

**Approved by Faculty Excellence, December, 2015**

**INSTITUTE FOR SIMULATION AND TRAINING (IST)  
PROMOTION AND TENURE CRITERIA AND PROCEDURES  
October 15, 2015**

**Introduction**

Central Florida is the recognized world capital for modeling and simulation and training (MST) in a wide range of professions. Between \$4B and \$5B a year for MST products are issued from Central Florida Research Park annually, and in each year, tens of million dollars in research funding goes toward research and development on new technologies. The Institute for Simulation and Training (IST) has a long record of success in MST research and graduate education in MST. As one of only four programs in the country, it is one of the largest and most diverse such programs in the nation. UCF is exceptionally well positioned to lead in this growing and critical profession by training educators, research professionals, and senior leadership in modeling and simulation for training. The MST graduate program was initiated in 2003 to serve this leadership role in education, and has matured to become among the larger graduate-only professional programs within UCF. IST is a Research and Academic center under UCF's Office of Research and Commercialization (ORC). Therefore, ORC serves in the role of College for tenure and promotion procedures for UCF's research centers.

Promotion and tenure (P&T) in Research Centers at the University of Central Florida (UCF) is governed by the extent and impact of the contributions the candidate has made and is expected 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 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.

**Promotion and Tenure Criteria**

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 the important factors when evaluating a faculty member for promotion. According to 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". Although tenure is closely related to promotion, and is frequently assessed simultaneously with promotion from assistant to associate professor rank, the decision to award tenure is a separate decision since it represents a life-long commitment to teaching, scholarship, and service and not just currently demonstrated success. Tenure requires a viable program of research that is producing scholarly work of quantity and quality that is having an impact within the discipline and is on a trajectory to continue having an impact.

A full professor must 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 professional peers.

## **Tenure and Promotion to the Rank of Associate Professor**

Consistent **educational** support to one or more graduate programs through classroom teaching and student supervision is expected, and undergraduate teaching is encouraged. The following items will be considered in assessing the merit of teaching performance.

- Student evaluations, including written comments, and the faculty member's response to such evaluations.
- Classroom peer-review(s), as conducted or assigned by the relevant program director or requested by faculty member.
- Direction of one or more Ph.D. students each of whom has either graduated or whose successful completion is imminent (passed candidacy and completed all or nearly all research toward the degree).
- A strong record of mentoring MS and/or PhD students to completion.
- A strong record of joint publications with students supervised by the candidate.
- Enhancement or development of courses.

Consistent **research** productivity is expected. All research and creative activities should be related to the faculty member's disciplinary or interdisciplinary expertise. The following items will be considered in assessing the merit of research performance.

- Publication in journals and conference proceedings whose quality will be assessed by items such as impact factor, acceptance rates, prestige in candidate's respective discipline, evaluation by external reviewers.
- Publications of monographs and/or chapters in edited books, trade or professional publications, whose quality will be assessed by items such as publisher reputation, published reviews, and evidence of impact on the field.
- Competitive funding from federal, state, or other government agencies, non-profit, or professional organizations, and/or industry. The funding level may depend on the discipline, but the candidate is expected to have been the PI of at least one competitive federal grant and PI/co-PI of other grants.
- Support of graduate students as GRAs for multiple semesters with candidate's research funding.
- Strong peer evaluations from experts in the field.

Consistent **service** to candidate's profession as well as the program, department, institute and university is expected. The following items will be considered in assessing the merit of service contributions.

- Participation on review panels within appropriate funding agencies such as NSF, DARPA, ONR, AFOSR, ARL and similar research funding organizations.
- Membership on editorial boards or technical committees of national professional organizations, reviewer for journals and/or program committees and session chairs in conferences.
- Participation in service and committee assignments within IST, ORC, and UCF.

*The standards above are considered minimum for tenure in the regular cycle. Candidates for early promotion and tenure, that is, before the sixth year, must have a record that is truly outstanding and substantially exceeds these minimums.*

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

The criteria for rank of **Professor** shall include those applicable to the preceding ranks. To qualify for promotion to professor, faculty members must demonstrate sustained excellence in teaching and sustained performance in research activity that provides them national and international recognition, distinguishes them from faculty of other ranks, and reflects the potential for continued excellence.

In addition to the above, to achieve the rank of Professor, the **educational** accomplishments of the candidate can be demonstrated by the following:

- A record of mentoring more junior faculty members.
- Curricular enhancements.
- Creating and/or leading career development workshops for research faculty.

In addition to the above, to achieve the rank of Professor, the **research** accomplishments of the candidate can be demonstrated by the following:

- Documented quality of research. Appropriate measures may include total number of citations, h-index, papers that are highly cited or widely disseminated, best paper awards, patents, adoption of procedures, methods, technology, software, etc. by government or industry, and other measures appropriate to the candidate's research domain.
- Appropriate to the candidate's discipline, a leadership role in multi-PI, multi-year competitive funding from federal, state, or other government agencies, non-profit, or professional organizations, and/or industry.
- Demonstrated leadership in creating teams to conduct collaborative research and participation in research teams.
- Diversity of funding sources is expected commensurate with maintaining and support the vitality of the candidate's research.
- Support of multiple graduate students as GRA with the candidate's research funding.
- Invited and keynote and plenary talks at national and international conferences.

In addition to the above, to achieve the rank of Professor, the **service** accomplishments of the candidate can be demonstrated by the following:

- Membership in editorial boards of recognized journals.
- Associate Editorship or Editorship of prestigious journals.
- Participation on review panels at NSF and other funding agencies.
- Leadership roles in professional societies (e.g., President, Executive Chair) and conferences (e.g., Track Chair, Program Chair).
- Leadership in service and committee assignments within IST, ORC and UCF.
- The achievement of Associate Fellow or Fellow status or other such recognition of stature in appropriate professional societies is desirable.