

Electrical Engineering Department

Guidelines for Tenure and Promotion to Associate Professor

These guidelines supplement the USF T&P Guidelines, USF policies and the USF Collective Bargaining Agreement.

This Department of Electrical Engineering 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 Tenure & Promotion 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.

Promotion and Tenure applications at the EE department are reviewed by the department's personnel committee which consists of full professors representing the department's specialty areas. The committee holds a review meeting that is open to all eligible faculty. A vote of the committee is taken, and the results are entered into the P&T package. Only the committee members participate in the vote. There is a separate vote for all eligible faculty members, which is also recorded.

The department chair reviews the application and the personnel committee's evaluation results and prepares his/her recommendation that is subsequently submitted to the college dean.

Teaching –

The successful candidate is expected to have taught at both the graduate and undergraduate levels, including courses with medium to large enrollments as compared to departmental norms. Student teaching evaluations on a par (near the mean) with college averages at comparable course levels are expected. Teaching evaluations should show an ongoing positive trend. Additional contributions to the teaching mission – such as development of new courses and textbooks, developing or upgrading of labs, development of novel instructional materials to foster student engagement and facilitate learning, publishing papers in teaching-relevant journals or conferences – are important considerations. As appropriate, the candidate should have demonstrated participation in training to advance teaching skills. All activities and contributions that impact the teaching mission will count in the evaluation process.

Mentoring and research grant funded support of two or more doctoral candidates as Major Professor with at least one PhD student graduated or very close to completion is expected. While emphasis is on PhD students, mentoring and support of thesis option MS students can also help meet these expectations.

Research –

The successful candidate is expected to have 10-15 peer reviewed, discipline specific publications since entering the tenure track. While reputable journal papers carry greater weight, peer reviewed full papers which are published in conference proceedings will be counted. For fewer than 10 journal articles the total count should be on the higher end of the 10-15 range. It is unlikely that significantly fewer than 10 journal articles will win support. Both journal papers and conference papers should be in IEEE journals or conferences or their equivalents for the relevant research area. Journals must be those included in the Science Citation Index or Compendex. Research-oriented authored books and book chapters such as those that are equivalents of research review articles in journals will also count.

A discipline-specific research funding track record that demonstrates current relevance to and support from external funding agencies in the form of peer reviewed and nationally competitive research grants is expected, along with the promise of sustained support to grow an independent program to a global leadership level. The level of support and its forward projection should be such as to advance the current norms in the department to higher levels, with a minimum expectation of two nationally competitive peer reviewed research grants being attained, at least one as principal investigator. Achievements that signify especially innovative research, including patents, licensed technology or other forms of technology transfer beyond the university will be considered in the evaluation.

The successful candidate is expected to

Service –

Significant participation and projected growing leadership role in the profession, particularly at the national and global levels is expected. This could include for example, holding officer positions in professional societies, membership in committees, organizing symposia, cultivating editorship roles with journals, etc. Building relationships with local industry and engaging the local community are also expected. Demonstration of meaningful contributions to the overall mission of the department, college and university such as through participation on committees, student advising and advising to student organizations is also expected. Successful participation should portend growth into leadership roles.

The awarding of tenure is a long term commitment by the department. Recipients of tenure are expected to have clearly demonstrated the ability and drive to advance their careers and the reputation of the department to levels worthy of such a commitment. Meeting the above guidelines is the most direct pathway to demonstrating such potential. However, because of the diversity of the discipline and different modes of inquiry that may be appropriate to the relevant research area other factors that demonstrate significant scholarly achievement may be considered. In all cases it is expected that letters from external reviewers who are highly distinguished and active in the candidate's field of research, will strongly support and justify the awarding of tenure.

While these guidelines are department specific, they are intended to also meet all requirements of the College of Engineering and the University. The applicant is encouraged to additionally consult documents relating to those requirements.

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1. 25-30 cumulative peer reviewed publications. The time period for these includes the tenure earning years at USF or elsewhere. It is also expected that these will be generated at an average rate of about 2-3/year following promotion to Associate Professor. While reputable journal papers carry greater weight, peer reviewed full papers which are published in conference proceedings for conferences which are principals in the relevant research area will be counted. For fewer than 20 journal articles the total count should be on the higher end of the 25-30 range. It is unlikely that significantly fewer than 20 journal articles will win support. Both journal papers and conference papers should be in IEEE journals or conferences or their equivalents for the relevant research area. Journals must be those included in the Science Citation Index or Compendex. Similar quality books and book chapters will also count.
2. Mentoring and support of multiple doctoral candidates as Major Professor with several PhD students graduated. While emphasis is on PhD students, mentoring and support of thesis option MS students and Post Docs can also help meet these expectations.
3. A research funding track record that demonstrates current relevance to and established support from external funding agencies to grow the program to a global leadership level. The level of support and its forward projection should be such as to advance the current norms in the department to higher levels. Achievements that signify especially innovative research, including patents, licensed technology or other forms of technology transfer beyond the university will be considered in the evaluation.
4. Teaching both graduate and undergraduate courses. A cumulative record of student teaching evaluations that is above the mean of College averages. Teaching evaluations should show an ongoing positive trend. Additional contributions to the teaching mission such as: development of new courses, developing or upgrading of labs, publishing papers in teaching-relevant journals or conferences. All activities and contributions that impact the teaching mission will count in the evaluation process.
5. Significant leadership roles in the profession at local, state and/or national and global levels. This could include for example, holding officer positions in professional societies, ongoing membership in relevant committees, especially as chair, organizing symposia and conferences, editorship roles with journals, etc. Building relationships with local industry and engaging the local community are also expected.
6. Demonstration of significant contributions to the overall mission of the Department, College and University such as on committees, especially in leadership roles, student advising and advising to student organizations.