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**DEPARTMENT OF ANTHROPOLOGY
TENURE AND PROMOTION CRITERIA AND PROCEDURES**

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The current document addresses three milestones in the professional career of faculty in the University of Florida's Department of Anthropology: tenure and promotion to Associate Professor, promotion to Full Professor, and elevation to the rank of Distinguished Professor. Mid-career review policy and procedures are detailed in a separate departmental document. The following paragraphs reference all three but pay particular attention to the tenure decision. Candidates for tenure and/or promotion in the Department of Anthropology will be evaluated with respect to their accomplishments in research, teaching, and service. UF guidelines require that candidates for promotion to Associate demonstrate distinction in two areas, normally research and teaching. (Different criteria apply to a special subset of faculty explicitly hired for service positions.) Distinguished Professors are expected to have excelled in all three areas. An additional general guideline is that candidates for Associate should have achieved a national reputation. Candidates for Full Professor are expected to enjoy an international reputation in their research area. Candidates for promotion to other types of ranks, notably Associate and Full Research Scientist, will be evaluated according to criteria at a level commensurate with those of Associate and Full Professor, judged according to specific expectations appropriate to their positions. Both UF and CLAS have published guidelines that candidates should consult. The links are as follows.

University: <http://www.aa.ufl.edu/aa/aapers/index.htm>

College: <http://www.clas.ufl.edu/dean/memos>

CRITERIA

Teaching

From Assistant to Tenured Associate Professor

- Candidates must demonstrate a sustained commitment to excellence in teaching.
- Teaching effectiveness will be evaluated in a number of ways, including peer evaluations of classroom performance; instructional materials (e.g. syllabi, exams); student evaluation; supervision of interns, honors theses, and University Scholars; and course and curriculum development.
- We expect all candidates to serve on and/or chair M.A. and Ph.D. committees. We also expect them to have chaired a reasonable number of M.A. committees and to be chairing Ph.D. committees.

From Associate to Full

- In addition to the above accomplishments, candidates for Full Professor will usually be expected to have successfully chaired several students to the Ph.D.

Research

From Assistant to Tenured Associate Professor

- Candidates must have established a program of research that has been published in refereed journals and/or in nationally or internationally recognized presses. Though prime attention will be given to the volume and the quality of the scholarly output, the reputation of the journals and publishers will also exert an impact on departmental and college assessment of publications.
- The intrinsic heterogeneity of the field of Anthropology requires flexibility with respect to specific research expectations. We distinguish generically between two alternative trajectories in American academia: a “humanities” model in which one or more scholarly books is expected and a “natural science” model in which refereed journal articles, often co-authored, are the norm. Cultural anthropologists and anthropological linguists generally operate in the humanities tradition, while biological anthropologists and archeologists may operate more in the natural science tradition. However the Anthropology Department recognizes that members of any subfield may be found in either tradition or may straddle the two. This requires flexibility in the evaluation of dossiers.
- For those whose tenure and/or promotion relies heavily on books, it is always preferable that the book be published and available for purchase. It is also an institutional custom, however, at UF and at other institutions, to count books that have been accepted for publication and can be shown, through letters from the publisher, to be in the final pre-publication stage. As

a general rule books in university presses almost automatically carry some weight. But there are also highly respected peer-reviewed anthropological presses that are suitable indicators of high quality and potentially influential work. A sole authored book will weigh more heavily than a co-authored book and both of these will have more weight than an edited volume. The important criterion is that any book being used as a primary document for tenure and / or promotion contain independent scholarship by the author and not merely be a synthesis and presentation of the work of others. In that light a textbook summarizing for students the state of knowledge in the field will count for much less than a book presenting the candidate's own research.

- With or without a book, a significant number of peer refereed articles published in respected journals, refereed chapters in books, or articles in refereed anthologies is also expected. It is expected that at least half of the articles will be solely authored or that the candidate will be a principal author. The College refrains from establishing a hard-and-fast rule with regard to the number of required articles and chapters, but past expectations at both the department and College level have been in the range of six refereed publications. This number is approximately double, i.e. 12 refereed publications, in "natural science" disciplines that do not require a book. The quality of the publisher and rigor of the peer review, as measured by, for example, the journal's or book's impact factor, are also considered as part of the candidate's evaluation.
- Besides books, refereed journal articles, and book chapters, other types of written output will be considered as additional evidence of anthropological scholarship. Among these are scholarly monographs, including lengthy applied contract research documents entailing data collection and analysis, book reviews, scholarly encyclopedia articles, commentaries, research notes, preliminary research reports, as well as ethnographic films and other products of visual anthropology. For any of these categories, evidence of peer-juried review, e.g., juried ethnographic films, will have more weight than non-peer reviewed outlets.
- The publication of dissertation-derived research is encouraged; however, evidence of expanded or new research must also be presented.
- The ability to obtain fellowships, grants, and awards will enhance the candidate's standing, as will paper presentations at conventions or other scholarly meetings.

From Associate to Full

- Candidates for promotion to Full are expected to show a level of research productivity that is equivalent to the original output expected of a candidate for tenure, e.g. a second book in disciplines requiring a book, roughly twice the number of refereed articles as a tenure candidate regardless of book requirement, and a general productivity of approximately two articles or equivalent publications or other scholarly output per year since tenure in disciplines that do not require a book.

Service

From Assistant to Tenured Associate Professor

- Candidates must have demonstrated, through sustained on-campus presence and regular involvement in on-campus service activities, their commitment to enhancing the life of the Department, the College, and the University. Off-campus sabbaticals are a normal part of the academic trajectory. The University and the Department also grant occasional semesters of extramural professional activities on a leave-of-absence basis. For tenure and promotion to Associate, however, on-campus semesters must substantially outnumber off-campus leaves of absence. Regular tenured faculty are expected to organize their professional lives in a manner compatible with service to UF and to its students.
- The service contributions of untenured assistant professors are kept relatively light to facilitate excellence in teaching and research, but service on some department committees is expected. In addition, student advising and committee work is also expected as noted above. Regular participation in faculty meetings as well as attendance at recruitment colloquia is expected.
- Scholarly service to the discipline (e.g. reviewing submissions to journals and panel participation at professional meetings) is also expected. Service contributions to community, state, or nation – including those in which research was carried out – are encouraged.

From Associate to Full

- Promotion to Full Professor presupposes an even higher level of extended on-campus service than is required of candidates for tenure. Between the granting of tenure and the application for Full Professor, the candidate should demonstrate a history of substantial and sustained service on department committees, e.g., serving as chair of standing or search committees or serving as a departmental officer, is expected, along with service on College and/or University Committees.
- The categories of scholarly service to the discipline and to the larger community expected in the dossier of the candidate to Full Professor are the same as those at the tenure decision, but the level of expected service is greater. This includes service to professional associations (as officer or committee member), journal editor, service on NSF or NIH panels, and the like. Such extramural service, however, is a supplement to, not a substitute for, the earlier-mentioned requirement of on-campus service to the university and its students.

PROCEDURES

From Assistant to Tenured Associate Professor

- The College and the Department have institutionalized a mentoring system for junior faculty by which they will be linked to a senior faculty member in their department early in their career at UF (see Anthropology Mentoring Policy document). The mentor will guide and

counsel them during the advancement process. The mentor may change over the course of the candidate's career. If for some reason – e.g. retirement of a mentor -- a candidate happens to be “between mentors” as the tenure decision approaches, one will be assigned in the spring semester preceding the vote.

- UF and the Department have instituted the practice of “third year reviews” for junior faculty (see Mid-Career Review Policy and Procedures document). Though less intensive than the tenure process, the third-year review does entail the compilation of a dossier that will be examined not only by the chair and the mentor but also by tenured faculty in the department. Feedback from this third year review is intended to assist junior faculty in identifying which if any mid-course corrections will be required in their research, teaching, or service to ensure a smooth transition into tenure
- All UF T&P decisions are made during the fall. During each spring semester the Chair of the department consults with the faculty to prepare a list of candidates to undergo formal consideration for tenure and/or promotion during the fall of that year.
- The Chair provides each candidate with department, college, and university guidelines and forms for tenure and promotion in the spring term.
- In the spring semester preceding the tenure decision each candidate provides the mentor and Chair of the department with the names of five or six outside colleagues who can offer accurate assessment of the applicant's scholarship, and the names of three or four campus colleagues who can attest to his/her teaching, research and/or service.
- After consulting with the mentor or mentoring committee, the Chair compiles an additional departmental list of five or six outside colleagues and three or four campus colleagues to provide letters, as stated above.
- Drawing from both the departmental and candidate's list of potential references the chair of the department will request letters of evaluation to obtain from four to six off-campus scholars and three to four on-campus faculty. The Chair's letter of request will indicate whether the candidate has or has not waived rights to review letters of recommendation, and it will provide referees with the candidate's curriculum vitae and copies of the applicant's published work. It is the candidate's responsibility to provide these materials.
- In addition to these letters of evaluation, the candidate's T&P dossier will also include: a) annual letters of evaluation by the chair; b) peer teaching evaluations; c) all relevant college and university forms; d) selected publications and scholarly works; and e) supplementary information the candidate may wish to include.
- Candidates have a right to review their T&P dossier and attach a response to any material therein--except reference letters with waved rights to review—prior to the packet's submission.
- Voting on the dossiers will take place in the fall. Candidates are ordinarily expected to be in residence during that semester.

- The date for a faculty meeting will be announced and each candidate's dossier will be made available, at least two weeks in advance, for assessment by those who will vote. At the meeting the candidate's mentor will assess the nominee's case. The meeting will then be opened for discussion.
- Voting on T&P matters is restricted to regular faculty at or above the rank sought by the nominee, including those on leave of absence and those who have entered DROP. Faculty in phased retirement may vote on promotion but not on tenure. The ballots will have three options--"for," "against," "abstain"--and will be available to faculty for a minimum of five days. Where bylaws permit, votes may be made by proxy. The vote is tallied in the presence of the Chair, Associate Chair, and Office Manager.
- The Chair will inform the candidate of the result of the departmental vote. The candidate will then decide whether to transmit the case to the College. As a general guideline, transmittal is not to be recommended unless at least two-thirds of the votes are favorable.
- Candidates have the option of withdrawing the case at any time at the level of department, College, and Academic Personnel Board.

From Associate to Full

- Candidates for Full will also be assigned a senior mentor and will compile a dossier that documents their research, teaching, and service. They will also provide names of external and internal referees for letters of recommendations, and prepare a promotion packet similar to that for the T&P process. Voting procedures are similar to those outlined above.

From Full Professor to Distinguished Professor

- This promotion requires stellar performance exceeding University norms in all three areas of consideration. It requires a promotion packet similar to that for the T&P process.