College of Science and Technology

ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR
Promotion Criteria

Criteria for faculty members in the College of Science and Technology who were employed fall 2014 or later

A. Eligibility Criteria

To apply for promotion from Assistant Professor to Associate Professor in the College of Science and Technology, all candidates must satisfy the following criteria:

1. Credentials:
   a. Possess the terminal degree (normally a PhD). The applicant's department or academic unit determines the appropriate terminal degree.
   b. Hold the rank of Assistant Professor for a term of at least four (4) years.

B. Application Requirements

In addition to the application, candidates for promotion from assistant professor to associate professor in the College of Science and Technology must submit the following documentation and evidence (items 1-10).

1. A self-statement in each of the areas of teaching effectiveness, research/scholarly activities, and contributions to university and community service that summarizes the candidate's accomplishments. These statements should be no more than 750 words each.

2. Course materials portfolio.

3. Student and departmental evaluations of teaching effectiveness.

4. Evidence of curricular innovation.

5. Evidence of pedagogical development.

6. Evidence of student research involvement.

7. Research/scholarly activity (including but not limited to publications, and presentations at professional conferences and/or workshops).

8. Evidence of significant effort to secure external grant funding.
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9. Evidence of service to the profession, University, and/or community.

10. Five (5) letters of recommendation

   a. Each letter of recommendation must attest to the professional activities, achievements, and qualifications of the candidate.

   b. Two of the five letters must be provided by a tenured departmental/college colleague of higher rank.

   c. Two of the five letters must be provided by an off-campus non-FAMU colleague at an academic (of rank associate professor or higher), industry, funding or research institution.

C. Evaluation Criteria
For promotion from Assistant Professor to Associate Professor the College will evaluate the candidate’s teaching effectiveness, research/scholarly activities, and service. Successful candidates must demonstrate competency in all three (3) areas. All demonstrated competency must take place during the candidate’s appointment term while at Florida A&M University. Competency and/or excellence shall be determined using the following criteria:

1. Teaching Effectiveness:

   The College regards teaching as a professional activity and expects faculty to develop and grow professionally as teachers.

   a. Consistent and Satisfactory Adherence to Departmental and College Standards - Demonstrates competent communication skills. Meets classes reliably and promptly. Plans and distributes syllabi at the beginning of each semester. Maintains office hours and is reasonably available to students throughout the academic year

   b. Course Materials Portfolio - The College will review the candidate’s portfolio of course syllabi, course objectives, competencies sought and methods of evaluation including quizzes, written assessments, classroom participation, examinations and comprehensive examinations.

   a. Student and Departmental Evaluations of Teaching - The College will review standard, end of semester, student evaluation surveys (including students’ written comments) for indications about the quality of a candidate’s classroom teaching. To the extent that the standard survey inadequately assesses some aspect of the candidate’s teaching, e.g., adoption of a nontraditional or experimental pedagogical approach, the College may consider information from alternative, appropriately designed student evaluations. The College will also
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consider letters from students (either solicited or unsolicited) that address a candidate's teaching effectiveness. The College will review letters of evaluation from Department faculty who have observed a candidate's classroom teaching. The College will also consider letters from other faculty members that address a candidate's teaching effectiveness. The College will not consider anonymous letters.

b. **Curricular Innovations** - The College will consider innovations, such as the development or enhancement of academic programs or courses; implementation of effective pedagogical approaches; and instructional applications of new technologies, particularly if these activities are funded by grants acquired by the candidate.

c. **Pedagogical Development** - The College will consider activities undertaken by candidates to develop and improve their pedagogical skills as evidence of a professional commitment toward improving teaching effectiveness. Such activities include, but are not limited to, participation in instructional development seminars/workshops in teaching techniques, and innovation in instructional theory and research.

d. **Student Involvement in Research** - The College will consider time spent directing theses, dissertations, supervising research activities involving students, and other activities beyond regular departmental course offerings.

2. **Research/Scholarly Activities:**

Candidates are expected to develop and sustain an active independent research program. The College considers papers published or accepted for publication in external refereed research journals as required evidence of a candidate's professional achievement and growth. Substantive participation in professional conferences and workshops is also considered evidence of professional achievement and growth. Lastly, candidates are expected to demonstrate a sincere effort to obtain external funding for their research program.

a. **Research and Publications** - The minimum standards are listed herein. Peer-reviewed, refereed, external publications and/or proceedings are acceptable. In the case of collaborative work, the candidate should make clear their individual contribution to the research. Papers with student coauthors are encouraged.

   i) **Candidates applying for promotion to Associate Professor in BS and MS Degree Granting Departments** - Four (4) or more acceptable external (peer reviewed) publications where the candidate made significant contributions. The candidate must be
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first or corresponding author on at least two (2) of the four (4) publications considered.

ii) Candidates applying for promotion to Associate Professor in PhD Degree Granting Departments - Five (5) or more acceptable external (peer reviewed) publications where the candidate made significant contributions. The candidate must be first or corresponding author on at least three (3) of the five (5) publications.

b. Presentations at Professional Conferences and Workshops - The College will consider publications and presentations at professional conferences by the candidate and the research of students in the candidate's laboratory. The most significant activity within this area is an invitation to speak at a national or international symposium or conference.

c. Grant Funding Effort - The College will consider evidence of peer reviewed grant proposal submissions for external funding of research. The College considers successful external grant funding as the strongest evidence of a candidate's professional achievement and growth.

3. University/Public/Community Service:

Candidates are expected to participate in professional organizations. The College also places high value on engagement in substantive University service, and activities that advance the greater Tallahassee community.

a. Service to the profession - The College will consider election to offices in professional organizations, service on editorial boards, organizing workshops, conferences, and symposia, reviewing manuscripts and grant proposals, receiving honors or other recognition from professional societies, etc., as evidence of a candidate's service to the profession.

b. Service to the University - The College will consider activities such as administrative assignments, faculty governance, committee work, special advising assignments, program development, sponsorship of student organizations, or direction of non-instructional projects.

c. Service to the community - The College will consider activities in which candidates use their professional expertise to enhance the relations between the communities at large and the University or profession.
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ASSOCIATE PROFESSOR TO PROFESSOR
Promotion Criteria

Note: Approved by the college faculty on August 15, 2014 with the stipulation that the revised criteria will be applied to faculty whose employment began Fall 2014 or later. Faculty who were employed prior to Fall 2014 will be evaluated under the criteria that existed at the time of hire.

A. Eligibility Criteria

To apply for promotion from Associate Professor to Professor in the College of Science and Technology, all candidates must satisfy the following criteria:

1. Credentials:
   a. Possess the terminal degree (normally a PhD). The applicant's department or academic unit determines the appropriate terminal degree.
   b. Hold the rank of Associate Professor for at least five (5) years. The Provost may make exceptions at the time of hire for credit of years toward promotion. All candidates will be evaluated based upon the criteria below.
   c. Possess at least seven (7) years of successful college teaching experience.

B. Application Requirements

In addition to the application, candidates for promotion from Associate Professor to Full Professor in the College of Science and Technology must submit the following documentation and evidence (items 1-10).

1. A self-statement in each of the areas of teaching effectiveness, research/scholarly activities, and contributions to university and community service that summarizes the candidate’s accomplishments. These statements should be no more than 750 words each.

2. Course materials portfolio.

3. Student and departmental evaluations of teaching effectiveness.

4. Evidence of curricular innovation.

5. Evidence of pedagogical development.

6. Evidence of student research involvement.
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7. Research/scholarly activity (including but not limited to publications, and presentations at professional conferences and/or workshops).

8. Evidence of significant effort to secure external grant funding.

9. Evidence of service to the profession, University, and/or community.

10. At least five (5) letters of recommendation
   a. Each letter of recommendation must attest to the professional activities, achievements, and qualifications of the candidate.
   b. Two of the five letters must be provided by a tenured departmental/college colleague of higher rank.
   c. Two of the five letters must be provided by an off-campus non-FAMU colleague at an academic (of rank professor), industry, funding or research institution.

C. Evaluation Criteria
For promotion from Associate Professor to Professor the College will evaluate the candidate's teaching effectiveness, research/scholarly activities, and service. Successful candidates must demonstrate competency in all three (3) areas. All demonstrated competency must take place during the candidate's appointment term while at Florida A&M University. Competency and/or excellence shall be determined using the following criteria:

1. Teaching Effectiveness:
   The College regards teaching as a professional activity and expects faculty to develop and grow professionally as teachers.
   a. Consistent and Satisfactory Adherence to Departmental and College Standards - Demonstrates competent communication skills. Meets classes reliably and promptly. Plans and distributes syllabi at the beginning of each semester. Maintains office hours and is reasonably available to students throughout the academic year
   b. Course Materials Portfolio - The College will review the candidate’s portfolio of course syllabi, course objectives, competencies sought and methods of evaluation including quizzes, written assessments, classroom participation, examinations and comprehensive examinations.
   a. Student and Departmental Evaluations of Teaching - The College will review standard, end of semester, student evaluation surveys (including students’ written comments) for indications about the quality
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of a candidate's classroom teaching. To the extent that the standard survey inadequately assesses some aspect of the candidate's teaching, e.g., adoption of a nontraditional or experimental pedagogical approach, the College may consider information from alternative, appropriately designed student evaluations. The College will also consider letters from students (either solicited or unsolicited) that address a candidate's teaching effectiveness. The College will review letters of evaluation from Department faculty who have observed a candidate's classroom teaching. The College will also consider letters from other faculty members that address a candidate's teaching effectiveness. The College will not consider anonymous letters.

b. Curricular Innovations - The College will consider innovations, such as the development or enhancement of academic programs or courses; implementation of effective pedagogical approaches; and instructional applications of new technologies, particularly if these activities are funded by grants acquired by the candidate.

c. Pedagogical Development - The College will consider activities undertaken by candidates to develop and improve their pedagogical skills as evidence of a professional commitment toward improving teaching effectiveness. Such activities include, but are not limited to, participation in instructional development seminars/workshops in teaching techniques, and innovation in instructional theory and research.

d. Student Involvement in Research - The College will consider time spent directing theses, sponsoring research activities involving students, teaching seminar courses, and other activities beyond regular Departmental course offerings.

2. Research/Scholarly Activities:

Candidates are expected to develop and sustain an active independent research programs that engages students. The College considers papers published or accepted for publication in external refereed research journals as required evidence of a candidate's professional achievement and growth. Substantive participation in professional conferences and workshops is also considered evidence of professional achievement and growth.

a. Research and Publications - Five (5) or more acceptable external peer-reviewed, refereed, publications where the candidate made significant contributions are required. The candidate must be first or corresponding author on at least three (3) of the five (5) publications considered. In the case of collaborative work, the candidate should
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make clear their individual contribution to the research. Papers with student coauthors will be greater weight than those without.

b. **Presentations at Professional Conferences and Workshops** - The College will consider publications and presentations at professional conferences by the candidate and the research of students in the candidate's laboratory. The most significant activity within this area is an invitation to speak at a national or international symposium or conference.

c. **Grant Funding** - Evidence of the ability to secure external grant funding as a PI or Co-PI is required. The College considers successful external grant funding as the strongest evidence of a candidate's professional achievement and growth.

3. **University/Public/Community Service:**

Candidates are expected to participate in professional organizations. The College also places high value on engagement in substantive University service, and activities that advance the greater Tallahassee community.

a. **Service to the profession** - The College will consider election to offices in professional organizations, service on editorial boards, organizing workshops, conferences, and symposia, reviewing manuscripts and grant proposals, receiving honors or other recognition from professional societies, etc., as evidence of a candidate's service to the profession.

b. **Service to the University** - The College will consider activities such as administrative assignments, faculty governance, committee work, special advising assignments, program development, sponsorship of student organizations, or direction of non-instructional projects.

c. **Service to the community** - The College will consider activities in which candidates use their professional expertise to enhance the relations between the community at large and the University or profession.