

## **Guidelines for Tenure and Promotion** **Department of Civil and Environmental Engineering, USF**<sup>1,2</sup>

**Overview:** Before the start of an academic year, the candidates who must apply for tenure and promotion (T & P) and those eligible to apply for T&P and promotion (P) based on the conditions of their initial appointment or length of service at the current rank are notified so by the chairperson of the department. Consequent to their declaration of the intent to apply, the candidates prepare a list of at least 10 external referees in collaboration with the chairperson. Upon approval of the list of referees by the Dean, the chairperson sends invitations to the referees soliciting letters of reference. In the meantime, the chairperson instructs the candidate to prepare the T&P (or P) package and also convenes the department's tenure and promotion committee, which comprises all full professors in the department. The first two stages of the review are performed by the above committee and the chairperson respectively, following the USF Tenure and Promotion Guidelines, USF policies and the UFF Collective Bargaining Agreement (see <http://www.usf.edu/provost/faculty-info/tenure-promotion.aspx>).

Upon completion of the first two stages of the evaluation, the T&P and P packages appended with the external letters are advanced to the next two stages of the evaluation which are performed by the College of Engineering faculty governance committee and the Dean of Engineering respectively.

The following information is intended to help guide faculty in the department regarding the factors that are taken into consideration when evaluating a candidate for tenure and promotion, promotion as well as at mid-tenure.

Candidates should consult the above mentioned university guidelines regarding differences in expectations for candidates at the associate or full professor level. Candidates are also encouraged to seek out mentors inside and outside the CEE department and to discuss their progress toward tenure and promotion with the department chairperson.

Care should be taken in organizing the candidate's **tenure and promotion or the promotion package** so that the candidate's research, teaching and service activities are clearly presented and documented. A narrative statement should be provided so that the evaluators can understand how the candidate's activities fit into the department, college and university strategic plans and the candidate's long term goals.

**Research:** Factors taken into consideration when evaluating the quality and impact of a candidate's research include the following:

- Publication of papers in high quality peer-reviewed journals. Publications with student involvement will be given special consideration. It is recommended that the rate of journal publication be not below the range of that of *equivalent* civil and environmental engineering

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1. This Department is not currently a multi-campus unit. If departmental faculty are hired at branch campuses, we will modify our T&P documents to ensure that those faculty are included in matters of Tenure & Promotion and to ensure they have a voice in promotion issues.

2. We recognize the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university.

faculty of aspiring institutions such as AAU member institutions. Upon request by the candidate in a timely manner, the Dept. will provide the relevant data for the applicable area of specialty.

- Ability to attract research funding sufficient to support graduate research assistants to carry out research. Criteria may be evaluated on the quality of publications arising from the funding. It is recommended that the extent of graduate (particularly doctoral) student mentoring/graduation must not be below the range of that of *equivalent* civil and environmental engineering faculty of institutions of similar or higher ranking such as AAU member institutions. Upon request by the candidate in a timely manner, the Dept. will provide the relevant data for the applicable area of specialty.
- Additional evidence of research productivity and scholarship such as award winning publications, innovative or pioneering research, obtaining patents for inventions developed through research, giving invited or keynote talks at other institutions or conferences.
- Publication of book chapters.
- Research reports submitted to local, national or international agencies.
- Collaborations with other researchers and/or institutions, including interdisciplinary and international.
- Presentations, proceedings papers, posters or abstracts at national and international conferences and meetings.
- Allowance will be made to count PE registration (as well as patents) as one publication (PE one time only).

**Teaching:** Factors taken into consideration when evaluating the effectiveness of a candidate's teaching include the following:

- Review of student evaluations of the candidate's ability to present material in a clear and organized fashion and to motivate students to master the subject matter. For new teachers, demonstration of improvements in teaching effectiveness over time.
- Review of peer or Dept. Chair's evaluation of the candidate's ability to present material in a clear and organized fashion and to motivate students to master the subject matter.
- Development of instructional materials including textbooks and other print and electronic media forms.
- Development of new courses and new approaches to teaching in existing courses.
- Successful mentoring of graduate students, undergraduate researchers, and others such as visiting scholars so that they achieve their academic degrees, successfully defend theses and dissertations, contribute to the creation of new knowledge and improve public health, safety and the environment through employment as civil and environmental engineers.
- Teaching related grants.
- Teaching related publications.
- Efforts for continual improvement such as presentations and participation in teaching workshops (including the ASCE Excellence in Civil Engineering Education program, the American Society for Engineering Education (ASEE), or Academy for Teaching and Learning Excellence) and having courses/instruction externally evaluated for improvement.
- Service on international, national, university and departmental committees focused on improving engineering education.

- Mentoring of teaching assistants.
- Graduate and undergraduate student advisee authorship of journal articles, conference papers.
- Graduate and undergraduate student advisee's awards (scholarships, outstanding paper awards, research proposals, etc.)

**Service:** Factors taken into consideration when evaluating the candidate's service to the profession, community, university and the CEE department include the following: *Note: The item that provides credit for Graduate program Coordination duties has been removed.*

- Service on university, college and department committees and task forces.
- Assisting with ABET and SACS accreditation.
- Integration of service learning into courses.
- Organizing sessions, workshops, short courses, etc., such as at professional conferences and meetings.
- Serving as a journal editor, serving on the editorial board of a journal, serving as a guest editor and organizing a special issue of a journal.
- Providing peer reviews of journal articles.
- Serving on a review panel for funding agencies/proposals.
- Advising student associations and assisting with student related activities.
- Providing technical advice to the local community or providing service by carrying out research for community organizations.
- Outreach activities to the schools and community organizations.
- Other service to professional associations, such as serving as a board member, committee chair, committee member, and task force member.

**External reviewers** will be solicited to evaluate the candidate on the quality of their research, teaching and service. It is of utmost importance that the candidate work with their colleagues and the department chair to help identify external reviewers who are knowledgeable in the candidate's area of scholarship, highly regarded in the profession and can give an unbiased and informed assessment of the candidate's work.