

# **SCHOOL OF GEOSCIENCES TENURE AND PROMOTION GUIDELINES**

**for**

## **TENURED AND TENURE-TRACK FACULTY MEMBERS**

**Revised and Approved by the Faculty of the School of Geosciences**

**April 23, 2020**

### **GUIDELINES FOR TENURE AND PROMOTION**

This document presents the guidelines for the tenure and promotion process for the School of Geosciences within the School of Natural Sciences and Mathematics, the College of Arts and Sciences, and the University of South Florida. Criteria and processes described herein conform to those described in the University of South Florida Tenure and Promotion Guidelines<sup>1</sup> and are aimed at clarifying discipline-specific expectations and school-specific processes. Careful consideration must be given both to the equitability of the candidate's assignment and opportunities in relation to others in the department, and to the candidate's ability and willingness to work cooperatively within the department, college, and/or campus. Branch campus faculty with three years of tenure-earning credit on July 1, 2019 (generally those hired in Fall 2016 or earlier) will be considered for tenure under their old regional campus guidelines unless they elect to use the new consolidated guidelines in writing 30 days prior to the beginning of tenure consideration.

<sup>1</sup> USF Tenure & Promotion Guidelines, July 1, 2020

### **I. GENERAL PROCEEDURES AND CRITERIA**

#### **A. Review of tenure and promotion applications**

**1. Mid-tenure review:** At the mid-point of a junior faculty's tenure-earning period, the School of Geosciences Chair will convene a Tenure and Promotion committee, per the Governance Document for the School of Geosciences, to review and write the evaluation of progress toward tenure.

**2. Tenure and Promotion Process:** The applicant will submit their application and a list of potential external reviewers to the School of Geosciences Chair. The School of Geosciences Chair will convene a Tenure and Promotion committee, per the Governance Document for the School of Geosciences, for the review of each application for tenure. Once completed, the evaluation will be made available to all tenured faculty within the School of Geosciences, and a blind vote, for or against recommending tenure and

promotion, will be conducted by these same tenured faculty. Following School of Geosciences review, the tenure applicant then selects the School-level unit (i.e., School of Natural Sciences and Mathematics (SNSM), School of Social Sciences (SSS), School of Humanities (SHUM)) that best corresponds to his/her research area to conduct the secondary review. 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.

**3. Promotion to Professor Process:** The Promotion committee reviewing applications for promotion to full Professor will include all current full Professors within the School of Geosciences. The School of Geosciences chair will assign an individual from this group to chair the committee, organize the review, and conduct the blind vote for or against recommending promotion.

## **B. Criteria for Tenure and Promotion**

### **1. Faculty Job Descriptions:**

**a. Assistant Professor:** holds promise of excellence and national distinction in scholarship, research, and teaching; expected to excel in research as evidenced by indicators such as well-cited or influential publications, and research grants; expected to teach undergraduate and/or graduate classes as assigned with demonstrable learning outcomes; expected to act as principal advisor and chair graduate student committees.

**b. Tenure and Promotion to Associate Professor:** has achieved national distinction in scholarship, research and teaching, and is expected to achieve excellence and international distinction in these areas; expected to excel in research as evidenced by indicators such as well-cited or influential publications and research grants; expected to teach undergraduate and/or graduate classes as assigned with demonstrable learning outcomes; expected to act as principal advisor and chair graduate student committees; expected to serve on school, university, and national committees relevant to the discipline.

**c. Promotion to Professor:** has achieved excellence and international distinction in scholarship, research and/or teaching; expected to excel in research as evidenced by indicators such as well-cited or influential publications and research grants; expected to teach undergraduate and/or graduate classes as assigned with demonstrable learning outcomes; expected to act as principal advisor and chair graduate student committees; expected to serve on school, university, national and international committees relevant to the discipline.

**2. Research:** Applicants seeking Tenure and/or Promotion are expected to achieve a record of excellence in research.

**a. External funding:** Applicants are expected to provide evidence of continuous efforts to attain sufficient external funding to sustain the candidate's research. It is increasingly appropriate to seek funding from numerous and diverse sources, including federal, state, non-profit, and professional sources.

**b. Publications:** Applicants are expected to publish their research results in high-impact, peer-reviewed journals, books, book chapters, and monographs, as well as conference proceedings and abstracts. Most faculty in the School of Geosciences publish papers, as opposed to writing books. In the recent past, successful applicants for tenure have published approximately 2.5 papers per year. However, the expectation may be lower (e.g., if an unusually high number are first-authored and in high-impact journals) or higher (e.g., if the applicant is granted significant teaching relief). It is recognized that high impact journals are not always the primary journal of all fields in Geosciences because of the limited audience. Candidates are strongly encouraged to include a copy of their citation history as part of all tenure and promotion packages. In general, publications in which the applicant or applicant's graduate students are first author and publications in peer-reviewed journals with high impact factors will be more highly regarded. Alternatively, some faculty in the School of Geosciences primarily publish books. These applicants might be expected to have completed at least one book-length project with a respected press that has been published or accepted for publication, plus two to four peer-reviewed articles, book chapters, and/or short creative works.

**c. Presentations:** Applicants are expected to disseminate the results of their research through presentations at local, regional, national, and international society meetings. Invited presentations, especially at major national and international venues, are highly regarded and especially important for promotion to professor.

**3. Comparative Assessment:** Faculty members in the School of Geosciences have wide-ranging research interests, which vary substantially within the unit. Consequently, in-depth knowledge of typical productivity rates for some subdisciplines may be lacking within the School of Geosciences, and hence, direct comparisons between candidates and other faculty within the School of Geosciences may not be appropriate for tenure and promotion reviews. Further, such knowledge gaps may be even greater at higher levels in the USF review process. Therefore, ad hoc committees may need to consult research productivity at the mean levels for those of the candidate's colleagues working in similar subdiscipline(s) at peer universities of the same Carnegie Classification. (As of this writing, the University of South Florida is Carnegie Classification R1: Doctoral Universities – Highest research activity.) Candidates are strongly encouraged to remain aware of their research standing, calibrated to their peers external to the School of Geosciences, throughout their years as tenure earning Assistant Professors and Associate Professors, to help ensure that they continue to make progress toward tenure and/or promotion. Additionally, when selecting potential external reviewers, the applicant is strongly encouraged to include those individuals who, while not having direct collaboration, are likely to be familiar with at least some of the candidate's body of work,

are considered leaders in their fields and are faculty at universities of the same or higher Carnegie Classification as USF.

**2. Teaching:** Applicants seeking Tenure and/or Promotion are expected to achieve an excellent record of teaching.

**a. Classroom teaching:** The goal and proof of excellence in teaching is student learning. As evidence of successful teaching and student learning, a candidate should submit a variety of materials, which may include:

- course syllabi and a sample of instructional materials, such as tests
- narrative and numerical student evaluations
- teaching awards and other recognition
- documentation of innovative teaching methods
- peer assessment of teaching
- evidence of student learning

**b. Supervision of students:** Supervision and mentoring of students are important aspects of teaching at USF and the School of Geosciences. The following represents some of the supervision accomplishments anticipated from those seeking tenure and/or promotion:

- published work with students as lead or co-authors
- serve as advisor for undergraduate research projects
- serve as primary advisor for MS and/or Ph.D. earning students (some graduated)
- serve on committees of MS and/or Ph.D. earning students
- candidates for promotion/tenure are expected to have Ph.D. students joining their laboratories and candidates for promotion to professor are expected to have graduated at least one Ph.D. student.

**c. Other teaching activities:** Excellent teaching may include teaching-related service to the profession or learning outside the lab or classroom. The following list is some of the other accomplishments anticipated from those seeking tenure and/or promotion:

- textbooks published
- new courses developed
- teaching-related grants
- activities in collaboration with schools or science museums
- scholarly papers published on teaching
- serve as mentor to Post-Doctoral researchers

**3. Service criteria for tenure:** The following represents some of the service accomplishments anticipated from those seeking tenure and/or promotion:

- active participation in departmental, college, or university committees

- regular reviews of manuscripts for journals and grant proposals
- participation in conference-organization committees
- community outreach
- service to professional societies

Approved by Dean's office 4/27/2020

Approved by Provost's office 4/27/2020