

GUIDELINES FOR PROMOTION AND TENURE
Department of Biology
Approved November 29, 2012

Tenure and promotion procedures in the Department of Biology at the University of Central Florida follow the rules set forth by the BOT/UFF collective bargaining agreements. As a supplement, these procedures also recognize the guidelines established by the College of Sciences and University for tenure and promotion. As a further supplement, the Department of Biology establishes the following guidelines to help faculty in understanding what is expected of faculty eligible for tenure and promotion.

Tenure

Tenure is ordinarily awarded at the time of promotion to Associate Professor and typically occurs during the sixth year after an initial appointment at the rank of Assistant Professor. The faculty member seeking tenure must demonstrate a strong record of teaching and research and a willingness to contribute to the growth of the Department through service activities. The teaching and research record must clearly demonstrate the potential for continued professional growth in both areas.

A brief summary of tenure expectations in teaching, research, and service is given below.

A. Teaching & Advising. A record of high quality teaching and advising is required for tenure. In addition, a minimum of three course preparations is expected: one at the undergraduate, one at the graduate, and an additional course at either level. The granting of tenure asserts that the faculty member has demonstrated his/her dedication and effectiveness as a teacher and adviser, which may be evidenced by:

1. High quality classroom instruction at the graduate and undergraduate level as assessed by peer, supervisor, and/or student evaluations
2. Successful and active participation in graduate and undergraduate research, as assessed by theses and dissertations completed by supervised graduate students, student-based presentations, student-authored journal publications, and active participation on thesis/dissertation advisory committees
3. Successful completion of independent studies and undergraduate research projects
4. Developed and/or improved courses at the undergraduate and graduate levels
5. Financial support for instruction and curricular development
6. Accessibility and availability for academic advising to undergraduate students and academic and research advising to graduate students
7. Awards received in recognition of teaching excellence.

B. Research. A record of significant scholarly achievement is required for tenure, which may be evidenced by:

1. Publications of approximately five significant peer-reviewed, ISI indexed, research articles based on research done at UCF. The department places greater emphasis on quality rather than quantity of published articles.
2. Scholarship that indicates a scientifically valid, high quality, and sustainable research program.
3. External funding (grants, contracts, awards, endowments, fellowships, etc.) at a level commensurate with research needs.
4. Approximately annual (or more often) presentations at national/international conferences.
5. A productive lab, as indicated by undergraduate and especially graduate students who have graduated (or are progressing towards graduation), published, and presented at national/international conferences.

C. Service. The Department of Biology expects that tenure-earning faculty serve on fewer committees than tenured faculty. However, a record of service at the Department, College, or University levels is expected, as well as external service, as evidenced by:

1. Active membership on department-, college-, or university-wide committees
2. External reviewer for journals and/or funding agencies

In addition, the following service activities may also be included but are not expected:

3. Membership on review panels for federal funding agencies (e.g., NSF, NIH, etc.)
4. Service to state, regional, national, or international scientific or professional societies
5. Other local or regional service (e.g., expertise or decision-support for policy makers, advisory boards, and K-12 schools, science fairs, etc.)

Tenure Appraisal Process

The tenured faculty, the Department Chair, and the Dean of the College of Sciences will review all tenure-earning faculty annually. Normally this process occurs during the spring semester in accordance with University requirements. Evaluation formats include Cumulative Progress Evaluations (tenured faculty, Chair, and Dean) and Annual Performance (Merit) Evaluations (Chair). The Cumulative Progress Evaluations are particularly important as these reflect perceived progress toward earning tenure and provide a clear indication of strengths and weaknesses.

Consistent failure to achieve 'at expectation' or 'above expectation' evaluations in the areas of teaching, research and service may result in a terminal contract prior to the completion of the normal tenure earning period. It should also be made clear that outstanding annual merit evaluations do not guarantee tenure in and of themselves, although one might expect those individuals who are granted tenure to have achieved on the average excellent annual evaluations. Annual performance evaluations involve passing after-the-fact judgment on documented performance during a single academic year as a basis for the Chair's recommendations for salary increases in the upcoming year's contract. The Cumulative Progress Evaluation is a frank assessment of the tenure earning faculty member's progress toward tenure since hire at UCF and is weighed more heavily in the tenure evaluation process.

Promotion

The departmental expectations for promotion are the demonstration of excellence in teaching, research, and service for a period sufficient to lead to confidence in continued excellent performance.

A. To Associate Professor

Normally promotion from Assistant Professor to Associate Professor will take place at the same time as the granting of tenure. Therefore, the guidelines for promotion to Associate Professor are the same as those for the awarding of tenure as previously discussed in this document, though the decisions for tenure and promotion are made separately.

B. To Professor

The following criteria in the areas of teaching, research, and service are to serve as guidelines for promotion from Associate Professor to Professor.

1. **Teaching & Advising.** Requires a sustained record of dedicated effective teaching. Faculty at this level may demonstrate teaching success through:
 - a) Classroom instruction at the graduate and undergraduate level as assessed by peer, supervisor, and/or student evaluations
 - b) Chairing and serving on successful M.S. thesis and Ph.D. dissertation committees
 - c) Directing independent studies and undergraduate research projects
 - d) Developing courses and pedagogic materials at the undergraduate and graduate levels
 - e) Acquiring grants to support instruction and curricular development
 - f) Academic advising at the undergraduate and graduate levels
 - g) Receiving awards in recognition of teaching efforts at the college, university, and professional levels

2. **Research.** Requires a sustained record of an internationally recognized research program. This may be demonstrated through:
 - a) Publishing in journals judged to be high quality as determined by ISI impact factors.
 - b) Authoring or editing volumes of research in internationally significant publications
 - c) Having the importance of one's research recognized as indicated by citations from other researchers
 - d) Acquiring external funding (grants, contracts, awards, endowments, and fellowships) from competitive sources to support undergraduate, graduate, and postdoctoral research
 - e) Presenting invited or competitively selected research addresses at highly-visible (i.e., national and international) professional venues
 - f) Receiving awards in recognition of research efforts at the college, university, and professional level

3. **Service.** Requires that the faculty member provide valuable service and leadership to the department, college, and university; general community at the local or regional levels; and to the profession. This may be demonstrated through:
 - a) Chairing and/or functioning as a leading member of department-, college-, university- or SUS-wide committees
 - b) Mentoring junior faculty, instructors, and adjuncts in grantsmanship, teaching, research, and service

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- c) Serving as an officer in state, regional, national, or international scientific or professional societies
- d) Serving as an editor for a national or internationally recognized journal
- e) Organizing research conferences or symposia for scientific or professional societies
- f) Serving on proposal review panels for national or international agencies
- g) Providing expertise or decision-support for local, regional, national, and international policy makers, advisory boards, and K-12 schools
- h) Contributing to the promotion of the department, college, university, and scientific discipline in the media
- i) Receiving awards in recognition of service related to the above