

Approved by Faculty Excellence March 1, 2016  
Effective 2017-18 Promotion Cycle

## **DEPARTMENT CRITERIA FOR TENURE AND PROMOTION**

Department of Anthropology  
Revised: January 15, 2016

### Introduction

Department criteria for tenure and promotion are intended to serve as guidelines and standards. These criteria reflect the broad disciplinary and academic interests of the Department, as well as various sub-disciplines. The following Departmental criteria for promotion and tenure incorporate the College of Sciences and University criteria.

The granting of tenure and promotion are formally two separate decisions, but in fact the criteria for promotion to Associate Professor and those for tenure are identical. Tenure represents a commitment by the University to continued employment of faculty members, whereas promotion recognizes substantial scholarly and professional achievement.

It is assumed that the candidate's portfolio will be consistent with and conform to recognized professional standards for the ethical conduct of research and publication, as enunciated, in the AAA, SAA, and AAPA Code of Ethics.

**CANDIDATE NOTIFICATION:** New faculty members will be provided a copy of the Department Criteria for Tenure and Promotion at the time of appointment.

**CUMULATIVE PROGRESS EVALUATIONS (CPE):** Cumulative Progress Evaluations normally begin the second year of employment in a tenure-earning position, as detailed in the *Collective Bargaining Agreement*. Each year faculty are evaluated and informed of their progress toward promotion and/or tenure, based on a submitted portfolio of relevant materials (teaching, research, service) prepared by the candidate. Evaluations are cumulative throughout the tenure-earning period.

### Performance Categories for Tenure and Promotion

The mission of the Department is the creation, enhancement, preservation, application, and transmission of anthropological knowledge, information, understanding, and ideas through teaching, research, and service. The Department recognizes three basic categories of activities as essential to the promotion and tenure process: teaching, research, and service. Successful candidates will demonstrate excellence in all three categories.

I. Teaching Activities (the following activities are not rank ordered):

- a) Classroom instruction, including directing study abroad programs.

- b) Fieldwork and intern direction and supervision.
- c) Direction of independent studies, student research projects, theses, and dissertations.
- d) Academic advising.
- e) Involvement and participation in workshops, seminars, and other forums which have as their principal themes or foci curricular interests, teaching or the learning process.
- f) Program and course development.

II. Research Activities (the following activities are not rank ordered):

- a) Published refereed research.
- b) Scholarly activity.
- c) Creative activity.
- d) Exhibit activity.
- e) Acquisition of research funding: grants, fellowships, awards, and contracts.

III. Service Activities (the following activities are not rank ordered):

- a) Activity devoted to the administrative function of the Department, College, and University.
- b) Activity which facilitates the objectives of the University, College, and Department.
- c) Participation in professional organizations related to faculty members' disciplines or general faculty roles.
- d) Organizing courses, workshops, seminars, conferences, etc.
- e) Seeking and developing new ways to improve performance and make contributions to the Department, College, and University.
- f) Activity that utilizes one's professional background and expertise in the community outside of the University, whether local, regional, national or international.

Other activities may be included under any of these categories when appropriate. Except for invitations (lectures, speaking engagements, service on grant review panels, etc.) intended to recognize distinction, unassigned activities compensated by sources other than the University generally will not be credited for tenure or promotion.

**Criteria for Tenure and Promotion to Associate Professor**

It is incumbent upon faculty to demonstrate prior to earning tenure that they have established a strong record of successful teaching, research, and service activity that should be sustained through their academic careers. Faculty members seeking tenure and promotion shall provide evidence of achievement in the three basic categories of performance. Evidence of academic performance shall meet University, College, and Departmental reporting requirements and standards. Excellence in both teaching and

research, and indication that such achievement will be sustained in the future, are necessary for tenure and promotion. An appropriate level of service is also required.

Evidence of quality performance in teaching must include student evaluations for all courses taught while at the University. Other evidence may include course syllabi, examinations, peer reviews, teaching awards, or other information which reflects the quality of instruction provided by the faculty member. The evidence provided will be interpreted in terms of the type of courses taught and other relevant information.

If so assigned, faculty must be active in the instruction and/or mentoring of undergraduate students. For undergraduate instruction, this includes not just classroom instruction but also examples such as working directly with students on technical training, independent research projects, internships, RAMP, McNair, and Honors in the Major theses.

All faculty must be active in the mentoring of graduate students. For graduate instruction, quality teaching would usually include supervising graduate student theses, serving on graduate committees, developing graduate curriculum in the faculty member's specialty area, implementing special symposia for graduate students (e.g., participation in professionalization seminars), and, if appropriate, preparing and administering comprehensive or qualifying examinations.

Evidence of distinction in research must be provided in order to be awarded tenure and promotion. Faculty members must demonstrate a successful research program through publications in refereed outlets, regular academic conference presentations, and the receipt of external research funding (as appropriate to the faculty member's sub-discipline). The quality and impact of the research will be evaluated. The following general expectation for the number of publications includes high quality, significant disciplinary, subdisciplinary, or interdisciplinary contributions. The impact and quality of the publications should be established through, e.g., reviews, citations, reputation of the publication venue, etc. Typically, faculty seeking tenure are expected to have published or have in press a minimum of eight refereed articles/book chapters, or equivalent combinations, at the time the file is submitted. A peer-reviewed sole-authored monograph or book counts as five publications if published with a university press and four publications if published in a non-university press. A co-authored monograph or book will count as three publications. In addition, tenure-seeking faculty are expected to be sole or senior (first) author on at least three of the first eight publications. No more than half of the equivalent publications should be book chapters in edited volumes. Normally, most of these publications will reflect scholarly work accomplished during the tenure-earning years. The file should contain evidence of continuous research productivity since the initial appointment at UCF.

In addition to refereed journal articles and scholarly monographs, evidence of scholarly productivity might also include non-refereed book chapters, non-refereed articles, and other similar publications such as field reports, required agency grant reports, and policy reports. Although these kinds of non-refereed items can be used to bolster the record of

scholarship, **they do not suffice as a replacement for peer-reviewed publications.** Consistent participation in and a record of presentations at professional conferences are also expected, in addition to, but not as a substitute for, refereed publications.

Also important in a given case may be the successful competition for external funding. Grants, contracts, fellowships, and awards contribute to the overall reputation of the faculty, are another measure of contributions to the field, and are a means of supporting research and graduate students. Further, external funding can be a useful means of support that will result in higher quality published research. Nevertheless, for untenured professors in the Department of Anthropology, successful publication remains more important than attracting external research funding in the decision to award tenure and promotion.

In service, candidates for tenure and promotion should demonstrate that they have successfully completed all service assignments made by the Department Chair, and have, in general, demonstrated a commitment to making the Department of Anthropology and UCF a better place for its faculty and students.

Examples of service to the profession include editorial work, refereeing for journals or granting agencies, membership in committees for professional societies, and organizing sessions at professional meetings. External service can also include activities involving specific professional expertise as applied to work by non-profit and government agencies whether local, regional or national. Further, community outreach efforts that contribute to the visibility of the university are also important.

### **Criteria for Promotion to Professor**

Promotion to Professor requires a record of continued excellence in scholarship that has led to national or international recognition. Indeed, demonstration of such recognition is a key to gaining promotion. Continued excellence is demonstrated by broadening peer recognition, a continuous record of impactful scholarship since the award of tenure, and success in securing external funding (as appropriate to the faculty member's specialization). Continued productivity is also required for promotion; a minimum of 14 peer-reviewed publications is typically expected post-tenure, including books, book chapters in edited volumes, and journal articles. The quality and impact of these publications are paramount for promotion to Professor.

Evidence of the impact of the candidate's work is more important than the sheer number of publications. Scholarly impact is indicated by various publication metrics and other recognitions. Publication metrics may include such examples as citation count, journal impact factor, journal rankings, journal acceptance rates, journal distribution (international), and the extent of full-text publication downloads. Works that are widely read and cited are generally more significant in promotion decisions than obscure, unread and uncited work. In addition, publication in respected, highly cited journals will be given more weight than publications in unranked journals. It should also be noted that because many anthropologists work outside of the United States, some of their

publications are in other languages and may be in journals that are not included in the traditional academic databases; however, these can be just as important and should not be denigrated or reduced in terms of significance. It is the responsibility of the candidate to contextualize the impact of their scholarly work. In general, it behooves faculty to be aware of the prestige rankings of the field's journals and to publish in the highest-ranked journals possible in their respective sub-discipline. In addition, other evidence of impact includes (but is not limited to) invitations to serve: on editorial boards for refereed journals in the discipline, on conference panels as a discussant, as editor of journals and invited edited volumes, on grant review panels, and as the external reviewer for promotion and tenure cases at other universities.

Promotion to Professor also requires evidence of excellence in teaching at both the undergraduate and graduate levels. This would include, but is not limited to, successful graduate student supervision, demonstrated efforts to improve student learning, efforts to improve curriculum, and mentorship efforts.

Finally, promotion to Professor also requires evidence of leadership in the activities and well-being of the Department, College, University, discipline, and community. Candidates for Professor are expected to demonstrate that their professional agendas transcend their personal aspirations and embrace a commitment to making the Department of Anthropology, College of Sciences, University of Central Florida, discipline, and community better places in which to live and work.

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