UNIVERSITY OF SOUTH FLORIDA
DEPARTMENT OF WORLD LANGUAGES
October 2015

TENURE AND PROMOTION DEPARTMENTAL CRITERIA

The Department of World Languages (WLE) engages in the study of human language in general, and a diverse group of ancient and modern languages and cultures in particular. WLE faculty members provide humanistic and scientific perspectives on and approaches to language and culture, foster awareness of and critical engagement with cultural and aesthetic diversity, and create opportunities for communication across linguistic and cultural boundaries. The department recognizes the principles of equity of assignment, resources, and opportunities of faculty across a multi-campus university.

The Department of World Languages (WLE) seeks to promote excellent teaching, distinguished scholarship and creativity, and exemplary professional service to the Department, the College, the School, the University, and the community at large. The Department of World Languages generally follows the guidelines and criteria for tenure and promotion set down in CAS, SHUM, CBA, and USF documents, and candidates should begin by carefully consulting those documents. Insofar as the department uses more specific evaluative language, it is noted below.

I. General Tenure and Promotion Procedures

Candidates for tenure and promotion are evaluated at the departmental level by a secret vote of the tenured faculty[1], preceded by written evaluations from the Salary, Tenure & Promotion Committee (STPC) and the Department Chair. The STPC reviews all relevant documents and credentials and makes a recommendation to the Department Chair, who then makes a separate recommendation. In the case of promotion to the rank of Full Professor, only the Full Professors on the STPC make a recommendation to the Chair, and the promotion is voted on by Full Professors among in-unit faculty. If the committee or the Department lacks a sufficient number of Full Professors, the Department Chair and/or Dean may appoint one or more qualified Professors outside the committee within the unit or from other College units.

All members of the STPC are expected to review the application files prior to discussion or voting. Following a committee vote by secret ballot, the ballots are counted immediately in the presence of the committee members, and the tally is recorded in the candidate's application. Written narratives from the majority and dissenting minorities, if any, may be included with the record. The candidate's application, along with the STPC recommendation, is then forwarded to the Department Chair. After the candidate has reviewed the tenure and promotion packet and agrees to continue the process, the Chair sends to the Dean's office his/her and the STPC's recommendations along with the results of the vote of the faculty.

Relevant documents and credentials to submit:
As with the annual reviews, evaluation for tenure and promotion involves three components: a) Teaching (including advising and mentoring);
b) Research/creative/scholarly work;

[1] That is, Professors and Associate Professors. The following faculty also votes: a) joint appointments if 50 percent or more of their budgeted salary is administered through WLE; b) those holding temporary administrative positions outside of the Department; and c) those on leave from the Department.

c) Service to the University, the profession, and the community.
Required materials: Tenure application with annual evaluations in FAIR, course evaluations in FAIR, Mid-tenure evaluations at all levels.

Scholarship and teaching predating candidate's employment at USF: The Department will take into account work done at previous institutions if this condition is mentioned clearly in the hiring contract. If a period of employment at another institution counts towards the tenure-earning years at USF, teaching and research done during that period will be reviewed and counted as part of the record toward tenure.

Mid-tenure Review: Both the STPC and the WLE Chair formally evaluate tenure-earning faculty in their third year or at their mid-point to advise them as to whether they are on track for the earning of tenure and promotion.

II. Tenure and/or Promotion to Associate Professor

In keeping with the practice of major universities, the Department generally considers a candidate for tenure and promotion to Associate Professor under a single set of criteria.

In order to be recommended for tenure and promotion to the rank of Associate Professor, the candidate must achieve an overall record of "Excellent" in Teaching and Research. He/she must also demonstrate a record of substantive University and professional service, and also engagement with the community.

Teaching

Successful candidates for tenure must demonstrate excellence in teaching. Documentation of teaching excellence must be drawn from the tenure-earning years and should include the following: student assessments of teaching, syllabi, assignments, peer evaluations, and evidence of student mentoring. The Department of World Languages expects that excellent teachers will achieve student ratings that meet or exceed Department and College averages for the semesters under review.

Research/Creative/Scholarly Work

The Department of World Languages is committed to conducting distinguished research, scholarship, and creative work in ancient and modern languages and cultures as well as applied and theoretical linguistics.

For a candidate to be recommended for tenure and promotion, the Department requires "Excellent" in Research. The candidate needs to provide evidence that he/she is actively engaged in research, scholarship, or creative work of high quality and significance. In order to be considered for tenure, a faculty member is expected to have established an original, coherent, and meaningful program of research and/or creative scholarship, and to have demonstrated and clearly documented a continuous and progressive record of research and creative scholarship indicative of potential for sustained contribution throughout his/her career.

The Department assesses the quality of the candidate's work and its significance to the field by considering the discipline-appropriate evidence provided in the application. External reviewer letters from experts in the field play an important role in judging the quality of the work produced. The work of a candidate for tenure and promotion should be judged according to the standards of his/her discipline in a manner that

takes into account both quality and quantity. A candidate must present, when applicable, the following documentation:

> For many of the disciplines represented in the Department, the most significant evidence of scholarship and other creative activity includes a completed book-length project of original scholarship or creative activity, which a respected publisher has published or accepted and slated for publication. In addition, the candidate must present a substantial number of refereed, published articles, book chapters, and/or creative works, in reputed venues (journals, series, presses, websites) in the US or abroad, in English or in another language. For disciplines that accept article production over the monograph, the candidate should have approximately 10 highquality, predominantly refereed publications. Co-authored scholarship counts proportionally to the number of authors. Textbooks will be evaluated on the basis of their quality and pedagogical impact. Translations, scholarly presentations, and readings or performances of creative work at regional, national and international conferences or professional meetings are also understood as evidence of scholarly activity, as are online and digital productions.[2] Applications for grants and fellowships (even when not granted) are indicative of scholarly activity as well.

Note. The candidate is responsible for providing appropriate documentation of all his/her publications. The Department strongly advises faculty members to place books and articles in the most selective and prestigious presses and journals in his/her discipline. The prestige of the outlet can vary according to the nature of the publication, academic field and language. Given the diversity of its constitutive disciplines and the fact that its faculty naturally publish in foreign languages and countries, the Department has no desire to establish a rigid hierarchy in the judgment of presses or journals, but rather an awareness of the quality of outlets, based on the testimony of the external reviewers. It acknowledges that in practice for some disciplines or sub-disciplines, a peer-reviewed small press or trade press of high quality, distinguished reputation, and large distribution may carry more impact than a scholarly or university press that requires the author's financial participation to be published. The MLA recommends that presses should not be the main arbiter in tenure cases.[3] In order to help the STPC and the WLE Chair gauge the quality of publication outlets, the candidate needs to supply the appropriate material (such as a recent publisher's catalogue, its website, the editorial policy of a series and English translation if in a foreign language, the name and credentials of series' director, a copy of the journal's editorial page/masthead showing names of editors and editorial board, names of authors that have published in it, acceptance/rejection ratio if available, or expert advice from external sources on the publisher's and journal's quality and impact).

Service

The Department of World Languages is committed to service "related to the basic mission of the University" that capitalizes on "the faculty member's special professional expertise" (USF Guidelines for

[2] The committee will consider works accepted but not yet published, with letter of final acceptance, in accordance with SHUM Research Expectations for Tenure and Promotion in the Humanities, September 5, 2014 (#5).

[3] *Report of the MLA Task Force on Evaluating Scholarship for Tenure and Promotion*. *Op.cit.*: 12 (Recommendation #10), 49, 51ff & 60ff. http://www.mla.org/tenure_promotion

Tenure and Promotion, p. 4). The three components to be evaluated are service to the University, the profession, and the community. The latter, although not on par with the first two, should not be neglected by the candidate. University service is further broken down into service to the Department, the College, the School, and the University at large.

University service: The Department expects faculty to participate actively, as a member, on departmental, College, School or University committees and councils (not necessarily at all levels). Moreover, when applicable, faculty is expected to fulfill functions that ensure the smooth operation of the Department (e.g., section coordinator), participate in study abroad programs and exchanges with other institutions, and, in general, contribute to initiatives that promote the mission of the Department and the University.

Professional service: The Department expects its faculty to be visible in their professional field. This visibility is ensured, among other things, by serving in positions of responsibility in professional organizations; actively participating in the organization of conferences; sitting on editorial and review boards of journals or presses; refereeing for colleagues and/or institutions; sitting on M.A. thesis or Ph.D. dissertation committees at other universities. Faculty members are not expected to fulfill all of the above.

Public service: The Department expects the faculty to use their special professional expertise for the betterment of the community at large. Examples of public service include: aid to local, state, federal or international organizations and institutions; aid to public schools and community colleges; contribution to the education of the community through publicly engaged scholarship and public presentations. Again, faculty is not expected to fulfill all of the above.

Although there may be overlap, a particular activity must be used only once and in one category. Faculty must choose the category that best reflects the nature of the activity. The STPC, however, may count the activity as belonging to another category, if it thinks that it fits best there.

III. Promotion to Full Professor

While meeting the criteria in Section II demonstrates that one is qualified to be an Associate Professor, one must accomplish more, both qualitatively and quantitatively, in order to be recommended for promotion to the rank of Full Professor. For promotion to the rank of Full Professor, the candidate must be a recognized scholar who can provide conclusive evidence of an established reputation beyond the University among peers on a national or international level for excellent contributions in both research or creative activity and teaching. The candidate must also have a substantial record of service.

Eligible candidates must demonstrate the following:

i. A record of excellence in teaching, including, where applicable, a record of successful participation on thesis and/or dissertation committees, and serving on comprehensive testing and degree committees. Beyond the usual student evaluations and supporting materials, evidence of teaching outcomes may include comments of former students who have achieved professional success.

ii. A record of excellence in research/creative/scholarly work that exceeds expectations for tenure. This record normally includes at least two published books (at least one since promotion to Associate Professor) or the equivalent in article and book chapter publications in disciplines that emphasize articles (around 20, and at least 10 since promotion), with demonstrable impact on the discipline and beyond. The

record should provide strong indications of continuing high productivity in research/creative/scholarly work throughout the candidate's career, as defined in the individual's field.

iii. A record of substantial service to the University and profession and engagement with the community, as it relates to the mission of the Department, the College, and the University. Expectations about the level of service for candidates for Full Professorship are significantly higher than those for attaining the Associate rank.

iv. Compelling evidence of significant achievement among peers in one's discipline or professional field at the national or international level. Any recommendation for promotion to the rank of Professor must contain evidence that such distinction has been achieved.

IV. Promotion for Instructors.

For instructors the Department follows the guidelines established by the university: http://www.cas.usf.edu/facultyaffairs/data/instructor-guidelines.pdf

Branch Campuses

1. Eligible branch campus faculty may serve on the STPC. In years when branch campus faculty apply for tenure and/or promotion, an ad-hoc member of the STP Committee will be elected from the respective branch campus faculty. If a branch campus representative is already serving, there is no need for an additional ad-hoc member.

2. T&P decisions for branch campus faculty should consider the resources and assignments branch faculty had prior to consolidation.

3. Regional Chancellors will provide a formal review in promotion and tenure cases for faculty members on branch campuses prior to a College Dean completing and forwarding a recommendation to the Provost. Branch campus faculty 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.

This document may be amended by a two-thirds vote of the department's tenured and tenure-earning faculty.

Approved by the Dean's Office, October 9, 2015
Approved by Department vote, October 19, 2015

Approved by Provost on June 1, 2016
Effective June 1, 2017

Consolidation language approved by the Dean's Office April 29, 2020
Consolidation language approved by the Provost's Office April 29, 2020