

1 Department of World Languages Bylaws

2 **final approval 02-22-08**

3 ___ Tenure and Promotion to Associate Professor:

4
5 1) According to the Collective Bargaining Agreement (CBA), section 19.5(a) Criteria for
6 Tenure and Basis for Tenure Decision:

7 “The decision to award tenure to a faculty member shall be a result of meritorious
8 performance and shall be consistent with the University’s tenure criteria and the department’s
9 interpretations/clarifications of those criteria. The faculty member’s accomplishments elsewhere
10 which are applicable to the UNF tenure criteria shall be considered in addition to his/her
11 performance during his/her service at the University.”

12 Also according to the CBA, section 19.5(b) University Tenure Criteria:

13 “...[I]n all cases to be awarded tenure, a candidate must be **excellent in teaching**, must
14 be **excellent in scholarship**, and must demonstrate **continuing meaningful contributions in**
15 **service.**”

16 And in section 19.5(c)(1) Department Interpretations/Clarifications of University Tenure
17 Criteria:

18 “Judgments of academic excellence are complex. They cannot easily be reduced to a
19 quantitative formula, nor can the considerations that must be applied in each individual case be
20 completely described in general terms or by numbers alone, separate from necessary qualitative
21 assessments. On the other hand, faculty members seeking tenure must have available to them a
22 description of what tangible accomplishments would normally qualify a candidate for tenure,
23 assuming that the accomplishments are of excellent quality.”

24
25 It is expected that the faculty member will provide evidence of the accomplishments that
26 justify the granting of tenure and promotion to Associate Professor, and it is understood that it is
27 the responsibility of the reviewers of the dossier to make some qualitative assessments.

28
29 Also according to the CBA, section 20.3(b)(1), “The criteria for promotion from
30 Assistant Professor to Associate Professor are the same as the criteria for tenure and are
31 contained in Article 19 Tenure.”

32
33 2) Teaching.

34 (a) According to the CBA, section 19.5(b) University Tenure Criteria:

35 “(1) Excellence in teaching is evidenced by a record of high quality teaching.
36 High quality teaching is demonstrated by evidence of effectiveness in presenting knowledge and
37 skills, in stimulating students’ critical thinking and/or creative abilities, and the development or
38 revision of curriculum and course structure.”

39
40 (b) The candidate for tenure and promotion to Associate Professor shall write,
41 according to the CBA [section 19.8(e)i.], a “summary and discussion ... of significant teaching
42 and curriculum efforts, including but not limited to a summary of evaluations of his/her teaching
43 by students and academic colleagues through University-sanctioned methods such as survey
44 instruments, questionnaires, and in-class visitations, observations, and interviews.” This narrative
45 in the main binder of the dossier and the supporting documents (syllabi and other instructional
46 materials) in the supplementary binders should address and take into account the items in the list

1 below. It is understood that not every item on the list, except those mandated by the CBA, must
2 necessarily be included, nor is the list itself exhaustive, but the overall effect of the discussion
3 and supporting materials must be clearly to demonstrate the excellence and effectiveness of the
4 candidate's teaching. Basic activities such as maintenance of regularly scheduled office hours
5 and availability for student conferences by appointment are taken as a given.

6 (1) Courses that have been innovative, creative, and/or showed an original
7 approach to teaching, and/or incorporated instructional technology, collaborative learning, or
8 other non-traditional teaching methods

9 (2) Program and/or curriculum development

10 (3) Creation of new courses

11 (4) Substantive revision of existing courses

12 (5) Participation in conferences and workshops on teaching or other forms of
13 professional development

14 (6) Evaluations by chair(s)

15 (7) Evaluations by peers

16 (8) Evaluations by students (ISQs and other if available)

17 (9) Responsiveness to evaluations of teaching by chair(s), peers, and/or
18 students including self-reflection on effectiveness and attempts to improve where necessary

19 (10) Development and/or execution of a substantive study abroad program

20 (11) Development of activities for students that support the department's
21 program and curriculum but are outside of a particular course's syllabus (for example, lectures or
22 lecture series, film showings or series, language clubs)

23 (12) Teaching award

24
25 3) Scholarship

26 (a) According to the CBA, section 19.5(b) University Tenure Criteria:

27 "(2) Excellence in scholarship is evidenced by an agenda of inquiry that has
28 resulted in published scholarly or creative works of high quality. Excellence in scholarship is
29 also evidenced by a record of works involving the scholarship of discovery, the scholarship of
30 integration and interpretation, and the scholarship of application and artistic creativity."

31
32 (b) The candidate for tenure and promotion to Associate Professor shall write,
33 according to the CBA [section 19.8(e)j.], a "a summary and discussion by the candidate of
34 his/her research/scholarship/creative activity, publication record, and agenda for continuing
35 research/scholarship/creative activity." This narrative in the main binder of the dossier should be
36 supported by documents in the supplementary binders (copies of books, articles, letters of
37 acceptance from journals and/or publishers, published reviews, etc.). The dossier will also
38 contain a minimum of two (2) letters of external evaluation of the candidate's research and
39 scholarly/creative activity as per the CBA [section 19.5(d)(2)]. The overall effect of the
40 discussion and supporting materials must be clearly to demonstrate the excellence of the
41 candidate's research/scholarship/creative activity.

42
43 (c) The list of publications and equivalencies below is a guideline for determining
44 achievement of excellence in research/scholarship/creative activity. It is understood that quality
45 is the overall determining factor, as per the CBA [19.5(c)(3)b.]: "It should be understood that
46 merely having accomplishments within the qualifying general range without the required

1 standard of excellence shall not guarantee that the faculty member will receive tenure.
2 Conversely, a faculty member may qualify for tenure with accomplishments that fall below the
3 qualifying general range but are of extraordinary quality.” It is understood that the letters of
4 external evaluation of the candidate’s research and scholarly/creative activity are significant
5 indicators of the quality of the work.
6

7 (d) A candidate will normally qualify for tenure and promotion to Associate
8 Professor in terms of research/scholarship/creative activity with a combination of
9 accomplishments as indicated in sections (1) through (4) below:

10 (1) **Two articles in peer-reviewed academic journals¹ and two to four of**
11 **items a. through h. below:**

- 12 a. an article in a peer-reviewed academic journal,
- 13 b. an edited volume of essays (as sole or as co-editor),
- 14 c. a book chapter in an edited volume published by an academic or an
15 otherwise academically-recognized press,
- 16 d. a short story or several poems in an academic or an otherwise
17 academically-recognized outlet (collection, journal, magazine, etc.),
- 18 e. an article in a ~~non~~-refereed conference proceedings journal,
- 19 f. a lengthy review article/essay in a peer-reviewed academic journal,
- 20 g. a lengthy encyclopedia article,
- 21 h. a major external grant, research grant, or fellowship (e.g., NEH
22 fellowship, research Fulbright or similar),

23 **i. primary editor of an academic journal**
24 **and two to four conference papers/presentations at professional meetings.**

26 (2) Although a candidate for tenure and promotion to Associate Professor is
27 not required to publish a book, some candidates may do so. An academic book may therefore
28 represent a higher level of achievement than that required to earn tenure and promotion to
29 Associate Professor. However, in order to demonstrate the continuity of scholarship desirable in
30 a candidate applying for tenure and promotion to Associate Professor, a candidate who has a
31 **book** published with an academic or an otherwise academically-recognized press (“book” being
32 defined as a solely authored volume of original research, a monograph, a co-authored volume of
33 original research, a critical edition and/or translation of a literary/cultural text, a language
34 textbook [solely or co-authored], or a volume of creative writing), will have **in addition to the**
35 **book**

36 **one article in a peer-reviewed academic journal,**

37 **and one of items a. through h. above.**

38 **and two to four conference papers/presentations at professional meetings.**

39
40 (3) In all cases, the candidate’s dossier shall indicate clearly the candidate’s
41 research agenda, both present and future.

¹ Many respected journals published abroad make their publication decisions through their editorial board alone in a process equivalent to the American journal system of “peer review.” A faculty member who publishes an article in a journal that either is not listed as “peer-reviewed” in the MLA Directory of Periodicals or is not listed at all shall provide evidence of the journal’s decision-making process or other qualitative evidence about the journal as an equivalent of peer review.

1 (4) For purposes of tenure and promotion to Associate Professor, any of the
2 accomplishments above may be counted if there is clear proof of future publication or grant
3 disbursement, such as a formal letter of acceptance from the journal editor, publisher, or granting
4 agency.

5 (5) It is understood that faculty members may publish in the U.S. and/or
6 abroad, and that peer-reviewed journals may appear in paper and/or online.
7

8 (e) It is understood that other accomplishments, such as short book reviews and
9 encyclopedia articles, are legitimate scholarly activities and may indicate engagement in the
10 profession. However, they cannot substitute for lengthier and more substantial activities and
11 publications such as peer-reviewed articles for the purposes of tenure and promotion to Associate
12 Professor.
13

14 (f) External letters of evaluation of the candidate's research and scholarly/creative
15 activity. The outside evaluators shall be chosen in accordance with the procedures stipulated in
16 the CBA [section 19.5(d)(2)]. Letters from external reviewers are intended to be unbiased
17 evaluations from recognized scholars in the field. External reviewers for candidates for tenure
18 and promotion to Associate Professor shall hold the rank of Associate Professor or Professor.
19 These letters should not be solicited from individuals with whom a close personal or professional
20 relationship exists, such as the candidate's former teachers in graduate school, dissertation
21 director, co-author (have jointly written or edited a publication that is being counted as
22 scholarship), former co-workers, etc. External reviewers should be sent the candidate's
23 curriculum vitae and copies of those scholarly and/or creative works along with any other
24 materials or information that the candidate and his/her department chair have agreed upon
25 sending. The department chair shall indicate in a letter to external reviewers the timeline for the
26 candidate's dossier review process, and shall request that the reviewer address the quality of the
27 candidate's work, such as its importance as a contribution to the field. It should be made clear to
28 the reviewer that he/she is not to address the issue of quantity, as the quantity required at the
29 reviewer's home institution for tenure and promotion may be significantly different from that at
30 UNF. As stipulated in the CBA [19.5(d)(2)], the reviewer shall also send, along with the external
31 evaluation, a copy of his/her own curriculum vitae to be placed in the dossier.
32

33 4) Service

34 (a) According to the CBA, section 19.5(b)(3), "Making meaningful contributions in
35 service is evidenced by a record of active participation in University governance through
36 committees and otherwise, as well as a record of active service to one's professional discipline
37 and the broader public which may occur at the local, state, national, and international levels."
38

39 (b) To be tenured and promoted to Associate Professor in the Department of World
40 Languages, a successful candidate will provide evidence of "meaningful contributions" over the
41 course of the tenure-earning period by indicating the University, College, or Departmental
42 committees/service activities he/she has served on or engaged in. At least two
43 committees/service activities should be outside the department. This will be in addition to
44 "participation in regular departmental, college, or University meetings" [CBA 18.6(c)(2)].
45
46

1
2
3 ___ Promotion to Professor:
4

5 1) According to the Collective Bargaining Agreement (CBA), section 20.1(a) Policy:
6 “Promotion decisions shall be based on established University promotion criteria as
7 interpreted and clarified by each department/unit in terms more appropriate or specific to the
8 department’s discipline(s). Such decisions shall reflect assessments that are not merely a totaling
9 of a faculty member’s annual performance evaluations but an assessment of the faculty
10 member’s performance since his/her last promotion or since his/her hiring (if there is no previous
11 promotion). In addition, such decisions shall reflect a demonstration of the faculty member’s
12 potential for growth and scholarly contributions by means of the faculty member’s written
13 statement articulating an agenda for continuing research/scholarship/creative activity. If there has
14 been no previous UNF promotion, the promotion decision shall also include an assessment of the
15 faculty member’s applicable accomplishments at other institutions.”
16

17 Also according to the CBA, section 20.3(b)(2) Promotion Criteria:

18 “Promotion from Associate Professor to Professor requires that the candidate be an
19 **outstanding teacher**, be an **outstanding scholar**, and demonstrate **continuing meaningful**
20 **contributions in service.**”
21

22 Also according to the CBA, section 20.3(c) Department/Unit Interpretations/
23 Clarifications of University Promotion Criteria:

24 “Judgments of academic performance are complex. They cannot easily be reduced to a
25 quantitative formula, nor can the considerations that must be applied in each individual case be
26 completely described in general terms or by numbers alone, separate from necessary qualitative
27 assessments. On the other hand, faculty members seeking promotion must have available to them
28 a description of what tangible accomplishments would normally qualify a candidate for
29 promotion, assuming that the accomplishments are of the quality described in the criteria noted
30 above [i.e. outstanding].”
31

32 It is expected that the faculty member will provide evidence of the accomplishments that
33 justify the granting of tenure and promotion to Associate Professor, and it is understood that it is
34 the responsibility of the reviewers of the dossier to make some qualitative assessments.
35
36

37 2) Teaching.

38 (a) According to the CBA, section 20.3(b)(2)a. Promotion Criteria:

39 “Outstanding teaching is evidenced by an overall record of high quality teaching.
40 High quality teaching is demonstrated by evidence of effectiveness in presenting knowledge and
41 skills, in stimulating students’ critical thinking and/or creative abilities, and the development or
42 revision of curriculum and course structure.”
43

44 (b) The candidate for promotion to Professor shall write, according to the CBA
45 [section 20.6 directs the candidate to section 19.8(e)i.], a “summary and discussion ... of
46 significant teaching and curriculum efforts, including but not limited to a summary of

1 evaluations of his/her teaching by students and academic colleagues through University-
2 sanctioned methods such as survey instruments, questionnaires, and in-class visitations,
3 observations, and interviews.” This narrative in the main binder of the dossier and the supporting
4 documents (syllabi and other instructional materials) in the supplementary binders should
5 address and take into account the items in the list below. It is understood that not every item on
6 the list, except those mandated by the CBA, must necessarily be included, nor is the list itself
7 exhaustive, but the overall effect of the discussion and supporting materials must be clearly to
8 demonstrate the outstanding level and effectiveness of the candidate’s teaching. It is also
9 understood that while the list may not differ from that for tenure and promotion to Associate
10 Professor, the depth of the accomplishments should be greater, and the candidate normally will
11 have exhibited more leadership in departmental and/or college-level curricular and program
12 development matters. Basic activities such as maintenance of regularly scheduled office hours
13 and availability for student conferences by appointment are taken as a given.

- 14 (1) Courses that have been innovative, creative, and/or showed an original
15 approach to teaching, and/or incorporated instructional technology, collaborative learning, or
16 other non-traditional teaching methods
- 17 (2) Program and/or curriculum development
- 18 (3) Creation of new courses
- 19 (4) Substantive revision of existing courses
- 20 (5) Participation in conferences and workshops on teaching or other forms of
21 professional development
- 22 (6) Evaluations by chair(s)
- 23 (7) Evaluations by peers
- 24 (8) Evaluations by students (ISQs and other if available)
- 25 (9) Responsiveness to evaluations of teaching by chair(s), peers, and/or
26 students including self-reflection on effectiveness and attempts to improve where necessary
- 27 (10) Development and/or execution of a substantive study abroad program
- 28 (11) Development of activities for students that support the department’s
29 program and curriculum but are outside of a particular course’s syllabus, (for example, lectures
30 or lecture series, film showings or series, language clubs)
- 31 (12) Teaching award

32
33 3) Scholarship.

34 (a) According to the CBA, section 20.3(b)(2)b. Promotion Criteria:
35 “Outstanding scholarship is evidenced by an ongoing agenda of inquiry that has
36 resulted in a body of published scholarly or creative works of high quality. This body of works
37 must be significantly greater than the body of works that resulted in the faculty member’s
38 promotion from Assistant Professor to Associate Professor.”

39
40 (b) The candidate for promotion to Professor shall write, according to the CBA
41 [section 20.6 directs the candidate to section 19.8(e)j.], a “a summary and discussion by the
42 candidate of his/her research/scholarship/creative activity, publication record, and agenda for
43 continuing research/scholarship/creative activity.” This narrative in the main binder of the
44 dossier should be supported by documents in the supplementary binders (copies of books,
45 articles, letters of acceptance from journals and/or publishers, published reviews, etc.). The
46 dossier will also contain a minimum of two (2) letters of external evaluation of the candidate’s

1 research and scholarly/creative activity as per the CBA [section 20.3(c)(1)d.2.]. The overall
2 effect of the discussion and supporting materials must be clearly to demonstrate the outstanding
3 quality of the candidate’s research/scholarship/creative activity.
4

5 (c) The following list of publications and equivalencies is a guideline for determining
6 outstanding achievement in research/scholarship/creative activity. It is understood that quality is
7 the overall determining factor, as per the CBA [20.3(c)(1)b.2.]: “It should be understood that
8 merely having accomplishments within the qualifying general range without the required
9 standard of “outstanding” shall not guarantee that the faculty member will receive promotion.
10 Conversely, a faculty member may qualify for promotion with accomplishments that fall below
11 the qualifying general range but are of extraordinary quality.” It is understood that the letters of
12 external evaluation of the candidate’s research and scholarly/creative activity are significant
13 indicators of the quality of the work.
14

15 (d) A candidate will normally qualify for promotion to Professor in terms of
16 research/scholarship/creative activity with a combination of accomplishments as indicated in
17 sections (1) through (4) below produced since the previous promotion to Associate Professor:

18 (1) **four** articles in peer-reviewed academic journals, and **three to four** of
19 items a. through h. below, and **three to four** conference papers/presentations at professional
20 meetings.

21 (2) **A book** published with an academic or an otherwise academically-
22 recognized press, “book” being defined as a solely authored volume of original research, a
23 monograph, a co-authored volume of original research, a critical edition and/or translation of a
24 literary/cultural text, a language textbook (solely or co-authored), or a volume of creative
25 writing,

26 **and two** articles in a peer-reviewed academic journal,²

27 **and one to two** of the following

- 28 a. an additional article in a peer-reviewed academic journal,
- 29 b. an edited volume of essays (as sole or as co-editor),
- 30 c. a book chapter in an edited volume published by an academic or an
31 otherwise academically-recognized press,
- 32 d. a short story or several poems in an academic or an otherwise
33 academically-recognized outlet (collection, journal, magazine, etc.),
- 34 e. an article in a ~~non~~-refereed conference proceedings journal,
- 35 f. a lengthy review article/essay in a peer-reviewed academic journal,
- 36 g. a lengthy encyclopedia article,
- 37 h. a major external grant, research grant, or fellowship (e.g., NEH
38 fellowship, research Fulbright or similar),

39 **i. primary editor of an academic journal.**

40 **and three to four** conference papers/presentations at professional meetings.
41

² Many respected journals published abroad make their publication decisions through their editorial board alone in a process equivalent to the American journal system of “peer review.” A faculty member who publishes an article in a journal that either is not listed as “peer-reviewed” in the MLA Directory of Periodicals or is not listed at all shall provide evidence of the journal’s decision-making process or other qualitative evidence about the journal as an equivalent of peer review.

1 (3) In all cases, the candidate's dossier shall indicate clearly the candidate's
2 research agenda, both present and future.

3 (4) For purposes of promotion to Professor, any of the accomplishments
4 above may be counted if there is clear proof of future publication or grant disbursal, such as a
5 formal letter of acceptance from the journal editor, publisher, or granting agency.

6 (5) It is understood that faculty members may publish in the U.S. and/or
7 abroad, and that peer-reviewed journals may appear in paper and/or online.

8
9 (e) It is understood that other accomplishments, such as short book reviews and
10 encyclopedia articles, are legitimate scholarly activities and may indicate engagement in the
11 profession. However, they cannot substitute for lengthier and more substantial activities and
12 publications such as peer-reviewed articles for the purposes of promotion to Professor.

13
14 (f) External letters of evaluation of the candidate's research and scholarly/creative
15 activity. The outside evaluators shall be chosen in accordance with the procedures stipulated in
16 the CBA [section 19.5(d)(2)]. Letters from external reviewers are intended to be unbiased
17 evaluations from recognized scholars in the field. External reviewers for candidates for
18 promotion to Professor shall hold the rank of Professor. These letters should not be solicited
19 from individuals with whom a close personal or professional relationship exists, such as the
20 candidate's former teachers in graduate school, dissertation director, co-author (have jointly
21 written or edited a publication that is being counted as scholarship), former co-workers, etc.
22 External reviewers should be sent the candidate's curriculum vitae and copies of those scholarly
23 and/or creative works along with any other materials or information that the candidate and
24 his/her department chair have agreed upon sending. The department chair shall indicate in a
25 letter to external reviewers the timeline for the candidate's dossier review process, and shall
26 request that the reviewer address the quality of the candidate's work, such as its importance as a
27 contribution to the field. It should be made clear to the reviewer that he/she is not to address the
28 issue of quantity, as the quantity required at the reviewer's home institution for tenure and
29 promotion may be significantly different from that at UNF. As stipulated in the CBA
30 [19.5(d)(2)], the reviewer shall also send, along with the external evaluation, a copy of his/her
31 own curriculum vitae to be placed in the dossier.

32
33 4) Service

34 (a) According to the CBA, section 20.3(b)(2), promotion from Associate Professor to
35 Professor requires that the candidate "demonstrate continuing meaningful contributions in
36 service," which is "evidenced by a record of active participation in University governance
37 through committees and otherwise, as well as a record of active service to one's professional
38 discipline and the broader public which may occur at the local, state, national, and international
39 levels."

40 (b) To be promoted to Professor in the Department of World Languages, a successful
41 candidate will provide evidence of "continuing meaningful contributions" over the course of the
42 period since the last promotion by indicating the University, College, or Departmental
43 committees/service activities he/she has served on or engaged in. At least four
44 committees/service activities should be outside the department. This will be in addition to
45 "participation in regular departmental, college, or University meetings" [CBA 18.6(c)(2)].
46 Meaningful service to the profession may take the form of serving as an officer in scholarly and

- 1 professional organizations related to one's field, serving on the editorial board of a scholarly
- 2 review, serving as a reader/reviewer of an article for a journal or a book manuscript for an
- 3 academic press, or serving as an outside reviewer for a tenure and promotion case.
- 4