member has attained a position in the discipline appropriate for a long-term member of the academic world. This includes active and creative participation in the growth of knowledge in the candidate's field through a commitment to publishing scholarship at a high level, the ability and willingness to communicate knowledge through quality teaching and dedication to the profession and institution demonstrated by active university service.

The evaluation of candidates for promotion and tenure shall reflect their assignments and, with reference to those assignments, be based primarily on their accomplishments in teaching, research, and other scholarly or creative work, and service/administration.

B. APPLICATION PROCESS

When it is determined that a faculty member wishes to apply for tenure, a list of potential referees who are preferably Full or Emeritus Professors from Ph.D. granting institutions or nationally recognized four-year colleges should be compiled by the Chair and the candidate, in consultation with the senior faculty in the discipline, by the second week of January of the candidate's fifth year. The candidate shall have the opportunity to review the list for any conflicts of interest. From this list, the Chair shall solicit, at a minimum, three current letters from referees outside the university. The portfolio cannot move forward if fewer than three letters are received. These should be letters from independent experts in the field who can evaluate the faculty member's work; letters from co-authors, dissertation advisors, and personal friends are never appropriate. All letters received must be included in the portfolio.

The candidate should prepare the complete portfolio following the most recent memorandum from the Provost on Promotion and Tenure Materials and the college's Promotion and Tenure Guidelines in every particular. The three major divisions of the portfolio reflect the candidate's faculty assignments in teaching, research, and service.

C. CATEGORIES OF EVALUATION

1. TEACHING

Teaching includes such matters as achieving course objectives and remaining current in knowledge of the field, new courses initiated, numbers of courses and preparations, assistance to students outside class through advising and mentoring, caliber and frequency of thesis and dissertation direction, supervision of teaching staff including close mentoring of graduate teaching assistants, involvement in undergraduate research, Honors in the Major and honors compacts, inclusion of academic service-learning and other forms of relevant community engagement in the teaching context, as well as student and peer evaluations of teaching.

At a minimum, the candidate should demonstrate above-satisfactory teaching through SPOT evaluations at or above the departmental mean, peer-review of the candidate's teaching, and evidence of participation in a substantial number of pedagogical activities documented by such materials as:

1. course syllabi, including course objectives, and course web sites.
2. titles of theses and dissertations for which instructor has served as director or reader, including student names and state of progress.
3. evidence of curriculum/program development including the substantial revision of currently offered courses and the documented development of new courses and teaching materials.
4. report from invited peer-review.
5. list of teaching and/or advising awards, with copies of letters and announcements.
6. list of GTAs and interns supervised, by course and semester.
7. student evaluation data, by course and semester.
8. participation in pedagogy workshops, with dates and descriptions, or presentations concerning teaching methods.
9. titles of courses offered as Directed Independent Study, with names of students and semester taught.
10. list of students advised, by semester.
11. list of interdisciplinary courses, by semester.
12. list of courses and other forms of teaching engagement linked to undergraduate research, including (but not limited to) courses with honors compacts, courses for Honors in the Major, and courses with a formal research-intensive (RI) designation.
13. list of courses involving academic service-learning, and/or other relevant forms of community engagement.
14. list of freshman honors seminars, SLS and WAC courses taught, by semester.

15. self-critique of recorded classes.
16. evidence of grants applied for, whether obtained or not, in support of curricular and pedagogical development, and/or collaborative faculty/student research, listed by amount, term, and name of funding agency.
17. list of guest lectures in colleagues' courses, by course, title, and date.

2. RESEARCH

Given the multi-disciplinary nature of the department, tangible research outcomes will vary. :

These outcomes must be peer-reviewed and must include either:

1. scholarly publication of one (1) item as described in Category 1 and two (2) other works from Category 2;

or:

2. five (5) items as described in Category 2 (at least three should be articles, chapters, or scholarly translations of books).

Category 1:

1. Single- or co-authored books and monographs (including book-length creative work related to the faculty member's field(s) of expertise)
2. Textbooks (open-source or print)
3. Book-length critical editions/translations or major reference guides (i.e., dictionaries, grammars)

Category 2:

1. Articles in journals/proceedings*
2. Chapters in scholarly books
3. Edited books of original scholarly essays or journal issues
4. Edited conference proceedings
5. Scholarly translations
6. Major external grant or fellowship submissions (e.g., NSF, NEH); each unfunded project (original submission and revisions) may only count once
7. Substantially expanded or revised editions of previously published books, including self-translations
8. Less than book-length creative literary work related to faculty member's area(s) of scholarly expertise

* Note that in the field of Linguistics, conference proceedings are considered major publications, and published Proceedings of recognized Linguistics societies should be ranked as Category 2.

3. SERVICE

Faculty service assignments vary widely because the Department of Languages, Linguistics, and Comparative Literature offers undergraduate and graduate degrees with different disciplinary concentrations and participates in the College doctoral program in Comparative Studies. Service assignments often span multiple disciplines and/or programs.

At a minimum, the candidate should demonstrate performance in the areas of assigned service to the department, college, or university, as well as, possibly, service to the profession and to the community.

Examples of service activities include but are not limited to:

a. DEPARTMENTAL SERVICE

1. advising and mentoring majors in a departmental degree program
2. supervising Graduate Teaching Assistants and Adjunct Faculty
3. chairing or serving on a search committee
4. developing or conducting study abroad programs (planning, supervising, and teaching)
5. membership on departmental standing or ad hoc committee(s)
6. directing Student Club or Honor Society
7. building the university library collection in one's own discipline

b. COLLEGE AND UNIVERSITY SERVICE

1. directing an interdisciplinary certificate program
2. chairing a college or university committee
3. membership on college or university committees, College Faculty Assembly, or University Senate
4. planning and organizing a special event, such as a film festival, conference or workshop, symposium, or invited lecture
5. fundraising
6. organizing community outreach events on behalf of FAU
7. participating in FAU outreach events such as open houses, expos, orientations, and visits to high schools and four-year state colleges

c. PROFESSIONAL SERVICE

1. editing or serving as officer of a professional journal
2. serving as officer of a professional organization

3. organizing national and international seminars and colloquia
4. organizing regional and local seminars and colloquia
5. serving as manuscript or abstract reviewer for a publisher, scholarly journal, or professional conference
6. organizing and/or chairing a session at a professional meeting
7. serving as outside reviewer for promotion and tenure candidates at other universities
8. mentoring undergraduate or graduate students in professional activity in discipline, such as conference presentation, journal publication, further graduate studies, preparing grant or other funding applications, and/or entry on the job market

D. REVIEW PROCESS

1. DEPARTMENTAL REVIEW

The Department Chair and the department's elected representative to the College Promotion and Tenure Committee meet to review the portfolio for possible omissions, and they may suggest changes. Afterwards, faculty members tenured in the department review the portfolio in advance of a meeting, convened by the Chair, where they discuss the application together. Typically this meeting is chaired by the departmental representative to the College Promotion and Tenure Committee, who prepares the memorandum described below. The tenured faculty vote by secret ballots, one for tenure and one for promotion. The votes are treated separately, with the vote on promotion always preceding the vote on tenure. The Department Chair does not vote. Faculty members should abstain from voting when there is a conflict of interest. Faculty on sabbatical are encouraged to participate.

The faculty member chairing this meeting shall prepare a memorandum reporting the numerical results of the vote of the tenured faculty. This memorandum shall preserve the anonymity of the voting faculty but shall convey the general tenor of the discussion preceding the vote, including, as far as can be ascertained, the reason for the vote. The memorandum shall be sent to the Department Chair, with a copy to the candidate.

All voting on tenure applications will remain confidential. Violation of confidentiality may lead to disciplinary action.

The candidate may write a brief response to the memorandum within five days of receiving it. The portfolio cannot move forward to the Chair unless the candidate has either provided a written response to the memorandum, has provided a written response to the committee chair that he or she is declining to do so, or has allowed five days to pass without response.

The Department Chair shall write a letter to the Dean of The Dorothy F. Schmidt College of Arts and Letters, reporting the vote of the tenured faculty and summarily recommending for or against promotion and tenure. The Department Chair's letter shall comprise a detailed analysis and evaluation of the candidate's work, citing the department's written criteria and the candidate's annual assignments and performance evaluations. A copy of this letter will then be

given to the candidate, who will have five days to respond, if he/she chooses to do so. The portfolio cannot move forward to the College Committee unless the candidate has either provided a written response to the letter, has provided a written response to the Department Chair that he or she is declining to do so, or has allowed five days to pass without response. The Department Chair's letter to the Dean, and the candidate's response (if any), shall be included in the portfolio and forwarded to the College Promotion and Tenure Committee.

2.COLLEGE AND UNIVERSITY REVIEW

See the current Provost Tenure and Promotion Guidelines Memorandum.

IV. PROMOTION

A. PROMOTION TO ASSOCIATE PROFESSOR

1. GENERAL POLICY

Like the awarding of Tenure, promotion to Associate Professor recognizes that the faculty member has attained a position in the discipline appropriate for a long term member of the academic world, including active and creative participation in the growth of knowledge in the candidate's field through a commitment to publishing scholarship at a high level, the ability and willingness to communicate knowledge through quality teaching, and dedication to the profession and institution demonstrated by active university service.

The evaluation of candidates for promotion and tenure shall reflect their assignments and, with reference to those assignments, be based on their accomplishments in all three areas of teaching, research and other scholarly or creative work, and service/administration.

At a minimum, these attributes will be demonstrated by evidence of the type and quantity detailed for Tenure above. Meeting minimum standards allows consideration of, but does not guarantee, promotion. The department expects all candidates to exceed these minimum standards.

2. APPLICATION PROCESS

Application for promotion to Associate Professor is normally accompanied by the Tenure application, which is treated under procedures outlined in for Tenure above.

B. PROMOTION TO PROFESSOR

1. GENERAL POLICY

Attainment of the rank of Professor recognizes achievement over the span of an entire academic career. Nevertheless, the candidate's record shall demonstrate significant additional achievement since the promotion to

Associate Professor.

Any Associate Professor may apply for promotion at any time after completing five years in rank. Any Associate Professor may request an informal review of promotion prospects with the Department Chair at any time. Prospective candidates should consult the current issue of the University Promotion and Tenure Guidelines in order to acquaint themselves with expectations for promotion to Professor.

These will include, at a minimum, the achievement of national and international status as a member of the discipline, based on a very strong record of substantial publications, normally in both book and refereed article form as described in for Tenure above, and recognition as a distinguished member of the profession that can be demonstrated by, for example, election or appointment to high office in a professional organization or receipt of honors in the discipline. No less important will be the candidate's outstanding record of teaching over a number of years. Candidates will also have demonstrated exceptional service to the department, the college, and the university, including leadership roles in college and university administrative service.

Meeting these standards allows consideration of, but does not guarantee, promotion. The department expects all candidates to exceed minimum standards.

2. APPLICATION PROCESS

The earliest a candidate can apply for promotion to Full Professor is after the completion of five full years at the rank of Associate Professor—e.g., in the Fall semester of the sixth year in rank. When a faculty member wishes to apply for promotion to Full Professor, he or she should meet with the Department Chair by the first week of the Spring term of the academic year prior to consideration—e.g., in the Spring semester of the fifth year in rank. A list of potential referees who are Full or Emeritus Professors from Ph.D. granting institutions or nationally recognized four-year colleges should be compiled by the Chair and the candidate, in consultation with the senior faculty in the discipline. The candidate shall have the opportunity to review the list for any conflicts of interest. From this list, the Chair shall solicit, at a minimum, three current letters from referees outside the university. The portfolio cannot move forward if fewer than three letters are received. These should be letters from independent experts in the field who can evaluate the faculty member's work; letters from co-authors, dissertation advisors, and personal friends are never appropriate. All letters received must be included in the portfolio.

The candidate should prepare the complete portfolio following the most recent memorandum from the Provost on Promotion and Tenure Materials, and the college's Promotion and Tenure Guidelines in every particular. The three major divisions of the portfolio reflect the candidate's faculty assignments in teaching, research and service.

3. REVIEW PROCESS

a. DEPARTMENTAL REVIEW

The Department Chair and the department's elected representative to the College Promotion and Tenure Committee meet with one Full Professor of the tenured faculty nominated by the candidate to review the portfolio for possible omissions and may suggest changes.

The committee must be comprised of at least three Full Professors. If the department has fewer than three Full Professors, the evaluation of an associate professor will be conducted by at least an additional 2-3 Full Professors from other College departments, to be appointed by the Chair and Dean. Selection of the

outside reviewers must follow the policy for selecting outside reviewers as stipulated in the university policy as articulated in the University Promotion and Tenure guidelines.

Full Professors tenured in the department (or from the College, if necessary) review the portfolio in advance of a meeting, convened by the Chair, where they discuss the application together. The Full Professors will elect one of their number to chair the meeting and prepare the memorandum described below; typically, it is the department's representative to the College Promotion and Tenure Committee who is elected to this function. The tenured Full Professors vote by secret ballot. The Department Chair does not vote. Faculty members should abstain from voting when there is a conflict of interest. Votes cast by email or fax will be considered only if the voting professor has personally reviewed the contents of the portfolio and has participated in the discussion.

The faculty member chairing this meeting shall prepare a memorandum reporting the numerical results of the vote of the Full Professors. This memorandum shall preserve the anonymity of the voting faculty but shall convey the general tenor of the discussion preceding the vote, including, as far as can be ascertained, the reason for the vote. The memorandum shall be sent to the Department Chair, with a copy to the candidate.

All voting on promotions will remain confidential. Violation of confidentiality may lead to disciplinary action.

The candidate may write a brief response to the memorandum within five days of receiving it. The portfolio cannot move forward unless the candidate has either provided a written response to the memorandum, has provided a written response to the Department Chair that he or she is declining to do so, or has allowed five days to pass without response.

The Department Chair shall write a letter to the Dean of The Dorothy F. Schmidt College of Arts and Letters, reporting the vote of the Full Professors and summarily recommending for or against promotion. The Department Chair's letter shall comprise a detailed analysis and evaluation of the candidate's work emphasizing

accomplishments since promotion to Associate Professor, citing the department's

written criteria and the candidate's annual assignments and performance evaluations. A copy of this letter will then be given to the candidate, who will have five days to respond, if he/she chooses to do so. The portfolio cannot move forward to the College Committee unless the candidate has either provided a written response to the letter, has provided a written response to the Department Chair that he or she is declining to do so, or has allowed five days to pass without response. The Department Chair's letter to the Dean, and the candidate's response (if any), shall be included in the portfolio and forwarded to the College Promotion and Tenure Committee.

If the Department Chair is applying for promotion to Full Professor, the Full Professors in the department shall select one of their number to serve the functions normally performed by the Department Chair in this process.

b. COLLEGE AND UNIVERSITY REVIEW

See the current Provost Promotion and Tenure Guidelines Memorandum.

C. EMERITUS PROFESSOR

1. GENERAL POLICY

The title of Emeritus Professor is an honorary one, which is awarded by the University President to a retired Full Professor who has had a long history of meritorious service and distinguished contributions to his or her academic field, to higher education, and to Florida Atlantic University.

To be eligible to apply for Emeritus status, the faculty member must hold an appointment at the rank of Full Professor, with tenure, and must have completed at least twenty years of an active and continuing academic career, including at least ten years at Florida Atlantic University. Periods of paid leave will count toward years of service (e.g., sabbatical leave, administrative leave).

2. APPLICATION AND REVIEW PROCEDURES

Faculty members who wish to apply for the status of Emeritus should meet with the Department Chair in the Spring term preceding the retirement year, to request that the Chair nominate the professor. The candidate should prepare a portfolio of information to support the award, including a current Vita and additional supporting documentation. The Chair will prepare a letter of nomination to the Provost and will convene a meeting of the tenured members of the department, who will vote on the nomination. If a nomination comes from outside the department, the same procedure will be followed. The tenured department faculty must meet and vote on all nominations, regardless of the origin of the nomination. The Department Chair does not vote. The Chair reports the results of the vote in a letter to the Dean of the College, forwarding the letter of nomination, the portfolio, and supporting materials. The Dean will forward the portfolio and supporting materials, with a letter stating his or her recommendation, to the Provost. The Provost will ask the UFC Honors and Awards Committee to evaluate the portfolio and make a recommendation. The Provost will forward the application and supporting materials, with a letter

stating his or her recommendation, to the University President, who will make the final decision.

V. AMENDMENTS

These Criteria for Promotion and Tenure may be amended by a majority vote of the tenured and tenured-line faculty of the Department of Languages, Linguistics and Comparative Literature.

Approved by the faculty, 2 April 2008. These criteria are fully in accord with all College and University Guidelines for Appointment, Promotion and Tenure of Faculty as of 2008.

Amended by the faculty on 6, November, 2009.

Amended by the faculty on 26, February, 2010.

Amended by the faculty on 4, December, 2017.

Amended by the faculty on February 1, 2021.