

## **Department of Chemistry**

### **TENURE AND PROMOTION**

#### **Standards & Guidelines for Evaluation of Faculty**

##### **Introduction**

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

##### **Basic Assumptions**

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

To earn tenure and/or be promoted to a higher rank, a candidate must have a record of teaching, research, and service at UCF that is at least comparable to faculty recently promoted to the aspired rank in their department, and to those at peer institutions in similar sub-disciplines. A successful candidate will demonstrate impact through both the quality and quantity of their scholarship.

##### **Part I. TENURE AND PROMOTION TO ASSOCIATE PROFESSOR**

###### **A. GUIDELINES FOR TENURE AND PROMOTION**

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.

###### **B. AREAS OF PERFORMANCE**

###### **1. Teaching**

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

pedagogical techniques supported by published research as effective, evidence of a high number of students achieving learning outcomes, 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 the primary affiliation, demonstrating significant independent contributions, and demonstrating leadership in group efforts;
- (ii) Presented research performed at UCF at national and international conferences;
- (iii) Established a viable research program, as demonstrated primarily by success in obtaining external research funding, and a productive publication record;
- (iv) Supervised doctoral candidates who have made significant progress toward a degree.

## 3. Service

Contributions toward the governance of the Department through service on departmental committees are expected. Professional service, such as refereeing of articles and proposals, service at College and University levels, and community outreach will be recognized.

# **Part II. PROMOTION TO PROFESSOR**

## **A. GUIDELINES FOR PROMOTION**

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

## **B. AREAS OF PERFORMANCE**

### 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 (e.g., by adopting pedagogical techniques supported by published research as effective). The candidate must demonstrate success in directing and supervising undergraduate and graduate student research. Examples of successful direction and supervision

could be undergraduate students completing in-lab research and reporting requirements, graduate students successfully passing candidacy, student publications and presentations at regional, national, or international meetings, or successful dissertation defense. Success in student career placement will be recognized.

## 2. Research

A viable, independent, productive, and sustained research program, as indicated primarily by external funding and publications in refereed journals, is expected for promotion to Professor. The research record must demonstrate substantial impact that has led to a national and international reputation.

## 3. Service

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

### **Part III. STANDARDS FOR EVALUATION**

**In each of the three categories evaluated for promotion and tenure (Teaching, Research, and Service) listings of activities and accomplishments are broken down as being of Major or Minor importance in evaluation and are defined as follows:**

MAJOR: These criteria identify the main areas of focus for any faculty seeking promotion and/or tenure in the Department of Chemistry. Fulfilling these criteria help the department, college and university meet their goals and fulfill, collectively, the institutional mission.

MINOR: This listing includes activities viewed as valuable by the Chemistry Department and University but are less impactful to achieving our mission.

#### **A. Teaching**

MAJOR:

- a) Student Perception of Instruction scores and comments considered in the context of grade distributions and course characteristics.
- b) Peer evaluations, following the guidelines in the Collective Bargaining Agreement.
- c) Supervision of dissertations and theses.
- d) Supervision of directed research.
- e) Publications by students under the supervision of the faculty member.
- f) Conference presentations of students under the supervision of the faculty member.
- g) Awards received by students under the supervision of the faculty member.
- h) Supervision of honors theses.
- i) Major course initiatives or revisions.
- j) Development of teaching laboratories.

- k) Introduction and teaching of new courses.
- l) Introduction of new teaching or assessment methodologies.
- m) Publication of pedagogic articles, textbooks, and laboratory manuals.
- n) Development of web-based courses and materials.
- o) Award of grants & contracts supporting teaching and research training.

MINOR:

- a) Other evidence of teaching effectiveness.
- b) Supervision of independent study.
- 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 published or accepted in peer-reviewed journals listed in the ISI Web of Science or in other indexing organizations pertinent to the research focus of that faculty member.
- b) Publication of peer-reviewed scholarly books or chapters.
- c) Number of citations, reported in the ISI Web of Science or in other indexing organizations pertinent to the research focus of that faculty member.
- d) Contributed presentations at national and international meetings, with or without published proceedings.
- e) Invited presentations at conferences, workshops, and other institutions.
- f) Filing of patents.
- g) Award of external grants or contracts as P.I./I. or co-P.I./co-I.
- h) Supervision of post-doctoral associates, fellows, and research personnel other than graduate students.

MINOR

- a) Other publications and media attention.
- b) Award of facility time in national laboratories, supercomputers, etc.
- c) H (Hirsch) factor over the evaluation period, as reported in the ISI Web of Science.
- d) Contributed presentations in regional research conferences and workshops.
- e) Award of internal funds as P.I./I. or co-P.I./co-I.
- f) Participation in external grants & contracts as non-P.I./I. or non-co-P.I./co-I.

- g) 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) Active participation on Departmental, College and University committees.
- f) Involvement in interdisciplinary and interdepartmental activities.
- g) Editor or Associate 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
- l) Reviewing proposals for funding agencies
- m) Chairing conference sessions.

#### MINOR

- a) Attendance at commencement ceremonies.
- b) Memberships on thesis and dissertation committees.
- c) Reviewing for scholarly journals and conference proceedings.