

**College of Engineering and Computer Science  
University of Central Florida**

**FACULTY PROMOTION AND TENURE CRITERIA AND PROCEEDURES**

Promotion and tenure (P&T) in the College of Engineering and Computer Science (CECS) at the University of Central Florida (UCF) is governed by the extent and impact of the contributions the candidate has made and will make to the university. Evaluation of the candidate's contributions necessitates the collection of information and the preparation of documents by which the candidate's past performance and future potential can be unambiguously assessed. All involved should recognize that the final recommendations on promotion and tenure made to the Provost are based on both quantitative and qualitative information and on a sound promotion and tenure process.

The most important criterion for promotion is the stature of the individual in his or her professional community. The candidate's record of scholarly attainment, as evidenced by the quality of publications and funded research, the candidate's teaching performance, and the candidate's professional and service activities are very important factors when considering promotion. However, it is recognized that all candidates will not fit a single mold. It is up to the department, through its chair, to clearly document the tenure/promotion criteria quantitatively and evaluate the candidate based on these criteria in research, teaching, and service. This is especially important in view of the growth of interdisciplinary collaborative research, the introduction of innovative methods of classroom instruction, and the increase in non-classroom teaching opportunities (e.g., online courses, working with post-graduate fellows, undergraduate research assistants, etc.).

According to the UCF P&T Guidelines, promotion from assistant to associate professor calls for substantial contributions in teaching and research as well as acceptable service contributions or other university duties. The record must demonstrate "professional accomplishment beyond the doctoral or terminal degree level of the specific discipline". A full professor should have a "status and a level of significant achievement among one's disciplinary peers on a national and international level". A measure of outstanding performance requires a demonstration of a high level of capability in contributing to, disseminating, or applying new knowledge in a manner clearly recognizable by the candidate's own peers. All candidates for promotion to associate professor are expected to be competent in teaching and educational activities and research, and show promise of meeting the criteria for promotion to full professor in due course.

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

The educational accomplishments of the candidate should be reflected by:

- One or more Ph.D. students who have either graduated or passed candidacy examination at the time of candidate's promotion. In general, the candidate is expected to have a strong record of mentoring MS and/or PhD students to completion.
- A strong record of joint publications with students supervised by the candidate.
- Teaching both undergraduate and/or graduate courses with consistently good evaluations; Teaching of undergraduate core courses, if assigned, is expected.

Appropriate development of courses and/or curricular enhancement may be desired by some departments.

The research accomplishments of the candidate should be reflected by:

- A substantial publication record in high impact journals and/or highly ranked conference proceedings as appropriate. The department should keep a list of prestigious journals and conferences (with acceptance rate, if available) in the candidate's area of research. A minimum

number of journal publications per year (as determined by the department) since joining UCF is expected, leading to several journal papers at the time of tenure and promotion. Publication in prestigious journals and high-quality conferences, some with published low acceptance rates, as applicable to the candidate's discipline, is expected.

- Substantial competitive funding from federal, state, or other government agencies, non-profit, or professional organizations, and/or industry funding. The funding level may depend on the field, but the candidate is expected to have been the PI of at least one competitive grant/contract and PI/co-PI of others. Funding level is established by the department. Majority of the funding is expected to support candidate's research. Subcontracts to other universities or industries or agencies should be reported. Subcontracts will be given separate and due credit for leadership and bringing visibility to UCF. Competitive early career award at the national level is desirable. Support of graduate students as GRA for multiple semesters with candidate's research funding is required.
- Strong peer evaluation solicited from experts in the field.

The service record of the candidate should be reflected by some of the following:

- Participation on panel at NSF and other funding agencies.
- Membership on editorial boards or technical committees of national professional organizations reviewers for journals and/or program committees and session chairs in conferences.
- Active participation in an appropriate amount of service and committee assignments within the department, college or university.

The standards above are considered minimum for tenure in the regular cycle. Candidates for early promotion and tenure, i.e., before the 6<sup>th</sup> year or equivalent if credit towards tenure was awarded at the time of tenure, must have a record that is truly outstanding and substantially exceeds these minimums.

### **Promotion to the rank of Professor**

The educational accomplishments of the candidate should be reflected by:

- Sustained record of mentoring several PhD students to graduation since last promotion.
- Joint publications with graduate students supervised by the candidate.
- Evidence of teaching undergraduate and/or graduate courses with consistently good evaluations.
- Enrichment of the graduate program curriculum through new courses or tutorials, where applicable.
- Evidence of recognition such as TIP or SoTL or CECS Excellence in Teaching awards, where applicable.

The research accomplishments of the candidate should be reflected by:

- A substantial publication record in the most prestigious journals and/or highly ranked conference proceedings with published low acceptance rate, as pertinent and applicable to the candidate's discipline. The department should keep a list of prestigious journals in the candidate's area of research. These journal publications, or conference publications, as appropriate, should make a substantial impact on the candidate's field. Patents will be given credit.
- Quality of research will be judged by several means as appropriate to the candidate's discipline, such as best paper awards, most downloaded papers, and highly cited papers, total number of citations or H-index.
- Substantial competitive funding from federal, state, or other government agencies, non-profit, or professional organizations, and/or industry funding. The funding level may depend on the field,

but the candidate is expected to have been the PI of at least a few multi-year competitive grants since last promotion. The diversity of funding is expected to maintain and support the vitality of the candidate's research. A high funding level (as determined by the department) since last promotion is expected. Subcontracts to other universities, industries, or agencies should be reported. These will be given appropriate credit for leadership and bringing visibility to UCF.

- Support of several graduate students as GRA in multiple semesters with the candidate's research funding.
- Invited and keynote and plenary talks at national and international conferences.
- Strong peer evaluation solicited from experts in the field.

The service record of the candidate should be reflected by some of the following:

- Membership in editorial boards of recognized journals.
- Associate Editorship or Editorship of prestigious journals.
- Participation on panel at NSF and other funding agencies.
- Leadership roles in professional societies (e.g., President, Executive Chair) and conferences (e.g., Track Chair, Program Chair).
- Active participation in service and committee assignments within the department, college or university.

The achievement of Associate Fellow or Fellow status is desired, if possible in the candidate's discipline prior to the promotion to the full professor status.

Required documentations as enumerated below include:

Teaching – Demonstrated continuing teaching effectiveness (course evaluation surveys for at least the five previous years) and documentation of other contributions to teaching.

Scholarly Activity/Research – Demonstrated sustained record of scholarly publications in peer-reviewed literature, an appropriate level of externally funded research (including peer-reviewed research funding), and graduate student support and production.

Service – Demonstrated continuing service to the department, college, university, and the candidate's professional community.

The purpose of the College of Engineering and Computer Science Promotion and Tenure (CECS-P&T) Committee is to conduct a thorough review of the candidate's credentials and achievements and then make a recommendation to the Dean. In doing this, the CECS-P&T Committee will consider the candidate's dossier and all departmental recommendations. This Committee will ensure the uniform application of the College's established quality standards and guidelines.