

# Non-Tenure Track Promotion Criteria and Procedures 2020-2021

## Biomedical Engineering Department at

### Florida International University

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Faculty in non-tenure-track (NTT) roles are vital to our community. The intention of a promotion track for non-tenure-track faculty is to build a stronger University through the recognition of their outstanding performance and contributions to the institution.

Recommendation for Non-Tenure Track Faculty of the Biomedical Engineering Department (BME) will be based on the value of the Candidate's activities to the mission of FIU.

Non-Tenure Track faculty may follow a primary teaching-faculty track or a primary research-faculty track.

All letters of reference if solicited will be considered confidential and will not be shared with the Candidate.

## **1. Criteria**

### **1.1 Promotion: Assistant Teaching Professor to Associate Teaching Professor**

The candidacy for the Associate Teaching Professor will be consider starting of the sixth year of continuous service as an Assistant Teaching Professor.

**Teaching/Scholarship:** The Candidate must be an effective teacher. The factors considered to measure teaching effectiveness may include:

- Teaching evaluation rubric
- Recognition of teaching effectiveness such as teaching awards
- Supervision of individual student projects such as undergraduate independent studies
- Effective student mentoring and directing of student projects (Undergraduate research and/or Senior Capstone Design)
- Class, module, unit and/or course design incorporating proper alignment with departmental goals, modern pedagogy and valid assessment of learning
- Demonstration of engaging student-centered active-learning
- Positive evaluations by students of courses taught and of contributions to their own learning
- Pedagogical publications
- Ability to evaluate and counsel students
- Participation in continuing education activities

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

- Membership in the Program Committees of major biomedical engineering education conferences
- Serving in and/or chairing Department/College/University committees
- Service as peer-reviewer in leading journals and/or educational materials/repositories
- Service to the education of first-generation students
- Guidance of BME student organization
- Outreach to K-12 educational programs
- Outreach to the Community
- Supervision of undergraduate research
- Supervision of undergraduate senior design.

**Research:** While BME expects the candidates to focus their activities on teaching and service, the faculty may also conduct research in particular as related to biomedical engineering education and student success.

## **1.2 Promotion: Associate Teaching Professor to Teaching Professor**

The candidacy for the Teaching Professor will be considered starting of the sixth year of continuous service as an Associate Teaching Professor.

**Teaching/Scholarship:** Promotion to University Instructor/Lecturer uses the same criteria as those for promotion to Senior Instructor/Lecturer. The Candidate must have shown sustained effectiveness as a teacher as well as evidence of promoting student success in biomedical engineering. The factors considered to measure teaching effectiveness may include:

- Teaching evaluation rubric
- Recognition of teaching effectiveness such as teaching awards
- Service as peer-reviewer in leading journals and/or educational materials/repositories
- Development of new and innovative curricular programs
- Pedagogical publications
- Demonstration of engaging student-centered active learning
- Participation as an evaluator in peer evaluation of teaching leading to improved evaluations of teaching by faculty and/or students (LAs, TAs)
- Leadership and participation in national programs of education
- Development of activities and programs to enhance a culture of inclusion
- Recognition as an academic role model and mentor of students
- Establishing programs and garnering funding to promote Research Experience for Undergraduates, Research Experience for Teachers, and other pedagogical endeavors

**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, as well as community engagement. 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 biomedical engineering, science or related fields especially related to education;
- Membership in editorial boards of major biomedical engineering/science education journals;
- Participating in US government education grant review panels;
- Program Committee and/or Conference Chairmanship of major biomedical engineering/science related education conferences;
- Leadership role in regional, national or international professional organizations;
- Leading roles at department/college/university levels;
- Mentoring junior non-tenure teaching-track faculty members;
- Significant administrative positions within the University;
- Significant community engagement.
- Participation in ASEE

**Research:** While BME expects the candidates to focus their activities on teaching and service, the faculty may also conduct research in particular as related to biomedical engineering education and student success.

### **1.3 Assistant Research Professor to Associate Research Professor**

**Research/Scholarship:** The Candidate must have an independent, productive and visible research program in an area of biomedical engineering or related sciences 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 biomedical engineering/science and related journals;
- Refereed publication in high quality biomedical/science conferences;
- Co-Investigator/Key personnel in collaborative research grants
- Securing grants/research contracts from national external funding agencies after peer-review;
- Securing grants/research contracts from non peer-reviewed contracts including industry and philanthropic foundations.
- Invention disclosure filings, granted Patents and other technology transfer activities;
- Presentations at key meetings/conferences within the Candidate's field and seminars at major research universities;

**Service:** While BME expects the candidates to focus their activities on research, they are also expected to contribute to their profession, to the collegial governance of the school, college and

the University, and meaningful community engagement. The factors considered to measure service contributions may include:

- Membership in the Program Committees of major biomedical engineering science conferences;
- Serving in and/or chairing Department/College/University committees;
- Service as peer-reviewer in leading journals;
- Service to the education of first-generation students;
- Guidance of BME student organization;
- Outreach to K-12 educational programs;
- Outreach to the Community;
- Supervision of undergraduate and graduate student research;

**Teaching (if part of annual assignment):** Faculty Members are expected to maintain teaching performance at least at the level required for promotion throughout their careers. Examples of teaching include but are not limited to:

- Positive evaluations by students of courses taught and of contributions to their own learning
- Class, module, unit and/or course design incorporating proper alignment with departmental goals, modern pedagogy and valid assessment of learning
- Effective student mentoring and directing of student projects
- Participation in the design, organization, and/or presentation of a major course
- Participation as an evaluator in peer evaluation of teaching leading to improved evaluations of teaching by faculty and/or students (LAs, TAs)
- Ability to evaluate and counsel students
- Participation in continuing education activities
- Recognition as an academic role model and mentor of students

#### **1.4 Associate Research Professor to Research Professor**

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

- Sustained record in obtaining significant federal research funding as senior Principal Investigator
- Sustained record in obtaining significant non-federal research funding as Senior Principal Investigator
- Sustained record of publications
- Granted patents, licensing, and other technology transfer activities
- Supervising and/or supporting Master's level BME students
- Supervising and/or supporting several BME Ph.D. students
- Supervising and/or supporting Postdoctoral Fellows
- Participation in Master's and Doctoral student graduate committees

- Mentoring junior non-tenure track research track faculty members
- Recognition by national and international Professional Societies as Senior Member/Fellow for impactful research
- Increasing leadership role in collaborative/team-based scholarship
- Evaluation letters from outside reviewers who will comment on the significance of the Candidate's work and national and international standing within the research community.

**Service:** While BME expects the candidates to focus their activities on research, they are also expected to contribute to their profession, to the collegial governance of the school, college and the University, and meaningful community engagement. The factors considered to measure service contributions may include:

- Program Committee and/or Conference Chairmanship of major biomedical engineering/ science and related conferences
- Editorship of major publications in biomedical engineering, science or related fields
- Membership in editorial boards of major biomedical engineering/science journals
- Chairing/regularly participating in US government grant review panels
- Chairing/regularly participating in other national and international grant review panels
- Serving in and/or chairing Department/College/University committees
- Service as peer-reviewer in leading journals
- Supervision of undergraduate research
- Significant community engagement
- Leadership role in regional, national or international professional organizations
- Leading roles at department/college/university levels
- Significant administrative positions within the University

**Teaching (if part of annual assignment):** Faculty Members are expected to maintain teaching performance at least at the level required for promotion throughout their careers. Examples of teaching include but are not limited to:

- Positive evaluations by students of courses taught and of contributions to their own learning
- Class, module, unit and/or course design incorporating proper alignment with departmental goals, modern pedagogy and valid assessment of learning
- Effective mentoring and project direction of students
- Participation in the design, organization, and/or presentation of a major course
- Participation as an evaluator in peer evaluation of teaching leading to improved evaluations of teaching by faculty and/or students (LAs, TAs)
- Ability to evaluate and counsel students
- Participation in continuing education activities
- Recognition as an academic role model and mentor of students

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

### **2.1. Introduction**

The Promotion Committee for BME (here referred to as the PC) is charged with assisting and evaluating those faculty members applying for promotion. In performing this task, only members of the PC will have access to the personnel files of all these candidates.

### **2.2 Committee membership**

All members of the Promotion committee must be at the proposed rank of the Candidate or higher in the non-tenure track ladder or the tenure-track ladder and hold a primary appointment in BME. For example, for Instructor being considered for promotion to Senior Instructor, all committee members must be Senior Instructors/Associate Research Professors/Associate Professors or University Instructors/Research Professors/ Professors.

A faculty member who is on the College level Tenure & Promotion committee will vote with the Department and recuse themselves from voting in the College committee.

If the department does not have a minimum of the three faculty with voting rights, additional external members will be appointed by the Chair.

All PC members will be required to complete STRIDE training.

### **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 Non-Tenure Promotion Process**

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

In accordance with the University Tenure and Promotion Guidelines, at the beginning of the Spring semester preceding the academic year in which candidates will stand for promotion, the Chair of the Department will appoint a chairperson for the PC and provide the PC with a list of all faculty who must be evaluated for promotion. The PC chairperson will notify the candidates that they should initiate the preparation of their promotion application files. The Candidate is responsible for the submission of the promotion application in the University Tenure/Promotion Portal (Panther 180). It is the responsibility of the Candidate to confirm that the full file has been uploaded.

Consistent with guidelines from the University Tenure & Promotion guidelines for Non-Tenure Track faculty materials for the application file usually consist of, but are not limited to:

- Biographical Summary: 2-3 paragraphs (written in 3rd person)
- Curriculum Vitae – Use NTT format provided by University
- Statement of research/creative work, teaching philosophy and practice, and approach to departmental, University and national service as applicable

- Evidence of Teaching, Research/Scholarship, Service as applicable
- Statement about the Candidate's engagement in diversity and inclusion activities
- Description of the applicant's goals and work plan for the future
- Internal letters of reference

The Candidate has the right to review the contents of the Non-Tenure Promotion file and may provide a brief and concise response to any materials therein at each stage of the process, within five days after the Committee's letter, the Chair's letter and the Dean's letter have been uploaded.

### **2.4.2 Faculty Evaluation**

The Department Chair shall review the candidate application in Panther 180 and release the file to the PC.

The PC shall schedule a special meeting of the faculty to review all Non-Tenure Promotion 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 voting faculty of the department at least one week prior to the date of the meeting. The PC will conduct this meeting and will not make any recommendations as a committee. For each Candidate, the Committee will prepare a detailed written statement assessing the strengths and weaknesses of the Candidate.

At the conclusion of the meeting, ballots will be distributed. The results of the committee vote will be recorded by the committee chair. Once departmental votes are recorded, no additional votes should be cast nor should any vote be changed. The PC will then write the Department Statement, which includes this summary and reflects the vote of the voting committee members.

The departmental chairperson shall discuss the committee vote and written statement with the Candidate. The PC vote and written statement will then be released through Panther 180 for the Candidate to view in three days.

The Chair will write a separate letter of appraisal. This letter will be signed by the Chair and addressed to the College Dean. The complete file with the letters will be advanced through the Panther 180 to the College Dean.

The Dean must reach a decision regarding the Candidate's promotion. At that time the full rationale for the recommendation is sent via Panther 180 to the Provost. When the Provost has reached a decision regarding the candidates for Non-Tenure Promotion, a detailed final decision will be sent to the Candidate, the Chair and the Dean via e-mail.

The promotion is effective in the semester subsequent to the approval by the Provost.

## **2.5 Balloting**

All voting will be done by secret written ballot. The ballot will contain three alternatives: voting for, voting against, abstain. PC members cannot abstain unless there is a documented conflict of

interest. The ballots will be distributed to all eligible voting members of the BME PC. The PC may constitute of a subset of BME faculty as per the committee membership guidelines. The PC will endeavor to contact PC faculty members who are out of town but in residence (i.e. approved leaves and sabbatical) to solicit their participation and consequent vote. Faculty on administrative leave will be ineligible to vote. The ballots shall be returned to a staff member of the Department (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 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 as per the University rules regarding withdrawals in force. The results of the voting for candidates not withdrawing will be posted to the portal.

## **2.6 The Departmental Statement**

The departmental statement letter is drafted by the chair of the PC, who is responsible for sharing its contents with the committee members. The departmental statement should be addressed to the Chair and uploaded to the Candidate's Non-Tenure Promotion file in Panther 180.

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

The Candidate is responsible for completing his or her application file per University guidelines but may seek assistance from the PC and others. This application file will include 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.

## **2.8 Voting by the Chair**

The Chair of BME does not vote as a member of the faculty and makes a separate recommendation.



**Appendix A. Sample Ballots.**

Biomedical Engineering Department

[Date]

Promotion from Assistant Teaching/Research Professor to Associate Teaching/Research  
Professor

[Candidates' name]

For Promotion

Against Promotion

Abstain

Biomedical Engineering Department

[Date]

Promotion from Associate Teaching (Research) Professor to Teaching/Research Professor

[Candidate's name]

For Promotion

Against Promotion

Abstain