

Tenure and Promotion Criteria and Procedures

Knight Foundation 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 Knight Foundation School of Computing and Information Sciences (KFSCIS) 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 KFSCIS 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 such as those published by ACM and IEEE;
- Refereed publication in high quality computer science conferences;
- Securing grants/research contracts from national external funding agencies such as NSF, DOE, ONR, Department of Education, and NIH 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;
- Peer teaching evaluations;
- Unsolicited letters from students.

Service: While KFSCIS 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 service 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:

- Major awards, such as ACM Distinguished Member, and professional society fellow (IEEE, AAAS, ACM) or other equivalent recognition;
- 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 contributions 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 KFSCIS (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. Election of Human Resources Committee

The three members of the KFSCIS 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.

For non-tenure-track promotions, the committee composition is augmented by the Director as dictated by the University Non-Tenure-Track Promotion Guidelines.

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. 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. Voting Faculty

As specified in the University's Tenure and Promotion Manual ("TPM"), the "voting faculty" is comprised of tenured faculty members who hold at least the rank to which the candidate is seeking to be promoted. The following TPM clauses are incorporated herein:

- If a department/unit (including the chairperson/director) has a total of three or more tenured faculty members, only the tenured members of the faculty shall vote on tenure applications.
- If a department/unit (including the chairperson/director) has a total of three or more tenured faculty members, only these faculty members shall vote on applications for promotion to assistant professor.
- If a department/unit (including the chairperson/director) has a total of three or more tenured faculty members at the level of associate professor or above, only these faculty members shall vote on applications for promotion to associate professor.
- If a department/unit (including the chairperson/director) has a total of three or more tenured faculty members at the level of full professor, only these faculty members shall vote on applications for promotion to full professor.

In the case of 3rd year review, the “voting faculty” is comprised of all tenured faculty members only.

Anyone who has a conflict of interest with a candidate will not be allowed to participate in any tenure or 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 KFSCIS shall be ineligible to vote.

TPM takes precedence over the KFSCIS Tenure and Promotion Criteria and Procedures stated herein (“SCIS-TPCP”). Any clause of SCIS-TPCP that is or becomes contradictory to the current or the then-current edition of TPM shall be deemed minimally-adjusted to remove said contradiction. HRC shall maintain an Adjustments Addendum to SCIS-TPCP wherein it shall codify said adjustments. Said adjustments shall be deemed a KFSCIS policy pending their ratification or nullification in a KFSCIS faculty meeting.

2.5. The Tenure Process

2.5.1 Initiation of the Process

In accordance with the University Tenure and Promotion Guidelines, at the beginning of Spring semester preceding 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 shall assist the Director in requesting letters of recommendation from sources outside the University adhering strictly to the University’s Tenure and Promotion Guidelines. Furthermore, the Committee is responsible to organize a peer teaching evaluation of the candidate in the spring term, and the candidate’s seminar at the start of the fall semester.

2.5.2 Department Evaluation

The HRC shall schedule a closed meeting of the eligible voters and the KFSCIS Director to review all tenure applications. The meeting shall be held in person, with accommodations made for approved leaves, documented ADA accommodations, or university approved travel. Each candidate's file will be made available to the eligible voters at least one week prior to the date of the meeting, and both the committee and eligible voters will receive notification when the file is ready for review. The HRC will conduct this meeting but will not make any recommendations as a committee. For each candidate, the HRC will summarize the candidate's credentials. Each candidate will be invited to participate in the portion of the meeting comprising: (a) the Committee's presentation of the candidate's credentials; (b) the candidate's response or additions to the Committee's comments; and (c) the eligible voters' questions for the candidate. The candidate will then be requested to withdraw from the meeting, at which time the eligible voters will discuss the candidate's suitability for tenure.

2.6. The Promotion Process

2.6.1 Initiation of the Process

Following the same timetable used for tenure applications, the School Director will solicit nominations for tenure-track promotion from the faculty of the School. Individuals may nominate themselves without prejudice. The names of the nominators will remain confidential. Those candidates wishing to withdraw may do so without prejudice. The School Director will provide the HRC with a list of all faculty who will be evaluated for promotion.

The Committee shall assist the Director in requesting letters of recommendation from sources outside the University adhering strictly to the University's Tenure and Promotion Guidelines, and schedule both a candidate's seminar and an evaluation meeting. Effective with the 2017–18 Tenure and Promotion cycle, candidates for tenure and/or promotion will NOT have access to their external reviewers' letters.

2.6.2 Department Evaluation

This procedure will be the same as that used in the tenure process.

2.7 Third-Year Review Process

The third-year review process follows the same procedures as the tenure process, but normally occurs in the spring semester and requires an abbreviated application that does not include external evaluations. The Committee is responsible to organize a peer teaching evaluation of the candidate in the preceding fall term.

2.8. Balloting

Ballots will be electronically distributed to the eligible voters, with confidential voting open for 72 hours. Extensions of the time limit can be made by the Director in extraordinary circumstances.

The ballot will contain two alternatives: voting for and voting against. No abstentions will be allowed other than for conflicts of interest.

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. The Director will discuss the result of the vote and the departmental evaluation letter with the candidate. Those so desiring may withdraw, although in the case of tenure, the rules regarding withdrawals will be in force.

2.9. The School's Letter of Recommendation

The School's evaluation letter is drafted by the chairperson of the Committee who is responsible to share its contents with the Committee members. The Committee chairperson's letter is addressed to the Director of the School. To write this letter, the HRC will take into account discussions at the faculty evaluation meeting, and present a collective statement of recommendation that includes a discussion of both the strengths and weaknesses of the candidate. The Committee chairperson will then write a letter of recommendation, which includes this summary and reflects the vote of the faculty.

2.10. 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. 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.

Effective with the 2017-18 Tenure and Promotion cycle, candidates for tenure and/or promotion will NOT have access to their external reviewers' letters.

2.11. 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.

2.12. Director's voting

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

2.13. TACOE Policy

The hiring and tenure of *Tenure as a Condition of Employment* (TACOE) candidates (fully expedited or semi-expedited) shall be discussed in a KFSCIS Faculty TACOE Hiring meeting. For each TACOE candidate, the KFSCIS Faculty will vote on the following questions: all KFSCIS faculty will vote on the question 'Should the candidate be hired?'; the tenured KFSCIS faculty will

vote on the question ‘Should the candidate be hired with tenure?’ In the case of a faculty being hired at the rank of full professor, faculty at the full professor rank will vote on the question ‘Should the candidate be hired at the rank of full professor?’ In case of a semi-expedited TACOE process, prior to the TACOE Hiring meeting, the School Director will obtain and share with the faculty external evaluation letters as required by FIU and College TACOE procedures. In case of conflict between the foregoing and the FIU and College TACOE Procedures, the latter shall prevail, and the foregoing shall be deemed reasonably modified to comply with the latter.

Recommended for Approval by the Department: March 17, 2026 (25 to 3)

Approved by the Dean: March 18, 2026

Approved by Provost Faculty Leadership & Success: March 18, 2026

Policy History:

Initial Effective Date: 2024-01-24

Revision Dates: Added §2.13 2025-03-04; Substantive changes to §2.5.2 and §2.13 and clean up 2026-03-18.

Appendix A. Sample Ballots.

KNIGHT FOUNDATION SCHOOL OF COMPUTING AND
INFORMATION SCIENCES

[Date]

FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

[Candidate's name]

- [] For Tenure and Promotion
- [] Against Tenure and Promotion

KNIGHT FOUNDATION SCHOOL OF COMPUTING AND
INFORMATION SCIENCES

[Date]

FOR TENURE

[Candidate's name (for those currently Associate or Full Professor)]

[] For Tenure

[] Against Tenure

SCHOOL OF COMPUTING AND INFORMATION SCIENCES

[Date]

FOR PROMOTION TO THE RANK OF []

[Candidate's name]

[] For Promotion

[] Against Promotion