

TENURE-TRACK FACULTY BURNETT SCHOOL OF BIOMEDICAL SCIENCES

General criteria for the granting of tenure, and promotion from Assistant to Associate Professor:

Criteria used to evaluate the progress of a candidate towards tenure and promotion are primarily focused on the establishment of an independent, successful, and viable research program at UCF. In addition, it is expected that the candidate is a successful instructional teacher and mentor for both graduate and undergraduate students. Participation in various service activities within the school, college and university, as well as the scientific community, is also expected.

First Two Years towards tenure and promotion:

Teaching:

A clear indication of a commitment to quality teaching as demonstrated by satisfactory participation in instructional programs at an appropriate level is expected.

Research:

By the end of the second year, clear indications of having made significant progress in establishing an independent research program must be documented. By this time, results of research conducted at UCF will be at some stage in the publication process. Ideally, faculty members will have obtained competitive extramural funding from a peer-reviewed granting agency by the end of the second year. If not, they should have at least submitted one or two applications. If grant applications were not funded then the scores and summary statements, which they received, should be considered in the evaluation of the candidate's progress.

Service:

By the end of the second year, service to the institution by participation in committee activities is expected.

Fourth Year of credit towards tenure and promotion:

Teaching:

The faculty member should have established a reputation as an effective teacher with a demonstrated commitment to teaching, advising, and student welfare. This should be reflected in student evaluations. Mentoring of post-doctoral fellows or graduate students (with an emphasis on Ph.D. students) should be underway.

Research:

Clear proof of research productivity in the form of publications is essential. At this stage the faculty member should have several published papers as senior/corresponding author from work carried out at UCF. The ability to secure nationally competitive grants as PI from peer-reviewed granting agencies based on research performed at UCF is expected. The faculty member should be receiving invitations to speak at scientific conferences, present seminars at other institutions and/or write review articles and book chapters.

Service:

By the end of the fourth year, the faculty member should have contributions to service at the department, college and/or university levels. Likewise, at this point the faculty member should have demonstrated service in their field outside of the University, such as review of manuscripts for journals, grant reviews for federal agencies and foundations, and/or organization of conferences.

At the time of tenure/promotion – (5 year timetable; for faculty hired prior to August, 2016, ONLY):

Note – faculty hired prior to August, 2016, have the option to choose either the 5-year or 7-year timetable for tenure/promotion. Additional criteria for the 7-year timetable are provided, below. **All faculty hired August, 2016, and later** will be subject to the criteria listed for the 7-year timetable for tenure/promotion, below.

Teaching:

The faculty member should have established a reputation as an effective teacher with a demonstrated commitment to teaching, advising and student welfare. Whether a single instructor teaches a course or a course is team-taught should not matter as long as the total effort of the candidate on an annual basis reflects the annual assignment from the supervisor. Student evaluations should clearly indicate the quality of the teaching. Successful mentoring of undergraduate and graduate students, and/or post-doctoral fellows is a critical component of teaching.

Research

Foremost, candidates must demonstrate that they have established an independent research program, which is very likely to be sustained into the future. Below are the minimum criteria for tenure and promotion for all tenure-track faculty:

- 1) Publications must be based on work performed at UCF, or when applicable work performed elsewhere if given years of credit that count towards the tenure clock.
- 2) Substantial number of high quality primary peer-reviewed publications that meet the following criteria:
 - It is expected that the majority of these publications are in journals within the top 20% of their respective field although this may depend on the relative impact factor of journals in the faculty member's field (Journal Citations Reports: Thompson Reuters)
 - The candidate is expected to have a publication record as senior/corresponding author, defined by a metric that includes the number of publications multiplied by the ISI impact factor of the journals, which should exceed 15; For example, 4 publications in journals with an impact factor of 4.0 would equal 16, 1 article in a journal with an impact factor of 8.5 plus three publications in journals with an impact factor of 3.5 would total 19.
- 3) During the tenure clock at UCF, a grant should be funded from work done at UCF as PI. At the time of application for tenure, candidates should have an active, peer-reviewed, federally funded, multi-year grant as PI or an equal PI in a multiple PI (MPI) award.

Examples of the type of grants that would be considered:
NIH R01, U01, R21, R33, R15

NSF Career award, or individual investigator-initiated grant
Department of Defense
Other similar peer-reviewed grants can also be considered

- 4) Co-investigator status in an award is weighted based on the contribution of the faculty member and their laboratory. Obtaining other extramural grants/awards can be important to buoy a candidate's research program; however, this type of funding by itself cannot substitute for the requirements listed in #3 above.
- 5) Internal funding can be very useful to initiate and support new collaborations and projects, but cannot be used as evidence of grant support.

Service:

Institutional service is evidenced by active participation on committees at the unit, college and/or university level. Other activities that contributed service to the institution may also be considered. Professional service is expected and a major consideration for research-active faculty. Examples of such activities include review of manuscripts for journals, grant reviews for federal agencies or foundations, and/or organization of workshops or conferences.

7-year timetable for tenure/promotion:

Note – the following additional criteria are for **all faculty hired August, 2016, or later**, as well as for any faculty hired prior to August, 2016, who exercised their option for the 7-year timetable for tenure/promotion.

Sixth Year towards tenure and promotion:

Teaching:

The faculty member should have established a reputation as an effective teacher with a demonstrated commitment to teaching, advising, and student welfare. This should be reflected in student evaluations. Mentoring of post-doctoral fellows or graduate students (with an emphasis on Ph.D. students) should be underway.

Research:

Clear proof of research productivity in the form of publications is essential. At this stage, the faculty member should be close to meeting the publication and funding requirements listed below for promotion and tenure. Evidence for the ability to secure nationally competitive R01 or equivalent peer-reviewed grants as PI from research conducted at UCF must be presented. The faculty member should be receiving invitations to speak at scientific conferences, present

seminars at other institutions and/or write review articles and book chapters. Granted patents can also be included as a measure of research productivity.

Service:

By the end of the sixth year, the faculty member should have contributions to service at the department, college and/or university. Likewise, at this point the faculty member should have demonstrated substantial service in their field outside of the University, such as review of manuscripts for journals, grant reviews for federal agencies and foundations, and/or organization of conferences.

At the time of tenure/promotion (7 year timetable):

Teaching:

The faculty member should have established a reputation as an effective teacher with a demonstrated commitment to teaching, advising and student welfare. Whether a single instructor teaches a course or a course is team-taught should not matter as long as the total effort of the candidate on an annual basis is equivalent to that of an average teaching load for the unit. Student evaluations should clearly indicate the quality of the teaching. Successful mentoring of undergraduate and graduate students, and/or post-doctoral fellows is a critical component of teaching.

Research:

Foremost, candidates must demonstrate that they have established an independent research program, which is very likely to be sustained into the future. Below are the minimum criteria for tenure and promotion for all tenure-track faculty:

- 6) Publications must be based on work performed at UCF, or when applicable work performed elsewhere if given years of credit that count towards the tenure clock.
- 7) Substantial number of high quality primary peer-reviewed publications that meet the following criteria:
 - It is expected that the majority of these publications are in journals within the top 20% of their respective field (JCR Thompson Reuters), although this may depend on the relative impact factor of journals in the faculty member's field.
 - a successful publication record as senior/corresponding author should be defined by a metric that includes the number of publications multiplied by the ISI impact factor of the journals, which should exceed 20.
- 8) A peer-reviewed grant equivalent to an NIH R01, or multiple smaller federal grants (see below) should be funded during the tenure clock at UCF from work done at UCF as PI, or an equal PI in a multiple PI (MPI) award. At least one of these grants should be active at the time of promotion and tenure.

Examples of R01-equivalents include: R33, U01 or similar NIH awards, NSF Career award or substantial multi-year (3+ year) federal grant.

Examples of the type of smaller federal grants that would be considered:

NIH R21, R15, investigator-initiated NSF grant (2 year)

- 9) Co-investigator status in an award is weighted based on the contribution of the faculty member and their laboratory. Obtaining other extramural grants/awards can be important to buoy a candidate's research program; however, this type of funding by itself cannot substitute for the requirements listed in #8, above.
- 10) Internal funding can be very useful to initiate and support new collaborations and projects, but cannot be used as evidence of grant support.

Service:

Institutional service is evidenced by active participation on committees at the unit, college and/or university level. Other activities that contribute service to the institution may also be considered. Professional service is expected and a major consideration for research-active faculty. Examples of such activities include review of manuscripts for journals, grant reviews for federal agencies or foundations, and/or organizations of workshops or conferences.

Early tenure/promotion: faculty who have clearly exceeded **all** criteria for tenure and promotion may, *with their Director's concurrence*, seek to apply for tenure and promotion to Associate Professor earlier than the timetables listed above.

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Criteria for Promotion to Professor

The title of Professor represents the highest academic award within the institution and holds special recognition in the College and academic community. Promotion to Professor is not awarded on the basis of longevity, but rather on the basis of superior achievement at the national or international level with the promise of continued scholarly contribution. The usual minimum time in rank as Associate Professor is five years. There is no limit to the maximum years for consideration. Early consideration for promotion to Professor is appropriate when all of the criteria are clearly fulfilled in fewer than five years. Years served in the equivalent rank at one or more institutions prior to beginning employment at UCF may be counted when calculating the number of years in rank.

Teaching:

The faculty member should have established a reputation as an effective teacher in the classroom and a demonstrated commitment to student and/or post-doctoral training, advising, and success. Student evaluations should clearly indicate the quality of the teaching. The faculty member should have a substantial record of successful mentoring of undergraduate and graduate students, and/or post-doctoral fellows.

Research:

The faculty member must be a recognized leader in his or her field of study to qualify for promotion to professor. A strong record of publication in high quality journals is required. At this level it is expected that the faculty member will have published as corresponding author at least 10 papers since promotion to Associate Professor. The majority of these papers should be in journals in the top 20% of their respective field (JCR Thompson Reuters) although this may depend on the relative impact factor of journals in your field. As benchmarks to validate the overall impact of the faculty member's total published work, it is expected that the faculty member will have at least 1000 citations and a minimum H Index of 20. Granted patents can also be included as a measure of research productivity.

A record of sustained and substantial federal extramural support from competitive sources is a requirement. It is expected that the faculty member serves as PI or Co-PI on at least one current federal grant that has at least two years remaining (not including no cost extension) at the time of the application for promotion.

The faculty member should be able to document professional recognition in his/her field by the following criteria: invitations to speak at national and international scientific conferences, invitations to write review articles in high-impact journals and book chapters, invited seminars at other institutions or receipt of national and international awards.

Service:

Institutional service is evidenced by active participation or leading senior level committees at the unit, college and university levels. Extensive and sustained service is expected. Service activities at any level that enhance and promote the academic and research missions of the institution will be valued.

External professional service is expected and a major consideration for research active faculty. A record of participation in NIH study sections and/or other comparable review panels for major funding agencies is expected. Other external service can include editorial board membership, manuscript review, and/or organizing symposia, workshop or conferences.