

**Tenure and Promotion Guidelines and Procedures
Department of Sociology and Criminology & Law**

General Guidelines for Tenure and Promotion to the Next Rank

The policies and procedures of the Department of Sociology and Criminology & Law (hereafter Department) are designed to complement those established by the College of Liberal Arts and Science (hereafter College) and the University of Florida (hereafter University) and as set forth in the Florida Administrative Code, the University Constitution, and agreement between the Board of Governors and the United Faculty of Florida. Should any part of the Department's published procedures conflict with any of these or with those announced by the College or University the Department's practices will be pre-empted.

Pursuant to College and University guidelines, the advice of tenure and promotion committees and departmental reports are fact-finding and advisory. No Department committee deliberation, faculty vote, or Chair recommendations are final or determinative. All cases, whether the departmental review is positive or negative, will be forwarded to the College. College and University rules set forth guidelines for candidates wishing to withdraw from the process.

The Department acknowledges the importance of research, teaching, and service within the University and endorses the research designation of the University. The Department expects all of its members to contribute on a regular and continuing basis to, and tenure and promotion recommendations are based on, the merit and significance of the candidate's research, teaching, and service in that order of significance. Although superior research/publication record is given greater weight, neither tenure nor promotion to the next rank will be supported by the Department solely on that basis without distinctive performance in teaching or service activities. In judging contributions, the Department uses national standards found at peer institutions.

Both the College and University have established criteria regarding expectations that will be incorporated into the Department's review of candidates. Those criteria may change so they need to be consulted annually. Each faculty member's semester assignments should ordinarily reflect the research, teaching, and service priorities. Semester assignments should be made so that candidates for tenure and promotion can meet expectations because the assignments must be taken into account in the tenure and promotion consideration.

Time in rank is not a determining criterion for consideration for tenure or promotion to the next rank. Candidates are encouraged to pursue tenure/promotion, and the

Department will consider the candidate, as early as the candidate's record justifies it, consistent with College and University rules.

Research, Publication, and Scholarly Activities

Because the Criminology, Law & Society Program, as well as some areas of specialization and interest within Sociology, are multi-disciplinary and interdisciplinary, faculty deliberations about tenure and promotion recommendations will consider standards appropriate to the individual candidate's disciplinary background specialties. Faculty are encouraged to disseminate their research in ways that reach across disciplines and sub-fields, but full faith and credit will be given to recognized outlets for scholarly work across disciplinary, interdisciplinary, and specialty lines. One research career may be based primarily on refereed journal articles and book chapters, another primarily on publication of books, and another some combination. The Department's review by its faculty members and the review by external reviewers will emphasize the quality of the research and publication outlets.

Generally, for research contributions the candidate must make a significant intellectual impact that warrants tenure and/or promotion to a higher rank in a university of similar stature as determined by leading scholars in his/her field. The record must show independent scholarship (e.g., a substantial part of the record consisting of first or sole-authored work) to have such impact. Scholarly impact will generally be realized through refereed journal articles/chapters (including law reviews) and books published by academically reputable and recognized presses. Beyond these essential contributions, the Department recognizes that other publications (e.g., edited volumes, invited chapters, encyclopedia entries, texts, reviews) can contribute to the impact a scholar has. Participation on the program and presentation of submitted papers at meetings of recognized regional, national, or international scholarly association as well as presentation of prestigious and honorary invited talks and papers are also recognized but with less weight than published work. The volume of research and scholarly work may be used in the evaluation, but the number of publications plays no fixed or predetermined role in the evaluation.

Candidates are encouraged to pursue funded research grants, contracts, and fellowships as befits the candidate's specialized field of study from sources external to the Department and University. The quantity and quality of publications and the level of activity (including submission of proposals) and success in funded and unfunded research and scholarly fellowships will be given due consideration in tenure and promotion reviews. The quality of the respective research contributions will be determined by peer assessment within and outside the Department. The external evaluations are key to the process.

Teaching

The Department expects teaching excellence. Student teaching evaluations are important, but not the only, means by which excellence can be established. College and University rules require that both student and peer/colleague teaching evaluations are included in the candidate's submitted materials. Peer reviews should comment about such matters as pedagogy, organization, course content, and delivery. In addition, the teaching record should include information about curriculum development and teaching innovations. Any publications on teaching should be highlighted and any special training or workshops designed to enhance teaching/advising skills noted. Ordinarily, candidates should be involved in some way at all levels of teaching—graduate and undergraduate, required courses and electives. Evidence of excellence in teaching can also stem from the supervision/advising of undergraduate honors theses, masters theses/papers, and dissertations. Faculty members are expected to play an active role in mentoring graduate students. Any teaching honors, awards, or recognitions should be included in tenure

and promotion materials. The internal reviewers and the annual letters of evaluation should also address teaching excellence.

Service

Service is an integral component of faculty performance. At a minimum it includes participation in Departmental activities, committees, governance, and responsibilities. In addition, the Department recognizes service to the academic profession including memberships on editorial boards, leadership or committee roles in professional organizations and learned societies, manuscript reviews for journals and review panels for public and private granting agencies. Service can also extend to the College and University through such activities as the Senate, standing or ad hoc committees, fund-raising, and other service. Service may be extended to the public and community (e.g., presentations and consultation to civic, social, and community organizations, local/state government, primary or secondary schools, or private organizations). The service expectations increase as faculty members attain tenure and move through the faculty ranks. Awards and recognitions for service should be included in a candidate's submitted materials. The internal reviews and annual evaluation letters should also address service contributions.

Specific Guidelines for Tenure and Promotion to Associate Professor

The Department recognizes that there is no single path to successful applications for tenure and promotion to associate professor. The Department has in place an active mentoring system by senior faculty for tenure-accruing junior faculty that enables them to receive continuous and frank advice and counsel on activities and priorities relevant to their consideration for tenure and promotion to associate professor. This mentoring complements the direction and feedback given to junior faculty by the Department Chair and Area Coordinator. All tenured faculty study the files of untenured faculty and annual letters of evaluation are circulated to and reviewed by them before they are given to untenured colleagues.

Research

Normally, for tenure and promotion to associate professor, the record of research and publication activities is expected to be substantial enough to show promise and potential of national or international recognition. The Department looks for promise of continued growth in significant, focused, and creative scholarship. Ordinarily this assessment of accomplishment and promise includes publications in respected outlets as noted above. In general, the Department will look for publications written/published after the candidate began tenure accrual but due consideration will also be given to the full record of publications and research. Also, as noted in the General Guidelines, submission of proposals and successful competition for extramural funding can be important in individual cases. Book chapters, nonrefereed publications, and to a lesser extent presented papers can be used to bolster the record, but will not justify tenure or promotion if they stand alone or constitute the bulk of the candidate's scholarly production.

Teaching

Assistant professors may be assigned both undergraduate and graduate courses (with student evaluations completed for each course) and are expected to have at least one peer teaching evaluation performed each year. Junior faculty are not expected to be heavily involved in advising and supervising

graduate students. However, they are expected to be members on some graduate committees. Also, after the first couple of years of tenure accrual junior faculty should chair a couple of master's or doctoral supervisory committees to the extent it does not limit their research/scholarly and teaching activities.

Service

Untenured faculty are not expected to be heavily involved in service activities and Department policy is that the Chair will not assign extensive or burdensome service to untenured assistant professors. The Department expects that before tenured faculty members will have served in some of the capacities mentioned in the General Guidelines. Generally, such service will constitute about ten percent of the total weight of the candidate's record.

Specific Guidelines for Promotion to Full Professor

Research

Promotion to the rank of full professor gives greatest weight to substantial career contributions in research and publications. The record is judged primarily on scholarly impact on the field of knowledge and only secondarily on the quantity of output. The evaluation of an Associate Professor's research and scholarly accomplishments involves degree of focus, patterns of authorship, quality and reputation of the journals in which articles appear, and the quality of the candidate's books and other publications. Significant contributions might be extraordinary contributions made over a few years or steady contributions made over many years, especially those made since promotion to Associate Professor. The expectation is that evaluation of the body of work provides clear evidence of an established national or international recognition and scholarly reputation. The candidate's reputation among nationally-recognized experts in the candidate's primary field of expertise is of paramount importance. The candidate should be nationally or internationally known as someone who has made significant contributions to the field of knowledge. One indicator of that recognition and reputation is the frequency and prominence of citations to the candidate's scholarship and contributions in respected journals, books, and other major and standard sources in the field. Another indicator would be awards and recognition from institutions of higher learning, scholarly organizations, and other organizations relevant to one's scholarly work. A record of externally funded research, particularly that funded by highly competitive and visible private or public agencies such as the National Science Foundation, the National Institutes of Health, the National Institute of Justice, and others is also evidence of recognition by other scholars. The external letters will speak directly to this issue, and will be taken as direct evidence, of scholarly reputation and standing in the field.

Teaching

The evaluation materials for promotion to Full Professor include student evaluations. They need not include annual peer reviews of teaching, but associate and full professors need to have some recent peer evaluations on record. Substantial involvement in graduate education with membership on and supervision of master's and doctoral committees leading to graduation with MA and Ph.D. degrees is expected for promotion to Full Professor. Significant contributions to teaching may take several forms. Good to excellent classroom teaching and individual mentoring over a number of years or contributions in a shorter time through efforts which significantly exceed normal expectations or which extend beyond the classroom by significantly raising the level of training in the entire Department are among those forms.

Service

Substantial involvement in the service and governance activities in the Department, as mentioned in the general guidelines above, are expected for promotion to Full Professor. Contributions can be sustained over a longer period of time or they need to be significantly beyond the quality and importance normally expected of associate professors over a shorter period of time. Funding that helps build or sustain a program of study in the Department can also be seen as an important indicator of service. Awards and recognition by scholarly or professional associations, government, community groups, for professionally relevant service contributions are other indicators.

Guidelines for Promotion of Lecturers

The Department adopts as its guidelines those developed by the College of Liberal Arts and Sciences.

Procedures for Tenure and Promotion Review

All assistant professors should be notified of Department, College, and University tenure and promotion guidelines each year. Anyone who chooses to be considered, however, should be aware that College and University guidelines may be updated and that those updates frequently are announced after April.

Candidates eligible to apply for tenure and promotion, or promotion, should attend a College tenure and promotion workshop, usually held in the spring semester. Those who wish to be evaluated in the fall term should notify the Department Chair by mid-April of the same calendar year. In May, the candidates should make reprints or copies of their publications available to the Departmental office. They should also identify which ones to send to the reviewers when the Department Chair sends the formal letters of request. Reviewers will also be free to request particular publications. Candidates must complete the form regarding their decision to waive access to various materials (e.g., external reviews).

Candidates will prepare their materials for submission according to College and University guidelines. Those materials must be presented to the Department office in August to ensure that they can be reviewed carefully and, if necessary, corrections can be made. They will also be submitted for a preliminary review to the College office.

The candidate's materials will be made available to those faculty members eligible to vote on the case approximately two to three weeks before they are due in the College office. After the eligible voting faculty members have had the opportunity to review the materials, a meeting of those faculty will be called to discuss the case.

1. T&P Committee Assignment

- A. Once the Department Chair is notified that a faculty member wishes to be considered for T&P or promotion, he or she will consult with the candidate to identify a Tenure and Promotion committee. The Department Chair will assign a 3 person committee to review each T&P candidate.
- B. For Assistant Professor candidates being considered for T&P to Associate, one of the committee members will be the candidate's faculty mentor or a member of the candidate's mentoring committee.

2. Oversight and Management of T&P

- A. The Department Chair and where appropriate in consultation with program representatives (for example Criminology, Sociology or joint program director) will be responsible for monitoring the T&P process with the assistance of office staff. The Chair and where appropriate in consultation with program representatives (for example Criminology, Sociology, or joint program director) will oversee and manage the day-to-day process of notifications, selection of external reviewers, receiving and making those letters available, assembling the packet, and other matters related to the procedures and process of the candidate's consideration. All external reviewers must be approved by the Chair before they are contacted.
- B. External Letters: The candidate will be asked to refrain from providing names of potential external reviewers until the Tenure and Promotion committee has the opportunity to identify a list of reviewers independently. Once that is done, the candidate will be asked for a list of potential external referees. Reviewers will be contacted, taking into account the candidate's list. Letters to these reviewers will comport with College and University guidelines. The Department Chair, and where appropriate in consultation with program representatives (for example Criminology, Sociology or joint program director), and the Tenure and Promotion committee, will draft biographical sketches of the reviewers. The Department will include those sketches in the candidate's portfolio for submission.
- C. Internal Letters: Candidates who wish to solicit internal letters should consult the College Tenure and Promotion Guidelines.

3. Committee Deliberations and Reports to Tenured Faculty or Full Professor Faculty

- A. The committee will consider the full record as reported in the T&P packet and follow the evaluative guidelines and policy as set forth in departmental T&P policy documents.
- B. The standards and criteria for judging the record of any candidate used by the committee (and the faculty) will be the same for all candidates with the proviso that the interdisciplinary nature of criminology, law and society and its specialties, as well as specialty areas within sociology, be recognized so that:
 - i. publications in interdisciplinary, disciplinary, or specialty journals (including law reviews) are given full faith and credit.
 - ii. the differing disciplinary traditions with regard to scholarly careers and achievement and the kinds of publications (books, articles, etc.) that are recognized for faculty with different disciplinary degrees be given full faith and recognition.
- C. The T&P committee will report to the tenured faculty of the whole Department for Assistant Professor candidates and to all Full Professors in the Department for promotion to Full Professor (or Distinguished Professor) at a meeting designated for that purpose.

4. Voting

- A. Votes cannot be taken at the meeting but must take place after the meeting (within a prescribed time period) and comply with College and University guidelines.

- B. Votes will be by a secure anonymous ballot (but with a check off procedure to determine confidentially who has chosen not to vote)

5. Reporting Votes and Cover Letter

- A. The report of the voting will be entered in the appropriate place on the T&P packet cover form in the usual manner; the vote count entered on that form will be the vote of all tenured (or all full professor) faculty of the Department
- B. The cover letter submitted by the Department as information for the Dean and College T&P Committee may include information regarding the nature of the pre-vote discussion.
- C. The Department Chair, and where appropriate in consultation with program representatives (for example Criminology, Sociology or joint program director) and with input from the T&P committee as well as the voting faculty participating in the formal T&P meeting, will compose the cover letter to the Dean.
- D. The cover letter will be signed by both the Chair and where appropriate program representatives (for example Criminology, Sociology or joint program director).
- E. A copy of the cover letter will be made available to the candidate (appropriately redacted as required by College and University guidelines).

These criteria and procedures have been proposed, discussed and approved by the departmental faculty. They are subject to periodic review and revision by the faculty.

