

## **FH Appendix 2: Promotion Guidelines: College of Engineering and Science (COES)**

Submitted by the Dean of the College of Engineering and Science

(M. Carvalho, May 10<sup>th</sup>, 2018)

Reviewed and approved by the Senior Vice President for Academics and Provost (M. Baloga, May 16<sup>th</sup>, 2018)

Effective Fall 2018

### **Conditions for Promotion Consideration:**

- A COES faculty member may be considered for promotion to Associate Professor or Full Professor after a minimum of five years at their current rank. Faculty members who join Florida Tech mid-career may require additional time before promotion consideration and in some cases, an accelerated path to promotion may be authorized by the Provost when the faculty member is hired at Florida Tech.
- The promotion dossier must follow all guidelines provided in **FH Appendix 1 Promotion Dossier Format**.
- For three years prior to seeking promotion, the candidate should maintain a minimum average rating of “*at expectations*” or above in research, teaching, and service activities, as assigned by the Department Head and Dean. Any ratings below “*at expectations*” during that period must be thoroughly explained and satisfactorily justified and accepted by the Dean.
- Meeting the conditions for promotion consideration does not guarantee promotion. The University Promotion Committee makes the final recommendation to the Provost and President based on the overall faculty performance as defined in the promotion criteria. The promotion criteria are periodically updated based on faculty performance metrics at target tier institutions and University ranking.

### **Promotion to the Rank of Associate Professor**

Candidates for promotion to the rank of Associate Professor must exhibit high-level performance in scholarship, teaching, and service.

#### **Scholarship**

A candidate must demonstrate a sustained, extramurally funded, on-going, year-round research program, which results in a consistent record of:

- Indexed, peer-reviewed publications
- Citations and recognition of that work by recognized scholars and researchers in their field
- Invited talks and lectures at universities, research centers, and national conferences
- Supervision of doctoral candidates in their research program

The candidate's body of scholarly work will be evaluated both internally according to University and College guidelines, as well as externally for impact by experts in their field.

*A successful candidate will typically:*

- *Produce a substantial publication record in quality journals and highly ranked conference proceedings within their field of specialty, with a reasonable number of indexed, peer-reviewed publications per year depending on the research area (typically a minimum average of 2 per year).*
- *Produce a strong record of publications with students supervised by the candidate*
- *Obtain average annual extramural funding (e.g., federal, state, industry funding) required to support at least one graduate student, operation of a year-round research program, and summer salary support.*
- *Apply for competitive early career awards at the national level.*
- *Fully support graduate students for multiple semesters with the candidate's research funding.*
- *Served as major advisor for 1 or more Ph.D. students who have graduated or are candidates.*

- *Receive 3 strong letters of recommendation solicited from experts in their field.*
- *Deliver invited talks at major conferences and peer institutions.*

*The performance metrics of the successful candidate described above, such as number of publications and average annual extramural funding, may have some variability depending on the candidate's specific field of scholarship.*

### **Teaching**

A candidate must:

- Teach courses at all levels appropriate to the program with consistently good student and peer evaluations
- Support course assessment for accreditation efforts, as appropriate
- Supervise and/or mentor undergraduate research and/or capstone design projects
- Develop and/or improve courses, labs, and/or enhance curricula

*A successful candidate will typically:*

- *Receive average teaching evaluations equivalent to 3.5/5.0 or higher from students and peers*
- *Integrate their areas of research expertise into new, or current, graduate level courses*
- *Have taught different courses at all levels appropriate to the program*
- *Supervise and mentor undergraduate research or capstone design projects.*

### **Service**

A candidate must:

- Actively serve on department, college, and university committees
- Perform undergraduate student advising as assigned
- Participate in professional activities within their field external to the university

*A successful candidate will typically:*

- *Serve on MS thesis and PhD dissertation committees*
- *Actively participate on department, college and/or university committees*
- *Serve on professional review committees (e.g. editorial boards, technical committees, reviewer for journals, session chairs in conferences)*
- *Participate on federal funding agency panels (e.g. NSF, DOD, NASA, NIH)*

## **Promotion to the Rank of Professor**

Candidates for promotion to the rank of Professor must demonstrate an international reputation for scholarship and impact in their field as well as exhibit high-level performance in teaching and service.

### **Scholarship**

A candidate must demonstrate a sustained, extramurally funded, on-going, year-round research program, which results in a consistent record of:

- Indexed, peer-reviewed publications
- Citations and recognition of that work by recognized scholars and researchers in their field
- Invited talks and lectures at universities, research centers, and major conferences
- Supervision of doctoral candidates in their research program

The candidate's body of scholarly work will be evaluated both internally according to University and College guidelines, as well as externally for impact by experts in their field.

*A successful candidate will typically:*

- *Produce a substantial publication record in quality journals and highly ranked conference proceedings within their field of specialty, with a reasonable number of indexed, peer-reviewed publications per year*

*depending on the research area (typically a minimum average of 3 per year).*

- *Produce a strong record of publications with students supervised by the candidate.*
- *Obtain average annual extramural funding (e.g. federal, state, industry funding) required to fully support at least two graduate students, operation of a year-round research program, and summer salary support.*
- *Lead successful multi-investigator research grants and major infrastructure grants.*
- *Maintain a substantial group of graduate students with the candidate's research funding.*
- *Served as major advisor for several Ph.D. students through graduation (typically at least 3).*
- *Receive 5 strong letters of recommendation for promotion, solicited from experts in their field.*
- *Deliver invited and keynote talks at major conferences and peer institutions.*

*The performance metrics of the successful candidate described above, such as number of publications and average annual extramural funding, may have some variability depending on the candidate's specific field of scholarship.*

### **Teaching**

A candidate must:

- Teach courses at all levels appropriate to the program with consistently good student and peer evaluations
- Support course assessment for accreditation efforts, as appropriate
- Supervise and/or mentor undergraduate research and/or capstone design projects
- Develop and/or improve courses, labs, and/or enhance curricula

*A successful candidate will typically:*

- *Receive average teaching evaluations equivalent to 4.0/5.0 or higher from students and peers*
- *Maintain leading edge areas of research in new, or current, graduate level courses*
- *Continue to teach different courses at all levels appropriate to the program*
- *Supervise and mentor undergraduate research or capstone design projects*

### **Service**

A candidate must:

- Take on leadership roles in department, college, and university committees
- Perform undergraduate student advising as assigned
- Take on leadership roles in professional activities within their field external to the university
- Participate as a mentor for new faculty development

*A successful candidate will typically:*

- *Serve on MS thesis and PhD dissertation committees*
- *Actively participate and take leadership roles on department, college and/or university committees*
- *Serve on professional review committees with increasing responsibility and impact (e.g. editorial boards and reviewer for top journals, session chairs in top conferences)*
- *Participate and chair federal funding agency panels (e.g. NSF, DOD, NASA, NIH)*

# **FH Appendix 2: Promotion Guidelines: College of Engineering and Science (COES) - Teaching**

*Submitted by the Dean of the College of Engineering and Science*

*(M. Carvalho, Jun 26<sup>th</sup>, 2018)*

*Reviewed and approved by the Senior Vice President for Academics and Provost (M. Baloga, Aug 1<sup>st</sup>, 2018)*

*Effective Fall 2018*

## **Conditions for Promotion Consideration of Teaching Faculty:**

- A COES faculty member may be considered for promotion to Associate Teaching Professor or Full Teaching Professor after a minimum of five years at their current rank. Faculty members who join Florida Tech mid-career may be eligible for an accelerated path to promotion if authorized by the Provost at the time of hiring.
- The promotion dossier must follow all guidelines provided in **FH Appendix 1 Promotion Dossier Format**.
- For three years prior to seeking promotion, the candidate should maintain a minimum average rating of “*at expectations*” or above in teaching and service activities, as assigned by the Department Head and Dean. Any ratings below “*at expectations*” during that period may be accepted by the Dean if they are thoroughly explained and satisfactorily justified.
- Some candidates may have a scholarship component associated with pedagogy in engineering and science education. The balance between teaching load and scholarship will be determined by the Department Head and Dean.
- Meeting the conditions for promotion consideration does not guarantee promotion. The University Promotion Committee makes the final recommendation to the Provost and President based on the overall faculty performance as defined in the promotion criteria. The promotion criteria are periodically updated based on faculty performance metrics at target tier institutions.

## **Promotion to the Rank of Associate Teaching Professor**

Candidates for promotion to the rank of Associate Teaching Professor must exhibit high-level performance in teaching and service. Candidates with an expected scholarly component must demonstrate innovation and impact.

### **Teaching**

A candidate must:

- Teach courses at levels appropriate to the program with consistently good student and peer evaluations
- Support course assessment for accreditation efforts, as appropriate
- Supervise undergraduate research or capstone design projects
- Work with and train teaching assistants
- Develop or improve courses, labs, or enhance curricula
- Maintain a full-time presence and availability on campus during normal business hours

*A successful candidate will typically:*

- *Receive average teaching evaluations equivalent to 3.5/5.0 or higher from students and peers*
- *Make significant advancements in the undergraduate and/or graduate curriculum with quantitative positive outcomes*
- *Have taught different courses at the undergraduate and/or graduate level*
- *Supervise and mentor undergraduate or capstone design projects.*

## **Service**

A candidate must:

- Actively serve on department, college, and university committees
- Perform undergraduate student advising as assigned
- Participate in professional activities within their field external to the university

*A successful candidate will typically:*

- *Serve on MS thesis and PhD dissertation committees*
- *Actively participate on department, college and/or university committees*

## **Scholarship**

For those candidates with a scholarship component, the load distribution will be determined annually and on a case-by-case basis depending on departmental needs and faculty interest. Candidates with expectations of scholarly activity should demonstrate an impact in development and innovation of pedagogy, which results in a strong record of:

- Indexed, peer-reviewed publications in education and pedagogy development
- Citations and recognition of that work by scholars and researchers in their field
- Invited talks and lectures at universities, research centers, and national conferences

The candidate's body of work will be evaluated both internally according to University and College guidelines, as well as externally for impact by experts in their field.

*A successful candidate will typically:*

- *Produce a publication record in quality journals and well ranked conference proceedings devoted to pedagogy their field of specialty, with a reasonable number of indexed, peer-reviewed publications per year depending on the area (typically a minimum average of 1-2 per year).*
- *Obtain extramural funding (e.g., federal, state, industry funding) to support pedagogy development and implementation.*
- *Receive 3 strong letters of recommendation solicited from experts in their field.*
- *Deliver invited talks at major conferences and peer institutions.*
- *Participate on professional review committees (e.g., editorial boards, technical committees, reviewer for journals, session chairs in conferences) and/or federal funding agency panels (e.g., NSF, DOD, NASA, NIH).*

*The performance metrics of the successful candidate described above, such as number of publications and amount of extramural funding, may have some variability depending on the candidate's specific field of scholarship.*

## **Promotion to the Rank of Teaching Professor**

Candidates for promotion to the rank of Teaching Professor must exhibit consistent, high-level performance in teaching and service. Candidates with an expected scholarly component must demonstrate sustained and nationally-recognized innovation and impact.

## **Teaching**

A candidate must:

- Teach courses at all levels appropriate to the program with consistently good student and peer evaluations
- Lead course assessment for accreditation efforts, as appropriate
- Supervise undergraduate research or capstone design projects

- Work with and train teaching assistants
- Lead efforts to develop or improve courses, labs, or enhance curricula
- Maintain a full-time presence and availability on campus during normal business hours

*A successful candidate will typically:*

- *Receive average teaching evaluations equivalent to 4.0/5.0 or higher from students and peers*
- *Maintain innovative and state-of-the-art course content in a range of courses*
- *Participate in a wide range of introductory and advanced courses*
- *Supervise and mentor undergraduate or capstone design projects*

### **Service**

A candidate must:

- Take on leadership roles in department, college, and university committees
- Perform undergraduate student advising as assigned
- Take on leadership roles in professional activities within their field external to the university
- Participate as a mentor for new faculty in the area of teaching and course development

*A successful candidate will typically:*

- *Serve on MS thesis and PhD dissertation committees*
- *Actively participate and take leadership roles on department, college and/or university committees*

### **Scholarship**

For those candidates with a scholarship component, the load distribution will be determined annually and on a case-by-case basis depending on departmental needs and faculty interest. Candidates with expectations of scholarly activity should demonstrate an impact in development and innovation of pedagogy, which results in a strong record of:

- Indexed, peer-reviewed publications in education and pedagogy development
- Citations and recognition of that work by recognized scholars and researchers in their field
- Invited talks and lectures at universities, research centers, and national conferences

The candidate's body of scholarly work will be evaluated both internally according to University and College guidelines, as well as externally for impact by experts in their field.

*A successful candidate will typically:*

- *Produce a substantial publication record in quality journals and well ranked conference proceedings devoted to pedagogy their field of specialty, with a reasonable number of indexed, peer-reviewed publications per year depending on the area (typically a minimum average of 2 per year).*
- *Obtain extramural funding (e.g., federal, state, industry funding) to support pedagogy development and implementation.*
- *Receive 5 strong letters of recommendation solicited from experts in their field.*
- *Deliver invited talks at major conferences and peer institutions.*
- *Participate on professional review committees (e.g., editorial boards, technical committees, reviewer for journals, session chairs in conferences) and/or federal funding agency panels (e.g., NSF, DOD, NASA, NIH).*

*The performance metrics of the successful candidate described above, such as number of publications and average annual extramural funding, may have some variability depending on the candidate's specific field of scholarship.*

# **FH Appendix 2: Promotion Guidelines: College of Engineering and Science (COES) - Research**

Submitted by the Dean of the College of Engineering and Science

(M. Carvalho, Jun 26<sup>th</sup>, 2018)

Reviewed and approved by the Senior Vice President for Academics and Provost (M. Baloga, Aug 1<sup>st</sup>, 2018)

Effective Fall 2018

## **Conditions for Promotion Consideration:**

- A COES faculty member may be considered for promotion to Associate Research Professor or Full Research Professor after a minimum of five years at their current rank. Faculty members who join Florida Tech mid-career may be eligible for an accelerated path to promotion if authorized by the Provost at the time of hiring.
- The promotion dossier must follow all guidelines provided in **FH Appendix 1 Promotion Dossier Format**.
- For three years prior to seeking promotion, the candidate should maintain a minimum average rating of “*at expectations*” or above in research as well as research-related teaching and service activities, as assigned by the Department Head and Dean. Any ratings below “*at expectations*” during that period may be accepted by the Dean if they are thoroughly explained and satisfactorily justified.
- Some candidates may have a teaching component. The balance between teaching load and scholarship will be determined by the Department Head and Dean.
- Meeting the conditions for promotion consideration does not guarantee promotion. The University Promotion Committee makes the final recommendation to the Provost and President based on the overall faculty performance as defined in the promotion criteria. The promotion criteria are periodically updated based on faculty performance metrics at target tier institutions.

## **Promotion to the Rank of Associate Research Professor**

Candidates for promotion to the rank of Associate Research Professor must exhibit high-level performance in scholarship and research-related teaching and service.

### **Scholarship**

A candidate must demonstrate a sustained, extramurally funded, ongoing, year-round research program, which results in a consistent record of:

- Indexed, peer-reviewed publications
- Citations and recognition of that work by recognized scholars and researchers in their field
- Invited talks and lectures at universities, research centers, and national conferences
- Externally funded research projects
- Supervision of doctoral candidates in their research program

The candidate’s body of scholarly work will be evaluated both internally according to University and College guidelines, as well as externally for impact by recognized experts in their field.

*A successful candidate will typically:*

- *Produce a substantial publication record in quality journals and highly ranked conference proceedings within their field of specialty, with a reasonable number of indexed, peer-reviewed publications per year depending on the research area (typically a minimum average of 3 per year).*
- *Produce a strong record of publications with students supervised by the candidate*
- *Obtain average annual extramural funding (e.g., federal, state, industry funding) required to support a minimum of 75% of the faculty’s salary through fall and Spring, at least two graduate students, operation of a year-round research program, and the faculty’s summer salary.*

- Fully support graduate students for multiple semesters with the candidate's research funding.
- Served as major advisor for 2 or more Ph.D. students who have graduated or are candidates.
- Receive 3 strong letters of recommendation solicited from experts in their field.
- Deliver invited talks at major conferences and peer institutions.

*The performance metrics of the successful candidate described above, such as number of publications and average annual extramural funding, may have some variability depending on the candidate's specific field of scholarship, but is expected to be higher than regular faculty.*

### **Teaching**

For those candidates with a teaching component, the load distribution will be determined annually and on a case-by-case basis depending on departmental needs and faculty interest. A candidate must:

- Teach graduate and research-related undergraduate courses appropriate to the program
- Supervise and/or mentor undergraduate, graduate and postdoctoral research

*A successful candidate will typically:*

- Integrate their areas of research expertise into new, or current, graduate level courses
- Mentor researchers and provide state-of-the-art training in advanced techniques and methodologies

### **Service**

A candidate must:

- Actively serve on department, college, and university committees related to research activities
- Participate in professional activities within their field external to the university

*A successful candidate will typically:*

- Serve on MS thesis and PhD dissertation committees
- Actively participate on department, college and/or university committees related to research
- Serve on professional review committees (e.g. editorial boards, technical committees, reviewer for journals, session chairs in conferences)
- Participate on federal funding agency panels (e.g. NSF, DOD, NASA, NIH)

## **Promotion to the Rank of Research Professor**

Candidates for promotion to the rank of Research Professor must demonstrate an international reputation for scholarship and impact in their field and research-related teaching and service.

### **Scholarship**

A candidate must demonstrate a sustained, extramurally funded, on-going, year-round research program, which results in a consistent record of:

- Indexed, peer-reviewed publications
- Citations and recognition of that work by recognized scholars and researchers in their field
- Invited talks and lectures at universities, research centers, and major conferences
- Externally funded research projects
- Supervision of doctoral candidates in their research program

The candidate's body of scholarly work will be evaluated both internally according to University and College guidelines, as well as externally for impact by recognized experts in their field.

*A successful candidate will typically:*

- Produce a substantial publication record in quality journals and highly ranked conference proceedings within their field of specialty, with a reasonable number of indexed, peer-reviewed publications per year depending on the research area (typically a minimum average of 5 per year).
- Produce a strong record of publications with students supervised by the candidate.



- Obtain average annual extramural funding (e.g., federal, state, industry funding) required to support a minimum of 75% of the faculty's salary through fall and Spring, at least four graduate students, operation of a year-round research program, and the faculty's summer salary.
- Lead successful multi-investigator research grants and major infrastructure grants.
- Maintain a substantial group of graduate students with the candidate's research funding.
- Served as major advisor for several Ph.D. students through graduation (typically at least 5).
- Receive 5 strong letters of recommendation for promotion, solicited from experts in their field.
- Deliver invited and keynote talks at major conferences and peer institutions.

*The performance metrics of the successful candidate described above, such as number of publications and average annual extramural funding, may have some variability depending on the candidate's specific field of scholarship, but is expected to be higher than regular faculty.*

### **Teaching**

For those candidates with a teaching component, the load distribution will be determined annually and on a case-by-case basis depending on departmental needs and faculty interest. A candidate must:

- Teach graduate and research-related undergraduate courses appropriate to the program
- Supervise and/or mentor undergraduate, graduate and postdoctoral research

*A successful candidate will typically:*

- Integrate their areas of research expertise into new, or current, graduate level courses
- Mentor researchers and provide state-of-the-art training in advanced techniques and methodologies

### **Service**

A candidate must:

- Actively serve on department, college, and university committees related to research activities
- Participate in professional activities within their field external to the university

*A successful candidate will typically:*

- Serve on MS thesis and PhD dissertation committees
- Actively participate on department, college and/or university committees related to research
- Serve on professional review committees (e.g. editorial boards, technical committees, reviewer for journals, session chairs in conferences)
- Participate on federal funding agency panels (e.g. NSF, DOD, NASA, NIH)