

DEPARTMENT OF CRIMINAL JUSTICE
UNIVERSITY OF CENTRAL FLORIDA

CRITERIA FOR PROMOTION AND TENURE

AFFIRMED BY THE CRIMINAL JUSTICE FACULTY ON April 26, 2013

I. Introduction

Department criteria for tenure and promotion are intended to serve as guidelines for the recommendation to award tenure and promotion by the Department Promotion and Tenure Committee members to faculty seeking tenure and/or promotion. These criteria reflect the broad disciplinary and academic interests of the Department. The granting of tenure and promotion are two separate decisions. The former represents a commitment by the University to continued employment of faculty members, and the latter represents recognition of substantial scholarly and professional achievements in an academic discipline congruent with the rank being sought by the applicant. This document should be read in conjunction with the Department Annual Evaluation Standards and Procedures.

II. Performance Categories for Tenure and Promotion

The mission of the Department is the creation, enhancement, preservation, and transmission of knowledge, information, understanding, and ideas through teaching, research, scholarship, creative activity, service, and professional development. The Department recognizes three basic categories of activities as essential to the promotion and tenure process. They are teaching, research, and service. Below, the typical activities for each area are listed, although in some cases other activities may constitute teaching, research, or service.

A. Teaching Activities

1. Classroom instruction.
2. Online instruction.
3. Direction of independent studies, student research projects, internships, theses, and dissertations.
4. Academic advising.
5. Involvement and participation in workshops, seminars, and other forums which have as their principal themes or foci curricular interests, teaching or the learning process.
6. Program and course development.

B. Research Activities

1. Publications.
 - a) The greatest weight in promotion and tenure decisions will be given to publications in refereed journals (in either paper or

electronic format), academic law reviews, and original scholarly books. Both the quality of the individual publication and the quality of the journal or law review will be considered.

- b) Book chapters, research monographs, anthologies, peer reviewed technical reports, and refereed conference proceedings are next in importance.
 - c) Book reviews, technical reports, and articles published in outlets that are not peer reviewed and are not targeted to a scholarly audience will receive less weight as evidence of research activities.
2. Preparation or acquisition of grants or contracts to conduct research.
- a) Competitive research grants at the national, state, or local level will be considered evidence of research activity in promotion and tenure decisions.
 - b) Non-competitive research grants and contracts will receive less weight as evidence of research activity.
3. Other scholarly activity.
- a) Research activity may also be demonstrated through presentations at national and regional meetings, invited lectures, and citation by others.

These other activities are important in demonstrating involvement and level of recognition in the discipline, but will generally receive less weight for scholarship.

B. Service Activities

1. Service to the University, College, or Department.
- a) Activity devoted to the administrative function of the Department, College, and University.
 - b) Activity that furthers the objectives of the University, College, and Department.
 - c) Seeking and developing new ways to improve performance and make contributions to the Department, College, and University.

- d) Participation in conferences, courses, workshops, seminars, and acquisition of academic degrees designed to enhance competence and understanding of academic or scholarly material.
2. Service to the scholarly discipline.
- a) Participation in professional organizations related to faculty members' disciplines or general faculty roles.
 - b) Holding office in scholarly organizations.
 - c) Serving on or chairing committees in scholarly organizations.
 - d) Reviews or other critical assessments of scholarly work, including reviews of journal articles, books, and grant applications.
3. Activity that utilizes professional background and expertise in the community outside of the University.
- a) Preparation or acquisition of non-research grants and contracts.
 - b) Presentations to community groups.
 - c) Participation on boards or working groups that seek to improve or develop criminal justice or legal policy.
 - d) Service on or holding office in civic organizations.
4. Other activities may be included by negotiation or special circumstance recognized by the Chair and the Department P&T Committee.

III. Guidelines for Tenure

It is incumbent upon faculty to demonstrate that prior to earning tenure they have established a strong record of successful teaching, research, professional development, and service activities that will be sustained throughout their academic careers. Faculty members seeking tenure shall provide evidence of achievement in the three basic categories of performance. Evidence of academic performance shall be consistent with years of experience and opportunities, and shall meet University, College, and Department expectations. Substantial achievement in both teaching and research, and indications of excellence in these categories in the future are necessary for tenure. An appropriate amount of activity in professional development and service

is also required. To acquire tenure, faculty members must demonstrate the potential for making a significant positive contribution to their discipline, Department, College, and University.

A. Teaching Performance

To obtain tenure, the overall quality of instruction must be at least above satisfactory on average. Annual assessments from the Chair (i.e., Chair's Annual Evaluation) and from the Department P&T Committee, Chair, and Dean (i.e., Cumulative Progress Evaluation) may be considered by the Committee, but the quality of teaching performance ultimately will be judged holistically on accomplishments throughout the years of service, not single indicators or performance in discrete years. Evidence of quality of teaching must include student evaluations for all courses for which they are available for the courses taught at the University. Other evidence may include course syllabi, course examinations, grade distributions of courses taught, special reviews, peer visits, evidence of learning outcomes, or other information that reflects the quality of instruction provided by the faculty member. The evidence provided will be interpreted in terms of the type of courses taught, the level of the students, instructor's familiarity with the subject matter (new preparation), new course development, and other relevant information. In gauging the quality of teaching the Department Tenure and Promotion Committee may consider evidence of the candidate's command of the subject matter, ability to organize subject matter in a logical and meaningful manner, performance in relating effectively with students, and interest in teaching.

B. Research Performance

The faculty member must provide evidence of success in research in order to receive tenure. The conventional measures of success are publication of research in law reviews; indexed, refereed journals; monographs; books; and other scholarly forums. Faculty seeking tenure are expected to publish at minimum six manuscripts to be regarded as eligible for promotion and tenure consideration. Satisfaction of this minimum number of publications is not necessarily sufficient to acquire tenure. Those seeking to qualify under this minimum numerical standard are expected to meet several other criteria as well. In particular, the tenure applicant should be sole author or first author on a majority of the publications; a majority of the publications should appear in top-tier refereed outlets; and, the candidate should be recognized clearly by the academic community as having made an above average scholarly contribution in a specific substantive area. These same criteria generally apply to candidates with more than the minimum number of publications, although the other thresholds for successful tenure are moderated as the number of publications increases.

Grant and contract activity to support scholarly research is strongly encouraged. Grants and contracts without scholarly contributions, however, will not meet the minimum expectations for tenure, because publication success also is required. In lieu of journal publications, the faculty member must provide evidence of scholarly productivity comparable to such publications. The quality of the research work demonstrated by tenure earning faculty must be above satisfactory, meaning that clear elements of exemplary performance are demonstrated. For example, all tenure-seeking faculty are expected to demonstrate senior (first) authorship for at least two of manuscripts, as reflected in the published authorship list. Annual assessments from the Chair (i.e., Chair's Annual Evaluation) and from the Department P&T Committee (i.e., Cumulative

Progress Evaluation) may be considered by the Committee, but the quality of research contributions ultimately will be judged holistically on accomplishments throughout the years of service, not single indicators or performance in discrete years.

C. Service Performance

In service, tenure-earning faculty are expected to provide evidence of some service activity, particularly for the Department. While the amount of expected activity may be modest, the quality of service must be above satisfactory. Annual assessments from the Chair (i.e., Chair's Annual Evaluation) and from the Department P&T Committee, Chair, Dean (i.e., Cumulative Progress Evaluation) may be considered by the Committee, but the quality of service contributions ultimately will be judged holistically on accomplishments throughout the years of service, not single indicators or performance in discrete years.

IV. Guidelines for Promotion

As with tenure criteria, the broad range of legitimate activities possible for faculty and the dual disciplinary character of the Department preclude extensive specification of criteria for promotion. Beyond the general criteria provided here, faculty must be considered on a case-by-case basis and are encouraged to consult with the Department Chair and Department Promotion and Tenure Committee for advice.

A. Promotion to Associate Professor

1. The expectations for promotion to the rank of associate professor shall include the demonstration of excellence in the quality of teaching, research, and service activities and the potential for continued excellence. In teaching, faculty must normally provide evidence of sustained quality that is above satisfactory.
2. In research, faculty must provide evidence of research productivity. Normally, although not exclusively, the primary evidence will consist of articles published in indexed, refereed journals; law reviews; monographs; books; and other literary forums. Both quality and quantity are required, and are expected to be achieved at the level stated above for receipt of tenure. All faculty members acquiring the rank of associate professor must have demonstrated successful productivity in research, and the potential for sustained success. Faculty must provide evidence of research with scholarly activity in a specific area sufficient to reflect the establishment of his/her expertise in that selected area.
3. In service, faculty must provide evidence of satisfactory service to the discipline, Department, College, University, and/or the community. Evidence of service may include but is not limited to: editorial service, participation in national/regional professional associations, committee service at the University, and expert consultation in the community.

B. Promotion to Professor

1. To qualify for promotion to professor, faculty members must demonstrate performance in research activity that provides them national recognition, distinguishes them from faculty of other ranks, and reflects the potential for continued excellence. Teaching must be of sustained high quality.
2. In research, faculty must demonstrate substantial successful productivity in scholarship. Conventional evidence includes publications, and grant and/or contract success with scholarship. Both quality and quantity of publications are important, and precise numbers are impossible to establish in advance. However, a substantial number of publications since promotion to Associate Professor is required.
3. In service, faculty must have a strong record of excellence, including evidence of having taken a leadership role. This service may take the form of service to the discipline, Department, College, University, or community.

COMMITTEE PROCEDURES

- I. The Department Promotion and Tenure Committee shall be composed of the tenured faculty in the Department of Criminal Justice. For purposes of evaluating candidates seeking promotion to the rank of Professor, the Committee shall consist of those tenured faculty members currently holding the rank of Professor.
 - II. Each year, the Committee shall elect a Committee Chair. The election shall take place in the spring around the time the Committee reviews untenured faculty or in April if no reviews take place.
 - III. The Committee Chair will be responsible to call meetings and perform other necessary functions associated with completion of the required forms on behalf of the Committee for tenure reviews, promotion reviews, and cumulative progress evaluations to advise the Department Chair of the progress of untenured faculty and Associate Professors, as needed.
 - IV. The individual elected to Chair the Committee shall assume duties after the recommendations of the Committee to advise the Department Chair on the progress toward tenure are presented to the Department Chair or on April 1 if no reviews of untenured faculty are conducted.
 - V. In early March or before, the Committee Chair shall contact the Department Chair and request the names of those people who will be reviewed in some manner during his/her tenure as Committee Chair.
- A. If faculty are to undergo a tenure or promotion review, a panel of outside reviewers for each faculty person will be required. Under the University policies governing Promotion and Tenure, the Committee and the Department Chair are to create a panel

of at least four outside reviewers to be presented to each candidate for tenure or promotion. Candidates are to select at least two names from this panel. In turn, the Committee shall select at least two names from the panel of at least four names submitted to the Committee by each candidate.

- B. In April or before, the Committee Chair shall convene a meeting of the Committee, excluding the faculty member being considered, to establish the panel of names of outside reviewers. Alternatively, the panel of names of outside reviewers may be developed through electronic communications as described in the procedures below.
1. The Committee Chair shall solicit nominations for external reviewers from the Promotion and Tenure Committee and from the Department Chair.
 - a) The period for nominations shall remain open for at least one week and shall have a definite closing time and date.
 - b) The Department Chair and members of the Department Promotion and Tenure Committee may nominate as many potential reviewers as they wish, keeping in mind that the number of reviewers used is subject to University regulation.
 2. When the nominations have closed, the Committee Chair shall provide a list of all nominees to the Department Chair and all members of the Department Promotion and Tenure Committee.
 3. The Committee Chair shall request that members of the Department Committee vote for no more than four nominees.
 - a) The nominees receiving the most votes will comprise the list of potential external reviewers to be submitted to the candidate.
 - b) In the event of tie votes that make it impossible to identify the top nominees, the Committee Chair will submit the list of tied nominees to the Department Committee and Department Chair, and ask that they vote for only one nominee. These results will be used to determine the top nominees.
 - c) If the initially chosen reviewers decline to provide reviews, they shall be replaced successively with each nominee with the next highest number of votes.

VI. The Committee shall meet in the fall semester in accordance with the University deadlines to consider candidates and make appropriate recommendations. The Committee Chair shall facilitate these meetings. All material submitted for review by each candidate is the responsibility of the candidate with consultation by the Department Chair.

VII. In January, the Committee Chair shall call for portfolios from untenured faculty to be reviewed. The deadline for submission of the portfolios shall no later than the end of January. The information requested shall include:

- A. Sections on teaching, research, and service.
- B. A current vita.
- C. A statement or narrative in which the person can explain or expand on his/her activities.
- D. Summaries of all teaching evaluations since beginning at UCF.
- E. Copies of the Department averages for evaluation for each term.
- F. A list of all courses taught, by term, and their enrollment (designate as graduate or undergraduate).
- G. Grading distributions for all courses taught.
- H. Summary of research productivity, which lists publications (designated refereed or non-refereed), works being considered for publication, and works underway.
- I. Summary of grant and contract proposals (designate funded or unfunded).
- J. Copies of all Annual Reviews since beginning at UCF.
- K. A few (not more than two) samples of scholarship.

VIII. Voting

- A. All Committee votes pertaining directly to Committee personnel recommendations shall be conducted by secret ballot.
- B. For purposes of voting, a quorum shall be two-thirds of the number of Committee members eligible to vote.

IX. No faculty member or administrative official shall participate in the affairs of the Department Promotion and Tenure Committee for any recommendation, review, evaluation, or decision relating to appointment, reappointment, promotion, tenure, or other condition of employment at the University of any family member to include, but not be limited to, parent, child, spouse, partner, sibling, parent-in-law, sibling-in-law, child-in-law, or stepchild. A faculty member or administrative official should withdraw from participation in any personnel recommendation or decision involving a potential conflict of interest.