

## **8. TENURE AND PROMOTION CRITERIA**

### **UF TENURE AND PROMOTION CRITERIA**

The University's criteria for granting tenure, promotion or permanent status shall be relevant to the faculty member's assignment and to their performance of the duties and responsibilities expected of a member of the university community. These criteria recognize three (3) broad categories of academic engagement:

1. Teaching - Instruction, including in person classroom teaching, online/distance/executive/continuing education/laboratory/field/clinical/performance instruction, direction of theses and dissertations, and extension education programs.
2. Research – Research or other scholarship and creative activities. Reminder: All tenure-track faculty must have a minimum of 10 percent of their time assigned to research.
3. Service – Public and professional.

Each faculty member shall be given assignments that provide equitable opportunities, in relation to other faculty members in the same department, to meet the required criteria for promotion, tenure and permanent status. Extension contributions in academic service may be inclusive of the three broad categories described above.

In most cases, tenure and promotion require “distinction” in at least two areas, teaching and research, unless the faculty member has an assignment that primarily reflects other responsibilities, such as the Cooperative Extension Service or a clinical assignment. Merit should be regarded more important than variety of activity. “Distinction” is defined by the University and clarified by each college and department in terms tailored to the college and department disciplines consistent with University standards.

### **UF/IFAS AND DEPARTMENTAL DISCIPLINE-SPECIFIC CLARIFICATIONS OF THE UF CRITERIA**

Faculty members are expected to perform at an outstanding level in their assigned areas of responsibility with productivity that is proportional to their assignment. Regardless of the number of functional areas of assignment, it is expected that the faculty member will meet the professional responsibilities normally expected for service.

#### **College of Agricultural and Life Sciences (Teaching):**

For faculty with a teaching assignment, evidence of distinction as an educator for that portion of FTE assigned to teaching is necessary for tenure and/or promotion. Distinction may be evidenced in a number of ways, including course and curriculum development and improvement, student and peer evaluations of instruction and advisement, and involvement in counseling students in programs of study and research including academic advising, service on graduate

committees, and supervision of masters' theses, doctoral dissertations and other student research and Extension activities. Other indicators of distinction include the development and use of innovative teaching methods; teaching contracts and grants, relevant publications, software and other creative activities (the scholarship of teaching); teaching awards; and the faculty member's involvement in professional development opportunities designed to enhance teaching proficiency and service to students.

**Florida Agricultural Experiment Station (Research):**

For faculty with a research assignment, distinction in the scholarship of discovery, innovation and applications-based research is necessary for tenure and/or promotion. There must be evidence of an organized, significant and long-term research program with sustained scholarly output proportional to the percent of FTE assigned to research. Demonstration of competence in design, conduct, interpretation and communication of original research must be documented. Research distinction may be evidenced by scholarly work published in refereed journals, publications for use by producers and other clientele, and scholarly products and activities such as books, patents, cultivar releases, software and other creative works. Other indicators include extramural support, interdisciplinary or cooperative research efforts, and scholarly presentations at professional meetings and conferences. Service on graduate committees and supervision of masters' candidates and/or doctoral candidates to degree completion is required. Faculty are expected to co-author refereed journal articles with supervised graduate students.

**Florida Cooperative Extension Service (Extension):**

For faculty with an extension assignment, effective contribution to the planned non-degree educational programs of UF/IFAS for that portion of FTE assigned to extension is necessary for tenure, permanent status, and/or promotion. State Extension faculty members are expected to show evidence of collaboration with county faculty in their programs and involvement in in-service education for professional development of county faculty. Distinction in Extension may be evidenced by effectiveness in obtaining, integrating and organizing educational resources into programs directed to meet the needs of extension clientele (general public, producers, industry groups, families, youth and other relevant audiences); the design and implementation of educational experiences (the scholarship of application) appropriate to priority needs identified; the packaging of research based information into program materials such as bulletins, fact sheets, newsletters, mass media messages, electronic publications, distance education, and public displays; and documentation of educational program impacts. Other indicators include participation in professional development and training opportunities to remain current with scientific and methodological developments, extramural funds received, and recognition by peers and clientele as a leader in the assigned areas of responsibility.

## Promotion in the Tenure-Accruing Ranks

### Assistant Professor to Associate Professor

For promotion to Associate Professor, distinction in the areas of assignment, as described above, is expected. The candidate should demonstrate potential for long-term, sustained excellence, and the emergence of a national reputation. Candidates should have demonstrated service to the university through department and college assignments. Professional engagement at the national level is expected.

### Associate Professor to Professor

Candidates for promotion to Professor should demonstrate sustained distinction with leadership in the areas of assignment, as described above. Additionally, they should have both a national as well as an international reputation for excellence in at least one assigned area of responsibility. Candidates should have a record of leadership in the professional community, including service to the university, college, and unit. Leadership in the profession through service as a journal editor, editorial board member, national committee member, conference or symposium chair, or professional society leader is expected.

## Promotion in the Non-Tenure-Accruing Ranks

The university has created the following categories for appointing and promoting non-tenure-accruing faculty within all colleges and units. Three promotional ranks exist within each faculty category.

<b>Rank</b>	<b>Research or Extension Professor Series</b>	<b>Lecturer Series</b>	<b>Scientist (with or without Extension or Research modifier) Series</b>
I	Research or Extension Assistant Professor	Lecturer	Assistant Scientist
II	Research or Extension Associate Professor	Senior Lecturer	Associate Scientist
III	Research or Extension Professor	Master Lecturer	Scientist

Because non-tenure-accruing faculty usually have specific assignments, it is important that promotion decisions are based on the performance of each candidate relative to their duties and responsibilities, which should be stated in the unit leader's letter.

Distinction in the area(s) of assignment is expected for promotion in the non-tenure-accruing ranks. Distinction in teaching, research and extension is described above. For non-tenure-accruing positions where neither securing grants and contracts, nor service on graduate committees and supervision of master's and/or doctoral candidates to degree completion are required, these activities can still serve as additional evidence of distinction and leadership. Service to the unit, college, university and the profession is expected of all faculty. Time in rank

should not be the primary consideration for promotion; the time periods described below are intended only as a general guideline for a minimum time in rank.

#### Promotion from Rank I to Rank II

Individuals seeking promotion from rank I to rank II in their title series should have at least five (5) years of service at the rank I level. They shall prepare a packet describing their accomplishments using the university and UF/IFAS guidelines and the online workflow system: Online Promotion and Tenure (OPT) and will follow the normal tenure and promotion timetable. The unit leader will solicit letters of evaluation from a minimum of five evaluators for inclusion in the final packet. Letters should be sought from individuals of higher rank than the candidate. Letters for candidates in the Lecturer title series may be internal or external to the university but must be from individuals outside the evaluative chain.

#### Promotion from Rank II to Rank III

Individuals seeking promotion from rank II to rank III in their title series should demonstrate sustained distinction with leadership in the area(s) of assignment. There shall be no fixed time period for promotion to the third rank. Candidates shall prepare a packet describing their accomplishments using the university and UF/IFAS guidelines and the online workflow system: Online Promotion and Tenure (OPT) and will follow the normal tenure and promotion timetable. The unit leader will solicit letters of evaluation from a minimum of five evaluators for inclusion in the final packet. Letters should be sought from individuals of higher rank than the candidate. Letters for candidates in the Lecturer title series may be internal or external to the university but must be from individuals outside the evaluative chain.