

Department of Sociology
Promotion and Tenure Procedures and Criteria
Approved by Department of Sociology on 12/1/2017

The Department of Sociology adopts the following criteria for candidates seeking promotion and/or tenure. These criteria are in addition to and are intended to be consistent with existing promotion and tenure guidelines at the college and university level; they should also be fully consistent with all provisions of the current BOT/UFF Collective Bargaining Agreement.

All tenured and tenure-track faculty have similar teaching assignments.

Below is a summary of activities and materials in the three central areas of faculty assignment that may be considered for promotion:

A. Instructional activities, which include but are not limited to:

- classroom teaching
- serving on or chairing thesis or dissertation committees
- advising students about the graduate and undergraduate major
- developing and/or revising courses
- developing and/or revising curricula
- participating in the design and implementation of assessment practices
- serving on college and university committees concerned with curricular and instructional issues
- developing co-curricular opportunities for students
- developing and implementing assessment plans for instruction
- undergraduate research curricular instruction
- community-engaged curricular instruction
- publishing in a teaching journal
- presenting at a teaching workshop/panel

B. Scholarly activities, which include but are not limited to:

- publication of scholarly work in peer-reviewed journals
- publication of scholarly books
- publication of edited collections
- editing of professional journals, including special issues
- publication of chapters in edited scholarly books
- publication of editorials and articles in important non-academic print media
- disseminating sociological scholarship to non-academic/public audiences
- reports and similar policy-related analyses for governmental or nongovernmental agencies
- submission of competitive external grants
- awards of competitive external grants
- presentation of papers at professional meetings
- publication of book reviews

collaboration with undergraduate and graduate students on research projects, co-authoring and/or presenting at academic conferences
community-based research

C. Service to university, profession and society, which includes but is not limited to:

assigned departmental responsibilities
assigned departmental, college and university committee responsibilities
assigned responsibilities for departmental or college activities (e.g., coordination of colloquia)
assigned projects in the community that draw upon sociological expertise
holding office in or working on significant projects within professional associations
reviewing articles for scholarly journals
reviewing scholarly books for publishers
organizing conferences, workshops, and/or chairing conference panels
participation in undergraduate research initiatives
service to professional journals

Procedures: Tenured members of the Department vote on tenure decisions. Professors vote on promotion to the rank of Professor. Professors and Associate Professors vote on promotion to the rank of Associate Professor.

- Application for tenure and/or promotion is made by the candidate through the Chair.
- For all candidates for promotion, the Chair solicits letters from at least five external reviewers. In the case of candidates for promotion to Associate Professor and/or tenure, the majority, preferably all, of the external reviewers should be accomplished full professors in the candidate's field. These external reviewers should be full-time faculty members at Ph.D. granting universities or highly regarded four-year colleges. In exceptional cases the Chair may also invite letters from referees who are tenured Associate Professors, if their credentials and publications confirm a high level of distinction. In the case of candidates for promotion to Professor, all external reviewers must be accomplished Professors at Ph.D. granting universities or highly regarded four year colleges.
- The Chair should consult the Department P&T committee to determine a list of external reviewers of the candidate's dossier. The candidate may provide names that s/he thinks are appropriate, revealing any relationship that s/he may have to these proposed reviewers in order to avoid any conflict of interest or appearance of conflict of interest. A candidate's co-authors/collaborators, mentors, dissertation advisors, or others with an interest in the candidate's success should not be invited to serve as external reviewers.
- Candidates are responsible for familiarity with the requirements of the promotion/tenure portfolio, as described in the documents on the Provost's page of the FAU website. They should also review the two-part statement of the College Promotion

and Tenure Committee that is posted on the College website. The candidate prepares all documents as stipulated in the University's tenure and promotion guidelines. The candidate is responsible for ensuring that the portfolio conforms to College and University requirements, although she or he is urged to consult with colleagues (especially, the Chair and those who have served on the College Promotion and Tenure Committee) during the process of preparing the portfolio.

- The Chair makes the files available for review by the Department faculty eligible to vote.
- The Chair calls an ad hoc meeting to discuss each application. Only faculty eligible to vote may attend. After full review and discussion with reference to the appropriate and approved criteria, faculty attending the meeting will vote by confidential ballot. Eligible faculty who cannot attend this meeting but who (a) have read the portfolio and (b) can participate in the meeting in real time through a long-distance server may file an absentee vote.

Faculty who are eligible to participate in deliberations but who elect not to participate should write a letter to the Chair explaining the reason for their absence. Abstentions are discouraged except in extraordinary cases (e.g., deliberations on a spouse or partner).

- The Department's representative on the College Promotion and Tenure Committee (or a member of the Department's Faculty Evaluation Committee) writes a consensus memorandum that reports the votes taken at the meeting and, insofar as it can be ascertained from the discussion, the reasoning behind those votes. The memorandum should consider the candidate's teaching, research, and service in light of the departmental criteria for promotion and tenure.
- Following receipt of the faculty memorandum, the Chair writes a memorandum that indicates his or her recommendation about the candidate's promotion and tenure. The memorandum should include an analysis of the candidate's teaching, research, and service in relationship to the department's criteria for promotion and tenure. It should report the result of the faculty vote.

Criteria for Promotion to Associate Professor

Faculty paths to promotion will differ, but all will require achievement in teaching, research, and service during the untenured period that meets or exceeds the department's standards. While the department expects a pattern of "exceptional" or "outstanding" overall ranking in annual evaluations during the untenured period, it is important to recognize that annual evaluations do not aggregate to the promotion evaluation as they isolate a single year's accomplishment. The promotion review in respect to teaching considers the pattern of instructional activity across five years; in respect to research, the culmination of scholarly work in publication; and in respect to service, how the department has been improved through the faculty member's service work.

Teaching: All candidates for tenure and promotion to Associate Professor in the Sociology Department will document that they have met the department's standards for instructional quality by including:

- a table, as described in the University's portfolio requirements showing SPOT scores for all classes taught since tenure-line appointment
- two or more letters of peer evaluation, dating back no further than two years, written by tenured colleagues who have observed the candidate's teaching
- documentation of advisement on graduate theses and/or dissertations, separating in-progress from completed theses and stating whether the advisement was as a committee member or as a director
- copies of representative syllabi for classes taught since tenure-line appointment
- any other material that the candidate believes is relevant to his or her case

Achievement in instructional activities, by the point of application for promotion to Associate Professor, is established primarily through a record of well-designed classes and seminars that are effective, engaging, and appropriately challenging.

Promotion to Associate Professor is contingent upon evidence that the candidate meets or exceeds the department's standards for instruction. Relevant evidence of instructional accomplishment should show that the candidate: develops and delivers courses that can serve as the foundation for a strong sociological education; selects readings and assignments that challenge students appropriately; designs courses that provide students with opportunities to improve their skills; has clear and reasonable expectations for students' performance; provides useful and timely feedback about student performance; is available to assist students to improve the quality of their skills and performance; selects course material that is appropriate to the level and the substance of the course; evaluates students with an appropriate degree of rigor. Involvement in community-based curricular work and/or undergraduate research curricular work is not required but will be regarded favorably as significant instructional accomplishments.

The Department has a long tradition of instructional excellence, and it expects untenured faculty to show a trajectory that will bring them to that standard.

Research: The department recognizes that sociological scholarship takes a variety of forms and employs multiple methodologies. Faculty are encouraged to follow the path of scholarly development that is best suited to their research pursuits. Journal publications, books, and book chapters are all outlets in which substantial sociological scholarship appears, and faculty are expected to have their research appear in one or all of these. Some faculty will publish exclusively in journals. Others will place their work in edited collections or will focus on publishing books. Each pattern of publications will be reviewed on its own merits. The issue of significance is the quality and the originality of the work and its significance to the discipline or across disciplines. Quality can be assessed in many ways, but the most important way is through the judgment of peers in the discipline, an essential element necessary for promotion. Evidence of peer-review should be demonstrated for the publication of books, journal articles, and book chapters.

Citation indices, book reviews, awards, and other measures provide post-publication evidence of disciplinary reception of published work.

Given the plurality of scholarly forms and methods in sociology, it is not easy to specify a priori ranking of publication venues. The department recognizes that there is a loose prestige hierarchy of scholarly journals, with a core of older journals that have larger circulations. However, circulation is an imperfect indicator of quality. New subfields continually emerge in sociology, and these subfields' journals necessarily have smaller circulations than those of the older subfields. The department wishes to encourage its faculty to contribute to the discipline's development through their involvement in new areas of inquiry and, therefore, acknowledges the value of publication in specialty and subfield journals. Candidates for promotion are encouraged to include adequate information in their portfolios for the evaluation of the significance of the venues of their journal articles.

The department acknowledges that there are a core set of publishers that have been mainstays in the discipline, and that these can be relied upon to have a strong peer review process for both acceptance and final publication. Nevertheless, newer presses seem to dominate some of the emerging subfields. In evaluating the significance of a manuscript's acceptance for publication, the department will evaluate the review process for acceptance.

In summary, the quality of publications will be evaluated on the basis of multiple forms of evidence of the work's significance such as:

- peer review prior to publication
- peer reviews and citations that follow publication
- the evaluations provided by the external reviewers of the promotion portfolio
- impact on the discipline
- the evaluations provided by the members of the department during the review

- the work's visibility in the field or subfield, as indicated by the relative standing of the journal or press
- Professional awards for scholarly work

In order to meet the standards for promotion to Associate Professor, the candidate must have a record of independent and original intellectual accomplishment. New ideas, analysis, and data drive disciplinary development, and the department's standards for promotion require that the candidate make significant contributions to the development of the discipline. Untenured faculty may engage in either collaborative or single-authored work or both. In collaborative work they must demonstrate a clear record of the contributions of all authors. The appropriate balance between single- and co-authored work cannot be specified in advance, as it will be dictated by the research questions and methods and preference of scholarly practices.

There are a variety of concrete patterns of accomplishments that meet the department's standards in scholarship. A candidate who regularly publishes in highly ranked and well-regarded general or specialty journals has one pattern of accomplishment that meets the department's standards in scholarship. Departmental standards can also be met with a significant book publication or a book manuscript (published by or in production by a well-regarded press with a strong review system) that is complemented by journal articles and/or book chapters. A record of edited volumes and book chapters in edited collections could also meet department standards, provided that the work was reviewed by disciplinary peers and attained the necessary level of disciplinary significance.

The Department will take as evidence of significant research/creative activity books and/or articles that have been completed but are still in press when candidates can document the successful completion and acceptance of the manuscript. Forthcoming books are (like articles accepted for publication but still forthcoming) considered a legitimate element in a candidate's application for promotion and tenure. All scholarly work that is "forthcoming" must be documented by the publisher. In the case of a journal article, the candidate must include a letter from the journal editor that unequivocally states the anticipated publication. In the case of a scholarly book, the candidate must provide a letter from the press stating that the book is in production. The department may insist that the candidate provide the galleys for manuscript. The Department will take as evidence of professional activity works under contract but still to be completed, but they do not carry the weight of publications that are in print or in press. Conference presentations or talks given in colloquia and other venues, grants, **submission of grant applications**, serving on an editorial board, planning and organizing conferences or conference panels, community-based research, and collaborative research projects with FAU undergraduate and graduate students are all demonstrations of scholarly activity. The Department expects candidates for promotion and tenure to have solid plans for further long-range project(s) in their field.

In general, the department and the discipline values evidence of a body of high quality scholarship that contributes to a specific field of research regardless of peer-reviewed outlet. A distinctive scholarly profile is primarily ascertained by a record of publication but also assessed by the evaluations provided by the external reviewers, the candidate's discussion in the self-evaluation and evidence of a growing scholarly reputation as, for 6

example, in invitations to organize panels, serve as a discussant, write reviews, deliver talks and addresses, and edit collections.

Promotion to Associate Professor would minimally include any of the following:

- A significant book publication
- 4 peer-reviewed publications in scholarly journals (book chapters in scholarly books comparable in quality to articles published in refereed national and international journals may be substituted for journal articles)
- An alternative pattern of scholarship comparable to the above

Service: It is the department's policy that service activities, especially in the first few years of appointment, will focus largely or exclusively on departmental service. This would include the full range of departmental deliberations (general faculty meetings, department committees) and organizing events or colloquia. In the last years of the tenure earning years, the service assignment will expand outward towards the campus and/or discipline, and towards public and community endeavors that are consistent with the faculty member's disciplinary trajectories.

Excellence in service activities, by the point of application for promotion to Associate Professor, is established primarily through a record of conscientious, effective and consistent work that contributes to the department, college, university, community and/or discipline.

Tenure

It is the University's policy that tenure be awarded only to those who qualify for promotion to Associate Professor. The first consideration in tenure for an assistant professor, then, is a whether the candidate has the record of accomplishment that qualifies him or her for promotion to the rank of Associate Professor.

In addition to the record of accomplishment required for promotion to Associate Professor, the awarding of tenure is based upon the judgment that the person will have a lifelong commitment to scholarship and teaching at the University level and to meeting the needs of the department, College and University. Tenure is the most significant commitment that the university can make to a faculty member. The awarding of tenure is not a simple summing of annual evaluations. Tenure is recommended when the university's academic community agrees that the faculty member is committed to the missions of the university and will make significant contributions to them across his or her career. It is a decision that must involve a thorough scrutiny of every aspect of the candidate's career. In all cases, the guiding question is a simple one: "Will the university be made better and stronger by its relationship with this professor over the remainder of her or his academic career?"

The candidate must demonstrate ability in and commitment to instructional activities. The untenured assistant professor seeking tenure needs to demonstrate that she or he has made a successful transition from student to teacher. The candidate needs to demonstrate the ability and motivation to develop new course material and effectively impart it to students. The candidate needs to show that his or her professional identity has developed to include the role of teacher.

The candidate must demonstrate a successful transition to independent scholarship. The untenured assistant professor seeking tenure needs to demonstrate that he or she has made a successful transition from graduate student to mature and independent scholar by developing a significant and coherent research program. The candidate needs to demonstrate that he or she is capable of developing projects and bringing them to successful conclusion through peer-reviewed publication. The candidate needs to demonstrate active engagement in his or her areas of the discipline, demonstrating commitment that is likely to continue for the length of an academic career.

The candidate must demonstrate commitment to and effectiveness in collegial service. Although service typically is a modest part of the assignment of Assistant Professors, the record of a candidate for tenure should provide evidence of his or her potential for productive service to the institution and, in some colleges or departments/schools, profession and community.

Criteria for Promotion to Professor

Promotion to the rank of Professor requires that, in the years since promotion to Associate Professor, the candidate's research profile has attained the appropriate level of distinction as a scholar within the discipline. The faculty member should be recognized as a key contributor to sociological scholarship. At the University, the candidate should have broadened his or her instructional work to include increased mentorship of students, greater involvement in curricular development, and significant contributions to enhancing the quality of what is available to our students both inside and outside the classroom. Additionally, the candidate should have developed a broader profile of sustained and effective service contributions to institution, discipline and/or community. The University expects that its faculty at the rank of Associate Professor and Professor accept significant responsibility for the institution's functioning and development, and promotion to Professor generally requires a sustained level of conscientious and valuable institutional work. While some faculty at the rank of Associate Professor will focus their service work on University, others will complement their University service work through assigned service to the discipline or community. The balance between institutional and external work will vary according to assignments but, in all cases, it must be documented and of appropriately high quality.

Promotion to Professor is awarded based on the candidate's accomplishments during the entire career, but particularly on accomplishments since promotion to Associate Professor. Favorable annual evaluations are a necessary but not sufficient requirement for promotion to Professor. In addition to generally favorable annual evaluations, the successful candidate must show the pattern and quality of professional development appropriate to a mature member of the professoriate.

The department recognizes that faculty at the rank of Associate Professor may have differentiated assignments, and will base all evaluation of candidates for Professor on assignments,

Instruction: Increasing breadth. The Department anticipates that Associate

Professors will continue to develop their instructional portfolio during their years in this rank. A successful applicant for promotion to Professor will be able to provide evidence of a broadening range of instructional contributions as well as the continuing high quality of instructional work that merits recognition by promotion to Professor.

The Department will evaluate the candidate's teaching effectiveness using the same assessments as it employs for promotion to Associate Professor (see section III above).

In addition, the successful candidate must demonstrate that he has moved to a new level of accomplishment in his instructional role. This can be demonstrated by some or all of the following, although this list should be taken as illustrative rather than exhaustive:

An on-going and effective commitment to enhancing instructional quality and effectiveness in the classroom

Broadening instructional activities by developing new courses, revising old courses, taking part in program development, and maintaining continuous mentoring of undergraduate and graduate students.

Increased involvement in the graduate program, through recruitment, mentoring, advising, and curricular development

Conscientious involvement in designing and implementing assessment plans

Contributions to co-curricular opportunities for students

Contributions to the instructional development of untenured faculty, instructors and graduate teaching assistants

Involvement in formal programs of pedagogical investigation or training

Undergraduate and graduate research curricular instruction

Community-engaged curricular instruction

Publishing in a teaching journal

Presenting at a teaching workshop/panel

Evaluation of Research: increasing recognition in the discipline. Successful candidate for promotion to Professor will have published significant additional peer-reviewed scholarly work since their promotion to Associate Professor. They will have established themselves as original scholars who have identified key questions in one or more sociological fields and who have earned the approbation of their peers through their research on those questions.

The department's approach to the evaluation of research is holistic and the quality of scholarship is more important than any fixed quantity of publication. The methodology and scope of the scholarly project will dictate the pattern of appropriate publication. Some research projects lend themselves to extensive publication in peer-reviewed journals and chapters in edited collections; others are prefer the publication of a scholarly book, complemented by a set of preliminary work published in journals or as chapters. In all cases, the Department will look for a substantial body of work that has made a noticeable contribution to the discipline.

Successful candidates for promotion to Professor will have achieved national and/or

international recognition. Evidence of such recognition might include (among other possibilities): invitations to speak at universities and/or conferences in the US or abroad; service as a reviewer for significant nationally and/or internationally distributed journals and books; service as a reviewer for grant applications; invitations to organize panels at significant disciplinary conferences. The foregoing are all indicators of the sociologist's standing in the discipline, and they are indicators of scholarship that is respected and admired. The most important indicators of disciplinary recognition, of course, come from peer-reviewed publications and peer reviews of publications.

Evaluation of Service: increasingly broad and effective contributions. Successful candidates for promotion will have demonstrated a consistent record of service activities of demonstrable value to the department, college, university, the discipline, and/or community. Typically, the service assignment and expectation expands considerably during the period as an Associate Professor. The Department looks to its tenured faculty for responsible and diligent completion of assigned responsibilities, leadership in departmental initiatives and activities, effective and conscientious representation on College and University committees, and a collegial approach to the betterment of the institution. The Department relies upon its tenured faculty to accept their fair share of institutional service responsibilities and to seek out opportunities for particular distinction in service that suit his or her interests and abilities.

After promotion to Associate Professor, some faculty will develop significant service commitments external to the University. As appropriate to the individual faculty member's career trajectory, faculty may become more active in disciplinary associations after tenure; through this form of service, faculty often can blend their scholarly and service activities. Finally, when assigned, sociology faculty may be active in the application of their sociological expertise to community issues; such work also may blend scholarly and service work successfully.