

College of Behavioral & Community Sciences
University of South Florida
Guidelines for Appointment and Promotion
Research Professor* Career Path

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Approved by Provost's Office
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*Includes Research Assistant Professor, Research Associate Professor, and Research Professor.

Overview of the CBCS

The College of Behavioral & Community Sciences (CBCS) was formed in July, 2008 and now represents a union of departments/school previously under the administrative authority of either the College of Arts and Sciences or the Louis de la Parte Florida Mental Health Institute. As an academic unit of the University of South Florida, CBCS, through its Dean, has a direct reporting relationship to the Provost.

The purpose of this document is to outline appointment and promotion criteria and processes for faculty on Research Professor position in the constituent departments/school that comprise the College of Behavioral and Community Sciences. This document presents guidelines. These guidelines do not create any rights or entitlements, nor do these guidelines substitute or alter University Regulations or Policies or the terms of the Collective Bargaining Agreement (“CBA”) between the University and the United Faculty of Florida. To the extent these guidelines conflict with any law, University Regulation, Policy, or the CBA, those sources and not these guidelines will be authoritative. Faculty are encouraged to review University regulations, policies and the CBA in addition to these guidelines.

This document describes

- The importance of reviewing guidelines in preparation for promotion consideration.
- The definition of the research professor career path.
- The criteria for promotion within the CBCS.
- Guidelines pertaining to any special circumstances.
- Procedures for the review of an individual’s qualifications for promotion.

The Review of Guidelines in Preparation for Consideration for Promotion

Faculty on research professor lines should review all relevant documents, including the application form itself, on an annual basis as they prepare for promotion consideration. While the criteria themselves should not change substantively, instructions related to how to present information in the application packet may. Application details may be edited on an annual basis and a revised application form is available each year from the Provost's office. Available web links to relevant documents, accurate at the time of this document's production, are listed at the end of the guidelines.

Research Professor Career Path

The Research Professor career path includes the ranks of Research Assistant Professor, Research Associate Professor, and Research Professor. These positions are non-tenure earning. The rank at the time of appointment is determined by previous years in rank where applicable, previous experience, and/or level of scholarly productivity. The terminal degree is required.

Faculty hired in the Research Professor career path are expected to contribute primarily to the research mission of the University and are expected to develop an independent, coherent research agenda consistent with the College's mission. University credit-generating teaching is permissible with approval from the Chair/Director, depending on the source of funding supporting the position.

The decision to advertise a position in the Research Professor career path is made at the discretion of the Chair/Director, in concordance with the Dean of the College, and is based on a combination of mission-related needs, the availability of E&G funds and/or non-recurring funds such as contracts and grants, salary savings, overhead rebate or auxiliary funds. Appointment to a position in the Research Professor Career Path is based on the responsibilities specified in a position description and requires a terminal degree, previous applicable experience, and/or scholarly achievement commensurate with the rank at the time of appointment. It is intended that promotional opportunities be available to all faculty in the Research Professor Career Path regardless of funding source.

Appointment Guidelines

Appointments to the faculty are made by the Dean and Provost based upon (1) the criteria and job duties specified in the position description and (2) the recommendation of the Department Chair/School Director and Faculty. Individuals may be appointed as faculty within one of the academic departments within the CBCS or in the Dean's Office. Recommendations for appointment must be accompanied by a current Curriculum Vita, official transcripts, and the certification of employability.

The Department Chair/School Director shall meet with the appropriate departmental/school faculty committee (please refer to the departmental/school governance document) to discuss faculty appointments to these positions if any recurring E&G funds are being utilized, before an individual is appointed.

Faculty search committees, where required must follow the USF guidelines for conducting searches. Faculty Search Committee should forward their suggestions for the rank/level of appointment (based on the ranks/levels advertised) as part of their initial recommendations for individuals to be interviewed. Exceptions to the search processes are sometimes possible to facilitate the appointment of faculty to contract/grant positions either as visitors or regular faculty. The Dean's office should be contacted to discuss these procedures.

Research Professor Career Path Guidelines

The Research Professor career path includes the ranks of Research Assistant Professor, Research Associate Professor, and Research Professor. Faculty hired in the Research Professor career path are expected to contribute primarily to the research mission of the University and are expected to develop an independent, coherent research agenda consistent with the College's mission. Depending on the source of funding supporting the position, the Department Chair/ School Director may assign teaching responsibilities for individuals appointed to the Research Professor career path. These positions are non-tenure earning.

Research

The judgment of readiness for promotion to higher academic rank is based upon a careful evaluation of a candidate's contributions in their area(s) of assignment. Because faculty in the Research Professor career path typically have predominantly research assignments, the primary criteria for promotion ordinarily will be based on their research and scholarly activity.

Scholarship, including community engaged scholarship, must contribute to the mission of the College and must be documented by peer review. Documented evidence in the category of research includes material published in journals or books, technical reports, contracts and grants received, or substantial research/evaluation contributions to public policy.

As a minimum standard for promotion, there must be evidence of outstanding performance in the area of research, strong performance in teaching, if applicable, and satisfactory in the area of service, if applicable. Promotion also requires collegiality as this is an integral part of faculty performance.

Teaching / Training

This section applies to the promotion application only in those cases in which teaching was part of the individual's assigned duties. Teaching is defined as occurring in a variety of settings and a variety of ways, including credit-generating instruction, student mentoring, thesis/dissertation committees, continuing professional education courses taught by the faculty member, technical assistance, training, consultation, or other knowledge dissemination activities. As used in these Guidelines, "teaching" refers to all of these activities.

Effective teaching required a thorough knowledge of the subject, the ability to present material in a clear fashion, and the ability to work with, motivate, and serve as a positive role model for students. Like research, teaching is best judged by a peer review process, although it is essential that appropriate evaluative review by the Chair/Director and Dean also be included, as well as student evaluations of teaching. The peer review process may take many forms. For example, it may include class visitations and observations; examination of syllabi, course handouts, examinations, and other course materials; examinations of samples of student work, including abstracts of directed theses and dissertations; critiques of public lectures/training activities; external evaluations of continuing professional education,

training or consultative activities; and reviews of teaching-related books and articles. The teaching evaluation record must speak to the manner in which sought data have been examined.

It is the responsibility of the faculty member to ensure that teaching activities are evaluated and documented and that the results be made available for review committees. Evidence of high quality teaching may be demonstrated by including materials and information in the application packet such as:

- **Process:** documentation of courses taught (classroom or virtual), including continuing education professional education, in the years leading to promotion and number of students involved; evidence of innovative approaches to teaching should be included. Number of students provided academic advisement, research supervision/mentorship, or field supervision with evidence of effectiveness; evidence of successful mentoring of students in thesis/dissertation efforts; student evaluations including a summary statement indicating how these evaluations compare to others in the department/school/College, when available; evaluation of training workshops and technical assistance activities where applicable.
- **Content:** new developments in the field are reflected in course content; evidence that methods and content are periodically peer-reviewed by senior faculty or other outside experts including the following: classroom visitation/observation, review of course syllabi and related materials, and review of student evaluations of teaching.
- **Impact:** evidence of impact of all forms of teaching on the professional careers of former students, colleagues, and junior faculty; evidence of self-evaluation of teaching and its impact on teaching enhancement.
- **Other considerations:** documentation of activity in curriculum and program development; evidence that contributions to teaching are being adopted in other universities; awards received in recognition of outstanding teaching; publications and adoption of textbooks; invitations to serve as a consultant in educational programs and methods; grants to support instructional activities or other activities that enhance teaching.
- **Responsiveness and Collaboration:** evidence of capacity to sustain and build teams for teaching; engagement in collaborative interdisciplinary teaching; contributions to department and College teaching missions.
- **Support Structure:** contributions to the instructional support structure of the department, school or College; mentoring and advising of junior faculty in teaching; participation in programs (workshops, programs) directed to enhance teaching skills.

With the exception of student evaluations of instruction, it is not necessary for a faculty member to use all of these evaluation approaches but should include those that are relevant to the teaching methods used and goals of the course.

Standards for Promotion

Standards for the ranks of Research Assistant Professor, Research Associate Professor, and Research Professor are as follows:

Research Assistant Professor

- Promise of independent and collaborative research/scholarly activity supported by publications or other appropriate evidence;

- Promise of substantive contributions in the area of service and/or teaching, if applicable;
- The Doctorate or highest degree appropriate to the field (or, where appropriate, the equivalent based on professional experience).

Research Associate Professor

- Focused program of independent and collaborative research/scholarly activity supported by substantial publications or their equivalent;
- The record should be sufficient to predict, with a high degree of confidence, continuing productivity in research throughout the individual's career;
- Strong teaching and satisfactory service, where assigned;
- As a general guideline, a faculty member normally would apply for promotion to the rank of Research Associate Professor after five completed years of service at the rank of Research Assistant Professor.

Research Professor

- Established record of productive research of at least national visibility, supported by a record of substantial publications or their equivalent. The record should predict high productivity in research throughout the individual's career.
- Strong teaching and satisfactory service, where assigned.
- Evidence of significant achievement among peers in one's discipline/field at the national or international level. Any recommendation for promotion to the rank of Professor must contain evidence that such distinction has been identified.
- As a general guideline, a faculty member normally would apply for promotion to the rank of Research Professor after five completed years of service at the rank of Research Associate Professor.

An individual eligible for consideration for promotion may request in writing, on an annual basis, an appraisal by their Department Chair/School Director of their progress toward promotion. If concerns regarding the appraisal cannot be resolved in discussions with the Chair/Director, a meeting may be requested with the Dean to discuss those concerns.

An employee is not required to apply for promotion. However, a complete application must be prepared and submitted by the faculty member in order for the person to be considered for promotion.

Early Promotion Consideration

Decisions on promotion prior to the time recognized as normal should be considered "early decisions". Early decisions should be identified and justified as such at every review level. Truly exceptional performance should be required for a favorable early decision. Further, external reviewers should be advised of the University's expectations for a favorable early decision.

Promotional Increases for Contract and Grant Faculty

It is intended that promotional opportunities be available to all faculty in the Research Professor Career Path regardless of funding source. If a faculty member who has been awarded promotion is funded

wholly or in part by a contract and/or grant funding, it is the responsibility of the P.I. to include the promotional increase in the contract and/or grant whenever possible and allowable.

Review Process for Research Professor Career Path

Department and College Advisory Committees

Two committees will provide advice on promotion decisions within the Research Professor career path.

- A departmental Research Professor Promotion committee (D-RPP)
- A CBCS Research Professor Promotion Committee (CBCS-RPP).

The purpose of these committees is to review applications for promotion within the Research Professor Career path and to provide faculty advice to the Chair/Director and Dean on each application.

Departmental Research Professor Promotion Committee (DRPP)

Each department shall establish, on an annual basis as needed, a departmental committee for the Research Professor career path to review applications of faculty seeking promotion and to make recommendations to the Department Chair/Director and the CBCS-RPP committee.

Where possible, departmental representatives serving on the CBCS-RPP committee should not serve on the D-RPP. In cases where a faculty member serves on both the CBCS-RPP and the D-RPP, per College guidelines, the departmental representative must recuse himself/herself from college deliberations and will leave the room when the application is discussed.

The procedures for selecting members of the D-RPP will be specified in the Department/School Governance document. The D-RPP committee shall select a D-RPP Chairperson who shall be responsible for writing the evaluation of the majority opinion of the D-RPP committee, entering the vote of the committee into the promotion application, noting the evaluations made by the D-RPP Committee (e.g., Outstanding, Strong, etc.) and signing the application on behalf of the D-RPP.

The D-RPP must consist of a minimum of three members who are in the Research Professor career path. The size of the committee may be larger at the discretion of the department. If a department does not have a sufficient number ($n=3$) of eligible faculty in the Research Professor career path to compose the D-RPP, the membership of the committee may be supplemented with (1) individuals from the tenure-earning career path within the department who hold rank higher than that of the candidate or (2) eligible (by rank) individuals from the Research Professor Career path from other departments within the CBCS or the University. The selection process of the D-RPP in these situations will be specified by the department/school in their governance documents.

College RPP Committee (CBCS-RPP)

The College-level (CBCS-RPP) will function as the college-level advisory committee to the Dean regarding applications for promotion of individuals in the Research Professor career path.

For membership guidelines for the Promotion Committee for Research Faculty see the CBCS Governance Document.

This committee shall make recommendations to the Dean regarding all candidates for promotion. It shall be convened by the Dean's office for its initial meeting at a time early enough for it to complete its work based on the timeline established by the Dean's office. It shall review candidate's vitae and references, Chair/Director and departmental/school recommendations, and all other relevant materials. Recommendations shall be made on the basis of the College and University criteria for promotion for the Research Professor career path.

Application Procedures

Application for promotion within the Research Professor career path will be reviewed by a departmental/school advisory committee consisting of individuals who hold appointment in the Research Professor Career path with rank higher than that of the candidate.

Each year, the Departmental Chair/School Director will begin the process for promotion by announcing to the faculty the timeline and schedule for the submission of application packages and requesting all potential candidates to consult with the Chair/Director. The following procedures will be used for the review of promotion applications of CBCS faculty in the Research Professor career path:

Step 1:

Applications for promotion shall be initiated by the candidate, in consultation with their Chair/Director, during the spring preceding the promotion process that occurs the following fall. Chairs/Directors should inform candidates of the materials they will be expected to provide in support of their applications.

Step 2:

The Chair/Director and the candidate will jointly develop a list of six external reviewers who are expert in the individual's field or a related scholarly field. In the event of disagreement, each party will select one-half the number of qualified reviewers to be utilized. The Chair/Director may consult with the D-RPP committee in the selection of external reviewers. The final list of reviewers shall be made in consultation with the Dean.

The external reviewers should have no significant relationship to the candidate (e.g., major professor, co-author) unless there are mitigating circumstances that would indicate otherwise (e.g., to review scholarship so specialized that few expert reviewers exist). All solicited letters that are received must be included in the candidate's file. The promotion packet must include a minimum of three letters (but not exceeding six) from external reviewers who are expert in the individual's field or a related scholarly field. These evaluations shall be based upon the candidate's vita and scholarly works. Letters from external reviewers should be in the candidate's file prior to the final recommendations by the D-RPP Committee.

Step 3:

Candidates should submit to the Chair/Director a completed Promotion Packet including a letter from the immediate supervisor if the applicant does not report directly to the Chair/Director. When applying for promotion, candidates shall submit documentation of all information encompassing their professional activities during the period under consideration which they believe supports the application. It is the candidate's responsibility to ensure that the application packet is complete.

Committee members will confine themselves to making decisions solely upon the information provided in each candidate's official promotion file. No committee member shall solicit or consider any additional information conveyed privately, through personal contact, by phone, letter, email, or other means. The entire committee may vote by a two-thirds majority to authorize the Committee Chair to solicit additional information if necessary. All requests for additional information must be in writing by the Committee Chair who will provide the candidate and the Chair/Director of the candidate's department/school with copies of the request.

If any material is added to the file after the commencement of consideration, other than the completion of the evaluation sections (including the recording of the votes on the file by the reviewing bodies/ individuals), a copy shall be sent to the employee within five (5) days (by personal delivery or by mail, return receipt requested). The employee may attach a brief response within five (5) days of his/her receipt of the added material. The file shall not be forwarded until wither the employee submits a response or until the second five (5) day period expires, whichever occurs first. The only documents which may be considered in making a promotion recommendation are those contained or referenced in the promotion file.

Step 4:

The D-RPP Committee shall review and evaluate each application packet for promotion in accordance with the criteria for the Research Faculty Career Path. Individuals serving on more than one committee (D-RPP and CBCS-RPP committee) should vote at the Department/School level on candidates from their home unit but not on these candidates at the CBCS-RPP committee level. If a faculty member has a special personal and/or professional association with a candidate, that committee member will leave the room during all deliberations concerning the candidate and will abstain from making a recommendation concerning that candidate. The Committee members will vote on promotion from each applicant by confidential ballot. A brief written evaluation and the results of the vote will be recorded as a part of the packet and forwarded to the Department Chair/School Director. Where a split evaluation exists, a minority report will accompany the majority recommendation.

Candidates for promotion may request a meeting with the D-RPP to discuss the application prior to the committee's evaluation of the packet. The purpose of this meeting is solely to inform the committee of the candidate's scholarly activities and future directions in teaching/training, research, and service. No evaluative feedback will be given to the candidate. This meeting is optional.

Step 5:

The Chair /Director shall review the application for promotion of each candidate and the recommendations of the D-RPP and add an evaluative letter and recommendation for promotion. The employee shall have the right to review the file following the departmental review and attach a brief response to any materials contained therein, including the evaluation section(s) prior to the next stage of review.

Step 6:

If the candidate is a member of the faculty of the de la Parte FMHI, he/she can request to be reviewed by the Executive Director of the Institute and an evaluative letter that will become a part of his/her file. As with the other levels of review, the candidate shall have the right to examine their file following this review and attach a brief response to any materials contained therein, including the evaluation section(s) prior to the next stage of review.

After these reviews are complete, the packet shall be submitted to the Dean's Office. After the packet has been logged in at the Dean's Office, the application packet will be made available to the CBCS-RPP Committee from review and recommendation.

Step 7:

After each member of the CBCS-RPP committee has reviewed the candidate's application, the committee will meet to prepare its recommendations to the Dean. The Committee's deliberations will focus exclusively on how well a candidate meets the criteria for promotion.

If a committee member has a special personal association with a candidate, that committee member will leave the room during all deliberations concerning the candidate and will abstain from making a recommendation concerning that candidate.

The CBCS-RPP Committee members will vote on promotion for each packet by confidential ballot. A written evaluation and the results of the vote will be recorded as a part of the packet and forwarded to the Dean. These ballots shall be preserved by the Office of the Dean for a reasonable time. The committee's vote and a clear, substantive summary of the reasons for both positive and negative votes must be included in the candidate's file. Where a split evaluation exists, a minority report will accompany the majority recommendation. The Chair of the CBCS-RPP Committee must sign the recommendation forms for each candidate.

The employee shall have the right to review the file following the CBCS-RPP committee review and attach a brief response to any materials contained therein, including the evaluation section(s) prior to the next stage of review.

Step 8:

The Dean shall review the application including the external reviews as well as the recommendations of the D-RPP, and the CBCS-RPP Committee. The final review and decision regarding promotion will be made by the Dean.

Links to Relevant Documents:

<http://intra.cbcs.usf.edu>

**Sample Promotion Schedule for Research Professor Career Path
Final Schedule to be Developed Annually by Dean's Office**

Department Chair notifies the faculty of the timeline and schedule for promotion process.	Mid-Spring
Faculty members planning to submit an application for promotion notify Department Chair by deadline date.	Mid-Spring
Departmental Committee established per departmental governance document if there will be applicants in the upcoming review cycle.	Before end of spring semester
Faculty application due to Department Chair/Supervisor who adds their section.	Early October
Department Committee meets to review application, adds evaluative summary	November
Department Chair adds evaluation of entire packet	November
Applications due in the Dean's Office	December
College Committee meets to review application, adds evaluative summary	December
Dean writes evaluation	December
Applications available to candidates for review of recommendations and response	Late December /January
Final recommendation of the Dean	January


Please note that the timeline is subject to change each year. The Dean's Office will distribute a timeline with specific dates each year.

Approvals

written by Ross Andel, Faculty Council Chair for the 2012/2013 academic year

The document was presented to the Faculty Council at the October 5, 2012, meeting. It was reviewed and revised by the Council, and approved on December 7, 2012.

The document was sent to all CBCS research faculty members for review and feedback on January 14, 2013. Feedback was collected and incorporated on February 4, 2013. Research faculty members approved the document unanimously through an online vote in March 2013.

Approved by Dean Julie Serovich 3/20/13 

Approved by Provost's Office 5/21/13

Email from Vice Provost Kofi Glover to Associate Dean Batsche