

**Department of Mechanical Engineering**  
**Guidelines for Promotion from Associate Professor to 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 promotion to Full Professor.

### **Teaching**

A track record of strong teaching evaluations and demonstration of use or development of innovative pedagogy are expected. Development and upgrading of the curriculum, contributions toward ABET and SACS related activities, publishing papers in teaching-relevant journals or conferences are important considerations. Teaching awards and contributions that impact the teaching mission will count in the evaluation process.

Mentoring of junior faculty in teaching and new course development activities will be recognized.

Sustained mentoring, support and graduation of multiple doctoral students as major Professor is expected. While emphasis is on PhD students, mentoring and support of thesis option MS students will also be recognized.

Placement of graduated students in academia, government and industry will be an important consideration.

### **Research**

Peer recognition in the discipline and professional field at the national and international level is key to the promotion to the Professor level. 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 credited. Similarly, quality book chapters will also be recognized. Recognition of the applicant by peers may be demonstrated through appropriate citations of publications. Presentations at major national and international conferences including invited papers and workshops are expected.

Demonstration of leadership in large funded projects is expected. Successful candidates are expected to have a strong record of multiple nationally competitive peer-reviewed research grants as a PI. It is expected that the candidate has sustained funding from agencies such as NASA, DOD, DOE, NSF, NIH and the private sector.

A sustained record of achievements that signify innovative research, including patents, licensed technology or other forms of technology transfer beyond the university will be important considerations in the evaluation.

### **Service**

Leadership roles in professional society activities at the national and global levels are expected. Examples include being on editorial boards, assuming elected positions in professional organizations, organizing and chairing major conferences. Election as a Fellow of a leading professional society will be recognized.

Involvement in review panels at funding agencies such as NSF and NIH is expected.

Sustained record of relationships with industry and engaging the local community including the K-12 school districts in the area are expected. Continued demonstration of meaningful contributions to the overall mission of the department, college and university such as through participation and leadership on committees, student mentoring and advising student organizations is important. Mentoring of junior faculty is expected at this level.

### **Overall**

Recipients of promotion from Associate Professor to Professor are expected to have clearly demonstrated excellence and globally recognized leadership in research, education and service, and significantly enhanced the reputation of the department.

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