

University of Florida  
College of Liberal Arts and Sciences

Tenure and Promotion Guidelines for the College of Liberal Arts and Sciences for  
Award of Tenure and Promotion to Associate Professor or Professor  
2018-19

### **Introduction**

Tenure and Promotion within the College of Liberal Arts and Sciences (CLAS) includes the evaluation of candidates at the Department, College, and University level. Criteria for promotion and tenure at the Department level operate within the regulations and guidelines of the College and University. Candidates should familiarize themselves with the clarifications of criteria in their own department or unit, these guidelines, and those of the University of Florida. University Guidelines are found at: <http://aa.ufl.edu/media/aaufledu/tenure-and-promotion/TP-Guidelines-2018-19-121117.pdf>

Nothing in this document supersedes or replaces the procedures described in the current collective bargaining agreement (CBA) or in the University tenure and promotion guidelines. The responsibility for preparing the packet, reviewing it for content and format, and approving its submission belongs to the candidate for tenure and/or promotion. Questions about tenure and promotion should be directed to Associate Dean Peter Waylen ([prwaylen@ufl.edu](mailto:prwaylen@ufl.edu)); questions about the format of the packet should be addressed to Human Resources Director Carolyn Lebron ([clebron@ufl.edu](mailto:clebron@ufl.edu)).

Packets should be reviewed by Carolyn Lebron in the Dean's office **prior** to official submission. It is the responsibility of the candidate to be sure the packets are prepared properly. Chairs are responsible for assembly of the external evaluation section of the dossier. Chairs or office managers working with the packets should be in contact with Carolyn Lebron during the process to allow enough time for this review before final submission.

The deadline for final packets to be submitted to the College level is **Friday, October 5<sup>th</sup>, 2018 at 4 PM**. In order to achieve this goal, department votes should be conducted by mid-September to allow time for the chair's letter of transmittal to be written and final editing of the packet completed prior to the deadline. **Except for the chair's letter, the tenure and promotion dossier must be complete at the time of the departmental review and vote.**

### **College Criteria**

Tenure and promotion to Associate Professor and promotion to Full Professor are based on distinguished professional activities in the areas of teaching, research, and service. Candidates must exhibit "distinction" in two of these areas, and normally these are research and teaching. "Distinction" is defined in the College of Liberal Arts and Sciences as an excellent and sustained record as demonstrated by well-known evaluative measures in the disciplines and areas of the College. The distinction of a candidate is based on complex information that includes productivity, innovation and creativity, and positive impact on students, the community, and the academic discipline of the candidate. These criteria are evident in the evaluation of teaching through student class evaluations, contributions to Department and University curriculum, peer evaluations, and recognition of teaching. Distinction in research and scholarship is especially evident through the documentation of productivity included in the packet and the evaluation of that record by internal and external reviewers in light of expectations of productivity at major research universities.

**TEACHING** - There should be evidence of a sustained commitment to excellence in teaching by the candidate as reflected in student teaching evaluations, faculty/departmental peer evaluations, and instructional materials. Peer evaluations are expected for promotion and tenure to Associate Professor as

well as promotion to Full Professor. If student or peer evaluations are not present in the packet, their lack must be explained by the candidate and/or chair/director.

**RESEARCH** - There should be evidence of a body of work of sufficient quality and quantity that has produced at least the beginning of a national reputation for significant and creative contributions to the candidate's field of research for the promotion to Associate Professor with tenure. In addition, there should be evidence of the promise of continued intellectual growth and productivity. For promotion to Professor, an established national and/or international reputation is expected, as well as the indication of sustained high quality work.

The expectations of research productivity vary by the major areas of Liberal Arts and Sciences (Humanities, Social Sciences, and Natural/Mathematical Sciences) as well as by each discipline within these broad areas. Each department has published guidelines that detail these expectations. In general, candidates for promotion to Associate Professor/tenure in the humanities are normally expected to have a book-length scholarly manuscript completed and accepted for publication by a press recognized in the field. Candidates for promotion to Professor in the humanities are normally expected to have two scholarly books in published form available for departmental/college review. The expectations in some fields may, however, be closer to those in natural and social science disciplines. The natural and laboratory sciences are focused primarily on a substantial record of refereed articles in visible journals and evidence of the viability of a research program, often reflected in successful external funding. The mathematical and natural sciences regard refereed articles in important journals appropriate to the field as primary publication outlets. Social science fields vary according to discipline and even sub-field within them. A scholarly record of research resulting in several peer-reviewed articles published each probationary year is expected, and in some cases, a scholarly book on that research is deemed appropriate for promotion to Associate Professor with tenure. Candidates for promotion to Professor in the social sciences are generally expected to have a second book, when appropriate, or a similar record of articles with recognized impact on the field or profession.

**SERVICE** - For promotion to Associate Professor/tenure, there should be evidence of a positive contribution to the life of the department, college, and university. For promotion to full Professor, a candidate is expected to make a positive contribution to the department through service on key committees as well as participation in university and professional service. A candidate's service record may also include service to the state and the nation.

These three areas of activity should conform to the annual assignment of duties, and the tenure and promotion evaluation should be a reflection of these annual assignments. For this reason, annual letters of evaluation of the faculty should make note of any exceptional assignments in teaching, research, or service and the resulting productivity in any area that goes beyond that of other faculty members in the unit.

### **Guidelines and Clarifications**

The promotion of non-tenure accruing titles is analogous to promotion from Assistant to Associate Professor or to Full Professor, but without consideration of tenure.

The following guidelines and clarifications are intended to facilitate the CLAS tenure and promotion process and to ensure that certain important items are included in the dossier. They are not complete and only supplement the university documentation. In addition to these guidelines, chairs and candidates should review the University Guidelines cited above.

#### **1) External Evaluation Letters**

As stipulated in the current collective bargaining agreement, only five or six external letters of evaluation should be included. Candidates must indicate in the OPT whether they waive their rights

to see letters of evaluation before packets of materials are sent to external reviewers. The minimum number of external letters is five and the maximum is six. College guidelines include the provision that the candidate submits a list of seven names and the Department chooses other names so that at least one-half of the letters received come from the candidate's list. If the candidate's list of seven names does not lead to a sufficient number of letters from the candidate's pool, then additional names of external evaluators need to be solicited from the candidate.

In general, letters should be from evaluators who do not have a conflict of interest and do not have significant collaborative relationships with the candidate. It is not recommended that a candidate's dissertation advisor or postdoctoral advisor be asked for a letter of evaluation for tenure and/or promotion. As noted in the university guidelines, external letters cannot be included from reviewers who have worked at the University of Florida in the past ten years. Chairs are encouraged to solicit external letters from those who do not have a personal relationship with the candidate. All letters received shall become part of the dossier. The request for a review must come from the chair or a designated senior member of the department faculty.

In addition, the chair must prepare a biosketch of each reviewer so that Committee members are aware of their credentials and the authority with which they speak. In the biosketches, please state from which list the external writers of evaluation letters were selected (from the candidate's or from the department's), and clarify any special relationship between the candidate and an evaluator (i.e., describe the nature of that relationship). Letters should be from an evaluator with academic rank higher than that of the candidate. If letters have been solicited from associate professors or from non-research institutions, be sure to explain the reason in the Chair's letter. Letters from faculty who are at the top of the candidate's field and at the very best institutions are particularly valued. The emphasis should be on the quality of the review. Letters from other countries are acceptable, but they must be on letterhead and include a translation when needed.

A sample copy of the departmental letter requesting the evaluation letters must be included.

## 2) Internal Letters

"Internal letters" are those prepared by UF faculty members other than the dean and the chair.

Internal letters will only appear in the Letters of Evaluation section if they have been solicited as substitutes for external letters in accordance with the exceptions outlined in the CBA. Faculty whose assignments have been solely in teaching and service or whose promotion will be decided based almost solely on their performance in teaching and service may substitute letters of evaluation from within the university for the external evaluations discussed above. Candidates for tenure will not have internal letters.

Internal letters solicited by the candidate may be included in section 33.

## 3) Chair's letter

The chair's letter should not be longer than three single spaced pages. This letter should carefully review the candidate's various activities and the uniqueness of his/her record. Without being effusive or verbose, it should assess frankly the candidate's work in all three areas, assess the strengths and weaknesses of a candidate's case, and indicate how it contributes to and enhances the mission of the department and the University. The chair's letter should explain any significant change in assignment over the course of employment. The letter should also explain the role of graduate assistants, post-docs, residents, fellows and/or interns in publication(s) and in research. The letter should explain unit votes in which more than 20% of the votes are recorded as negative, abstaining, or absent. Abstentions are only permissible in the case of documentable conflicts of interest.

4) Teaching evaluations

This material should accurately represent the work of the candidate over a period of several years and should include all UF evaluations in accordance with the university tenure and promotion guidelines.

Departments are expected to submit with their promotion/tenure materials at least one and generally more than one peer teaching evaluation for each candidate, as conducted by an appropriate departmental committee or review team. Part of this evaluation must include classroom visitation(s) by a peer review committee (or a member of such committee). The teaching appraisal may also include a review of syllabi, examinations, and other instructional materials.

5) Publications

If the candidate is one of several joint authors on publications, please underline the name of the senior author(s), and the chair should comment on the level of the candidate's contribution(s) in the chair's letter. In the case of books (monographs), please comment on their significance and the quality of the presses. Include reviews if possible; it is strongly recommended that a copy of the book or in-press manuscripts be provided for review to external evaluators. If the candidate has edited books or articles that are listed as publications, the chair's letter should comment on their significance. If possible, the chair should supply information on the impact factor or quality of journals. Any special situations regarding reporting of publication authorship should be explained briefly in the chair's letter.

Publications that are in press must have their status verified by the inclusion of copies of letters from editors indicating acceptance. Materials that are "in preparation," "under review," etc., are not yet publications.

6) Grants and contracts

It is important to have information in the chair's letter concerning the candidate's status in jointly held contracts and grants. Was the candidate a principal investigator? If not, where did s/he rank among the co-investigators and what was the level of contribution to the project?

7) Updates to the dossier after submission

Updates for publications, grants, etc., can be provided at any time after submission of the dossier to the college. Updated items should be uploaded via MyUFL for addition to section 33. Examples would include conversion of submitted publications to in-press and award of a grant based on a submitted proposal. The updated listing should be given in the format required for the appropriate section in the dossier.

8) Withdrawal from the Process

Candidates who are not in the final year of their tenure probationary period have the right to withdraw without prejudice from the tenure and/or promotion process at any time prior to the President's decision. In the event that a candidate for tenure and/or promotion elects to withdraw from the process before the nomination packet is complete, no further materials should be added to the file. Internal and external evaluators who have not yet responded should be notified immediately that their letters will not be required and that any letter *en route* will be returned.

9) Review Process

All reviews at every level flow forward to the President. Packets submitted to the College by a Department are reviewed by the CLAS Tenure and Promotion Committee, as constituted through the CLAS constitution. This committee assesses all cases and makes a recommendation to the CLAS Dean. During the assessment period in the fall, the committee may ask for clarification of the packet by the chair of the department. All communication is done through the office of the Associate Dean.

Candidates and chairs do not consult with the committee or discuss with them applications for tenure and promotion.

The College Tenure and Promotion Committee members record their individual assessments as part of their fact finding and consultative role. An individual assessment shall consist of a committee member's opinion indicating whether or not the candidate meets the standards for tenure and/or promotion within the college. Individual committee members making the assessment shall not be identified.

The CLAS Dean reviews the application packets and assessment of the Tenure and Promotion Committee and then writes a letter of evaluation for inclusion in the packet. The dean's letter is provided to the candidate and the candidate may optionally provide a response.

The University of Florida Academic Personnel Board receives the forwarded cases from the College and reviews them for recommendation to the President of the University. The Provost then approves or disapproves promotion cases and makes a recommendation for tenure. The Board of Trustees must give final approval for consideration of tenure.

10) Promotions for those holding faculty positions as **Assistant In** or **Associate In** are decided by the college dean and do not need to be forwarded to the Provost. See UF Guidelines page 7, #15 and 16 and page 10 V.2. Candidates must:

- Complete the Assistant In Series Cover Page.
- Use the Template that is available by logging onto MyUFL and navigating to >Main Menu >My Self Service >UF Faculty Promotion & Tenure >Promotion & Tenure Packet >Packet Template with Activity. The Word file stored there may be downloaded and completed according to the instructions provided.
- Follow the CLAS 2018 T&P timeline and submit the packet via the OPT system. After the dean's letter, the review is completed and the packet is withdrawn from the system.

11) Recommendation of tenure upon appointment

The award of tenure may be recommended to the Board of Trustees at the time of initial appointment to Associate Professor or above. Requests for tenure upon appointment should be submitted through the College Office to the Provost with a statement of the reasons for the request and supporting documentation as required, including but not limited to, a copy of the nominee's resume, letters of recommendation, and the vote of the appropriate departmental faculty. A department should obtain a formal vote from the faculty prior to seeking the approval of the Dean of Liberal Arts and Sciences. The statement shall set forth the special circumstances which warrant granting tenure as a condition of employment, including a brief summary of the nominee's academic credentials and employment. After the chair recommends the appointment with tenure to the College office, the Dean may seek the advice of the College Tenure and Promotion Committee. *Important: the departmental request must be made well in advance (usually by late April for Fall semester appointments) of the new faculty member's first day of appointment; otherwise, the candidate must go through the complete T&P process after their employment start date (no exceptions).*