



UNIVERSITY OF CENTRAL FLORIDA

**College of Nursing (CON)**  
**Nursing Practice Criteria, Policies, and Procedures for Promotion and Tenure**  
**(Tenured and Tenure-Earning )**

APPROVED:

Department of Nursing Practice 03-16-2020; clarifications added 09-03-2020

**I. Purpose/Philosophy**

- A. Traditionally, promotion and tenure processes in academia focus on the ability of faculty to meet the University's goals of teaching, research and service. It is expected that faculty members on a tenure pathway demonstrate intellectual inquiry and conduct scholarly research which generates new knowledge and contributes to the science of nursing. Research should be disseminated as scholarly presentations and in refereed (peer-reviewed) journals or other publications.
- B. A candidate for promotion in the tenure track is expected to meet teaching, research, and service requirements. The candidate must have achieved distinction in relation to his/her present rank, and must demonstrate through self-evaluation, evidence and peer review, the ability to meet criteria of the rank to which he or she aspires.

**II. Faculty Ranks and Tenure Considerations**

- A. The CON uses the following academic ranks:
  - 1. Assistant Professor
  - 2. Associate Professor
  - 3. Professor
- B. A tenure-earning faculty member shall normally be recommended by the College faculty (through its departments) for promotion to associate professor prior to or at the same time that tenure is recommended per UCF policy.

**III. General Guidelines**

- A. The faculty member's assigned areas of responsibility shall be considered in all annual and formal reviews. However, tenure and/or promotion decisions are not merely a total of one's annual performance evaluations. Rather, the University, through its faculty and administrators, assesses the employee's potential for growth and future scholarly contribution as well as past meritorious performance through annual assessment in Cumulative Progress Evaluations (CPEs) for tenure-earning faculty.
- B. If seeking promotion, the candidate should possess the qualifications required of the rank to which he/she is aspiring.
- C. Tenured and tenure track faculty in the CON will be expected to perform with distinction in the areas of teaching and research.
- D. The candidate is responsible for collecting and submitting data for the dossier (as outlined in "[Application Dossier Contents](#)" in the UCF Promotion and Tenure Guidelines) for use in annual CPE prior to tenure, and for subsequent reviews following tenure and/or promotion.
- E. Each performance area in which there has been any assigned workload shall receive comment by the candidate and the Department Chair.
- F. A tenure-earning faculty member appointed to serve in an academic administrative position may be eligible for tenure in the faculty rank based on established criteria, but not in the administrative position of the assignment.

#### **IV. Promotion and/or Tenure – Associate Professor**

##### **A. Teaching**

###### **1. Criteria Statement:**

- a. Demonstrates leadership in teaching, planning, revising, and/or evaluating existing or new courses.
- b. Demonstrates teaching effectiveness.
- c. Facilitates student success through the use of college, university and community resources.

###### **2. Examples of Evidence—**May include, but are not limited to:

- a. Describes reflective self-evaluation of teaching in the dossier narrative, identifying areas of strength and weakness, and any future plans for success.
- b. Receives “Good” or better Student Perception of Instruction ratings from at least 50% of the evaluations completed in each course taught, and generally positive comments in the open-ended portion of the student comments
- c. Obtains peer evaluation of classroom, online, or clinical teaching.
- d. Uses student or peer evaluation to improve teaching effectiveness as demonstrated by narrative describing changes to teaching strategies/behaviors and improvement in follow up student or peer evaluation.
- e. Develops activities that facilitate student learning.
- f. Receives recognition for teaching and/or advising.
- g. Participates in Faculty Center for Teaching and Learning (FCTL) activities.
- h. Disseminates innovative teaching methods.
- i. Publishes and/or presents with students.
- j. Participates on student thesis, project, or dissertation committees.

##### **B. Research and Scholarship**

###### **1. Criteria Statement**

- a. Demonstrates excellence in research/scholarly activities in a defined area of science.
- b. Demonstrates consistent and continuing record of publications in defined area of science with at least an average of two (2) peer-reviewed publications after the first year, the majority of which are data-based. Faculty member should be first, second or senior author on the majority of publications.
- c. Disseminates research findings at regional, national, or international conferences at an average of one per year in a focused area.
- d. Develops collaborative relationships to promote a scholarly base in a defined area of science.
- e. Demonstrates a sustained record of submitting competitive research proposals for extramural funding as a principal investigator (PI) or multiple principal investigator (MPI).
- f. Obtains extramural funds to support research.

###### **2. Examples of Evidence—**May include, but are not limited to:

- a. Participates in collaborative research activities that may include co-investigator or consultant role on grants or scholarly projects.
- b. Co-authors publication with students and/or colleagues.
- c. Publishes a refereed conference proceeding.
- d. Receives awards and/or honors for research and scholarly activities.

##### **C. Service**

###### **1. Criteria Statement**

- a. Participates actively in college or university service activities.
- b. Participates in evaluation or review activities.
- c. Participates actively in local, state, regional, or national professional or community service organizations.

2. **Examples of Evidence**—May include, but are not limited to:
  - a. Demonstrates consistent record of participation in college and/or university committees.
  - b. Demonstrates consistent record of participation in professional and/or community organizations.
  - c. Participates in peer review activities (e.g., grant proposal, journal articles, conferences, etc.).
  - d. Creates or evaluates policy or program development.
  - e. Contributes as volunteer, or elected to task forces or committees (search, award).

## V. Promotion and/or Tenure –Professor

### A. Teaching

#### 1. Criteria Statement

- a. Leads the development, implementation or evaluation of courses, curricula or programs.
- b. Demonstrates teaching effectiveness.
- c. Promotes student success through the use of college, university and community resources.
- d. Mentors junior faculty in teaching.

#### 2. Examples of Evidence—May include, but are not limited to:

- a. Describes reflective self-evaluation of teaching in the dossier narrative, identifying areas of strength and weakness, and any future plans for success.
- b. Receives “Good” or better Student Perception of Instruction ratings from at least 50% of the evaluations completed in each course taught, and generally positive comments in the open-ended portion of the student comments
- c. Obtains peer evaluation of classroom, online, or clinical teaching.
- d. Uses student or peer evaluation to improve teaching effectiveness as demonstrated by narrative describing changes to teaching strategies/behaviors and improvement in follow up student or peer evaluation.
- e. Creates products that have promoted excellence in teaching (e.g., texts, reports, training grants, multimedia, FCTL or other presentations).
- f. Consults with external programs in area of expertise.
- g. Develops activities that facilitate student learning.
- h. Receives recognition for teaching and/or advising.
- i. Assumes leadership in developing collaborative external relationships to promote student learning opportunities.
- j. Disseminates innovative teaching methods.
- k. Contributes to position papers or policies.
- l. Publishes and/or presents with students.
- m. Chairs student thesis, project, or dissertation committees.

### B. Research and Scholarship

#### 1. Criteria Statement

- a. Demonstrates nationally/internationally recognized expertise in research/scholarly activities in a defined area of science.
- b. Demonstrates consistent and continuing record of publications in focused area of research with at least an average of two (2) peer-reviewed publications per year, the majority of which are data-based. Faculty member should be first, second or senior author on the majority of publications.
- c. Disseminates research findings at national or international conferences at an average of one per year in a focused area.
- d. Provides leadership in collaborative research.
- e. Leads a program of research supported by extramural funding.
- f. Provides leadership in a nationally-recognized program(s) of research that

includes students and junior colleagues.

2. **Examples of Evidence**—May include, but are not limited to:
  - a. Provides examples of leadership in promoting research.
  - b. Mentors junior faculty or students to obtain research funding.
  - c. Co-authors publications with students and/or junior colleagues.
  - d. Publishes a refereed conference proceeding.
  - e. Receives national and/or international awards/honors for research.
  - f. Presents at recognized national or international conferences as invited scholar.

### C. Service

#### 1. Criteria Statement

- a. Leads college or university service activities.
- b. Leads evaluation or review activities.
- c. Leads national or international professional organizations or activities.

#### 2. Examples of Evidence—May include, but are not limited to:

- a. Demonstrates consistent record of internationally or nationally-recognized leadership positions in the profession and/or community/healthcare service organizations.
- b. Leads activities, such as journal editor, editorial review board, national/international review panels, study section member.
- c. Provides examples of products of leadership activities, (e.g., policies, programs, conference proceedings).
- d. Leads volunteer or elect task forces or committees (e.g., search, award).