

Tenure and Promotion Guidelines¹

Department of Computer Science and Engineering
University of South Florida

INTRODUCTION

These guidelines describe the standards for promotion and tenure in the Department of Computer Science and Engineering. These guidelines supplement those of the College of Engineering and the University of South Florida and provide additional department specific guidelines and evaluation criteria. The faculty member must progress from demonstrating potential (Associate Professor) to the achievement (Professor) of national/international recognition.

AREAS OF RESPONSIBILITY

Each faculty member is expected to be engaged in the following activities:

- student mentoring and teaching;
- discovery of new knowledge;
- research and/or translation of that research into entrepreneurial innovation and output;
- leadership and professional engagement;

They are expected to attain

- professional recognition and external visibility; and adhere to a
- professional code of conduct and be collegial.

Student Mentoring and Teaching

Activities in this area may include, but are not limited to:

- dedicated and quality student instruction at the appropriate course load;
- undergraduate and graduate student mentoring with emphasis on completion of doctoral students;
- innovation in academic course content as well as delivery; and
- introduction of new research-oriented graduate courses and/or seminars.

Discovery of New Knowledge

Knowledge discovery may contain

- scholarship activity contributing to the discovery of new knowledge or the application of knowledge;
- generating, contributing to and disseminating knowledge; and

¹ CSE is not currently a multi-campus unit. If future faculty are hired at branch campuses we will modify our T&P documents to ensure that those faculty are included in matters of T&P and to ensure they have a voice in promotion issues. We recognize the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university.

- scholarly activity with emphasis on quality and potential long-term impact.

Research and/or Entrepreneurial Innovation and Output

The faculty member is expected to get engaged in

- innovative and impactful research leading to technological know-how, or to entrepreneurial activity producing patents, licenses or start-up companies;
- attracting external resources to support a research or entrepreneurial program;

Note: entrepreneurial activity must be based on innovative and impactful research by the candidate. Pure entrepreneurship that is not based on fundamental research is unlikely to result in tenure and/or promotion.

The faculty member is expected to produce

- sustained and quality-oriented research and/or entrepreneurial output;
- evidence of quality output in the form of, but not limited to, honors and awards, citations by peers, adoption of textbooks, invited presentations, patents, adoption of technology in industry or at another university, external support through peer-reviewed proposals, and letters of support from internationally recognized scholars and/or technological inventors; and
- quality-oriented output with continuity and sustained activity.

Leadership and Professional Engagement

The faculty member must have

- the ability to inspire, influence, motivate and guide students as well as fellow scholars;
- leadership roles which may include service to professional societies, service in institutional committees, organizing workshops and conferences, editing journal and book monographs, directing a research team or a laboratory, serving on panels of national/international importance, or being a sought after consultant on various matters related to one's discipline.

Professional Recognition and External Visibility

The faculty member is expected to achieve

- recognition in all activities (mentoring, scholarship and service) at the national or international level;
- some of the higher level honors such as fellows in professional societies, memberships in various prestigious societies or academies, or receive other highly prestigious awards;
- professional recognition that enhances the faculty member's external visibility and the visibility of USF.

Professional Code of Conduct

The faculty member must be held to high ethical and moral standards, observing the professional code of conduct of USF. The faculty member should also be a role model for

students and fellow faculty members, and is expected to work in his/her unit in a collegial manner.

STANDARDS FOR ASSOCIATE PROFESSOR WITH TENURE

The candidate must have a record of accomplishment in the areas of responsibility above that provides evidence that the faculty member will

- continue to sustain quality student instructions;
- continue to build a quality research and/or entrepreneurial program;
- continue to produce quality research and/or entrepreneurial output;
- continue to provide leadership and professional service; and
- continue to grow in professional stature and recognition.

In general, the promotion to Associate Professor is an indication that the candidate is progressing from potential to the achievement of national/international recognition.

STANDARDS FOR PROFESSOR

The candidate must have a record of accomplishment in the areas of responsibility above that provides evidence that the faculty member has

- sustained quality student instructions;
- built a quality research and/or entrepreneurial program;
- produced a body of quality research and/or entrepreneurial output;
- provided leadership and professional service; and
- grown into a professional of national and international stature and recognition.

In general, the promotion to Professor is an indication that the candidate has achieved national/international recognition. The achievements are cumulative, measured over an extended number of years.

EXTERNAL REVIEWS

The department will request six (6) letters from highly reputable external reviewers in order to assess the readiness of the candidate for tenure and/or promotion. Since the emphasis is on high impact and visibility, these letters will play a significant role in the decision process. The external scholars are expected to have high visibility and should be highly regarded in their field of expertise, and should be familiar with the work of the candidate and/or should be able to assess the quality, the significance and the impact of the work. As per university guidelines, the department protects the privacy of the reviewers and allows the candidate to have access to the narrative content of their review letters without revealing the identity of the reviewer.