Criteria for Evaluation of Tenure-line Faculty for Promotion and Tenure

College of Engineering
Florida A&M University and Florida State University

April 2017

I. Introduction

The criteria on promotion and tenure of the FAMU-FSU College of Engineering is subject to the policies of the two parent universities and the Board of Governors of the State University System of Florida through the Joint Management Council of the College. The official statements of University policy on promotion and tenure criteria may be found in the current respective faculty handbooks. In summary, promotion and tenure are "based on recognition of demonstrated effectiveness in teaching, service, definite scholarly or creative accomplishments, and recognized standing in the discipline and profession." The present document provides additional guidance to candidates for the criteria of promotion and tenure within the FAMU-FSU College of Engineering. Each faculty member shall have an equitable assignment of duties that provides opportunities in relation to other faculty members in the college so that he/she may meet required criteria for promotion and tenure. These assignments, signed by the faculty member and the department chair, shall be prepared prior to the start of each academic year. Evaluations, based on the written assignments, must be made for each faculty member by the department chair at the end of each academic year, involving departmental P&T committees as required.

II. Criteria for Initial Appointment, Promotion, and Tenure

1. The criteria for initial appointment, promotion, and tenure shall be identical for all faculty, independent of the university in which they hold their "primary" appointment.

2. In general, promotion to a given rank shall be justified by the faculty member's increased skills in the performance of duties, increased knowledge in the fields of specialty, and increased recognition of the faculty member as an authority in his or her discipline from the current rank.

3. Candidates with sufficient experience on hiring may be appointed at the Associate Professor, or Full Professor level, with or without tenure. Tenure credit can be given if appropriate. In these, and only these, cases a candidate may be brought forward for tenure without promotion at the appropriate time. If this route is chosen, the criteria for tenure will be those appropriate for the current rank. For tenure upon appointment the normal procedures of the college and university for evaluating tenure are followed.
4. Appointment to the rank of assistant professor shall be based on recognition of anticipated competency in teaching, service, and promise of scholarly contributions or accomplishments. The candidate shall hold the highest degree appropriate to his/her field.* The candidate is normally eligible to apply for promotion and tenure after being in rank for five (5) years. In this case, the complete dossier (for dossier substitute binder or e-binder as appropriate) would be submitted at the beginning of the sixth year in rank. Tenure shall not be awarded to assistant professors.

5. Initial appointment, promotion, or the granting of tenure at the rank of associate professor shall be based on recognition of demonstrated effectiveness in teaching, service, recognized scholarly or creative accomplishments, and the achievement of national standing in the discipline and profession. The candidate shall hold the highest degree appropriate to his/her field.* Candidates for promotion to full professor are normally eligible to apply for promotion after being in rank for four (4) years. In which case, the complete dossier would be submitted at the beginning of the fifth year in rank.

6. Initial appointment, promotion, or the granting of tenure at the rank of professor shall be based on recognition of significant contributions to teaching, service, and scholarly or creative accomplishments of high impact with recognized international standing in the discipline and profession. The candidate shall hold the highest degree appropriate to his/her field.*

7. Candidates seeking promotion and/or tenure must have at least five (5) external reference letters as part of his/her dossier. The candidate and department chair can mutually suggest a pool of qualified external reviewers. However, it is the sole responsibility of the department chair to request reference letters from the external reviewers. Candidates may directly request internal reference letters to be included in his/her dossier as required.

*In rare cases, the candidate may possess professional qualifications in his/her field which could generally be recognized as equivalent to the highest degree appropriate to his/her field.

III. Guidelines with Respect to the Demonstration of the Above Criteria:

1. Teaching Experience - All candidates must have demonstrated teaching effectiveness as part of the criteria for promotion and tenure. Effective teaching shall be demonstrated by the following: student evaluations; peer evaluations; curriculum content or course development; and successful direction of graduate and undergraduate students. Additionally the following are valued: teaching awards, introduction of innovative teaching methods, and development of textbooks and other educational products. Creative scholarly activity in education such as publications in educational journals should be considered as contributions
to scholarship and research. Effective participation in assessment and accreditation activities is expected.

2. Scholarship and Research - Usually demonstrated through articles published in nationally recognized refereed journals in the candidate's area of research. Student thesis and dissertations, especially at the PhD level, under direct supervision of the candidate are an important indication of scholarship and research activity. Diligence in seeking and securing external support for research efforts, and the use of these funds to support research students are important metrics. A significant number of archival journal publications of high quality that demonstrate the ability of the candidate to develop a distinct research program are expected. Supporting letters of recommendation must be sought from nationally and internationally recognized faculty in academia from institutions of equal or higher rank. Faculty letter writers should be at higher rank than the candidate, with the full professor level preferred. Well respected industrial or governmental researchers who hold senior technical positions in their organizations can be considered to replace a small fraction (< 40%) of the required academic references.

3. Public and University Service - Participation in the administration of the faculty member's Department through assigned committee tasks, student advising and other duties and activities that support the unique mission of the college. Diversity and inclusion should be a hallmark of faculty interactions. Faculty members are expected to exhibit concern for the good of the Department, College, and the Universities in interacting with students, colleagues and the community. Other evidence of service may consist of student outreach activities, professional outreach activities, participation on university committees, and community service. Activities which help the college strategically, such as those that build on the unique university partnerships built-in to the college, are valued.

Service to the profession that brings recognition to the College is highly valued, especially for promotion to Professor, but should be exhibited by all candidates for promotion and tenure.

4. Promotion to Professor - In addition to the criteria listed above, a person recommended for promotion to full professor must provide evidence that they have achieved the expected distinction as an educator and researcher in an engineering-related field of significance. This includes external recognition of research success in the form of invited presentations at major international conferences and external awards, a significant number of high-quality journal publications, and a sustained record of doctoral student supervision to graduation. Candidates for promotion to professor should have demonstrated leadership ability, success in mentoring junior faculty and students, and service to their department and college. In addition we expect professors to have significant recognized activity in service to their professions, such as chairing conferences and serving in professional societies.