

Procedures and Criteria for Tenure and Promotion in the Department

I. PRELIMINARIES

The Department of Sociology is a multi-campus academic unit and recognizes the principles of equity of assignment, resources, and opportunities of faculty across a multi-campus university. The mission of the Department is threefold: 1) to provide exceptional, high quality education and professional development opportunities to undergraduate and graduate students; 2) to conduct innovative basic and applied research; and 3) to serve the university, community, and region. In carrying out this mission, the Department aims to support the broad mission and strategic goals of the University of South Florida, and to maintain and improve the Department's reputation among other social science departments throughout the country and the world.

College and University Guidelines. In addition to the procedures and criteria in this document, candidates should familiarize themselves with the University Tenure and Promotion Guidelines, the College of Arts and Sciences Tenure and Promotion Procedures, and the USF-UFF Collective Bargaining Agreement.

Those evaluating Tenure and Promotion applications should give careful consideration both to the equitability of the candidate's assignment and opportunities in relation to others in the department (especially when a department, like ours, spans multiple campuses), and to the candidate's ability and willingness to work cooperatively within the department, college, and/or campus.

Faculty at USFSP and USFSM with three years of tenure-earning credit on July 1, 2019 (generally those hired in Fall 2016 or earlier) will be considered for tenure under their old regional campus guidelines unless they elect to use the new consolidated guidelines in writing 30 days prior to the beginning of tenure consideration. This is required in Article 15.4.B of the USF UFF Collective Bargaining Agreement. If a candidate chooses to use the older regional guidelines, their new consolidated academic unit's T&P committee and administration will still be responsible to carry out the process.

II. PROCEDURES FOR TENURE AND PROMOTION

A. Tenure and Promotion to Associate Professor

1. **Application Materials.** Prior to consideration by the Executive Committee, the Department's Tenure and Promotion Committee, and the Chair, it is expected that

each application for tenure and promotion be complete. A complete application contains all of the elements in the College of Arts and Sciences tenure and promotion application, including letters from external evaluators, up-to-date CV, narrative components, annual evaluations, course evaluations, and mid-tenure evaluations.¹ It is the candidate's responsibility to assemble additional materials necessary to document satisfaction of Department criteria for tenure and promotion. In doing so, the candidate is encouraged to seek the advice of senior colleagues, who in turn should counsel the candidate to the best of their ability.

2. Department endorsement. Application for tenure and promotion must be considered at three levels within the Department: by the Executive Committee, which writes a narrative evaluation; by the eligible voting members of the Department faculty (i.e., the Tenure and Promotion Committee), who vote to approve, deny, or abstain; and by the Department Chair.
 - a. First, the members of the Executive Committee who have attained the rank of associate or full professor review and evaluate the application. They then write a narrative summarizing their evaluation of the file, which is placed into the candidate's file. If necessary, there can be a second, minority narrative.
 - b. Second, faculty members who are eligible to vote for tenure and promotion (i.e., those who hold the rank of associate or full professor and who also have an appointment of at least 51% in the Department) meet to discuss the applicant's file and the Executive Committee's evaluation. Only those faculty who listen and/or participate in this faculty discussion are eligible to vote (i.e., to approve, deny, or abstain). The vote is recorded in the candidate's file. The Department Chair does not vote.
 - c. Third, the Department Chair conducts an independent evaluation, writes a narrative summarizing this evaluation, and records it in the candidate's file.
3. Regional Chancellors will provide a formal review in tenure and promotion cases for faculty members on branch campuses prior to a College Dean completing and forwarding a recommendation to the Provost.

B. Promotion to Full Professor

1. The Department procedures for promotion to full are the same as for cases of tenure and promotion with the following exceptions:

¹ Mid-tenure review is similar to tenure review but without the external letters.

- a. Members of the Executive Committee who have attained the rank of full professor consult with other full professors in the department to write the narrative for the candidate's file;
 - b. Only faculty members who hold the rank of Full Professor are eligible to vote;
 - c. If the current Department Chair has not attained the rank of full professor, a surrogate chair will be appointed in consultation with the CAS Dean's Office.
2. Regional Chancellors will provide a formal review in promotion cases for faculty members on branch campuses prior to a College Dean completing and forwarding a recommendation to the Provost.

C. Retention and Promotion of Instructors

Evaluative judgments regarding the retention and promotion of instructors are made at two levels of the department. The Executive Committee reviews relevant data and makes a recommendation, including a minority recommendation if necessary, to the Chair. The Chair independently makes a recommendation.

III. CRITERIA FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

Demonstrated excellence in research and teaching, together with substantive service, are expected for tenure and promotion to associate professor in the Department.

A. Research

Successful candidates for tenure must demonstrate excellence in research. Excellence in research involves both qualitative and quantitative factors, where assessment of quality takes precedence.

1. Assessment of Quality

The quality of scholarly production in sociology is assessed by professional sociologists, and, for faculty members engaged in interdisciplinary research, by qualified scholars in cognate fields. For purposes of tenure and promotion recommendations, the department Chair, the Executive Committee, and Tenure and Promotion Committee give great weight to judgments of quality by a candidate's external evaluators.

Other things being equal, the standings of journals and academic presses in which candidates published are considered significant indicators of quality. Assessment of research quality in sociology is a rigorous process, although primarily a qualitative one. The assessment of quality may also take into account the professional recognition of a candidate's work in the form of prizes, awards, fellowships, and grants. Having obtained external funding for one's research is not necessary for tenure and promotion. But, having received such funding from external agencies with rigorous peer- review of proposals counts as an indicator of research quality.

2. Quantitative Productivity

The quantity of articles produced will vary according to the length and depth of the articles; patterns of co-authorship, lead authorship, and solo authorship; quality of the journals or edited collections; impact of the research; and whether or not the candidate has also produced one or more high quality monographs. For example, the number of articles/chapters expected of a candidate decreases substantially if they have also published a well-reviewed, refereed, scholarly monograph during the tenure earning years. For collaborative work, the candidate's contribution should be accounted for. Overall, the body of work should represent a coherent and well-rounded program of independent research, indicated by publications on which the candidate is the sole author or first author. Work published prior to the tenure-earning years can be considered evidence of such a program but does not substitute for the record indicated above. It should be recognized that quantitative measures of quality, such as acceptance ratios, citation counts, and publication counts are imperfect in the social sciences. Faculty in a candidate's area of scholarship as represented in readers' reports, external reviewer letters, and tenure and promotion committees are in the best position to judge quality and to invoke established markers that facilitate evaluation of quality. With the understanding that quality takes precedence over quantity, it would not be unusual for the successful candidate for tenure and promotion to associate professor to present approximately 8-10 publications.

a. Peer-Reviewed Articles

A peer-reviewed article is an article in a peer-reviewed journal in sociology (or cognate scholarly field, where appropriate), or a chapter in a peer-reviewed anthology.

b. Scholarly Books and Monographs

A scholarly book or monograph is typically considered equivalent to four to six peer reviewed articles. Scholarly books or monographs are to be placed in reputable presses, i.e., ones that enforce rigorous peer-review practices in their acceptance of manuscripts.

c. Edited Books

An edited book should be considered equivalent to between two and four peer reviewed articles, depending on the extent of the candidate's original scholarly contribution. Assembling and editing a book is an important scholarly contribution in its own right. In addition, the candidate may also have contributed an introduction and one or more original chapters. Any such chapters should be considered in determining how much weight to place on the book. Chapters in books edited by the candidate should not be counted separately under 2a.

d. Collaborative Work

In sociology, co-authored and co-edited publications are increasingly common. Candidates receive full or partial credit for such work, depending on the extent of their participation. A co-authored article or book in which the candidate played a leading role, or which could not have come about without the candidate's sustained and committed participation, may receive full credit.

e. Pace of Publication

While it would not be unusual for candidates to *average* more than one peer-reviewed publication or equivalent per year over the course of their tenure-earning years, it is understood that the output of scholarly productivity may vary widely from year to year. The preparation of a scholarly monograph can occupy a candidate's exclusive attention for some time, during which other monographs or articles are unlikely to be forthcoming. Publication rates tend to increase and ultimately stabilize as a research program matures. Should total productivity meet expectations at the end of a candidate's tenure-earning years, a lower publication rate at the beginning of that period must be viewed without prejudice. Finally, work in press counts, assuming that the candidate has a letter of final acceptance stating that all required revisions have been satisfactorily completed and the work slated for production. Work "in press," however, does not substitute for a timely and continuous rhythm of publication and productivity across the tenure-earning years. The candidate's record should represent a pattern indicative of a career of

continual accomplishment and productivity with potential for high impact on the field or society.

f. Value Added Activities

Receiving funding for one's research from external agencies with rigorous peer review of proposals is not necessary for tenure and promotion. But, it counts as an indicator of research quality. Research-based scholarship shared with the larger non-academic community which may not have been published in peer-reviewed outlets is not necessary for tenure and promotion but does merit consideration as a component of the candidate's research record. Examples of such scholarship are a) public sociology activities such as community needs assessments, evaluations of impact of public policies on local communities, and documentation and analysis of innovative community development programs for dissemination to other communities nationwide, and b) public sociology outcomes such as research reports, articles or papers for institutes, government agencies, or community groups; op-ed pieces in newspapers or other media outlets; or widely disseminated documentary films or videos. Similarly, publishing with students or publishing interdisciplinary research is not necessary for tenure and promotion. But having done any or all of these activities adds value to the research record. Finally, some consideration will be given for articles not peer-reviewed or solicited for peer-reviewed collections, encyclopedia articles, articles published in conference proceedings, and substantial critical book reviews published in major journals. Published work tangential to the candidate's field of sociological expertise will not be considered.

g. Publications or Scholarly Activities Not Otherwise Mentioned

It is the responsibility of the department's executive committee to assess the value and weight of other forms of publication and scholarly activity not explicitly mentioned in this document when petitioned to do so by a candidate.

B. Teaching Expectations

For tenure and promotion to the rank of Associate Professor a record of excellence in teaching is required. Excellence in teaching is indicated by well-organized course materials systematically presented in an atmosphere conducive to learning. Although it is not necessary that a candidacy be supported by all items listed below, a record of excellence in teaching often includes:

- receiving peer and student evaluation(s) that consistently rate the candidate's teaching as effective
- engaging in instructional innovation through such activities as the incorporation of new research findings into course content, the creation of new courses and new preparations for existing courses, and/or interest in and exploration of advanced instructional technologies
- mentoring graduate and undergraduate students in various ways, such as the supervision of honors theses and independent studies, graduate theses, portfolios, and/or dissertations
- publishing collaborative work with students and having students who present papers at professional conferences, who receive academic awards, and so on
- supervising student internships, advisement, or counseling
- participating in curriculum development, for example, establishing study abroad experiences, service-learning opportunities, writing intensive experiences, community engagement opportunities, and so forth.

Excellence in teaching is a judgment made by peers from a review of all materials provided by the candidate as evidence of his/her engagement with and effectiveness of his/her teaching contributions.

Candidates shall place in their files any materials they think provide evidence of their teaching contributions and its effectiveness. The committee views as especially compelling, evidence based on peer review and student judgments from the following types of items: peer evaluations, peer visitations to classes, observations at talks and seminars, inspections of files and class materials, student evaluations – particularly written comments that indicate the candidate's courses are rigorous but effective and provide a desirable depth of learning.

While it is not necessary that a candidacy be supported by all the items listed, as a Ph.D. granting department in a research university, substantial involvement in graduate education is expected. This criterion may not be relevant for faculty whose home campus does not offer opportunities to work with graduate students.

C. Service Expectations

Successful candidates for tenure are expected to have been active in service to the department, college, university, profession, and community. Candidates need not be equally active in all categories of service; some may choose to focus their efforts on only one or two. Activity must be commensurate with commitment to the institutional and service role of a professional sociologist on the faculty of a public university. Examples of service activities in each of the five categories include:

1. Department: Participation in department governance in the form of service on departmental committees and performance of related duties.
2. College: Participation in the governance of the School of Social Sciences and College of Arts and Sciences in the form of service on committees, attendance at college assemblies, and other events.
3. University: Participation in university governance in the form of service on committees and councils, attendance at convocations, commencement ceremonies and other events.
4. Community: Involvement in service-learning activities, participation in community outreach efforts; participation in local, regional, or national government or civic organizations that capitalizes on faculty professional expertise.
5. Profession: Participation in the peer-review process; credited involvement in a scholarly journal; administration of or regular contribution to a professional blog or newsletter; consultant for other department or institution; service as officer, or board or committee member for a regional, national, or international professional or scholarly society or association.

IV. CRITERIA FOR PROMOTION TO THE RANK OF FULL PROFESSOR

The successful candidate for promotion to full professor will have met and then exceeded all of the departmentally approved requirements for tenure and promotion to associate professor during the period between achieving tenure and promotion to associate and the application for promotion to full professor which is typically five or more years in length. Candidates who maintain the pace (rate and pattern) of productivity of their pre-tenure probationary period are likely to build a body of quality scholarship that is nationally visible within five years post tenure. However, the time it takes to produce such a body of scholarship will vary from person to person and so, in some cases, may take more than five years post tenure. The candidate must meet the following additional requirements:

- A. Research: The candidate for promotion to full professor must be a scholar of national/international standing. Evidence of national/international reputation includes presentation at conferences of leading professional associations both within and outside of the United States and publication in leading national and international outlets.
- B. Teaching: The candidate for promotion to full professor should provide evidence of successful mentoring including, but not limited to, having students who undertake successful careers and who identify the candidate as a person who has significantly contributed to their professional development, and having undergraduate students accepted into high quality graduate programs.

Where opportunities to work with graduate students exist, the candidate for promotion to full professor must have successfully supervised graduate students, serving on several Ph.D. committees and serving as major or co-major professor. It is understood that the Ph.D. program will not attract doctoral students in every sub-discipline, and that consequently not every candidate meriting promotion to full professor will have served in this later capacity. This criterion may not be relevant for faculty whose home campus does not offer opportunities to work with graduate students.

- C. Service: The candidate for promotion to full professor should exercise a leadership role in one or more categories of service. Such roles include chairing a major committee of the department, school, college, or university, acting as officer in a national or international scholarly or professional society or association, and serving as editor or associate editor of a national or international scholarly journal.

Approved by faculty vote on October 9, 2015.

Approved by the Dean's Office November 5, 2015.

Approved by Provost on June 1, 2016.

Effective June 1, 2017.

Revised for 2020 Consolidation of USF campuses
and approved by faculty vote on May 15, 2020.

Approved by Dean and by Provost's Offices, May 18, 2020.