

Department of Mechanical Engineering
Guidelines for Tenure and Promotion to Associate Professor
May 1, 2020

This Department is not currently a multi-campus unit. If future faculty are hired at branch campuses, we will modify our tenure and promotion documents to ensure that those faculty are included in matters of tenure and 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.

The Department will follow the procedures for tenure and promotion set forth in the policies of the University and College. The Department will provide written guidelines for those seeking tenure and/or promotion to Associate Professor.

Teaching

The successful candidate is expected to have taught one required undergraduate course, one core graduate course, and one specialized graduate course or undergraduate technical elective. Strong and continuously improving teaching evaluations and demonstration of use or development of innovative pedagogy are expected. Development and upgrading of courses and labs along with 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. Teaching awards and contributions that impact the teaching mission will count in the evaluation process.

At a minimum, mentoring and support of two or more doctoral candidates as Major Professor with at least one PhD student graduated or very close to completion is expected. Although the emphasis is on PhD students, mentoring and support of thesis option MS students will also be recognized.

Research

The successful candidate is expected to publish at least 2 high quality journal papers on average per year of tenure at USF as a senior or corresponding author. While reputable journal papers carry greater weight, peer-reviewed full papers which are published in conference proceedings for the top conferences (with low acceptance rates) in the relevant research areas will be counted. Similarly, quality book chapters will also count. Presentations at major national and international conferences are expected.

Demonstration of independent research activity is required. Successful candidates are expected to have 2 or more nationally competitive peer-reviewed research grants as a PI. Additional grants are encouraged along with the promise of sustained funding to grow an independent program to a global leadership level. It is expected that the candidate applies for the maximum number of trials for the NSF CAREER proposal.

Achievements that signify innovative research, including patents, licensed technology or other forms of technology transfer beyond the university will be considered in the evaluation.

Service

Participation in professional society activities at the national and global levels is expected. Examples include being on editorial boards, organizing and chairing conferences and technical sessions. Involvement in review panels at funding agencies such as NSF and NIH is highly encouraged.

Building relationships with local industry and engaging the local community including the K-12 school districts in the area are highly encouraged. 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 recognized.

Successful participation in service should indicate growth into leadership roles.

Overall

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 continue to advance their careers and the reputation of the department to levels worthy of such a commitment.

They are also expected to be collegial within the department, college and the university.