

Approved by faculty – 1/22/20

**TENURE-TRACK FACULTY
DEPARTMENT OF POPULATION HEALTH SCIENCE**

General Criteria for Promotion and Tenure

Criteria used to evaluate the progress of a candidate toward tenure and promotion are primarily focused on the establishment of an independent, successful, and sustainable research program at UCF. In addition, it is expected that the candidate is a successful instructional teacher and mentor to undergraduate, graduate, medical, or post-doctoral scholars. Participation in various service activities within the Department, College, and University, as well as the scientific community, is also highly valued. To qualify for promotion to a higher rank, all faculty members in the department must demonstrate substantial and sustained contributions across all three areas of evaluation. Cumulative progress evaluations (CPEs) are performed annually beginning with the second year of employment (or the first year, if tenure credit was given), to provide feedback on an individual's progress toward achieving tenure and/or promotion based on UCF Regulation 3.010.

Criteria for Promotion to Associate Professor with Tenure

To receive promotion to Associate Professor with tenure in the Department of Population Health Sciences, a candidate must demonstrate substantive contributions in all three areas of evaluation. The expectations for teaching, research/scholarship, and service will differ for each candidate based on their individual effort distribution in teaching, research, and service. Examples of these criteria include, but are not limited to the following:

Teaching:

The faculty member should have established a reputation as an effective teacher/mentor with a demonstrated commitment to teaching, advising, and learner welfare. Teaching activities include, but are not limited to leading or participating in didactic courses; mentorship of undergraduate, graduate, or medical students, medical residents, and postdoctoral fellows; providing continuing medical education courses; serving on thesis and dissertation committees, and development of novel instructional materials. Where possible (e.g., didactic courses), excellence in teaching should be supported by objective systematic evaluation by students, residents, or fellows trained by the faculty member. Additionally, systematic evaluation by peers within the College and/or by faculty within other divisions or departments in which the candidate has played an active teaching role are also considered. Alternatively, letters attesting to outstanding mentorship in research and dissertations from past mentees can document effective teaching/mentoring. Teaching awards may also be considered as evidence of excellence. Contributions to the development of a new academic program (e.g., MPH program) also will be considered evidence of successful teaching activities.

Research / Scholarship:

Candidates must demonstrate they have established an independent research program which is very likely to be sustained into the future. Independence in research does not exclude collaborative,

interdisciplinary, or team-science; as such activities are central to the mission of Population Health Sciences. Rather, it includes both traditional independence but also independent contribution to scholarly research teams (e.g., lead statistician, lead methodologist, etc). For promotion to Associate Professor with tenure, faculty are expected to meet all four of the following criteria:

- A. With the exception of those who are hired with tenure, publications considered for tenure must be based on research conducted or published while at UCF (as evidenced by a UCF affiliation of the resulting publication) or at the previous institution for which they were granted tenure credit.
- B. No specific number of scholarly journal publications/books will be considered sufficient for tenure. Rather, tenure will be awarded to those with a research program that has evidence of major scholarly impact through their research. Evidence of this impact will be based on the number, quality, and contribution of research publications. As such, successful candidates should have a substantial number of scholarly research publications that meet the following criteria:
 - If journal articles, these should be published in high quality peer-reviewed journals based on the relative impact factor of journals in that faculty member's field. Articles published in journals without JCR Thompson impact factor ratings (e.g., journal is too new, etc) will also be considered if sponsored by an academic society.
 - If authored books, these should be published by scholarly or academic presses. Self-published, online only, or pay per copy books will not be considered for tenure. Edited books will be considered as evidence of scholarly contribution when published by a high quality scholarly or academic press, but secondary to authored books. Book chapters, likewise, will be considered as evidence of scholarly contribution if chapters are published in books printed by major scholarly or academic presses, but secondary to peer reviewed journals.
 - Senior authorship (i.e., corresponding author, first author, or senior/last author) is an important indication of independent and meaningful contributions to the field. However, publications where faculty are not senior authors but are key contributors as part of collaborative, interdisciplinary, or team-science will also be considered as evidence of success. The expectation is that successful faculty will sometimes lead research teams (resulting in several senior author publications) and other times will be contributing team members (resulting in fewer senior author publications). Likewise, mentoring students, residents, and post-docs in research is critical and often appropriately results in the learner taking lead authorship. Providing opportunities for learners to publish is also valued and will be considered as evidence of success. Nevertheless, successful candidates will be expected to be senior author on approximately 25% of their scholarly publications produced during their appointment at UCF.
- C. Candidates for tenure should provide evidence of success in creating a coherent and meaningful program of research. For tenure, the expectation is for success in obtaining peer-reviewed internal and external funding as Principal Investigator or MPI to support one's plan of research while at UCF. Examples may include a large federally-funded grant or a history of multiple smaller state/federal grants, training grants, or foundation grants. The candidate should demonstrate a continued upward trajectory toward attempting to obtain

larger external funding. Grants on which faculty are part of successful interdisciplinary teams as a Co-Investigator will also be considered as evidence, especially if the grant provides salary coverage. Ongoing and persistent efforts to obtain external funding (while maintaining outstanding achievements in other areas of research productivity) will be considered as potentially compensating for the absence of meeting the above noted funding expectations.

- D. Candidates will demonstrate national impact of their research in the field as evidenced by letters of reference and citations to the faculty member's work or H-index. Given the different citation patterns in different fields, no specific number of citations or H-index will be considered sufficient for tenure, but as evidence relative to others in a faculty member's field. Additional evidence of the impact in the field will include the use of their research, theories, or ideas by others for the development of public health policy, interventions, or services in the real-world application; or in legal briefs, bills, or court arguments with significant social or public health policy implications. Awards for scholarly contribution (early career contribution awards), selection for participation in a federal grant review panel, or editorial board membership are also evidence of national and international reputation.

Service:

The College and Department place great emphasis on service. Significant contributions in this area will be recognized when considering a faculty member's qualifications for promotion and tenure. Several types of service are considered as evidence for tenure, including service to the Department (e.g., search committees, curriculum development committee), service to the College of Medicine (e.g., faculty council, award committees), service to the University (e.g., serve on IRB, review internal grant applications), service to the field (e.g., editing a journal, NIH grant section reviewer, journal reviewer, holding office of an academic organization), and service to the community that is consistent with the academic mission of the Department and College (e.g., serving on board of directors of health-orientated community organization, providing research service for little or no funding to local, state, or national health-orientated service organization). Mentorship of junior faculty (both within and external to UCF) both formally (e.g., K01, etc) or informally is a further service to the field that is encouraged. Candidates for tenure should have evidence of service in several of the above noted categories.

Early Tenure and Promotion:

Faculty who have clearly exceeded all criteria for tenure and promotion may seek to apply for tenure and promotion to Associate Professor prior to the end of their tenure clock.

Criteria for Promotion to Professor

The title of Professor represents the highest academic rank within the institution and holds special recognition within the College and academic community. Promotion to Professor is not awarded on the basis of longevity, but rather on the basis of sustained and ongoing achievement in teaching, research, and service. In addition, those considered for the rank of Professor are expected to have established a national or international reputation with the promise of continued scholarly contribution. The usual time in the rank as Associate Professor is five years.

Teaching:

The faculty member should have a sustained and ongoing record of effective teaching with a demonstrated commitment to teaching, advising, and learner welfare as demonstrated by the examples provided for promotion to Associate Professor.

Research:

The faculty member must be a recognized leader in their field of study to qualify for promotion to Professor.

With the exception of those who are hired at the rank of Professor, publications for promotion to Professor must be based on research conducted or published while at UCF.

A sustained track record of publication in high quality journals is required. These publications should demonstrate a major scholarly impact in their field as evidenced by the number, quality, and contribution to the field. At this level, it is also expected that the faculty member would be providing lead-author publishing opportunities for graduate students, post-doctoral fellows, and junior faculty, in addition to maintaining their own program of published research as senior author.

Candidates for promotion to Professor should provide evidence of sustained success in creating a coherent and meaningful program of research. Faculty also should demonstrate success in obtaining multiple peer-reviewed external grants as Principal Investigator or MPI to support one's research while at UCF following the examples noted in the Associate Professor criteria. At the Professor level, it is expected for faculty to have begun to serve as mentors to students, post-doctoral fellows, and junior faculty in their attempts to obtain funding (e.g., mentors on F grants, K awards, smaller external awards, or internal grants).

External letters from faculty at both domestic and international institutions will be evaluated to determine the faculty member's national and international recognition as a leader in their field. Likewise, the faculty member should be able to document their impact in the field based on citations to their work or H-index. Given the different citation patterns in different fields, no specific number of citations or H-index will be considered sufficient for promotion, but as evidence relative to others in a faculty member's field. Additional evidence of the impact in the field will include the use of their research, theories, or ideas by others, awards for scholarly contribution, selection for participation in a federal grant review panel, or editorial board memberships. Likewise, serving as an invited speaker at national conferences or grand round talks at other institutions, and invitations to write review articles in major review journals (e.g., Annual review of X) are evidence of impact.

Service:

The College and Department place great emphasis on service. Significant and ongoing contributions in this area are necessary for promotion to Professor. In addition, at the Professor level, faculty are expected to demonstrate leadership on committees and make other service contributions. Several types of service are considered as demonstrated by the examples provided for promotion to Associate Professor.