

**DEPARTMENT OF ANTHROPOLOGY FLORIDA ATLANTIC
UNIVERSITY**

PROMOTION AND TENURE CRITERIA

I. Department Statement of Mission:

The Department of Anthropology exists within the University as an organizational base for the discipline of anthropology. That discipline is represented by a number of appropriately trained professionals constituting the department faculty. An important mission of this faculty is to provide instruction in anthropology to students at the university, educating undergraduate students and training graduate students. Another important mission is that of contributing to the store of knowledge and understanding within the discipline by means of publication based on original research. An additional obligation is that of assisting in the running of the university by such means as serving on committees, as well as engaging in service to the community and to the profession when and as appropriate. Individual faculty members may be given somewhat different assignments in contributing to the achievement of the collective goals of the department in terms of teaching, research, and service. It remains true that, at present, a single path is open to departmental faculty in pursuit of promotion and tenure, involving a generally similar proportion among all tenured and tenure-track faculty of assignment to teaching, research and service. This has been historically true for the Department of Anthropology, which does not have research professorships, faculty assigned only to teaching, or service specialists.

II. Promotion and Tenure Guidelines for Tenure Track Faculty:

Because it is composed of four distinct subfields - Cultural Anthropology, Archaeology, Biological Anthropology, Linguistic Anthropology- Anthropology recognizes sub-disciplinary distinctiveness in the promotion and tenure process. For example, while single-authored articles or monographs are highly regarded, some fields produce multi-authored works almost exclusively where the ordering of the authors does not accurately reflect the shared effort. In addition, while some journals have national or international exposure, anthropologists with regional or highly specific specialization must publish in regional or specific subject journals almost exclusively. Anthropology also strives for external funding due to costs associated with research travel, equipment, and research assistants. However, the level of funding sought by any anthropologist is reflective of that researcher's needs (i.e., some research requires no funding, while other research requires significant support), and is also dependent on funding availability, which varies from year to year. As a result of the complexity and subsequent variation in how the discipline is practiced, academic advancement in the form of promotion and tenure in Anthropology is not a process amenable to a single standard. Instead, a scholar's research record must be reviewed in light of the applicant's contributions to

his/her specific discipline within anthropology, the field in general, the department, and the University.

A. Mentoring of Faculty

To ensure success of department junior faculty, all junior faculty in the department will be mentored in accordance with the policy of the Dorothy F. Schmidt College of Arts and Letters. The Department Chair shall assign internal and external mentors in consultation with the protégé or protégée.

B. For Promotion to the Rank of Associate Professor and Tenure

Promotion to the rank of Associate Professor and attainment of tenure are usually considered at the same time, in the same academic year. Nevertheless, the different purposes of these two attainments require that different criteria be used in their treatment.

1. For Promotion to the Rank of Associate Professor

a. Teaching: The faculty member should demonstrate accomplishment in developing courses of high academic quality and of value as part of the department's curriculum. In addition, the faculty member should demonstrate teaching proficiency as measured by the responses to the Student Perception of Teaching (SPOT) forms which are reported on the Annual Faculty Evaluations. As delineated in the Annual Faculty Evaluation, the SPOT shall be modified by other inputs supplied by the faculty member or otherwise obtained for purposes of evaluation, including carefully aligned and written course objectives, requirements, formats, procedures, instructional materials, grading policies and evaluation materials that reflect an attention to the scholarship of teaching; peer evaluations and evaluation of new course development and course revision; chairing or serving on thesis or doctoral committees; responsible and effective mentoring of undergraduate and graduate students; undergraduate research curricular instruction; and community engaged curricular instruction. Peer evaluation will be conducted in conformity with the department's Procedure for Peer Evaluation. Size of classes taught and the inherent difficulty of the material will also be taken into consideration as appropriate. Because of the small size of the department in relation to the size and complexity of the curriculum it must deliver, cooperation, collaboration, and consultation among faculty is essential for success. Such collegiality can be demonstrated in the negotiation of teaching assignments, the development of programs, service on internal committees, service on thesis and dissertation committees, and in many other concrete ways.

b. Research: The faculty member should show evidence of ongoing scholarly activity reflecting recognition within the field through publications and other research activities described below. It is expected that articles advance new knowledge in the discipline and are published in professional refereed national or international journals (including all journals published by member organizations of the American Anthropological Association, and all other journals of comparable quality). There

shall also be evidence of productive research activities in the form of grant applications, conference organizing or presentations, museum exhibitions, invited lectures, community engaged research, supervising undergraduate research, etc. The standard to be met is at least five publications, or a single-author book or book-length monograph issued by a university press or other reputable publisher, and evidence of other achievements as described above. Book chapters

in scholarly books comparable in quality to articles published in refereed national and international journals may be substituted for journal articles. Technical reports of field activities and/or laboratory analyses such as those required by law or regulation and those required as a condition of grants or permits shall be considered evidence of research in recognition of the professional skills required to produce them. The Department recognizes such reports, inventories, and databases to be ethical and professional, and often legal imperatives, that in themselves represent significant scholarly and scientific contributions. Textbooks will not normally be regarded as original research unless the author demonstrates that they include new knowledge or findings or advance pedagogy in the discipline. Papers read at conferences and their published abstracts shall normally carry less weight than journal articles or book chapters.

c. Service and other activities: The faculty member should show evidence of satisfactory assigned service to the institution (department, college, university), profession, community and public schools. To serve the department and the institution and achieve a high rating, a candidate must be able and willing, when necessary, to consult, collaborate, and cooperate with his or her colleagues in the sharing of governance service. All faculty members should consider employing their exceptional knowledge and skills to serve the communities in which they live, work, and conduct research, including the community of scholars with which they collaborate. Therefore, voluntary service to the institution, profession, community and public schools, and the application of one's expertise to community-engaged activities and undergraduate research that support the mission and strategic goals of the university and the community, and address community needs, shall also be considered. The finest professional service reinforces or strengthens the academic reputation of the University while serving the public good.

Service is a tertiary consideration in evaluating candidates for promotion and tenure. While faculty service is important to and necessary for the governance of the University, even the most outstanding service by itself cannot qualify a candidate for tenure or promotion whose teaching is inadequate or whose research is insufficient.

d. Standard to be met: Accomplishments in research, teaching, and service as outlined above.

It is recognized that the criteria for rating research for purposes of promotion and tenure are more narrowly focused than those used for annual evaluation. The annual evaluation is intended to recognize all worthy efforts in a given year, whereas promotion and tenure necessarily focuses on the faculty member's cumulative accomplishments of lasting value in the discipline.

2. For Tenure

Because tenure is a long-term commitment on the part of the university to provide employment to the faculty member, an additional requirement must be met.

Promotion is based on past accomplishment, while tenure is based on promise for the future.

Hence, the faculty member should not only have a publication record appropriate for the rank of Associate Professor, but that record must also give indication of potential continued meritorious work in the

future. The faculty member should be able to show one or more research areas in which work already accomplished points to the potential for additional work of merit through the remainder of the faculty member's career. Likewise, there should be indications that the faculty member will maintain a level of accomplishment in teaching and in service at least as high as those criteria specified for promotion to Associate Professor. The faculty member will describe in his or her self-evaluation future plans for research, teaching and service to facilitate evaluation.

C. For Promotion to the Rank of Professor

1. *Teaching:* The standard to be met is maintenance of a high level of teaching performance since earlier promotion to Associate Professor. Student and peer evaluations will be considered as specified in II.A.1.a. In addition, the faculty member should be evaluated on the basis of a broader range of activities. A candidate should be expected to have a record of documented instructional accomplishments in addition to excellent classroom teaching; this shall include, for example, mentoring students, enhancing the instructional abilities of other faculty, successfully designing programs and curricula, publishing in the area of pedagogy, taking a leadership role on curriculum and related committees, undergraduate research curricular instruction, community engaged curricular instruction, and having success in working with students in disciplinary or professional clubs.

2. *Research:* Since earlier promotion to Associate Professor, there must be an accumulation of articles in professional refereed journals, successful grant proposals, or publication of at least one book or book-length monograph reviewed as an important scholarly work, sufficient to demonstrate that the faculty member has made a significant long-term contribution to the discipline and is a recognized leader in the field. As in promotion to Associate Professor, the focus is on publication as the standard and traditional route to eminence in the field of anthropology. In addition, there should be evidence of productive research activities in the form of grant applications, conference presentations, museum exhibitions, invited lectures, on-going research, community engaged research, and supervising undergraduate research.

3. *Service and other activities:* The standard to be met is maintenance of a suitable high level of

contribution in service and related activities since promotion to Associate Professor. The faculty member is expected to have provided broader and more significant service than a candidate for Associate Professor. The faculty member should carefully document all accomplishments. Letters substantiating such claims should be as careful, objective and comprehensive as is traditional for outside letters of review.

The candidate must satisfy the standards in all three categories. The standards may be adjusted to reflect departures from the annual assignment.

D. For granting Emerita or Emeritus status

A professor who has retired from the Department faculty may be granted the title of Emerita or Emeritus.

The title is honorary and bestows no rights or privileges, but it can denote the esteem earned by generous colleagues of long association. It may also encourage and facilitate continued participation in research and teaching by senior colleagues who may wish to mentor students, apply for grants, or collaborate in research. The only criterion to be met is the approval of their peers for their contributions to the Department or University through scholarship, research, teaching, or service.

III. Procedures for Promotion and Tenure for Tenure Track Faculty

The promotion and tenure process is a multi-layered procedure that begins with the individual and ends with the Board of Trustees (BOT). The candidate prepares a portfolio according to the University timeline and guidelines (<http://www.fau.edu/provost/facultyinfo.php>), submits it to the department for decision, after which it travels through the following levels for further decision: the College Promotion and Tenure Committee, the College Dean, the University Promotion and Tenure Committee, the Provost, the President, and the BOT. The initial portfolio is submitted to the department at the beginning of the academic year and the candidate will receive notification of the final decision late in the spring semester.

A. For cases of tenure and promotion to Associate Professor

During the spring semester prior to submitting the application for promotion and tenure, the candidate should consult with the department chair regarding potential outside reviewers. The candidate can suggest as external reviewers individuals of sufficient stature from within the profession of anthropology (or related discipline) to the chair. The chair develops an external reviewer list of at least five acceptable persons, taking into account the candidate's suggestions, in a manner consistent with the University Provost's guidelines, and shares that information with the department's tenured faculty members. Reviewers may not be graduate advisors or coauthors of the candidate. Their primary qualification should be their expertise and professional stature within the discipline. At least three reviewers will be contacted by the chair for agreement to review the candidate's materials. It is best that contact with the reviewers takes place by the end of the spring semester. One internal reviewer may be solicited by the chair for a letter regarding the candidate's work within the university.

Upon submission of the tenure and promotion portfolio, the department's tenured faculty, except the department chair, meet to discuss and to decide on the application. The tenured faculty members discuss the candidate's qualifications for tenure and promotion in light of departmental guidelines. The departmental committee may suggest changes to the portfolio. A secret ballot is taken for tenure and promotion separately and the vote is recorded. One faculty member volunteers to write a summary of the discussion and to provide an official tally for the separate tenure and promotion votes to the chair.

The chair receives the portfolio and the department committee's letter and writes an independent review of the candidate's application, taking into account the portfolio, department faculty commentary, the faculty vote, external and internal letters, and departmental guidelines. The chair's letter is placed in the candidate's portfolio and provided to the candidate. The candidate may insert a written response to the chair's letter as outlined in university regulations. The portfolio is then provided to the College's Promotion and Tenure Committee.

B. For cases of promotion to Professor

During the spring semester prior to submitting the application for promotion to Professor, the candidate should consult with the department chair regarding potential outside reviewers. The candidate can suggest as external reviewers individuals of sufficient stature from within the profession of anthropology (or related discipline) to the chair. The chair develops an external reviewer list of at least five acceptable persons, taking into account the candidate's suggestions, in a manner consistent with the University Provost's guidelines, and shares that information with the department's tenured faculty members of professor rank. External reviewers should hold the rank of professor or the equivalent. Reviewers may not be graduate advisors or coauthors of the candidate. Their primary qualification should be their expertise and professional stature within the discipline. At least three are contacted by the chair for agreement to review the candidate's materials. It is best that contact with the reviewers takes place by the end of the spring semester. One internal reviewer may be solicited by the chair for a letter regarding the candidate's work within the university.

Upon submission of the promotion portfolio, the department's professors, except the department chair, meet to discuss and to decide on the application. Three professors constitute a quorum. Should the department not have three such persons, outside members from related disciplines within the university may be chosen by the chair. The faculty members discuss the candidate's qualifications for promotion in light of departmental guidelines. The departmental committee may suggest changes to the portfolio. A secret ballot is taken for promotion and the vote is recorded. One faculty member volunteers to write a summary of the discussion and to provide an official tally of the promotion vote to the chair.

The chair receives the portfolio and the department committee's letter and writes an independent review of the candidate's application, taking into account the portfolio, department faculty commentary, the faculty vote, external and internal letters, and departmental guidelines. The chair's letter is placed in the candidate's portfolio and provided to the candidate. The candidate may insert a written response to the chair's letter as outlined in university regulations. The portfolio is then provided to the College's Promotion and Tenure Committee.

C. For conferring the status of Professor Emerita or Emeritus

Upon retirement from the Department, a faculty member may solicit emerita or emeritus status. The request should be made to the Department Chair who shall poll the Department faculty as soon as reasonably possible. A simple majority of the voting faculty shall be sufficient to confer emerita or emeritus status.