

Department of Integrative Biology

FACULTY TENURE AND PROMOTION: CRITERIA AND PROCEDURES

I. Introduction and Mission Statement

The University of South Florida (USF) is committed to excellence in research, teaching, and service. Faculty in the *Department of Integrative Biology* seeking tenure or promotion are evaluated on their demonstration of excellence in teaching and research, and of substantial service. In accordance with USF's 2020 Tenure & Promotion Guidelines, "in addition, participation as a citizen of the University is an integral part of performance." Promotion decisions are not merely a totaling of an employee's annual performance evaluations. Promotion shall be a result of meritorious performance and shall be based upon established procedures specified in writing by the University of South Florida and the College of Arts and Sciences.

II. Rationale for Tenure and Promotion Criteria for Tenure-Track Faculty

Tenure and promotion criteria have been developed by the *Department of Integrative Biology* to provide expected performance standards for faculty seeking promotion, and for those evaluating the candidates' applications. In developing these criteria, the Department consulted tenure and promotion criteria in high-ranking Biology and Integrative Biology departments around the country, as well as the criteria used by other departments in *USF's School of Natural Sciences and Mathematics (SNSM)*. The diversity of research areas within the department allows for variation in the specific criteria used for evaluative purposes. All individuals evaluating the application will recognize this variation, but the burden of proof rests with the candidate to provide clear and convincing evidence of quality in each portion of the tenure and promotion application. Each application should be assessed in its entirety, in the context of the nature of the candidate's research discipline as well as teaching, service, and any administrative assignments. As the Department of Integrative Biology spans multiple campuses (Tampa and the two branch campuses, St Petersburg and Sarasota-Manatee), careful consideration must be given both to the equitability of the candidate's assignment and opportunities (e.g., amount of

30 startup funding, teaching workload, access to graduate students) in relation to others in the
31 department and to the candidate's ability and willingness to work cooperatively within the
32 department, college, and campus.

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34 **III. Evaluation of Progress toward Tenure and Promotion**

35 The **annual evaluation** required by USF for faculty is the first evaluatory tier. These evaluations
36 are carried out independently by the Faculty Advisory Committee and Department Chair based
37 on material in the annual evaluation system (currently Archivum). The Department Chair will
38 consult with the Campus Chair/Associate Chair on evaluation of faculty homed on branch
39 campuses in the case of annual evaluations and all levels of the tenure and promotion process.
40 The **mid-tenure review** is designed to assess the progress of faculty members toward tenure. It
41 is normally completed during the third year, i.e. the application is made in early January of the
42 third academic year with a final recommendation in late spring. The faculty member submits an
43 application for review in a format that is similar to the tenure application; however, external
44 letters are not required. The Faculty Advisory Committee and Department Chair (in consultation
45 with the Campus/Associate Chair) review the application independently and recommend
46 whether or not employment should be continued. The mid-tenure review application is
47 evaluated by SNSM and College of Arts and Sciences (CAS) Tenure and Promotion Committees,
48 the Dean of CAS, and the Provost. If progress toward tenure is not deemed satisfactory, the
49 faculty member may complete another year before employment at USF is terminated.

50 Tenure and promotion evaluations and procedures are described in detail below¹. The College
51 of Arts and Sciences stipulates that applicants may apply for tenure at any point after the mid-
52 tenure review, and up to their sixth year in rank. Tenure and promotion applications are
53 evaluated by SNSM and CAS Tenure and Promotion Committees, the Dean of CAS, and the
54 Provost. Regional Chancellors will provide a formal review in promotion and tenure cases for

¹ 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, in writing, to use the new consolidated guidelines 30 days prior to the beginning of tenure consideration. This is required in Article 15.4.B of the USF UFF Collective Bargaining Agreement. If a candidate chooses to use the older regional guidelines, their new consolidated academic unit's T&P committee and administration will still be responsible to carry out the process.

55 faculty members on branch campuses prior to a College Dean completing and forwarding a
56 recommendation to the Provost (see USF Consolidation Handbook).

57 **IV. Criteria for Excellence in Research, Teaching and Service for Tenure-Track Faculty.**

58 Candidate's credentials are to be assessed on an individual basis. The application must include
59 at least three representative publications or other research products (designating three as the
60 most important, if more are submitted) for evaluation. The Chair, Faculty Advisory Committee,
61 and Department will carefully consider the content of these products, as well as external
62 reviewers' characterization of their research quality in the context of the sub-discipline. Each
63 candidate for promotion to *Associate* or *Full Professor* is required to give a seminar in the
64 semester in which their application is submitted (or in the semester prior, if leave is
65 anticipated). The seminar will summarize research accomplishments.

66

67 **EXCELLENCE IN RESEARCH**

68 Excellence in research will be gauged on the ability to maintain a productive research program.
69 The quality of the applicant's research program and contributions are paramount to success in
70 promotion. Both the quality and quantity of the publication/product record are components of
71 research excellence. In most cases a successful research program for Integrative Biology faculty
72 will require some external funding, at least to support graduate students or postdoctoral
73 researchers. Multi-year federal grants are highly desirable, although not required as there are
74 multiple non-federal opportunities for the various fields within biology, and some faculty may
75 not require federal funding.

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77 **Tenure and promotion to Associate Professor:** Candidates for Associate Professor should have
78 at least a national reputation in their research discipline. The maintenance of a productive
79 research program, and the acquisition of extramural funding necessary to do so, is expected for
80 recommendation for tenure and promotion. Well-developed, well-reviewed proposals are
81 expected by submission of the tenure and promotion application; reviews of all unfunded
82 proposals should be submitted in the application if the candidate has not obtained multi-year
83 federal funding. Typically, a candidate for tenure and promotion to *Associate Professor* is

84 expected to produce about 10-15 peer reviewed publications, or an equivalent number of other
85 research products (see below for examples) during their pre-tenure period. A smaller quantity
86 of products and publications may be balanced by their scope and impact, or by products other
87 than peer-reviewed journal articles, such as edited or authored books, book chapters, software,
88 patents, or licenses. The candidate will need to present justification for this type of
89 consideration. Evidence for the quality and impact of the publications or other products
90 includes opinions of internal (departmental) and external reviewers, as well as impact metrics,
91 which can include citation rates (e.g. h-index), impact factors of journals, journal rankings by
92 quartile, article downloads, or metrics reported by other indices such as Altmetrics. The
93 applicant should also play a substantive role in their publications, as indicated by, for example,
94 author contributions reported directly in publications, position on author list, and position as
95 corresponding/senior author. Other evidence of research excellence would include: 1) effective
96 mentoring of graduate students and post-doctoral researchers, 2) professional recognition, e.g.
97 external awards, and 3) active participation in professional conferences, invited talks at
98 symposia and other venues such as academic seminars.

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100 **Promotion to Full Professor:** Candidates for Full Professor should have an international
101 reputation in their research discipline. An *Associate Professor* seeking promotion to Full
102 Professor must demonstrate research productivity that exceeds the expectations for promotion
103 to *Associate Professor* in at least one of two ways: 1) the candidate has substantially increased
104 the rate of publication since promotion to Associate Professor, or 2) the candidate has
105 produced a large, internationally recognized cumulative body of work over any time frame
106 following promotion to *Associate Professor*. The candidate must acquire extramural funding
107 necessary to maintain their research program. Publications with graduate students are
108 expected, as well as other evidence of effective mentoring such as completion of graduate
109 student degrees. Publications with any postdoctoral researchers mentored also contributes to
110 excellence in research. Both quality and quantity of the publication/product record are
111 components of a highly productive performance in research, and will be evaluated using the
112 same criteria as described above for promotion to *Associate Professor*.

113

114 EXCELLENCE IN TEACHING

115 By the time of application for tenure and promotion to *Associate Professor*, a candidate is
116 expected to have developed a record as an excellent teacher. To qualify for tenure/promotion,
117 the candidate is expected to have a consistent pattern of positive evaluations in teaching and
118 have achieved an excellent level of performance, as evaluated by the Department. Evidence of
119 successful teaching and student learning can include course syllabi, samples of teaching
120 materials and exams, student and peer teaching evaluations, teaching awards, and student
121 testimonials. Adoption of evidence-based best teaching practices and participation in teaching
122 professional development opportunities (e.g. workshops) are other examples of excellence in
123 teaching. Documentation of student learning can also be established by evidence such as data
124 from pre-and post-tests.

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126 Mentoring of graduate and undergraduate research students is also evidence of contribution to
127 student learning. Evidence of teaching excellence linked to mentoring activities include
128 coauthoring research publications and presentations with students, effective mentoring of
129 graduate students to a timely completion of their degree requirements, and presentations by
130 students and post-docs at scientific meetings. Typically, a successful applicant for tenure will
131 have mentored two or more graduate students who are progressing appropriately or have
132 finished their graduate degree.

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134 Factors to be considered during the review of teaching for candidates seeking promotion to
135 *Associate Professor* or *Full Professor* include class size (larger classes tend to receive lower
136 student evaluations), course level, and course format. Effective teaching of large classes and
137 supervision of graduate teaching assistants contribute to teaching excellence. Excellent
138 teaching-related activities include publication of textbooks or other educational material,
139 developing new courses, obtaining teaching-related grants and producing scholarly publications
140 on teaching, as well as incorporation of best practices and emerging technologies into
141 classroom instruction.

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143 **Promotion to Full Professor:** An *Associate Professor* seeking promotion to *Full Professor* should
144 have a record of highly effective teaching as described above but, in addition, should have
145 successfully and effectively directed several more graduate students to completion of their
146 degree program and served on graduate student committees. Effective supervision of
147 postdoctoral researchers, as evidenced by the postdoc's research productivity, also contributes
148 to teaching excellence.

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150 **EXCELLENCE IN SERVICE**

151 Candidates will be evaluated based on their service to the *Department of Integrative Biology*,
152 and to the University, as well as to their field of study.

153

154 **Tenure and Promotion to Associate Professor:** A faculty member seeking promotion to
155 Associate Professor is expected to have participated in committee work at the departmental,
156 college, or university level, or to provide service to professional societies or to perform
157 outreach to the community.

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159 **Promotion to Full Professor:** A faculty member seeking promotion to *Full Professor* is expected
160 to maintain a record of continued contribution to university governance. Additionally, sustained
161 involvement with professional activity (societies or journals) or public outreach is expected.
162 Serving on editorial boards of scientific publications, holding an office in a national or
163 international professional society, and serving as a reviewer on research panels of granting
164 agencies are examples of substantial service.

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166 **V. Tenure/Promotion Procedures**

167 Candidates should familiarize themselves with the *University of South Florida* Tenure and
168 Promotion Guidelines, the CAS Tenure and Promotion Procedures, and the United Faculty of
169 Florida Collective Bargaining Agreement. Timelines and procedures for submitting application
170 materials, and for post-departmental review of applications, are provided in the CAS Tenure

171 and Promotion Procedures (available on-line or from the CAS Associate Dean for Faculty
172 Affairs), and from the Office of the Provost. CAS also holds an annual workshop for prospective
173 tenure and promotion applicants.

174 Written evaluation of and recommendations for tenure and promotion applications will
175 be performed by the IB Faculty Advisory Committee. An independent evaluation will be
176 performed by the Department Chairperson, who will consult with the Campus Chair/Associate
177 Chair on evaluation of branch campus faculty. In the case of applications for promotion to Full
178 Professor, all Full Professors are *de facto* members (and the sole members) of the Faculty
179 Advisory Committee for this purpose.

- 180 • Only those eligible to vote on a tenure or promotion decision may view the
181 tenure/promotion application while it is in progress.
- 182 • Only Regular Faculty with tenure in the IB Department shall be eligible to evaluate or
183 vote on tenure and promotion to Associate Professor (see the IB governance document
184 for specification of “faculty” and voting procedures).
- 185 • Only faculty with the rank of Professor shall be eligible to vote on promotion to
186 Professor.
- 187 • The Faculty Advisory Committee will present their evaluation of a candidate at a
188 meeting of those eligible to vote. By state law and USF policy, only those eligible to vote
189 may attend the evaluation meeting, as the procedure is considered to be a personnel
190 evaluation matter.
- 191 • Following discussion of the Faculty Advisory Committee’s evaluation and
192 recommendation, the faculty vote shall be a poll by secret ballot, whose results will be
193 recorded in the tenure/promotion application.
- 194 • The Department Chairperson may not vote in this meeting, as they will have a separate
195 evaluation and recommendation in the application.
- 196 • Records of the votes and the narratives outlining the basis of recommendations of the
197 Faculty Advisory Committee along with the recommendation and narrative provided by
198 the Chair are included in the candidate’s application which then moves to the

199 School/College Tenure and Promotion Committees and Provost for further
200 consideration.

- 201 • The candidate shall have the right to review the contents of the file at any time, and
202 may attach a brief and concise response to any evaluations therein.

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205 **Approved by faculty vote at Tampa and St Petersburg 06/24/20**

206 **Approved by CAS Dean's Office 6/24/20**

207 **Approved by Office of the Provost 6/24/20**

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