

# Promotion & Tenure Criteria

## Department of Learning Sciences & Educational Research

### College of Community Innovation and Education (CCIE)

#### I. Introduction

The Department of Learning Sciences & Educational Research's (LaSER) department-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 LaSER P&T Criteria document provides recommendations and guidelines to both the departmental-level committee for purposes of voting and recommending P&T as well as the faculty seeking P&T. The guidelines reflect the broad disciplinary and academic interests within LaSER. 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 academic discipline congruent with the rank being sought by the applicant. For additional information, faculty should consult the *UCF Promotion and Tenure Regulations-Procedures* available at <https://facultyexcellence.ucf.edu/promotion/>.

##### a. Tenure

To earn tenure, tenure-earning faculty members need to have established a strong record of successful teaching, research, and service activities. 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 contribution.

##### b. Promotion

As with LaSER tenure criteria, the broad range of faculty members' possible activities precludes extensive specification of criteria for promotion. Beyond the stated LaSER 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.

LaSER's P&T Committee evaluate faculty members' holistic performance in teaching, research, and service throughout their years of service to UCF as compared to their accomplishments in discrete years. LaSER's P&T Committee shall consider faculty members' annual Cumulative Progress Evaluation (CPE), completed by tenured faculty members within the Academic Unit, LaSER's department chair, and the Dean of CCIE with the tenure review process.

To qualify for promotion to professor, LaSER faculty members must demonstrate achievements that distinguish them from faculty members at other ranks. Criteria for faculty members qualifying for promotion to professor include (a) sustained performance in research and scholarship; (b) international and/or national recognition; (c) international and/or national reputation within faculty members' professional discipline; (d) major leadership contributions to LaSER, CCIE, and UCF; and (e) sustained high quality student instruction demonstrated by fulfilling the teaching requirements of their academic units' *Annual Evaluation Standards and Procedures* (AESP). Faculty members applying for the rank of professor must complete at least one CPE prior to submitting their application for promotion.

#### 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/>). Thus, LaSER 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. LaSER P&T Criteria content below delineates the three types of faculty members' activity and evidence supporting the quality of their activities.

#### **A. Teaching Activities and Evidence**

LaSER measures teaching activities according to the academic units' AESPs. The LaSER P&T committee will consult these departmental P&T criteria in evaluating candidates' teaching. LaSER teaching activities and evidence for faculty members typically include, but are not limited to the following:

- 1. Quality classroom and online instruction as evidenced by**
  - a. Student Perception of Instruction (SPI) data
  - b. Peer-reviewed classroom observation reports completed by other faculty members
- 2. Directing of theses and dissertations as evidenced by**
  - a. Chairing thesis and dissertation committees to completion
  - b. Serving on thesis and dissertation committees to completion
- 3. Supervising independent studies and student research projects as evidenced by**
  - a. Completed and approved institutional review board (IRB) applications with student-mentees
  - b. Papers presented with student-mentees relating to completed projects
- 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 innovative 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 innovative 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**

LaSER measures research and scholarly activities following the department's P&T criteria outlined below., and the LaSER Departmental P&T committee will consult the departmental P&T criteria in evaluating candidates' research and scholarship. For LaSER faculty members to acquire P&T, they must provide evidence of strong research productivity. The expectation for LaSER 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 equivalent scholarly work in quality publications as defined and weighted by LaSER's P&T criteria, including monographs, book chapters, and books over a five-year period. In addition, the expectation is for LaSER tenure-earning faculty members should be the first author for at least two (2) articles in international and/or national refereed journals or equivalent scholarly work in quality publications over a five-year period. Both the quality and quantity of research publications are considered in P&T evaluations. All LaSER faculty members acquiring P&T must demonstrate their successful and sustained productivity in research.

In research and scholarship, LaSER faculty members qualify for promotion to the rank of professor through substantial productivity, as well as national and/or international prominence. Typical evidence of LaSER faculty members' substantial research productivity includes articles published in top-tier international and national refereed journals publications (as defined by impact factors, acceptance rates, h-factors, or other relevant indicators), textbooks, book chapters, and citation by other scholars. Both the quality and quantity of LaSER faculty members' publications are important and determined on a case-by-case basis. However, a significant number of articles published in international and national refereed journals and other rigorous publications since promotion to Associate Professor is required. The expectation for LaSER 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 equivalent scholarly work in quality publications as defined and weighted by these departmental P&T criteria, including monographs, books, and book chapters. In addition, LaSER faculty members should support the impact of their research with citation analysis and/or other research impact measures.

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

### **1. Quality research and scholarly publications as evidenced by**

- a. Articles published in international and national refereed journals
- b. Published peer-reviewed scholarly 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 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
  - ii. Preparation of unfunded 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. Service as a keynote speaker at international, national, and regional refereed professional conferences
- c. Strong citations of faculty members' research by other scholars
- d. Professional recognitions and/or awards for faculty members' research and scholarship
- e. Public impact of research (community-based projects, policy development, etc.)

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

The expectation is that LaSER 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 LaSER Departmental P&T committee will consult these departmental P&T criteria in evaluating candidates' service to the public, discipline, and university.

In service, LaSER faculty members seeking promotion to the rank of professor must demonstrate a strong record of leadership and excellence. LaSER faculty members' excellence in service may take the form of leadership roles within LaSER, including serving as a program coordinator and/or a coordinator/director of a center/institute. At the College and University levels, LaSER faculty members' excellence in service may take the form of leadership roles on elected committees. At the Community level, LaSER faculty members' excellence in service may include leading partnerships between community organizations and the College. LaSER 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

LaSER 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 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 (provided the position does not constitute a conflict of interest or conflict of commitment, related to professional expertise)
  - 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, and external P&T letters

**3. Service to the University, College, and/or Academic Unit as evidenced by**

- a. Activity devoted to the administration of LaSER, CCIE, and UCF
- b. Activity on a special task force that furthers the objectives of the UCF, CCIE, and LaSER
- c. Seeking and developing new ways to improve performance and contributions to the functionality of the LaSER, CCIE, and UCF
- d. Participation in conferences, courses, workshops, and seminars that enhance faculty members' competence as academicians