

## **ECE Promotion and Tenure Guidelines**

(Approved by ECE Advisory Committee on March 29, 2013)

1<sup>st</sup> Revision

(Approved on October 18, 2013)

2<sup>nd</sup> Revision

(Approved on January 22, 2016)

Promotion and tenure (P&T) in Electrical and Computer Engineering (ECE) is governed by the UCF P&T Guidelines. Candidates for promotion and/or tenure typically apply during their 6<sup>th</sup> year of continuous service, including the credit granted at initial appointment.

In accordance with UCF's Collective Bargaining Agreement, employees eligible for consideration for promotion to the rank of associate professor and/or tenure shall be informed of their progress toward promotion to the rank of associate professor and/or tenure annually by the unit tenured faculty, the department chair or unit head, and the dean. The Cumulative Progress Evaluation form (CPE), which are to be completed within the spring semester, is intended to provide an accurate assessment of cumulative performance as leading to attainment of promotion to the rank of associate professor and/or tenure. Associate professors eligible for promotion to full professor may, at their option and upon written request, be similarly apprised of their progress toward promotion. These documents, together with outside references and candidate's portfolio, provide the information for ECE P&T committee to conduct its evaluation and make recommendations.

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.

### **A. Initiation of P&T Process**

Prospective faculty candidates shall attend a university P&T workshop during spring semester and shall work with ECE chair to initiate their P&T process. The ECE chair informs the dean of the individuals who will be considered for P&T, normally in April of the calendar year that the promotion process will be initiated.

Candidates for promotion and/or tenure will use UCF's Electronic Promotion & Tenure (eP&T) process to submit and complete the process for promotion and/or tenure. Participants in the process are encouraged to attend at least one training that pertains to their role in the process. If unable to attend listed trainings, staff may request training by contacting, [ePandT@ucf.edu](mailto:ePandT@ucf.edu).

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Additionally, help guides are listed on the Office of Faculty Excellence website:

<http://facultyexcellence.ucf.edu/promotion-tenure/>. Information contained on the website includes: P&T Schedule, Guidelines, Electronic Dossier Preparation Training, Schedule and MS/Adobe Help Guide, along with associated P&T PDF form. Further information regarding eP&T Roles & Process Steps at Department Level may be viewed: <http://facultyexcellence.ucf.edu/promotion-tenure/>

## **B. Preparation of Dossier**

Dossier should be prepared according to UCF P&T guidelines. Candidate Electronic Dossier Preparation Training is provided by the Office of Faculty Excellence. Candidates may access the training schedules located on the Office of Faculty Excellence website: <http://facultyexcellence.ucf.edu>

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.

<http://facultyexcellence.ucf.edu/files/2015/07/2015-2016-PT-Guidelines-RevJune1.pdf>

The candidate is responsible for preparing Section II (Candidate Information AA-15), Section III (Summary Statement), Section IV (Curriculum Vita), and the Dossier Appendix which includes Section XIV (Teaching), Section XV (Research and Creative Activity), Section XVI (Service Activity) and sample copies of teaching evaluations, publications, and other relevant materials that the candidate wishes to include).

The candidate is responsible to obtain from ECE office Section I (Table of Contents AA-14), Section VII (Chair's P & T Review AA-18), Section XI (Annual Assignments AA-46 and Annual Evaluations AA-17), Section XII (Cumulative Progress Evaluations AA-18b) and Section XIII (Letters from External Reviewers).

The office of ECE Chair will also provide the candidate a copy of this P&T guideline with the updated appendix. The department-level statistics contained in the appendix of this guideline are to provide the appropriate context based on which the candidate's accomplishments can be assessed with respect to his/her peers in closely related fields and within the same academic unit.

## **C. Preparation of Section XIII – Letters from External Reviewers:**

External letters should be sought from well-regarded scholars in similar and/or related fields without defining the area too narrowly. Most of the letters should be from scholars who know the candidate primarily because of their knowledge of the candidate's work and its impact on his/her field. Eight substantive letters constitute a minimum for promotion to full professor and six for promotion to associate professor.

The outside reviewers are to be selected using the following procedures.

1. The department chair and the department P&T committee shall jointly nominate a panel of at least

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eight outside reviewers, (six for promotion to associate) and the candidate shall nominate a panel of at least eight outside reviewers (six for promotion to associate). The final panel of outside reviewers shall consist of at least eight persons, (six for promotion to associate), half selected by the candidate from the panel proposed by the department chair and P&T committee and half selected by the department chair and P&T committee from the panel proposed by the candidate. In addition, each of these lists will also contain names of at least two alternate reviewers to be used in case the selected reviewers are unable to furnish the letters.

2. The outside reviewer's comments shall be based upon the candidate's professional curriculum vita and selected material provided jointly by the department chair and the candidate to the outside reviewers.
3. All letters received, including those declining to review the candidate should be included in the dossier.

#### **D. Department P & T Committee form AA-16**

The ECE P&T committee, consisting of all ECE tenured faculty members, shall follow the UCF P&T guidelines and timetable. The committee examines the dossier, evaluates the candidate, votes and completes form AA-16. The summary evaluation on form AA-16 should address the strength and, if any, weakness of the candidate and reflect the committee's voting outcome, especially in the case that the votes are split.

**E. Chair Comments and Recommendation Form AA-18**

The departmental chair completes form AA-18 by addressing the candidate’s contributions in teaching, research and service consistent with department, college and university goals.

**F. Transfer of P&T Dossier to College**

The completed dossier with full documentation including the material from items B through E is then transmitted to the college by the deadline established by the university.

**Appendix: Departmental Statistics**

Department Averages (per T/TT faculty, academic year unless noted otherwise)								
Year	normal teaching load	Student perception (UG)	Student perception (G)	Conference papers	Journal papers	PhD graduate	new funding (CY)	research expenditure (CY)
2015	2+2	3.86	4.68				\$ 154,090	\$ 156,961
2014	2+2	4.00	4.35	4.92	2.92	0.62	\$ 203,902	\$ 156,207
2013	2+2	4.03	4.24	4.67	2.56	1.11	\$ 203,503	\$ 121,274
2012	2+2	4.00	4.32	4.72	1.92	0.92	\$ 119,034	\$ 105,578
2011	2+2	4.06	4.44	4.13	2.75	0.71	\$ 136,634	\$ 102,263
2010	2+2	4.03	4.36			0.83	\$ 73,935	\$ 102,702