

Guidelines for Tenure and Promotion¹

Department of Computer Science and Engineering

University of South Florida

Preamble

The Tenure and Promotion Committee of the Department of Computer Science and Engineering (CSE) at the University of South Florida (USF) follows the CSE Department and to discuss their progress towards tenure and/or promotion with the Department

All mid-tenure reviews shall address the candidate's performance in the areas of research, teaching, and service occurring during the preceding tenure-earning years. All reviews will utilize the department and college criteria for tenure and promotion and will assess overall performance in light of mid-point expectations.

expectations of faculty members at the same rank at other leading departments in peer institutions who are in the relevant field(s) of research in which the candidate engages and conducts research. Research productivity can be demonstrated by impactful, peer-reviewed publications in high-quality venues, published with a USF address and with the candidate as a senior or corresponding author during the tenure-earning years.

21.4. A candidate needs to establish a clear record of independent research effort. While collaborations are encouraged, it is expected that a substantial number of publications over the tenure-earning years would result from research efforts led by the candidate and for whom the resulting scholarly products would have the candidate as a principal author, defined as being either first author or the recognized driver of the work (often corresponding, senior, or last author). It is expected that a candidate will publish, during the tenure-earning period, with a USF affiliation and address only, and typically with the candidate's students or other trainees as co-authors.

21.5. A candidate may submit evidence of the relevance and importance of published work in the form of citation data, journal impact factors, highlights in the popular press, or other similar such measures and data.

21.6. The letters (under review) provide independent and objective information on the candidate's research and teaching performance, and their impact on the institution and the field.

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- course, or other course improvements
 - c. Evidence of meeting student learning outcomes
 - d. ABET related analysis and documentation
 - e. Peer evaluations
 - f. Teaching awards and other recognitions of teaching accomplishments
 - g. Documentation of student mentoring and training (e.g., graduate student supervision)
 - h. Documentation of innovative teaching methods, attendance at teaching workshops, or the incorporation of educational research findings in courses taught
 - i. Textbook authoring
223. During the tenure-earning period, the candidate is expected to have acted as the major professor for a number of Ph.D. students. This number should be commensurate with the rank of the candidate during the tenure-earning period and should be consistent with the average number of Ph.D. students advised and graduated by that candidate's peers in similar research fields at their same professorial rank at leading peer departments and institutions.
224. Although the emphasis is on training Ph.D. students, mentoring and support of thesis-option MS students will also be recognized.
225. In addition to the supervision of graduate students, candidates are encouraged to have supervised undergraduate research students and post-doctoral researchers.
226. It is also expected that candidates will have served on thesis and dissertation committees.

23. Service Criteria for Tenure

231. The service component of a successful tenure package should be commensurate with the activities and performance expected of the current rank of the candidate. It is expected that all successful tenure packages will have substantive service at the national and/or international level, with the appropriate amount and stature of such service external to the department and university increasing with the rank of the candidate.
232. The types of service activities expected of a candidate for tenure include:
- a. Active participation in departmental committees
 - b. Reviews of manuscripts for peer-reviewed journals and conferences
 - c. Membership on review panel

3. Criteria for Promotion

3.1. Standards for Promotion to Associate Professor

- 3.1.1. It is required for an Assistant Professor to apply for promotion to Associate Professor coincident to applying for tenure. An Assistant Professor is generally eligible to apply for promotion to Associate Professor after 5 years at the current rank. Earlier eligibility may be considered for exceptional candidates or prior service.
- 3.1.2. A record of excellence in research, teaching, and substantive service that has led to significant national recognition for the candidate and their work amongst peers at leading institutions and departments around the country is the overarching requirement for promotion to the rank of Associate Professor. This record of excellence should support and predict a further increase in the productivity of the candidate and the impact and recognition of their work in the years ahead.
- 3.1.3. A record of excellence in research and scholarship is signified by a track record of external research funding and peer-reviewed publications with the candidate as a principal author. Grants and peer-reviewed publications for technical innovations within computer science and engineering are expected, including nationally competitive peer-reviewed research grant(s) for technical innovations (e.g., an NSF CAREER award). The department also encourages and views positively other grants and publications, such as peer-reviewed publications on CSE education, grants that did not undergo peer review, and nationally competitive peer-reviewed grants for equipment, infrastructure, or teaching activities. Patents and

