

**Enacted: 11/19/2020**

## **Non-Tenure Track Promotion Criteria and Procedures** *For Teaching Professor applications\**

### **School of Computing and Information Sciences** **Florida International University**

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Recommendation for Non-Tenure Track 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 the two areas of:

- Teaching; and
- Service.

## **1. Criteria**

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

The rank of Teaching Associate Professor at SCIS is awarded to those faculty members who have made a significant contribution to the teaching and/or service missions of the School. The applicant must possess a terminal degree for promotion to the rank of Teaching Associate Professor. The terminal degree requirement does not apply to applicants who held the rank of Teaching Assistant Professor of the SCIS faculty on or prior to the date of approval of this document.

**Teaching:** The candidate must be an excellent 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 undergraduate independent studies
- Development of new courses
- Creation of course outlines, syllabi, and online material demonstrating the organization and content of developed courses
- Classroom and laboratory innovation
- Any pedagogical or discipline publications
- Course and Student evaluations
- Student learning outcomes
- Peer teaching evaluations

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\* The Criteria and Procedures for Research Professors are not specified in this document.

- Annual assignments and evaluations
- Teaching certificates
- Unsolicited letters from students
- Sustained record of student academic advising and mentorship
- Learning/Teaching assistant evaluations
- External certification of courses, including Quality Matters (QM)
- Active, ongoing research activity
- Published textbooks

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

- Professional development and activities that demonstrate leadership in external activities related to computer science education (e.g., SIGCSE)
- Serving as a faculty advisor to student organizations
- Serving as a school or college commencement representative
- Attending faculty meetings
- Participating in prospective faculty recruitment and interviewing
- Participating in potential student recruitment and interviewing
- Organizing student activities
- Performing peer teaching evaluations
- Conducting accreditation activities (SACS, ABET, etc.)
- Participation in PhD qualifying exams
- Undergraduate curriculum advising
- Serving as a PhD thesis committee member
- Serving as an MS thesis committee member
- Other Instructional Effort, as described in the section on Teaching.
- Serving as a school, college, or university committee chair
- Serving as a school, college, or university committee member
- Contributions to collaborative professional environment/collegiality
- Other miscellaneous internal service (e.g., strategic planning) as deemed relevant by the Director

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

**Teaching:** The candidate must be an excellent teacher. The important qualifications, including any exceptions contained therein, and the factors considered to measure teaching effectiveness for promotion at the rank of Teaching Associate Professor also apply at the rank of Teaching Professor. Additional factors to measure teaching effectiveness for promotion at the rank of Teaching Professor may include:

- Consistency of teaching success
- Evidence of teaching quality enhancement

- Contribution to innovations in pedagogy
- Significant contributions to SCIS' curriculum
- Excellent record of student academic advising and mentorship

**Service:** The applicant is expected to have a consistent and significant record of leadership in service to the university. Evidence of service in each year since the last promotion must be demonstrated. The factors considered to measure service contributions, in addition to those considered at the Associate Teaching Professor rank, may include:

- Leading roles at school/college/university levels;
- Excellent record of service and leadership
- Prominence outside the university related to computer science education (e.g., SIGCSE)
- Leadership role in ABET / accreditation
- Conference or workshop chair or co-chair
- Editor, Associate Editor, co-editor of a Journal
- Technical program committee member
- Ad-hoc reviewer
- Proposal panelist
- Tenure or promotion file reviewer
- Board member of a professional society
- Community board member
- Community outreach organizer
- Other miscellaneous external service that is relevant to a specific subfield.
- Other miscellaneous external service as deemed relevant by the Director.
- Serving as a mentor to another faculty member

## **2. Non-Tenure Track Promotion Committee Procedures**

### **2.1. Introduction**

The Human Resources Committee of and for SCIS (henceforth referred to as the HRC) is charged with facilitating the evaluation of non-tenure-track faculty members applying for promotion. The overall non-tenure track promotion (NTTP) Committee consists of members of the HRC and two teaching professors appointed by the Director. In performing this task, members of the Committee will have access to the personnel files as defined by the office of Provost of all these candidates.

### **2.2. Election of Human Resources Committee**

The three members of the SCIS Human Resources Committee are elected by the faculty in the Spring term to take charge at the beginning of the Fall term. To be on the committee, a faculty member must be tenured.

### **2.3. Voting Faculty**

As specified in the University's Non-Tenure-Track Promotion Guidelines, the "voting faculty" is comprised of all tenured/tenure-track faculty members, and Teaching Professors who hold at least the rank to which the candidate is seeking to be promoted.

Anyone who has a conflict of interest with a candidate will not be allowed to participate in any promotion application that is to the same rank as that of the candidate. The candidacy of a family member is an automatic conflict of interest.

Voting faculty never includes individuals on visiting or courtesy appointments. Any faculty member who does not hold at least a 50% appointment in SCIS shall be ineligible to vote.

### **2.4. The Promotion Process**

#### **2.4.1 Initiation of the Process**

For non-tenure track promotions, in accordance with the policies set forth by academic affairs, this procedure usually occurs in a different time frame and does not require external letters. Further, this promotion will be handled in accordance with the requirements set forth by academic affairs, but otherwise follow rules similar to those used for tenure track promotions.

#### **2.4.2 Faculty Evaluation**

The Committee shall schedule a special meeting of the faculty to review all 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, and both the Committee and faculty will receive notification when the file is ready for review. The Committee will conduct this meeting. 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 promotion.

## **2.5. 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 Section 2.3. The HRC will endeavor to contact voting 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 three 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 application has been completed, and any subsequent actions have been taken or grievances have been resolved. The Director will discuss the result of the vote and the departmental evaluation letter with the candidate. Those so desiring may withdraw.

## **2.6. The School's Letter of Recommendation**

The School's evaluation letter is drafted by the Chairperson of the Committee in consultation with the Committee members, and is finalized upon the agreement of a majority of the Committee members. The Committee chairperson's letter is addressed to the Director of the School. In writing this letter, the Committee will take into account discussions at the faculty evaluation meeting, and present a collective statement of recommendation that includes a summarized discussion of both the strengths and weaknesses of the candidate. The letter should include this summary and reflect the vote of the faculty, and the Committee's recommendation.

## **2.7. Completion of the Candidate's File**

The candidate is responsible for completing his or her application file, but may seek assistance from the Committee and staff at the School, College and/or University. The application file and the procedures used in its preparation shall comply with the policies of the University and the appropriate sections of the Collective Bargaining Agreement.

## **2.8. Final Actions of the Committee**

Submission of the Committee chair's letter and recording of the faculty vote will electronically forward the completed application files to the Director of the school.

## **2.9. 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 PROMOTION TO THE RANK OF []

[Candidate's name]

[ ] For Promotion

[ ] Against Promotion

[ ] Abstain