

# College of Community Innovation and Education (CCIE) Promotion & Tenure Criteria (Tenure-track and tenured faculty)

## I. Introduction

The College of Community Innovation and Education's (CCIE) College-level Promotion and Tenure (P&T) Committee reviews faculty credentials for P&T and submits its recommendation as one level of the university review process. The CCIE P&T Criteria document is expected to provide recommendations and guidelines to the committee for awarding P&T and the faculty seeking P&T. The guidelines reflect the broad disciplinary and academic interests within CCIE. The granting of P&T are two separate decisions. Tenure represents a commitment to continued employment at the University of Central Florida (UCF) and promotion represents the recognition of substantial scholarly and professional achievements in an academic discipline congruent with the rank being sought by the applicant.

### a. Tenure

To qualify for tenure, tenure-earning faculty members need to have established a strong record of successful teaching, research, and service activities. Evidence of academic performance shall meet University, College, and Academic Unit standards. Excellence in teaching, research, and service, and indications of continued excellence in these categories in the future are necessary for tenure. Tenure-earning faculty members must demonstrate a significant contribution to their discipline, Academic Unit, College, and University with the promise of continued contributions. The CCIE's P&T Committee may consider faculty members' annual Cumulative Progress Evaluation (CPE) completed by tenured faculty members within the Academic Unit, the Academic Unit Leader, and the Dean within the tenure review process.

(Note. Faculty members should consult *UCF Promotion and Tenure Guidelines*: <https://facultyexcellence.ucf.edu/promotion/> for additional information.)

### b. Promotion

As with the CCIE tenure criteria, the broad range of faculty members' possible activities precludes extensive specification of criteria for promotion. The CCIE's P&T Committee evaluates faculty members' holistic performance in teaching, research, and service throughout their years at UCF rather than their accomplishments in discrete years. Beyond the stated CCIE criteria for tenure, faculty members seeking promotion to the rank of Associate Professor are encouraged to demonstrate additional evidence of their strong performance outlined below and within the academic unit's P&T guidelines.

To qualify for promotion to professor, CCIE faculty members must demonstrate achievements that distinguish them from faculty members at other ranks. Qualities of faculty members qualifying for promotion to professor include (a) sustained performance in research and scholarship; (b) international and/or national recognition for excellence in research, teaching, and/or service; (c) international and/or national reputation within faculty members' professional discipline; (d) significant and sustained leadership contributions to the academic unit, the college, and the university; and (e) sustained high quality instruction demonstrated by their Academic Units' *Annual Evaluation Standards and Procedures* (AESP) evaluations. It is recommended, but not required, that faculty members applying for the rank of professor complete at least one CPE the year prior to

submitting their application for promotion. Associate Professors who complete a CPE are not required to include its results in their promotion dossiers.

## II. Performance Categories and Evidence for Tenure and Promotion

Per the mission of CCIE, the College “educates and empowers leaders to serve a diverse society through innovative instruction, strong partnerships and transformative scholarship” (<https://ccie.ucf.edu/about/mission/>). CCIE recognizes three basic categories of activities as essential for faculty members within the P&T process: (a) teaching; (b) research, scholarly, and creative activities; and (c) service to the public, discipline, and the university. Next, the CCIE P&T Criteria document delineates the three types of faculty members’ activity and evidence supporting the quality of their activities.

### A. Teaching Activities and Evidence

CCIE measures teaching activities aligning with academic units’ AESP. Teaching performance demonstrated by tenure-earning faculty members must be rated at “Above Satisfactory” or “Outstanding” in their AESP evaluation for the majority of years progressing toward promotion and/or tenure. The CCIE College P&T committee will consult the academic units’ P&T guidelines in evaluating candidates’ teaching. The CCIE teaching activities and evidence for faculty members typically include, but are not limited to the following:

1. Quality classroom and/or online instruction as evidenced by
  - a. Student Perception of Instruction (SPI) data
  - b. Peer-reviewed classroom observation reports completed by other faculty members
  - c. Student feedback collected and analyzed by the instructor to strengthen online course instruction
2. Directing of honors in the major, master’s theses and/or doctoral dissertations as evidenced by
  - a. Chairing honors in the major, master’s thesis, and/or doctoral dissertation committees to completion
  - b. Serving on honors in the major, master’s thesis, and/or doctoral dissertation committees to completion
3. Supervising independent studies and student research projects as evidence by
  - a. Completed and approved institutional review board (IRB) applications with student-mentees
  - b. Papers presented with student-mentees relating to their completed independent study and/or research projects
  - c. Teaching low enrollment classes in addition to standard teaching loads to meet the metric of four-year graduation or for low enrollment classes at the graduate level.
4. Direction and supervision of fieldwork, practicum, and internship experiences as evidenced by
  - a. Overseeing clinical programmatic experiences (e.g., service learning, practicum, and internship) for students
  - b. Facilitating clinical experience placements for students (e.g., service learning, practicum, and internship)
5. Quality academic advising as evidenced by
  - a. Development of degree program materials (e.g., program of study, program handbook) to support effective academic advisement
  - b. Employing innovation strategies to support students’ academic advising needs
6. Participation in professional development, promoting faculty members’ quality of instruction as evidenced by

- a. Engagement in professional development conferences connected to the improvement of their student learning outcomes
  - b. Attending and/or presenting at professional development events focusing on innovation instruction in higher education
7. Course development as evidenced by
- a. Updating course syllabi to align with contemporary instructional best practices within faculty members discipline
  - b. Revising course assessments to support continuous improvement in evaluation of student learning outcomes
8. Program development as evidenced by
- a. Updating degree program curricula to align with contemporary instructional best practices within faculty members discipline
  - b. Revising degree program curricula to support continuous improvement of student learning outcomes

## **B. Research, Scholarly, and Creative Activities and Evidence**

**Assistant Professors.** CCIE measures research and scholarly activities aligning with academic units' AESP. CCIE tenure-earning faculty members' AESP evaluations within the domain of research must be rated at "Above Satisfactory" or "Outstanding" for the majority of years progressing toward promotion and/or tenure. The CCIE College P&T committee will consult the academic units' P&T guidelines in evaluating candidates' research and scholarship. For CCIE faculty members to acquire P&T, they must provide evidence of strong research productivity within a focused line of inquiry. The standard for CCIE tenure-earning faculty members to be competitive in seeking P&T is a minimum of ten (10) publications of articles in international and/or national refereed journals (or a combination of peer-reviewed and/or law reviews articles for faculty members in Legal Studies) or equivalent scholarly work in quality publications as defined and weighted by academic unit P&T guidelines, including monographs, book chapters, and books over a five-year period. These research standards are minimum thresholds for CCIE tenure-earning faculty members and do not guarantee promotion and/or tenure. In addition, the standard is for CCIE tenure-earning faculty members to demonstrate leadership in their research based on authorship on articles in international and/or national refereed journals (leadership in authorship for law reviews for faculty members in Legal Studies) or equivalent scholarly work in quality publications. Both faculty members' quality and quantity of research publications and evidence of their connection within a well-defined research agenda are required for P&T. All CCIE faculty members acquiring P&T must demonstrate their successful productivity in research, and the potential for sustained accomplishment in this regard.

**Associate Professors.** In research and scholarship, in order for CCIE faculty members to qualify for promotion to the rank of professor, they must demonstrate substantial productivity within a well-defined research line of inquiry, as well as national and/or international prominence. Typical evidence of CCIE faculty members' substantial research productivity includes articles published in top-tier international and national refereed journals publications (law reviews for faculty members in Legal Studies), textbooks, book chapters, and citation by other scholars. Both quality and quantity of CCIE faculty members' publications are important and determined on a case-by-case basis. In addition, a significant number of articles published in international and national refereed journals and other rigorous publications since promotion to Associate Professor is required. The standard for CCIE faculty members seeking promotion to the rank of

professor is an average of two (2) quality publications of articles in international and national refereed journals per year (or a combination of peer-reviewed and/or law review articles for faculty members in Legal Studies) or equivalent scholarly work in quality publications as defined and weighted by academic unit P&T guidelines, including monographs, books, and book chapters. These research standards are minimum thresholds and do not guarantee promotion. In addition, CCIE faculty members should support the impact of their research with citation analysis and/or other research impact measures.

The CCIE research activities and evidence for faculty members typically include, but are not limited to the following:

1. Quality research and scholarly publications and/or law reviews as evidenced by
  - a. Articles published in international and national refereed journals
  - b. Published scholarly textbooks and/or books
  - c. Book chapters published in edited scholarly books
  - d. Published research monographs
  - e. Published peer reviewed technical reports
  - f. Published refereed conference proceedings
    - i. Published book reviews, technical reports, and articles published in outlets that are not peer reviewed and not written for a scholarly audience receive less weight as evidence of research activity
2. Preparation of grant proposals and/or acquisition of grants and/or contracts to conduct research as evidenced by
  - a. Preparation and/or acquisition of competitive research grants and/or contracts at the international, national, state, or local level
    - i. Non-competitive research grants and/or contracts receive less weight as evidence of research activity
3. Dissemination of other forms of scholarship supporting research productivity includes evidence of
  - a. Papers presented at international, national, and regional refereed professional conferences
  - b. Keynote speaker at international, national, and regional refereed professional conferences
  - c. Invited keynote speaker at non-refereed conference
  - d. Citations of faculty members' research by other scholars
  - e. Professional recognitions and/or awards for faculty members' research and scholarship at international, national, regional, state, and local levels
  - f. Media reporting of faculty members' research

### **C. Service to the Public, Discipline, and the University and Evidence**

The standard is that CCIE tenure-earning faculty members provide evidence of their service activity for each of the following levels: (a) Academic Unit, College, and University; (b) Professional Discipline; and (c) the Community. The CCIE College P&T committee will consult the academic units' P&T guidelines in evaluating candidates' service to the public, discipline, and university. CCIE tenure-earning faculty members' service performance evaluation must be rated at "Above Satisfactory" or "Outstanding" for the majority of years progressing toward promotion and/or tenure.

In service, CCIE faculty members seeking promotion to the rank of professor must demonstrate a strong record of leadership and excellence. CCIE faculty members'

excellence in service may take the form of leadership roles within the academic unit, including but not limited to serving as a program coordinator and/or a coordinator/director of a center/institute, and chairing academic unit committees. At the University level, CCIE faculty members' excellence in service may take the form of leadership roles on elected committees. At the Community level, CCIE faculty members' excellence in service may include leading partnerships between community organizations and the College. CCIE faculty members may demonstrate excellence in service within their professional discipline through holding leadership positions in appropriate professional organizations and/or serving as editors of refereed journals.

The CCIE service to the public, discipline, and the university and evidence for faculty members typically include, but are not limited to the following:

1. Activities utilizing faculty members' professional background and expertise in the community outside of the university as evidenced by
  - a. Preparation and/or acquisition of non-research and teaching grants and contracts
  - b. Presentations to community groups
  - c. Participation on boards or working groups that seek to improve or develop community organizations
  - d. Service on or holding office in community organizations
  - e. Media interviews in relation to substantive research areas
2. Service to faculty members' professional discipline as evidenced by
  - a. Participation in professional organizations related to faculty members' disciplines or general faculty roles
  - b. Holding office in professional organizations
  - c. Serving on or chairing committees in professional organizations
  - d. Reviews or other critical assessments of scholarly work, including reviews of journal articles, books, grant applications, conference abstracts, and external P&T letters
3. Service to the University, College, and/or Academic Unit as evidenced by
  - a. Committee activity devoted to the administration of the Academic Unit, College, and University
  - b. Activity on a special task force that furthers the objectives of the University, College, and Academic Unit
  - c. Seeking and developing new ways to improve performance and contributions to the functionality of the Academic Unit, College, and University
  - d. Participates in Academic Unit, College, and University faculty meetings including ceremonies such as commencement and award ceremonies

---

Approved:  
 Pamela S. Carroll, CCIE Dean, 08/22/2019