

Tenure and Promotion Criteria and Procedures

School of Computing and Information Sciences Florida International University

Recommendation for Tenure or Promotion at a professorial rank for a member of the faculty of the School of Computing and Information Sciences (SCIS) will be based on the value of the candidate's activities to the academic excellence of the School and is based upon the candidate's performance and promise of future accomplishments in three areas of:

- Teaching;
- Research; and
- Service.

1. Criteria

1.1 Tenure and Promotion to the Rank of Associate Professor

The rank of Associate Professor in SCIS is awarded to those faculty members who have established a significant research program and contributed significantly to the teaching and/or service missions of the School.

Research: The candidate must have an independent, productive and visible research program in an area of computer science and the potential to sustain and improve their research program over a significant period. The factors considered to measure research productivity may include:

- Refereed publications in high quality computer science journals;
- Refereed publication in high quality computer science conferences;
- Securing grants/research contracts from national external funding agencies supporting the candidate's ongoing research programs;
- Invited Presentations at key meetings/conferences within the candidate's field and seminars at major research universities;
- Evaluation letters from outside reviewers who are in a position to judge the significance and potential of the candidate's work.

Teaching: The candidate must be an effective teacher. The factors considered to measure teaching effectiveness may include:

- Recognition of teaching effectiveness such as teaching awards;

- Supervision of individual student projects such as graduate/undergraduate independent studies;
- Course outlines, syllabi and online material demonstrating the organization of courses;
- Development of new courses;
- Student opinion surveys;
- Unsolicited letters from students.

Service: While SCIS expects the candidates to focus their activities on research and teaching, they are also expected to contribute to their profession and to the collegial governance of the school, college and the university. The factors considered to measure research contributions may include:

- Reviewing professional publications;
- Membership in the Program Committees of major computer science conferences;
- Reviewing funding applications;
- Serving in and/or chairing School/College/University committees.

1.2 Promotion to the Rank of Professor

Research: The candidate must have a demonstrated record of research well beyond and above the level expected for promotion to Associate Professor. In addition to demonstrating consistent productivity (as outlined in the research section for Associate Professor), the applicants shall demonstrate a significant and sustained standing in the national/international community of their peers. The factors considered to measure research productivity may include:

- Sustained record in obtaining significant research funding as senior Principal Investigator;
- Supervising and supporting a large number of Ph.D. students;
- Mentoring junior tenure track faculty members;
- Evaluation letters from outside reviewers who will comment on the significance of the candidate's work and standing within the research community.

Teaching: The candidate must be an effective teacher. The factors considered to measure teaching effectiveness for promotion at the rank of Professor are the same as those for the rank of Associate Professor

Service: The applicant is expected to have a consistent and significant record of leadership in service to the university and/or within his/her professional community at the national/international level. Evidence of service in each year since the last promotion

must be demonstrated. The factors considered to measure service effectiveness may include:

- Editorship of major publications in computer science;
- Membership in editorial boards of major computer science publications
- Participating in US government grant review panels;
- Program Committee and/or Conference Chairmanship of major computer science conferences;
- Leading roles in professional organizations;
- Leading roles at school/college/university levels;
- Significant administrative positions within the university.

2. Human Resources Committee Procedures

2.1. Introduction

The Human Resources Committee of and for SCIS (here referred to as the HRC) is charged with assisting and evaluating those faculty members applying for promotion or tenure. In performing this task, members of the HRC will have access to the personnel files of all these candidates.

2.2. Conflict of Interest

To avoid any possible conflict of interest, any member of the Committee who is a potential candidate for promotion will withdraw from the Committee for the entire promotion process; similarly, any candidate for tenure will withdraw from the Committee for the entire tenure evaluation process. Any such withdrawals will be replaced by the first eligible alternate, or, if no eligible alternate remains, a replacement will be chosen in a supplemental election.

2.3. Time Schedule

Each year, prior to the beginning of the Fall semester, the Committee will establish and announce a time schedule for all steps in the tenure and promotion process.

2.4. The Tenure Process

2.4.1 Initiation of the Process

In accordance with the University Tenure and Promotion Guidelines, at the beginning of Spring semester proceeding the academic year in which candidates will stand for tenure, the Director of the School will provide the HRC with a list of all faculty who must be evaluated for tenure. The HRC chairperson will then notify the candidates that they should initiate the preparation of their tenure application files. The Committee will evaluate each candidate's application. This evaluation may include interviews with the candidate and other faculty members. Evaluation letters from outside sources may be requested. The Committee will then prepare an oral recommendation, which it will present to the candidate. This recommendation shall not be recorded as it is merely advisory to the candidate.

Should the candidate decide to pursue his or her application, the Committee shall assist the candidate in completing the tenure application file. In performing this task, the Committee must request letters of recommendation from sources outside the University.

After the Committee's oral recommendation, if the application is not withdrawn, the candidate will supply the Committee with a list of suggested outside references and

excluded references with brief explanations (i.e., who the individuals are, what credentials they have) in accordance with the University's Tenure and Promotion Guidelines.

The Committee shall request letters from references in accordance with the College of Engineering guidelines. It is the responsibility of the candidate to ensure that all references meet guidelines established by the University and the College.

2.4.2 Faculty Evaluation

The Committee shall schedule a special meeting of the faculty to review all tenure applications. The Committee shall endeavor to notify out of town faculty members by telephone or electronic mail. Each candidate's file will be made available to the faculty of the School at least one week prior to the date of the meeting. The HRC will conduct this meeting, but will not make any recommendations as a committee. For each candidate, the Committee will summarize the candidate's credentials. The candidate will then be given an opportunity to respond to or augment the Committee's comments. The faculty, at this time, will be given an opportunity to question the candidate. The candidate will then be requested to withdraw from the assembly, at which time the faculty will discuss the candidate's suitability for tenure.

At the conclusion of the meeting, ballots will be distributed.

2.5. The Promotion Process

2.5.1 Initiation of the Process

Following the same timetable used for tenure applications, the HRC will solicit nominations for promotion from the faculty of the School. Individuals may nominate themselves without prejudice. The names of the nominees and nominators will be confidential.

The HRC will evaluate each application, and will prepare a recommendation for the candidate in the same manner as in the tenure procedure. The Committee will then inform the candidates of the results of their evaluations. Those candidates wishing to withdraw may do so without prejudice. The Committee will then publish to the faculty a list of the (non-withdrawn) candidates, and schedule an evaluation meeting. Candidates' files will be made available to the faculty at this time.

2.5.2 Faculty Evaluation

This procedure will be similar to that used in the tenure process.

2.6. Balloting

All voting will be done by secret written ballot. The ballot will contain three alternatives: voting for, voting against, abstain. The ballots will be distributed to all eligible voting members of SCIS, as defined in the University Tenure and Promotion Guidelines. Any faculty member who does not hold at least a 50% appointment in SCIS shall be ineligible to vote. The HRC will endeavor to contact faculty members who are out of town to solicit their vote. The ballots shall be returned to a staff member of the School (designated by the Committee) within five working days from the date of their distribution. At the conclusion of this interval, the ballots will be seized by the Chairperson of the Committee. All votes not received by this time will be considered invalid. In extraordinary circumstances, exceptions to this time limit can be made with the unanimous approval of the Committee.

The ballots will be counted by the chairperson and at least one other member of the Committee. All ballots will be sealed and retained until action on the promotion or tenure application has been completed, and any subsequent actions have been taken or grievances have been resolved. Candidates will be told the result of the vote. Those so desiring may withdraw, although in the case of tenure, the rules regarding withdrawals will be in force. The results of the voting for candidates not withdrawing will be published.

2.7. The Committee's Letter of Recommendation

The HRC will discuss each candidate informally with members of the School and will prepare a summary of these discussions. The Committee will then write a letter of recommendation, which includes this summary and reflects the vote of the faculty.

2.8. Completion of the Candidate's File

The candidate is responsible for completing his or her application file, but may seek assistance from the HRC and others. This application file will include the Director's letter, the Committee's letter, a summary of the candidate's teaching evaluations, the candidate's curriculum vitae, and any other information deemed relevant by the Committee or by the candidate. The application file and the procedures used in its preparation shall comply with the rules of the University and the appropriate sections of the Collective Bargaining Agreement.

2.9. Final Actions of the Committee

The Committee will forward the completed application files to the Tenure and Promotion Committee of the College of Engineering and Computing.

2.10. Director's voting

The Director of SCIS does not vote as a member of the faculty and makes a separate recommendation.

Appendix A. Sample Ballots.

SCHOOL OF COMPUTING AND INFORMATION SCIENCES

[Date]

FOR TENURE

[Candidates' name]

- [] For Tenure
- [] Against Tenure
- [] Abstain

SCHOOL OF COMPUTING AND INFORMATION SCIENCES

[Date]

FOR PROMOTION TO THE RANK OF [ASSOCIATE] PROFESSOR

[Candidate's name]

For Promotion

Against Promotion

Abstain