

**University of Central Florida**  
**College of Engineering and Computer Science Mechanical**  
**and Aerospace Engineering Department Tenure and**  
**Promotion Guidelines:**

***Tenure and promotion to the rank of Associate Professor***

**Preamble:** These are general guidelines that (a) provide a rationale for the MAE personnel committee when reviewing the case for tenure and promotion to the rank of Associate Professor and (b) serve as a general guide to the potential candidate.

According to the University guidelines, the candidate for tenure and promotion to the rank of Associate Professor is typically an Assistant Professor in the sixth year of appointment in the Mechanical and Aerospace Engineering (MAE) Department. Candidates for early promotion and tenure who are making such a request prior to the sixth year must make a compelling case and demonstrate a record that exceeds the norms expected of a candidate that is seeking promotion and tenure at the 6th year mark.

The expectation is that a successful candidate will demonstrate a record of excellence in teaching, research, and service appropriate to the mechanical and aerospace engineering disciplines. The successful candidate should have actively participated in the shared governance of the Department, while supporting its teaching and research mission. External letters should generally support the case for promotion and tenure. Listed below are the requirements to be met by a successful candidate for tenure and promotion to the rank of Associate Professor.

**1. Teaching Record:** The teaching record of the candidate is reviewed with consideration of excellence in classroom teaching, substantial mentoring of graduate students, and enrichment of the curriculum via course enhancement and/or new course development. Mentoring of undergraduate students (HIM theses etc..), engagement in teaching-related research, funded teaching-related proposals, recognition of teaching excellence (TIP and CECS, UCF/regional/national teaching awards), and educational outreach enhance the teaching record of the candidate but are not required. Below are the expectations and measures that may be used to evaluate if the candidate meets the requirements in the teaching category:

- Consistently good teaching evaluation for both undergraduate and graduate courses.
- Guided MS thesis students to graduation.
- Guided one or more PhD students who have either graduated or are substantially in progress at the time of candidate's promotion
- Joint publications with graduate students mentored by the candidate.

- Active participation in the MAE Department undergraduate and graduate curricular matters and course enhancement/development.

2. Research Record: The research record of the candidate is reviewed with consideration of excellence in scholarship and success in development of a funded research program. The candidate is expected to (a) have published in archival professional journals and archival conference proceedings and (b) have successfully obtained extramural funding to establish a research program with the associated laboratory facility. Publication of book chapters and books as well as early career awards, and recognition of research excellence (RIA and national research award recognition) enhance the research record of a successful candidate but are not required. Below are the expectations and measures that may be used to evaluate if the candidate meets the requirements in the research category:

- The candidate should have a substantial record of scholarship with publications in archival journals and recognized national or international conference proceedings. Typically, the MAE department expects the candidate to average two journal publications per year in high-quality journals over the course of the tenure-track period, leading to at least 10 journals papers since joining the MAE Department.
- The candidate should have been successful as PI or Co-PI in acquiring extramural funding from federal agencies such as NSF, DOD, DARPA, NASA, ONR as well as industry to successfully develop and sustain his/her research program and laboratory needs.
- The candidate should have utilized grant funding to support two or more graduate students over multiple years.
- The candidate should have a publication record that will lead to citations (other than self-citations) as documented by scholarly search engines, for instance, Google Scholar.

3. Service Record: The service record of the candidate is reviewed with consideration of service at the Department, College, and University levels as well as service to the profession. The candidate is expected to participate in Department committee activities, to be responsive to ABET-related issues, and also to participate at the College and University level, if possible. It is expected that the candidate would demonstrate his/her active roles in professional societies and organizations at the local and national level, for example serving on ASME and/or AIAA professional technical committees, serving as conference session/conference organizer. Serving as a student organization advisor, serving on proposal review panels and editorial boards, achieving Associate Fellow status in professional organizations, and recognition of excellence in service (CECS/UCF Professional Service Award and/or regional/national service award recognition) enhance the service record of a successful candidate but are not required. Below are the expectations and measures that may be used to evaluate if the candidate meets the requirements in the service category:

- Active service on Department (College and University, where appropriate) committees.

- Responsive to ABET and other accreditation-related Departmental issues.
- Reviewing manuscripts for professional journals and/or conferences.
- Service on technical committees or conference sessions for professional societies and organizations, e.g., ASME, AIAA, ASEE, etc.

University of Central Florida  
College of Engineering and Computer Science  
Mechanical and Aerospace Engineering Department Tenure and Promotion  
Guidelines:  
*Promotion to the rank of Professor*

Preamble: These are general guidelines that (a) provide a rationale for the MAE personnel committee when reviewing the case for promotion to the rank of Professor and (b) serve as a general guide to the potential candidate.

According to University guidelines, the candidate for promotion to the rank of Professor is typically an Associate Professor in the Mechanical and Aerospace Engineering (MAE) Department who has established a record of excellence in teaching, research, and service appropriate to the mechanical and aerospace engineering disciplines. The candidate should have established national and/or international reputation in his/her area of research and should be an outstanding educator. External letters from acknowledged experts in the field should make the case for the national/international reputation of the candidate's research and should support the case of the candidate for promotion to the rank of Professor. The successful candidate should have actively participated and taken leadership roles in the shared governance of the Department, while supporting its teaching and research mission. The successful candidate is expected to have also actively participated and taken leadership roles in shared governance at the College and/or University levels. Listed below are the requirements to be met by a successful candidate for promotion to the rank of Professor in the MAE Department.

1. Teaching Record: The teaching record of the candidate is reviewed with consideration of excellence in classroom teaching, substantial mentoring of graduate students, and enrichment of the curriculum via course enhancement and new course development. Mentoring of undergraduate students (HIM theses, etc.), engagement in teaching-related research and funded teaching-related activities, recognition of teaching excellence (TIP and CECS, UCF/national teaching awards), and educational outreach are expected of the candidate. Below are the expectations and measures that may be used to evaluate if the candidate meets the requirements in the teaching category:

- Consistently good teaching evaluation for both undergraduate and graduate courses.
- Guided MS thesis students to graduation.
- Guided several PhD students to graduation since promotion to Associate Professor.
- Joint publications with graduate students mentored by the candidate.
- Active participation in the MAE Department undergraduate and graduate curricular matters and course enhancement.

**2. Research Record:** The research record of the candidate is reviewed with consideration of excellence in scholarship and success in development of a funded research program. The candidate is expected to (a) have developed a substantial body of work published in archival professional journals and archival conferences proceedings, and (b) have sustained extramural funding to support a well-established research program with the associated laboratory facility. Publication of invited book chapters and research monographs as well as recognition of research excellence (RIA and national research award recognition) is expected. Below are the expectations and measures that may be used to evaluate if the candidate meets the requirements in the research category:

- The candidate should have a substantial record of scholarship with publications in archival journals and recognized national or international conference proceedings. Typically the MAE Department expects the candidate to average at least three journal publications per year since promotion to the rank of Associate Professor. The successful candidate should have at least 20 high- quality journal publications (mostly with advisees/post docs) since his/her previous promotion.
- The candidate should have been successful as PI and as Co-PI in acquiring extramural funding from federal agencies such as NSF, DOD, DARPA, NASA, ONR as well as industry to successfully develop and sustain his/her research program and laboratory needs. The funding success of the candidate is expected to be reflected in the quality of the candidate's research program and evident in terms of its local, national, and/or international visibility, and result as well in sustained high-quality publications and graduate student production.
- The candidate should have utilized grant funding to recruit and support several MS and PhD students over multiple years.
- The candidate should have a high-quality publication record that includes citations (other than self-citations) that reflect the impact and relevance of the candidate's research work. This can be documented by scholarly search engines, for instance, Google Scholar, and other metrics such as the h-and i-10 indices.
- Recognition of research excellence such as RIA national research awards, and/or featured publications Journal cover, e.g.) in high impact journals.
- Invited/plenary/keynote lectures at national/international conferences and/or Invited lectures at national research labs and prestigious universities.

**3. Service Record:** The service record of the candidate is reviewed with consideration of service at the Department, College, and University levels as well as service to the profession. The candidate is expected to participate in Department committee activities, to be responsive to ABET-related issues, and also to participate at the College and University level. It is expected that the candidate would demonstrate his/her leadership roles in professional activities at the local and national level, for example serving on ASME and/or AIAA professional technical committees, serving as conference session/conference organizer. Serving as a student organization advisor, serving on review proposal review panels and editorial boards, achieving Associate Fellow or Fellow status in professional organizations, and recognition of excellence in service (CECS/UCF Professional Service Award and/or regional/national service award recognition) is expected of a successful candidate. Below are the expectations and measures that may be used to evaluate if the candidate meets the requirements in the service category:

- Active service on Department (College and University, where appropriate) committees.
- Responsive to and taking leadership roles in ABET and other accreditation-related Departmental issues.

Approved by Academic Affairs January 2015

Effective 2016-17 Promotion Cycle

Approved by Faculty Excellence March 2016

Effective 2017-18 Promotion Cycle

- Serving on Editorial boards, as Associate editor, and/or Editor of scholarly archival journals.
- Leadership roles in professional societies and organizations demonstrated by service on technical or organizing committees, service as chair, co-chair or session organizer at international conferences/workshops, and/or Associate Fellow or Fellow grade in professional societies and organizations, e.g., ASME, AIAA, and/or ASEE.