deliberate as a collective body and provide a collective decision, the narrative may include the numerical vote. Committee chairs will not hold any special authority in the committees' decision-making processes.

In all applications for promotion and tenure, careful consideration must be given both to the equitability of the candidate's assignment and opportunities in relation to others in the department. This is especially important given that SIGS spans multiple campuses.

For candidates for tenure and promotion to Associate Professor[1], the procedure will be as follows: Each member of the evaluation committee will review the candidate's entire file and supporting documentation. The committee may vote by a simple majority to authorize the committee chair to solicit additional or missing information. All communications between the candidate and the committee must be in writing and through the chair of the committee.

The evaluation committee will then meet as a group to discuss their assessment of whether the candidate meets the standard of excellence required to earn tenure and promotion. At the conclusion of this meeting, the members of the committee will vote by secret ballot on whether to recommend tenure and promotion. The committee will then write a detailed preliminary narrative explaining its decision. In the case of a split

- o For application for tenure and promotion to Associate Professor, evaluations for all tenure-earning years
- o For application for promotion to Full Professor, annual evaluations since promotion to Associate Professor or the past five years.

Mid-tenure evaluations (for application for tenure)

Detailed narratives on teaching, research, and service explaining the candidate's goals, approach, and accomplishments in each area

The most recent course syllabus for each subject taught

USF student assessments of instruction from FAIR or FIS

Any departmental student and peer assessments of instruction

Copies of all publications during the relevant time period:
- o For application for tenure, the time period is from appointment of the position at USF until submission of the file, unless the candidate was hired with credit towards tenure
- o If the candidate was hired with credit towards tenure, the time period is from the start of the time credited towards tenure until submission of the file
- o For application for promotion to Full Professor, the time period is from submission of the file for promotion to Associate Professor until submission of the file for promotion to Full or the five years previous to the application

Copies of any research under contract or otherwise in process of publication, with documentation of publication status (e.g. contracts and communications from journal or press editors)

Where applicable, grant applications, reviews, and an indication of whether the grant was funded

External review letters (the Director and Department Liaison will be responsible for ensuring that these letters are included)

Recommended:

Candidates are strongly encouraged to provide supporting documentation as evidence of their accomplishments. Such documentation may include:

For teaching:

Representative instructional materials such as handouts, discussion prompts, group projects, power point slides, etc.

Representative assessment materials such as writing assignments, problem sets, and tests, as well as examples of feedback provided to students

Evidence of learning outcomes, such as student performance on pre- and post-instruction measures and exemplary student work

Evidence of instruction and guidance provided on dissertations, MA theses, and undergraduate honors theses

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Written evaluations from peer observations and assessments of instruction
Teaching awards

For research:
Wherever possible, evidence of the peer review process undergone by publications
Wherever possible, evidence of the impact of the candidate's scholarship on the field. This may include information on presses, editors, and editorial boards; journal impact factors; journal article acceptance rates; statistics on views and downloads of articles online; reviews of scholarship; and citations to scholarship
Evidence of scholarly participation in conferences and other professional exchanges

For service
Wherever possible, evidence of professional, public, university/college, and department service, such as manuscript reviews, discussant comments, appointment letters, and committee outcomes

II.

III. Criteria for Evaluating Research

A. Research Mission

The criteria in this section are designed to serve SIGS's research mission, which is to conduct innovative research that contributes to important philosophical and policy debates in and outside the many disciplines contained in SIGS, and that advances theoretical, methodological, and practical understandings of the social environment. In a Research 1 University such as the University of South Florida, research is an extremely important criterion for tenure and promotion. To be considered for tenure and promotion, tenure-track faculty members (and associates applying for promotion to full professor) are required to maintain a consistent research agenda throughout their tenure years and show publication results or "productivity" at the end of those years when they submit their application. In its definition of productivity, SIGS values both quality and quantity.

B. Research Activities and Criteria for Excellence

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C.   Assessing Quality of Research
Quality as indicated by various publication types and venues

SIGS values high quality research that makes a significant impact on the field. The School expects books and chapters in edited volumes to be published by university presses or academically-oriented commercial presses relevant for the candidate's area of expertise. In the case of textbooks and other reference works, it is especially important for candidates to demonstrate scholarly impact. Under no circumstances will candidates receive credit for publications in "vanity" presses or other presses that lack a rigorous peer-review process.

While there are no hard and fast divisions, faculty who specialize in humanities-oriented subfields commonly publish their research primarily in the form of books while faculty who specialize in social science-oriented subfields commonly publish their research primarily in the form of refereed journal articles. The School will value both forms of publication equally. The School will also value and credit edited volumes, book chapters in edited volumes, edited journals, textbooks (particularly those that change the way scholars view the discipline), and scholarly encyclopedia entries (particularly those subject to blind review). However, candidates will need to explain the activities involved in editing, and edited volumes and journals will not be considered the same as an authored book. Furthermore, the School will not consider a publication record that lacks either an authored book or sufficient articles in peer-reviewed journals to demonstrate excellence in research.

The School will certainly recognize the significant impact of research presented in top disciplinary journals that reach a broad audience. At the same time, important scholarship

or promotion in SIGS to be able to note journal impact factors as high as those in other disciplines. Citations to, and reviews of, published work are an important indicator of the quality and impact of a candidate's research. Candidates are encouraged to do what they can to request that journals review their books. That being said, the School recognizes that candidates have only limited control over whether a book is reviewed. The School also recognizes that publication lead times in the discipline are long (see Appendix A). Therefore, the School will not expect candidates for tenure to have many citations or reviews of their work.

Quality and co-authorship

Particularly in the social science-oriented subfields of SIGS (as in most social sciences), faculty increasingly publish co-authored research. Co-authored scholarship can bring different perspectives to a research question, increase productivity, help establish and maintain scholarly

2) Eight to ten refereed journal articles or book chapters published or accepted for publication.

2. Promotion to Full Professor

In the case of candidates for promotion to Full Professor, the School will judge excellence primarily on a faculty member's overall contribution to their field. As such, while candidates for promotion to Full Professor should have published more research since tenure than candidates for promotion to Associate Professor are expected to publish before tenure, the sum quantity of a candidate's publications post-tenure will not be the deciding factor. Likewise, while candidates should be fairly steady in their level of research productivity over time, the rate of a candidate's publication will also not be the deciding factor. Rather, the deciding factor will be the quality and significance of the candidate's accumulated body of research, as evidenced by the judgments of outside referees, book reviews, citations, invited talks, editorship of journals, and other measures of the national (and perhaps international) visibility and incorporation of the candidate's work within the candidate's area(s) of expertise. Records that demonstrate such significance will be judged excellent, regardless of the point at which the candidate applies for promotion to Full Professor.

IV. Criteria for Evaluating Service

A. Service Mission

The criteria in this section are designed to serve the School's service mission, which is to serve the College of Arts and Sciences and the University of South Florida, and to offer its expertise to the local, state, national, and international community. Evaluations of service should go beyond a simple enumeration to include an evaluation of the extent and quality of the services rendered. Service must relate to the basic mission of SIGS and USF and capitalize on the faculty member's special professional expertise. Candidates should note that according to the university's evaluation of Service,

serving on scholarly awards committees
reviewing grant proposals
reviewing tenure and promotion applications for candidates at other universities
reviewing academic programs at other universities
holding office in a professional association

Public or community Service (must be related to the candidate's academic field)

offering interviews with the media
serving as an unpaid consultant for the government or an organization
organizing community events
giving public lectures

While all of the relevant activities listed above will be counted in the assessment of whether a candidate has demonstrated substantive or substantial service, candidates are not required to participate in all of these activities. The School will consider candidates to have demonstrated "substantive" service if they have served with responsibility on some department, college, or university committees and as a reviewer or discussant for some manuscripts or conference presentations.

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