



Department of Physics

TENURE AND PROMOTION

Standards & Guidelines for Evaluation of Faculty (APPROVED BY THE PHYSICS FACULTY ON 01/08/2018)

Introduction

This document is the basis for cumulative progress evaluations (CPE) and tenure & promotion (T&P) recommendations. Annual evaluations and merit-based salary raise recommendations are based on the Annual Evaluations Standards and Procedures (AESP), which is a separate document.

Basic Assumptions

The Department of Physics follows the BOT/UFF collective bargaining agreement and College of Sciences guidelines. A supplement to those guidelines is presented here. In our Ph.D. granting department, Assistant, Associate, and Full Professors have a significant research assignment and will be judged accordingly. Part I of this document provides the guidelines for achieving a positive tenure recommendation. Part II provides the guidelines for obtaining a positive promotion recommendation. Part III lists the evaluation standards topics, which are weighted as major or minor, and which are relevant to both tenure and promotion.

To earn tenure and/or be promoted to a higher rank, a candidate must demonstrate a level of performance at least comparable to that of faculty at the aspired rank, at the time of those faculty members' promotion, in the candidate's department, and in corresponding departments at peer or better institutions.

Part I. TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

A. TENURE GUIDELINES

Tenure is awarded to a faculty member who has demonstrated, during the tenure-earning years, strong performance in teaching, research, and service. The teaching and research records must clearly demonstrate the potential for continued professional growth. Promotion to the rank of Associate Professor normally occurs simultaneously with the granting of tenure.



1. Teaching

High quality teaching and effectiveness as a teacher are expected and may be demonstrated by student/peer evaluations, accessibility outside of the classroom, success of graduate and undergraduate students, high standards, creation and delivery of new courses, and other factors.

2. Research

A record of significant scholarly achievement and a high-quality independent research program is expected. Applicants for tenure should have:

- (i) Published in refereed journals listed by ISI Web of Science or by other indexing organizations pertinent to the research focus of that faculty member, giving UCF as primary affiliation, demonstrating significantly independent contributions, and demonstrating leadership in group efforts;
- (ii) Established a viable research program, as demonstrated primarily by success in obtaining external research funding and a productive publication record;
- (iii) Supervised doctoral candidates who have made significant progress toward a degree.

3. Service

Contributions toward the work of departmental committees are expected. Professional service, such as refereeing of articles and proposals, and service at College and University levels will be recognized.

Part II. PROMOTION TO PROFESSOR

A. PROMOTION GUIDELINES

Promotion to the rank of Full Professor will be judged on the entire career record, with particular emphasis on performance since the time at which promotion to the rank of Associate Professor was achieved. This work must be identified in the candidate's application. Expectations are higher for promotion to Full than to Associate Professor. To qualify for promotion to professor, faculty members must demonstrate sustained excellence in research that establishes them as nationally and internationally recognized leaders in their field, sustained excellence in teaching, and leadership in service.



1. Teaching

In addition to demonstrated dedication and effectiveness in classroom instruction, candidates for promotion to Professor are expected to have taught a variety of courses, which should be at multiple levels (1000-2000, 3000-4000, 5000-7000). Candidates must demonstrate efforts to improve student learning. Active mentoring is also necessary. Candidates for Professor should have been the advisor of at least one Ph.D. recipient since their last promotion. Undergraduate research supervision and success in student career placement will be recognized.

2. Research

A viable, independent, and productive research program, as indicated primarily by external funding and refereed journal publications, is expected for Professor candidates. External and international recognition that demonstrates leadership is expected.

3. Service

Leadership in departmental committees is expected, as are service to the College, the University, and the physics community. Recognition will be given for service to the community at the local, state, national, and the international level.

Part III. PROMOTION AND TENURE EVALUATION STANDARDS

A. Teaching

MAJOR

- a) Complete syllabi in compliance with university and departmental standards.
- b) Complete end-of-term course packs, consisting of syllabus, exams, major assignments, grade distribution.
- c) Student Perception of Instruction scores and comments considered in the context of grade distributions and course characteristics.
- d) Other evidence of teaching effectiveness.
- e) Peer evaluations if requested by the faculty member, following the guidelines in the Collective Bargaining Agreement.
- f) Supervision of dissertation and theses.
- g) Supervision of directed research.
- h) Publications by students under the supervision of the faculty member.
- i) Conference presentations of students under the supervision of the faculty member.
- j) Awards received by students under the supervision of the faculty member.



- k) Supervision of honors theses.
- l) Major course initiatives or revisions.
- m) Development of teaching laboratories.
- n) Introduction and teaching of new courses.
- o) Introduction of new teaching or assessment methodologies.
- p) Publication of pedagogic articles, textbooks, and laboratory manuals.
- q) Development of web-based courses and materials.
- r) Successful Grants & Contracts Supporting Teaching.

MINOR

- a) Supervision of independent study.
- b) Teaching-related proposal submissions.
- c) Student mentoring.
- d) Conducting help sessions for students.
- e) Teaching outside a regularly scheduled course.
- f) Coordinator of multi-section classes and laboratories.
- g) Attendance in conferences and workshops with the objective of improving one's teaching and student learning.
- h) Presentations in conferences and workshops about one's own teaching.

B. Research

MAJOR

- a) Papers accepted or published in peer-reviewed journals or conference proceedings listed in the ISI Web of Science or in other indexing organizations pertinent to the research focus of that faculty member.
- b) Publication of refereed scholarly books or chapters
- c) Number of citations received in the evaluation period reported in the ISI Web of Science or in other indexing organizations pertinent to the research focus of that faculty member.
- d) Invited presentations at conferences, workshops, and other institutions.
- e) Filing of patents.
- f) Award of external grants or contracts as P.I./I. or co-P.I./co-I.
- g) Award of facility time in observatories, national laboratories, supercomputers, etc., or flight opportunities.
- h) Supervision of post-doctoral associates, fellows, and research personnel other than graduate students.

MINOR

- a) Other publications and media attention.
- b) Papers submitted but not yet accepted for publication.



- c) H (Hirsch) factor over the evaluation period, as reported in the ISI Web of Science.
- d) Contributed presentations in research conferences and workshops.
- e) Interactions and collaborations with institutions outside UCF.
- f) Disclosure of inventions.
- g) Submission of proposals.
- h) Award of internal funds as P.I./I. or co-P.I./co-I.
- i) Participation in external grants & contracts as non-P.I./I. or non-co-P.I./co-I.
- j) Award of fellowships, grants, and consulting contracts outside the university that enable research.

C. Service

MAJOR

- a) Leadership or exceptional activity on departmental committees.
- b) Oversight of major departmental facilities.
- c) Other non-assigned activities such as recruitment, advising, and departmental governance.
- d) Obtaining donations of major facility or equipment.
- e) Service on College and University committees.
- f) Involvement in interdisciplinary and interdepartmental activities.
- g) Editor of scholarly journals.
- h) Serving on review panels for funding agencies and user facilities.
- i) Serving as an officer or committee member for professional organizations.
- j) Organizing conferences, workshops, summer schools, and technical sessions.
- k) Service and Outreach to Elementary or Secondary Schools or the Community.

MINOR

- a) Membership in departmental committees.
- b) Attendance to commencement ceremonies.
- c) Memberships on Thesis and Dissertation Committees.
- d) Reviewing for scholarly journals and conference proceedings.
- e) Reviewing proposals for funding agencies.
- f) Chairing conference sessions.