

**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. It remains true that, at present, a single path is open to departmental faculty in pursuit of promotion and tenure, involving a generally similar and balanced proportion 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:

Because it is comprised of four distinct subfields (Cultural Anthropology, Archaeology, Biological Anthropology, Linguistic Anthropology), Anthropology has multiple paths to promotion and tenure. For example, while single-authored articles or monographs are highly regarded, some fields require 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. 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 of the discipline, promotion and tenure in Anthropology is not a process amenable to a single standard, but instead 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. For promotion to the rank of Associate Professor and tenure:

Promotion to the rank of Associate Professor and 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 in the Annual Faculty Evaluation, this rating shall be modified by other inputs supplied by the faculty member or otherwise obtained for purposes of evaluation, including peer evaluations and evaluation of course development, chairing or serving on thesis or doctoral committees, mentoring 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 will also be taken into consideration as appropriate.
- b. *Research:* The faculty member should show evidence of scholarly activity reflecting recognition within the field through publications or a combination of activities described below. A *Good* rating would require at least three articles 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); 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, supervising undergraduate research, etc. An *Outstanding* rating would require at least four publications, and evidence of other achievements as described above; an *Exceptional* rating would require at least five publications, or a 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.
- c. *Service and other activities:* The faculty member should show evidence of assigned service to the institution (department, college, university), profession, community and public schools. 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

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service rating is calculated as the average of annual evaluation ratings given in this category for all years in a tenure-earning position at this institution.

Standard to be met: at least *Outstanding* in Research, and at least *Good* in Teaching and in Service. It should be understood that *Good* in research in this context is defined differently than in the departmental annual evaluation guidelines. 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 latter is intended to recognize all worthy efforts in a given year, whereas the former 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.

B. 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. Satisfying this standard would necessarily require a rating of *Outstanding* in research for a majority of annual evaluations subsequent to attaining the rank of Associate Professor. 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.

III. Procedures for Promotion and Tenure: Anthropology

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.

For cases of tenure and promotion to Associate Professor:

1. 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 five 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.

2. 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.
3. 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.

For cases of promotion to Professor:

1. 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 five 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.

2. 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.
3. 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.