

PROMOTION AND TENURE PROCEDURE AND CRITERIA

College of Engineering and Computer Science

Florida Atlantic University

(Approved by the Faculty of the College of Engineering and Computer Science on 5-6-2002; amended on 9-29-2004; updated 9-2-2016; revised and ratified by faculty 12-14-2020)

I. INTRODUCTION

This document presents the guidelines for Promotion and Tenure for the College of Engineering and Computer Science at Florida Atlantic University. The guidelines presented are consistent with the sanctity of academic freedom to pursue academic efforts commensurate with an individual's expertise, interests and abilities exercised in meeting the requirements of the Department, College, and the University. Portfolios prepared in pursuit of Promotion and Tenure should reflect a comprehensive record of the individual in supporting the academic and professional targets and criteria outlined in this document.

II. COLLEGE GUIDELINES

The general procedure for Promotion and Tenure is described in the Provost's Promotion and Tenure Guidelines memorandum, which is updated annually. Policy guidelines, including institutional responsibility and criteria for Promotion and Tenure, and relevant rules and statutes of the Florida Department of Education are stated in the Collective Bargaining Agreement between the Board of Trustees and the United Faculty of Florida. It is expected that all faculty, specifically all candidates for Promotion and Tenure, review and become familiar with the details of the following documents:

1. College of Engineering and Computer Science Promotion and Tenure Procedure and Criteria (this document).
2. The latest Collective Bargaining Agreement.
3. The most recent documents, posted on the Provost's website:
 - ◆ Provost's Tenure and Promotion Guidelines Memo.
 - ◆ Criteria for the Appointment, Promotion, and Tenure of Faculty.
 - ◆ Principles for Creating Criteria for Promotion and Tenure.

All the University documents related to Promotion and Tenure are available on the Provost's web page: <http://www.fau.edu/provost/faculty/promotion-tenure.php>

The evaluation of candidates seeking Promotion and Tenure shall reflect and be consistent with their assignments and will be in three categories: (i) teaching/instructional efforts, (ii) research and related scholarly or creative accomplishments and (iii) service.

In general, awarding of Promotion and Tenure is based on consideration of the extent and impact of the contributions the candidate has made to the University by their stature in their professional community. Such consideration is based on evidence provided by the quality of the candidate's scholarly publications

and funded research, the candidate's teaching performance, and service to their professional community and the University. Assessment of a candidate's accomplishments may be based on evidence of performance regarding student perception of teaching (SPOT), supervision of Ph.D. dissertations and M.S. theses, new course development, proposal development and acquired research funding, refereed journal publications, refereed conference presentations and publications in the conference proceedings, granted patents, the extent of scientific citations, authorship of scholarly books, development of new laboratory facilities and experiments, the introduction of innovative methods of classroom and online instruction, peer evaluation, student mentoring and supervision, and recognition by national/international professional bodies, etc.

II. A. Third-Year Review

The College of Engineering and Computer Science shall conduct a Third-Year Review of the progress toward Promotion and Tenure of all tenure-track faculty, to provide information and feedback to assist the faculty member in attaining Tenure in the sixth year of service at the University. The Third-Year Review is intended to be informative. It should be encouraging to faculty who are making solid progress toward Promotion and Tenure, and instructional to faculty who need to improve in some area(s) of performance.

The candidate will assemble a portfolio that follows the Provost's timeline and portfolio guidelines for the Third-Year Review process, which include the following documents:

- ◆ Current curriculum vitae.
- ◆ Copy of annual assignments.
- ◆ Annual employee evaluations.
- ◆ Documentation on instructional activities, including SPOT summary report and peer evaluation.
- ◆ Documentation on scholarship, research and/or other creative activities.
- ◆ Documentation on assigned service and/or administrative activities.
- ◆ College criteria.
- ◆ Self-evaluation.
- ◆ A statement of research plan for the following two years.

The Third-Year Review portfolios are reviewed in the following order:

- ◆ Eligible Department Faculty¹ review the candidate's portfolio and submit a report to the Department Chair that summarizes the strengths and weaknesses of the candidate in the progress toward Promotion and Tenure. No vote is required.

◆ _____
¹ Tenured Associate Professors and Professors can review portfolios for Third-Year Review.

- ◆ The Department Chair reviews the portfolio and submits a letter detailing the candidate's progress toward Promotion and Tenure.
- ◆ The College Personnel Committee reviews the Third-Year Review portfolio. No vote is required. The Committee submits to the Dean a letter expressing the progress being made toward Promotion and Tenure.
- ◆ The Dean reviews the portfolio and submits a letter that summarizes the candidate's progress toward Promotion and Tenure.

II. B. Tenure and Promotion to the Rank of Associate Professor

The candidate should provide evidence of accomplishments in:

II. B. a. Teaching and student mentoring, as evidenced by

- ◆ At least one Ph.D. dissertation, supervised by the candidate as a primary advisor, to completion or near completion.
- ◆ Supervision of Master's theses to completion.
- ◆ Quantitative data on teaching, including SPOT and peer teaching evaluations.
- ◆ Peer-reviewed publications co-authored with graduate students supervised by the candidate.
- ◆ Supervision of undergraduate research.
- ◆ Development of new courses or laboratories in the candidate's field of expertise.
- ◆ Publication of textbooks, lab manuals or other instructional material.
- ◆ Teaching recognition.

II. B. b. Scholarship and research impact, as evidenced by

- ◆ A strong record of publications in the leading journals and the leading international conferences in the candidate's field that establishes the candidate as an independent researcher. The publication authorship must show a transition from co-authorship with the candidate's doctoral supervisor to co-authorship with the candidate's students and/or peers.

II. B. c. Research funding, as evidenced by

- ◆ Candidate is expected to have served as PI or co-PI of peer reviewed research grants from federal or state agencies. Grants from non-profit research organizations/fundations or industry will also be considered. It is expected that funded awards enhance the visibility of FAU in the candidate's professional field. The funding level may differ across research fields and funding success will be evaluated by external and internal referees, as well as the voting faculty, the Department Chair and the College Dean.
- ◆ Financial support of graduate students through research grants.

II.B.d. Service, as evidenced by

- ◆ Participation on review panels at national funding agencies, e.g., NSF, NIH, etc.
- ◆ Serving on journal editorial boards, technical committees of national professional organizations.
- ◆ Reviewer for journals and/or conference proceedings.
- ◆ Serving on conference program committees and/or chairing conference technical sessions.
- ◆ Participation in Department, College or University committees.
- ◆ Participation in community engagement.
- ◆ Participation in the local communities of the candidate's profession.

II. C. Promotion to the Rank of Professor

The following accomplishments are understood to be post-tenure.

II. C. a. Teaching and student mentoring, as evidenced by

- ◆ Sustained record of supervising Ph.D. dissertations to completion. Supervision of Master theses will be also considered.
- ◆ Joint publications with graduate students supervised by the candidate.
- ◆ Sustained record of supervision of undergraduate research.
- ◆ Mentoring of visiting researchers or post-doctoral scholars.
- ◆ Quantitative data on teaching, including SPOT and peer teaching evaluations.
- ◆ New course development in the candidate's area of research.
- ◆ Teaching awards from the College, University or professional organizations.
- ◆ Publication of textbooks, lab manuals, or other instructional materials.
- ◆ Professional development of teaching.

II. C. b. Scholarship and research impact, as evidenced by

- ◆ A sustained and substantial publication record in the leading journals and the leading international conferences in the candidate's field. Patent awards will be given credit.
- ◆ Substantial and sustained peer reviewed research grants from federal or state agencies serving as PI or co-PI. Grants from non-profit research organizations/fundations or industry will also be considered.
- ◆ External grants that provide sustained support to post-doctoral scholars and graduate students supervised by the candidate in the candidate's field of research.
- ◆ Sustained and substantial support of undergraduate student research.

- ◆ Other indicators of recognition and maturity in the candidate's professional community.

II. C. c. Service, as evidenced by

- ◆ Activities that bring visibility to FAU.
- ◆ Membership in editorial boards of leading scientific journals.
- ◆ Editorship of leading scientific journals.
- ◆ Participation on panel(s) at NSF and other funding agencies.
- ◆ Leadership roles in professional societies and conferences.
- ◆ Significant participation in Department, College or University committees.
- ◆ Other community and service activities of significance.

III. PROCEDURE

An Assistant Professor in a tenure-track appointment shall apply simultaneously for Promotion and Tenure. A candidate who does not meet the relevant criteria for promotion to the rank of Associate Professor is not eligible for tenure at Florida Atlantic University. Except for those with prior service credit as stated in their letter of offer, faculty will be considered for tenure during their sixth year of continuous service at FAU in a tenure-track position. This means that their application process will start after five (5) years of continuous service at FAU. A request for tenure consideration earlier than the sixth year may be made by the candidate in consultation with the Department Chair and the Dean and must receive written approval from the Dean. A candidate may request to stop the tenure clock subject to Article 15.1(d)(3) of the Collective Bargaining Agreement.

Each year, the Promotion and Tenure process for Assistant Professors and promotion process for Associate Professors should follow the timeline determined by the Office of the Provost, the Dean and the Department. The process may be initiated by a faculty member in consultation with the Department Chair. The candidate, subsequently, prepares documents as outlined in the Provost's memorandum and submits them to the University-approved platform.

It is recommended that the process of obtaining external review letters be started as early as possible to provide the referees sufficient time for their evaluation. A minimum of five (5) reference letters from independent external reviewers are obtained that evaluate the candidate's portfolio. The referees must be at the rank the candidate is aspiring to or higher. Candidates may waive their rights to review a reference letter or exercise their right to review a letter if the referee agrees as indicated on the University form that the referee has to complete.

External letter solicitation process:

- ◆ The Chair asks the candidate to provide names that should be excluded from the referee list.

- ◆ The Chair compiles a list of potential independent² external referees by soliciting names from faculty in the candidate's area of research as well as the candidate. The Chair can also add names to the list as appropriate.
- ◆ The Chair obtains a minimum of five (5) evaluation letters from reviewers in the compiled list (that may include letters from no more than two referees from the candidate's list of suggested names).
- ◆ Letters from reviewers who are not independent (such as advisors, supervisors, collaborators) may be also solicited as long as (i) they are in addition to the five (5) independent letters, and (ii) they are clearly classified as not independent in the candidate's case report.
- ◆ Candidates who have chosen to waive their rights to view the external letters cannot have access to the external letters.
- ◆ If the candidate does not waive their right to view the external letters, then the candidate is given access to the letters that the referees are in agreement during the 5-day period that the candidate has the opportunity to review the portfolio before the candidate's portfolio is forwarded to the University Promotion and Tenure Committee.
- ◆ A maximum of two (2) letters solicited within the University may be included.

The rest of the procedure requires decisions by the following units:

- ◆ The Department Faculty³ meets to deliberate on the candidate's Promotion and Tenure portfolio. A designated faculty member presents the candidate's portfolio to the Department Faculty and writes a report that summarizes the discussion and voting outcome. The Department Chair attends the meeting and offers input on the case as needed. The Department Faculty vote on the case by secret ballot. The Department Chair does not vote.
- ◆ The Department Chair writes a letter that includes a detailed analysis and evaluation of the work of the faculty candidate, summarizes the discussion of the voting faculty, presents the numeric voting results, and provides a clear statement of the Chair's recommendation. A faculty member who has joint appointment will also receive a letter of recommendation from the other unit's supervisor.
- ◆ The College Personnel Committee reviews the candidate's case, deliberates and votes on the candidate's application by secret ballot and submits the Committee's recommendation letter to the Dean that includes the numeric voting result of the committee and pertinent justification. During the meeting of the College Personnel Committee the Chair of the
- ◆ _____

² Independent reviewers will have no conflict of interest as described in the Provost Promotion and Tenure Guidelines. For example, mentors, mentees, co-authors, co-editors, dissertation advisors, personal friends and anyone closely associated with the candidate who contribute to a perceived impartiality are not eligible.

³ Department faculty are eligible to vote on a Promotion or a Promotion and Tenure case if they are tenured and are positioned at or above the candidate's applied rank.

candidate's department is available to be called by the College Committee, if necessary, to offer further clarifications that they may have.

- ◆ The Dean reviews the recommendation of the Department Chair and the College Personnel Committee, ensuring that criteria for promotion and/or tenure have been appropriately applied. The Dean makes a recommendation to the Provost.
- ◆ After each of the above levels of review is released to the candidate, the candidate has five (5) days to review the case report and comment.
- ◆ The University Promotion and Tenure Committee reviews and votes on the candidate's application.
- ◆ The President's decision letter will be added to the portfolio once the review has been completed by the Provost and a recommendation has been made.