Tenure and Promotion Criteria and Procedures

School of Computing and Information Sciences
Florida International University

Revised by faculty vote, Spring 2016[1], Amended 2019-08-03

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 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.

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[1] Added in two places the policy for the candidate's right to view external letters

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 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 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 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. 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.

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 & Promotion Guidelines, the "voting faculty" is comprised of all tenured faculty members who hold at least the rank to which the candidate is seeking to be promoted.

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

In the case of non-tenure track promotion, in addition to all tenure track faculty members, the "voting faculty" also includes all non-tenure track faculty members 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 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 SCIS shall be ineligible to vote.

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 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, and both the committee and faculty 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 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.

2.6. 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.

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.

2.6.2 Faculty Evaluation

This procedure will be similar to 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

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 2.4. 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 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 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 AND PROMOTION TO ASSOCIATE PROFESSOR

[Candidates' name]

[   ]   For Tenure and Promotion

[   ]   Against Tenure and Promotion

[   ]   Abstain

SCHOOL OF COMPUTING AND INFORMATION SCIENCES

[Date]

FOR TENURE

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

[   ]   For Tenure

[   ]   Against Tenure

[   ]   Abstain

SCHOOL OF COMPUTING AND INFORMATION SCIENCES

[Date]

FOR PROMOTION TO THE RANK OF []

[Candidate's name]

[   ]   For Promotion

[   ]   Against Promotion

[   ]   Abstain