Guidelines for Tenure and Promotion[1]
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 USF tenure and promotion guidelines and policies when evaluating faculty tenure and/or promotion cases. The following information is intended to help guide faculty in the department regarding the factors that are taken into consideration when evaluating a candidate for tenure and/or promotion. Candidates for tenure and/or promotion within the faculty of the department are also encouraged to seek out mentors both inside and outside the CSE Department and to discuss their progress towards tenure and/or promotion with the Department Chair.

This document shall not be construed in any manner so as to conflict with the Laws of the State of Florida, the policies of the State University System Board of Governors, the rules, regulations, and policies of the University of South Florida, the regulations and policies of the University of South Florida College of Engineering, or the UFF Collective Bargaining Agreement.

Introduction
The Department of Computer Science and Engineering at the University of South Florida is a research-intensive, nationally ranked department. We are judged as a department by our peers and other stakeholders based upon many factors, but two particularly important factors are: (1) the research productivity of the department and its faculty, and (2) the quality of the preparation of our graduates at both the undergraduate and graduate levels. It is the responsibility of each faculty member to contribute towards the productivity, national and international reputation and visibility, and ranking of the department. Granting of tenure within the department is a privilege that carries with it enormous responsibility, including the continued maintenance of the highest academic standards, continued and increasing levels of scholarly productivity, sustained teaching excellence, and ongoing substantive service to the department, college, university, community, and profession. Likewise, granting of promotion in academic rank to a faculty member is a privilege that recognizes an individual faculty member's continued growth in their academic career and the achievement of increasing levels of accomplishment in research, teaching, and service activities. The following broad guidelines reflect the expected performance requirements for faculty seeking tenure and/or promotion within the department.

[1] CSE is not currently a multi-campus unit. If future faculty are hired at branch campuses, we will modify our tenure and promotion procedures and documents to ensure that those faculty are included in matters of tenure and promotion and to ensure they have a voice in promotion issues. We recognize the principles of equity of assignment, resources, and opportunities of faculty across a multi-campus university.

1. General Criteria and Procedures

1.1. The procedures for the appointment of the Tenure and Promotion Committee within the CSE department and the rules on reviewing and voting on tenure and promotion cases are specified in the CSE Faculty Governance Document ("Faculty Bylaws").

1.2. Evaluation criteria regarding tenure and/or promotion are based upon USF guidelines. Candidates should also familiarize themselves with the University Tenure and Promotion Guidelines, the College of Engineering Tenure and Promotion Procedures, and the relevant sections of the faculty Collective Bargaining Agreement. The guidelines in this document are in addition to those specified in the university guidelines.

1.3. Tenured, tenure-track, and non-tenure-track faculty members submit annual reports each year and are given annual evaluations based on their performance with regard to research, teaching, and service. During tenure and/or promotion deliberations, the Department Chair and the relevant tenure and/or promotion committees will carefully consider these annual evaluations, but they are not bound by them because a holistic evaluation of each candidate for tenure and promotion will be conducted.

1.4. In accordance with university and college requirements, candidates for tenure and/or promotion are expected to demonstrate excellence in research, excellence in teaching, and substantive service. It is recognized that due to the diverse research, teaching, and service contributions of faculty, the specific criteria for evaluation of a particular faculty member could vary, and each case must be assessed individually. It is the candidate's responsibility to provide convincing evidence of quality in each portion of the tenure and/or promotion portfolio.

1.5. The College of Engineering has a probationary period of six years for tenure. Tenure-track faculty members are eligible to apply for tenure at the end of their fifth year. The process begins with the selection of external reviewers towards the end of the spring semester of the candidate's fifth year of service. Earlier eligibility may be considered for exceptional candidates or prior service. Exceptions to the tenure clock may be considered under extenuating circumstances approved by the university in the Collective Bargaining Agreement.

1.6. A comprehensive mid-tenure review will be conducted, typically during the third tenure-earning year. If an individual is credited with tenure-earning service at the time of initial appointment, the review should be conducted at the approximate mid-point of the probationary period. For faculty members with five or more years credited towards tenure, mid-tenure review is not compulsory; however, they may request (in writing) a mid-tenure review to occur prior to their tenure-application year.

The mid-tenure review is similar to tenure review except that external letters are not utilized. For individuals credited with tenure-earning service at the time of initial appointment, the review will be conducted at the approximate mid-point of the probationary period. The mid-tenure review will be conducted by the department's Tenure and Promotion Committee, the Department Chair, the College Faculty Governance Committee, and the College Dean.

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.

The materials required for this review will consist of the same types of materials used for tenure review including, but not limited to, a current vita, annual evaluations, products of research/scholarship/creative activity, student/peer evaluations of teaching, selected examples of teaching-related activity, service commitments and accomplishments, and a brief self-evaluation by the faculty member.

The mid-tenure review is intended to be informative: to be encouraging to faculty who are making solid progress toward tenure, and instructional to faculty who may need to improve in selected areas of performance. Where progress is significantly lacking and appears unlikely to improve going forward, nonrenewal may result.

1.7. The awarding of tenure is a long-term commitment by the department. Recipients of tenure are expected to have clearly demonstrated ability and drive at levels worthy of such a commitment.

1.8. Candidates for tenure and/or promotion are expected to adhere to a professional code of conduct and to be collegial within the department, college, and university.

2. Criteria for Tenure

2.1. Research Criteria for Tenure

2.1.1. Faculty members in the CSE department are expected to conduct high-quality research and produce scholarly works from that research whose excellence is recognized at national and international levels.

2.1.2. The candidate for tenure may provide evidence that they can meet these research expectations at the level appropriate for the faculty's rank through the following research products, including but not limited to:

a. Publications in peer-reviewed journals and conference proceedings
b. Books, book chapters, and monographs
c. Publications in other forms such as non-refereed conference proceedings and published abstracts
d. Grants for technical innovations in computer science and engineering
e. Grants for equipment, infrastructure, or teaching or service activities
f. Presentations at national and international conferences
g. Invited seminars and talks
h. Patents or other technology transfer for research-related inventions
i. Scientific software, codes, and/or databases
j. Scientific instruments
k. Scholarly papers published on teaching and CSE education

2.1.3. Research productivity of a candidate should be consistent with the

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.

2.1.4. 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.

2.1.5. 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.

2.1.6. The letters of external reviewers provide independent judgments of the quality and importance of a candidate's research and will be carefully considered.

2.1.7. A candidate should secure external funding at a level sufficient to sustain the candidate's research and should demonstrate the ability to continue to sustain their research program at a nationally competitive level into the future. Nationally competitive peer-reviewed research grant(s) for technical innovations in computer science and engineering (e.g., an NSF CAREER award) are expected during the tenure-earning years.

2.1.8. Active dissemination of research results through presentations at national and international professional meetings is expected.

2.1.9. Invited talks at peer institutions, invited talks at major conferences, and prizes from professional societies and other organizations recognizing the scholarly work of a candidate bring prestige to the candidate, the department, and the university and will be viewed as an additional demonstration of research productivity and impact.

2.2. Teaching Criteria for Tenure

2.2.1. The goal of teaching in the department is to promote students' learning, intellectual development, and career preparation. Towards this goal, candidates for tenure are expected to achieve excellence in teaching, as evidenced by a successful track record of classroom teaching, mentoring of undergraduate and graduate students, and active participation in curricular development and/or innovation in engineering education.

2.2.2. All faculty are expected to demonstrate their proficiency in classroom teaching. Materials evaluated may include:

a. Numerical student evaluations and narratives of students' comments

b. Documentation of creating a new course, redesigning an existing

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

2.2.3. 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.

2.2.4. Although the emphasis is on training Ph.D. students, mentoring and support of thesis-option MS students will also be recognized.

2.2.5. In addition to the supervision of graduate students, candidates are encouraged to have supervised undergraduate research students and post-doctoral researchers.

2.2.6. It is also expected that candidates will have served on thesis and dissertation committees.

2.3. Service Criteria for Tenure

2.3.1. 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.

2.3.2. 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(s) for grant proposals to external funding agencies

d. Service to professional societies in fields relevant to computer science and engineering (e.g., IEEE or ACM), such as serving on conference program committees or journal editorial boards, participating in conferences as a meeting organizer or session chair, or serving in other officer/leadership positions

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 commercial licensing of such patents will likewise be viewed positively in terms of demonstration of research productivity if based on innovative technical research by the candidate. National recognition of the research excellence and scholarship of a candidate for promotion to Associate Professor may be demonstrated through a variety of means including citations of their work, invitations to present at major national scientific meetings and/or national research laboratories or academic departments, funding of grants, and receipt of awards from journals, professional societies, conferences, industry, and/or other scholarly bodies (e.g., early and mid-career awards for research). Letters from external reviewers who are distinguished in the candidate's field(s) of research and who can comment on the excellence and impact of the candidate's scholarly work are an important element to supporting and justifying the award of promotion for a candidate.

3.1.4. A record of excellence in teaching can be demonstrated through a variety of means including student teaching ratings of the candidate on par with the average ratings within the Department and/or College of Engineering, peer evaluations of teaching, data demonstrating that students are achieving learning outcomes of the courses the candidate has taught, receipt of awards by the candidate for teaching and/or pedagogical work and innovations, documentation of the candidate's research students who have successfully completed their degree programs and any research awards received by those students, and the creation of new courses and/or course products such as textbooks.

3.1.5. The candidate should show a substantive level of initiative to serve their professional community and the university, including and beyond their

assigned duties. These initiatives may be demonstrated through, for example, regularly reviewing manuscripts for peer-reviewed journals and conferences; reviewing grant propsals; taking leadership roles within the department; taking the role of Associate Editor and/or Guest Editor in a respected scientific or engineering journal; organizing regional and/or national meetings and workshops; standing for election in committees in professional organizations; engaging in activities related to Broadening Participation in Computing (BPC); etc. Service activities that aid in further establishing the national reputation and visibility of the candidate and the Department are particularly encouraged at this level. Building relationships with local industry and engaging the local community, including the K-12 school districts in the area, are also highly encouraged.

3.2. Standards for Promotion to Full Professor

3.2.1. An Associate Professor is generally eligible to apply for promotion to Full Professor after 5 years at the current rank. Earlier eligibility may be considered for exceptional candidates or prior service.

3.2.2. A record of sustained excellence in research, teaching, and substantive service that has led to significant national and international recognition for the candidate and their work amongst peers at leading institutions and departments around the world is the overarching requirement for promotion to the rank of Full Professor.

3.2.3. A record of sustained excellence in research and scholarship is signified by a track record of continued 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 grants for technical innovations. 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 commercial licensing of such patents will likewise be viewed positively in terms of demonstration of research productivity if based on innovative technical research by the candidate. National and international recognition of the research excellence and scholarship of a candidate for promotion to Full Professor may be demonstrated through a variety of means including citations of their work, invitations to present at major national and international scientific meetings and/or research laboratories or academic departments around the world, continued funding of grants, and receipt of major awards from journals, professional societies, conferences, industry, and/or other scholarly bodies (e.g., significant mid-career level awards for research). Letters from external reviewers who are distinguished in the candidate's field(s) of research and who can comment on the excellence and impact of the candidate's scholarly work are an important element to supporting and justifying the award of promotion for a candidate.

3.2.4. A record of sustained excellence in teaching can be demonstrated through a variety of means including student teaching ratings of the candidate on par with the average ratings within the Department and/or College of Engineering, peer evaluations of teaching, data demonstrating that

students are achieving learning outcomes of the courses the candidate has taught, receipt of awards by the candidate for teaching and/or pedagogical work and innovations, documentation of the candidate's research students who have successfully completed their degree programs and any research awards received by those students, and the creation of new courses and/or course products such as textbooks.

3.2.5. The candidate should show sustained, substantive service to their professional community and the university, including and beyond their assigned duties. These initiatives may be demonstrated through, for example, continued reviewing of manuscripts for peer-reviewed journals and conferences; continued reviewing of grant propsals; volunteering for committee assignments and substantial involvement in committees that contribute meaningfully to the overall missions of the department, college, and university; taking leadership roles at the department, college, or university levels; taking the role of Editor or Associate Editor in one or more respected scientific or engineering journals; organizing international meetings and workshops; standing for election in high-level committees and leadership positions within major professional organizations; advising student organizations; engaging in activities related to Broadening Participation in Computing (BPC); etc. Service activities that further establish the national and international reputation and visibility of the candidate and the Department are particularly encouraged at this level. Sustained community engagement through relationships with industry and engaging the local community, including the K-12 school districts, is highly encouraged, and mentoring of junior faculty is expected at this level.

4. Amendments

Any CSE voting faculty member may propose amendments to these departmental Guidelines for Tenure and Promotion. A proposed amendment must be submitted in writing/email to the Department Chair, who will place it on the agenda within the next three scheduled departmental faculty meetings. The Chair may refer the amendment for review by a departmental committee. Upon completion of the review of the amendment within a reasonable time, the proposed change will be placed on the agenda of the next faculty meeting, where after a discussion, a vote will be taken. Upon request by any faculty, the vote must be by secret ballot. A simple majority vote of all voting faculty members in residence is necessary to pass such amendments.

5. Effect

Voted and adopted by CSE faculty on April 15, 2022.

Approved by the College of Engineering on August 15, 2023.

Approved by the Provost's office on August 17, 2023.

Effective August 17, 2024.