

UNIVERSITY OF SOUTH FLORIDA
College of Arts and Sciences
Department of Economics

Criteria for Tenure and Promotion

I. PRELIMINARIES

- A. Department Mission. This document contains criteria for tenure and promotion to associate professor and for promotion to full professor in the Department of Economics. These criteria are intended to assist the faculty member seeking tenure and/or promotion and to assist the Department in achieving its goals to attain excellence in teaching, research, and service. The Department of Economics recognizes the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university. As defined in our governance document:

The mission of the Department of Economics is to advance economic literacy both inside and outside the University and to train professional economists for work in academic, business, and government organizations. The Department accomplishes this mission by offering general education coursework, undergraduate degrees in economics and quantitative economics and econometrics through the College of Arts and Sciences, M.A. and Ph.D. programs in economics, service courses to other programs, and by conducting and publishing high-level economic research.

- B. College and University Guidelines. In addition to the criteria in this document, candidates should familiarize themselves with the University Tenure and Promotion Guidelines, the College of Arts and Sciences Tenure and Promotion Procedures, and the USF-UFF Collective Bargaining Agreement.

C. Procedures

1. Application materials. The candidate's application for tenure and promotion must be complete prior to consideration by the Department Chair, the Governance and Evaluation Committee, and, in the case of promotion to full professor, by the full professors. A complete application contains all of the elements in the College of Arts and Sciences tenure and promotion application, including letters from external evaluators, up-to-date CV, narrative components, annual evaluations, course evaluations, and mid-tenure evaluations. It is the candidate's responsibility to assemble additional materials necessary to document satisfaction of Department criteria for tenure and promotion. In doing so, the candidate is encouraged to seek the advice of senior colleagues, who in turn should counsel the candidate to the best of their ability.
2. Departmental endorsement. Applications for tenure and promotion to associate professor will be considered at three levels within the Department: The Governance and Evaluation Committee; the chairperson; and the eligible voting members of the faculty regardless of home campus, meeting in closed session and voting by secret ballot. For

applications for tenure and promotion to the rank of associate professor, only tenured faculty members are considered eligible voting members of the Department faculty. Applications for promotion to the rank of full professor are considered at two levels within the Department: The chairperson (or a designated full professor should the chairperson hold the rank of associate professor) and faculty members of the rank of full professor, meeting in closed session and voting by secret ballot.

3. Sequence. Evaluations by the Governance and Evaluation Committee, including all associated narratives, are to be completed before an application is submitted to the eligible voting members of the Department faculty for their consideration. The Governance and Evaluation Committee serves as the Tenure and Promotion Committee and shall have at least one member housed on a campus other than Tampa. Evaluations by the chairperson are to be completed and available to the eligible voting faculty for their consideration. Both evaluations, together with the remainder of the complete application, must be made available to eligible voting faculty members at least one week prior to any meeting at which a vote on the application is to take place. The chairperson's final narratives will be completed after the faculty vote. Regional Chancellors will provide a formal review in promotion and tenure cases for faculty members on branch campuses prior to a College Dean completing and forwarding a recommendation to the Provost. See USF Consolidation Handbook.

II. TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

The successful candidate for tenure and promotion to associate professor in the Department of Economics will demonstrate excellence in research and teaching, together with substantive service. Tenure and promotion recommendations for branch campus faculty will consider the resources and assignments such faculty had prior to consolidation.

A. RESEARCH

Excellence in research involves both qualitative and quantitative factors, where assessment of quality takes precedence. The Department strongly prefers publications in high-quality economics journals, but it will also consider books, book chapters, articles in non-economic journals, and proceedings articles. Although external funding is highly desirable, it is not a necessary condition for a first-rate scholarly career in economics, nor is it a primary consideration for tenure and promotion.

1. Assessment of Quality

For purposes of evaluating research quality, the Department chairperson and the Governance and Evaluation Committee will use widely accepted publicly available journal rankings. Outside reviewers will also be asked to judge the quality of the candidate's research. The assessment of quality may also take into account the public recognition of a candidate's work in the form of prizes, awards, fellowships, and grants. In addition, participation in high-quality academic conferences as presenters and session organizers

and making invited presentations to other economics departments will be viewed positively when assessing the quality of a research program.

2. Assessment of Quantity

Historically, successful candidates for tenure in the Department of Economics had five to eight peer-reviewed articles or the equivalent either in print or accepted for publication during their tenure-earning years. Candidates with more publications can be rejected if the quality of the journals is low. Candidates with fewer publications will be considered only if the work is considered to be of extremely high quality. Evidence of future productivity in the forms of papers with requested resubmissions, submitted but not yet accepted papers, and publicly available completed working papers will also be taken into consideration during the evaluation process.

B. TEACHING

Successful candidates for tenure must be excellent teachers, as demonstrated in and through the categories below. Excellence in teaching is evaluated primarily at the Department level and should draw on documentation generated throughout the candidate's tenure-earning years. The Department views teaching and research as highly interrelated activities; it is assumed that excellence in one can often foster excellence in the other. Candidates for tenure are expected to achieve excellence in teaching through the following activities (keeping in mind that not all apply to each particular candidate):

1. Classroom Teaching

Commitment to and excellence in classroom teaching is expected. Student evaluations as interpreted by the Governance and Evaluation Committee in annual evaluations are considered as one of the measures of teaching effectiveness. In addition, the following will be reviewed:

- a. Instructional materials (syllabi, tests, lecture notes, etc.).
- b. The development of new courses or substantial revisions of existing courses.
- c. Awards for teaching excellence.
- d. Peer observation of classroom teaching by faculty designated by the chairperson. A written summary of the results of such observations will be made available to the candidate, the Governance and Evaluation Committee, and the chairperson.
- e. Collaborative efforts on instruction inside and outside of the classroom.

2. Direct Student Contact

- a. Membership on Ph.D. dissertation committees (chairing a committee is not required).
 - b. Participation in M.A. oral exams.
 - c. Supervision of undergraduate honors theses and independent studies.
3. Other Teaching-Related Activities. In particular:
- a. Preparation and grading of qualifying exams.
 - b. Scholarly activities connected to education, for example, publishing scholarly articles and attending conferences in economic education.
 - c. Writing and submitting recommendation letters for undergraduate and graduate students.
 - d. Participating in activities related to teaching (broadly defined), including, for example, workshops, symposia, student fairs, undergraduate student competitions, and coaching of students applying for scholarships and awards.

The successful candidate will provide evidence of sustained excellence in teaching, as indicated by, but not limited to, the activities listed above; a consistent pattern of positive teaching evaluations; and an excellent level of performance, as evaluated by the Governance and Evaluation Committee and the Department chairperson.

C. SERVICE

Successful candidates for tenure will have been active in service to the Department, College, profession, or community. Assistant professors are typically not nominated for University-wide committees or councils. Candidates need not be equally active in all categories of service; some may choose to focus their efforts on only one or two. Examples of service activities in each of the five categories include:

1. Department

Participation in departmental governance in the form of service on standing and ad-hoc committees, performance of related duties, and attendance at student recruitment events.

2. College

Participation in the governance of the School of Social Sciences and the College of Arts and Sciences in the form of service on standing committees; ad-hoc committees;

search committees for other departments; and attendance at college convocations, assemblies, and other events.

3. Profession

Participation in the peer-review process, particularly serving as referee for scholarly journals, and service as an officer, a board member, or as a committee member for a regional or national professional or scholarly society or association (such service is rare for untenured faculty).

4. Community

Participation in community outreach efforts, including appearing in local and national media, and participation in local, regional, or national government or civic organizations.

III. PROMOTION TO FULL PROFESSOR

The candidate for promotion to full professor is expected to have demonstrated a career of continued research, teaching, and service excellence. Promotion recommendations for branch campus faculty will consider the resources and assignments such faculty had prior to consolidation. Before applying for promotion, the candidate should request, and is entitled to, a review by the full professors to learn their assessment of the candidate's accomplishment of this expectation.

A. RESEARCH

The successful candidate for promotion to full professor will have a record of sustained high-quality publications, where quality is assessed as described in II.A.1 above. The candidate is also expected to have attained a national or international reputation, as indicated by citations, awards, service on editorial boards, refereeing for prestigious journals, among other accomplishments.

B. TEACHING

The candidate for promotion to full professor must show continuing excellence in teaching in graduate and/or undergraduate courses. In addition to the expectations detailed in II.B above, candidates must demonstrate significant commitment to student research, by having served as major professor or co-major professor on at least one dissertation committee; served as director of the Ph.D. program; or led multiple undergraduate honors thesis projects or independent studies.

C. SERVICE

The candidate for promotion to full professor is expected to have exercised a leadership role in one or another category of service. Such roles include chairing a committee of the Department, School, College, or University; acting as officer in a national or international

scholarly or professional society or association; and by serving as editor or associate editor of a national or international scholarly journal.

A two-thirds vote of the faculty is required to amend this document. After amendment, it must be approved by the Offices of the Dean and Provost. This document will be reviewed in years that end in five and years that end in zero.

Approved by faculty vote on January 8, 2016.

Approved by Dean's Office on January 11, 2016.

Approved by the Provost's Office on June 1, 2016.

Revised for Consolidation and approved by Dean's Office and Provost's Office, June 11, 2020.

Approved by faculty vote June 16, 2020.