

## **GUIDELINES FOR TENURE AND PROMOTION**

Department of Health Education and Behavior  
College of Health and Human Performance  
University of Florida

### **A. Statement of Purpose**

This document describes criteria by which faculty in the Department of Health Education and Behavior will be evaluated and considered for tenure and/or promotion.

### **B. Policies and Procedures**

The departmental committee shall be comprised of all tenured faculty members regardless of rank. Only those faculty members at or above the promotional rank being considered for the candidate may participate in the vote for promotion; all tenured faculty are eligible to vote on the question of tenure. The committee will elect its own chair from among tenured professors serving on the committee.

Refer to the following documents for the specific policies and procedures that govern the tenure and promotion process in the College of Health and Human Performance and the University of Florida. The documents listed below are reviewed and revised (if needed) annually; individuals being considered for promotion and/or tenure will be provided copies of the relevant current documents under “Tenure and Promotion Documents” located at <http://hhp.ufl.edu/index.php/about/faculty-staff-resources/documents-forms/>.

*Guidelines and Information Regarding Tenure, Permanent Status and Promotion Process for “current year” Office of the Provost, University of Florida* (<http://www.aa.ufl.edu/tenure/>)

*Annual Evaluation of Tenure-Accruing Professors, College of Health and Human Performance* (<http://hhp.ufl.edu/wp-content/uploads/Annual-Eval-Untenured-Prof-update-5-12-15.pdf>)

*Mid-Term/Third-Year Review of Faculty Within Tenure Probationary Period, College of Health and Human Performance* (<http://hhp.ufl.edu/wp-content/uploads/Third-Year-Review-of-Tenure-Accruing-Faculty-PDF.pdf>)

*Guidelines for Promotion of Full-Time Lecturers (Lecturer, Senior Lecturer, Master Lecturer), College of Health and Human Performance – The Department of Health Education and Behavior will use the current College guidelines for evaluating promotion of Lecturers (see College’s *Guidelines for Promotion of Full-Time Lecturers*; <http://hhp.ufl.edu/wp-content/uploads/CHHP-Lecturer-Promotion-Guidelines.pdf>)*

The guidelines above are intended to assist faculty members in understanding departmental expectations in the areas of teaching, research and service. They are to serve as guiding principles rather than prescriptive statements. Candidates will be reviewed in light of achievements over his/her career, with emphasis on achievements since his/her appointment or last promotion.

In the fall semester (in accordance with the HHP Tenure & Promotion calendar), eligible unit faculty shall review the packet and should normally meet to discuss the nomination before a secret ballot is taken. Such discussions and the materials reviewed must be confidential. Violation of confidentiality will be considered a breach of the integrity of the process and will be treated as misconduct. **A secret ballot of the unit faculty eligible to vote shall be taken no earlier than one day following the meeting.** The number of individual faculty assessments must equal the total number of eligible unit faculty. Results from this secret ballot will be uploaded into the candidate's electronic dossier.

Faculty who are in phased retirement are not eligible to vote on tenure nominations. However, they may vote on promotion nominations in accordance with university procedures. Faculty participating in the Deferred Retirement Option Program (DROP) may vote on both tenure and promotion nominations in accordance with university procedures. Once the unit faculty have registered their assessments of the candidates, their role in the process is complete and they will no longer have access to the OPT system.

### **C. Criteria for Tenure and Promotion**

#### 1. Assumption for a Positive Decision

- a. Consistent positive letters of annual evaluation by the department chair; or a satisfactory explanation for any negative performance indicators noted in annual evaluations.
- b. Ratings of "Meets Expectations" or higher in all assignments as reflected in the department chair's annual letter of evaluation or a satisfactory explanation for any ratings of "Does Not Meet Expectations."
- c. A reasonable connection between the candidate's annual FTE assignments as reflected on the Faculty Assignment Reports and the overall assessment of the candidate for promotion.

#### 2. General Expectations

- a. Candidates will demonstrate "distinction" in research and one other area, teaching or service. As stated in the CHHP Guidelines for Tenure and Promotion: "Distinction is demonstration of outstanding achievement and excellence in areas of assignment (teaching, research and service) as compared with peers, both internal and external of the same rank and discipline." The quality of the research rather than quantity is the primary consideration.

Please note that University guidelines state:

"In most cases, tenure and promotion require distinction in at least two areas, one of which shall be that of the faculty member's primary responsibility, and those areas should be teaching and research unless the faculty member or extension faculty member has an assignment that primarily reflects other responsibilities, such as the Cooperative Extension Service...."

- b. Candidates will show a clearly developed research theme and link between their scholarly activities conducted in research and the designated areas of specialization.

- c. Successful candidates for promotion to **Associate Professor** must show documented progress toward the establishment of a national and/or international reputation based on their research contributions to the field. This progress will be demonstrated by publications in peer-reviewed journals and presentations at conferences where papers are selected on the basis of peer-review.
- d. Successful candidates for promotion to **Professor** must demonstrate achievement of a national reputation in their area of specialization. This achievement will be demonstrated through an independent line of research with publications in peer-reviewed journals and by presentations at conferences where papers are selected on the basis of peer-review.

### 3. Specific Expectations

#### a. Teaching (Coursework):

The majority of course evaluations (“Instructor Overall”) reflect mean ratings at or above a 3.5 (70th percentile) for classes taught each term or receive a satisfactory peer and/or chair evaluation.

On course evaluations (“Instructor Overall”), successful candidates will achieve an overall mean (“grand” mean) of 4.0 or higher on a 5-point scale, calculated by dividing the sum of all individual course means by the total number of courses taught to produce an overall mean (“grand” mean) of at least 4.0.

#### b. Teaching (Advisement):

Successful candidates for promotion to **Associate Professor** serve as chair (advisor) for M.S. non-thesis students; serve as director for M.S. project in lieu of thesis; serve as a member or chair of M.S. thesis committees or PhD supervisory committees.

Successful candidates for promotion to **Professor** serve as chair of PhD supervisory committees.

Additional indicators in the area of teaching might include:

- Advising student research or projects that lead to publications or presentations.
- Achievement of an internal or external award for teaching/advising.

#### c. Publications:

Successful candidates for promotion to **Associate Professor** will demonstrate progress toward a national/international reputation through his/her record of scholarly publication. The publications will appear in relevant referred journals including some that are considered the leading journals as defined by the areas of specialization; a significant number are as first author; and about half or more report

empirical data-based materials related to the declared area(s) of professional specialization.

Successful candidates for promotion to **Professor** will provide evidence of the achievement of a national reputation through his/her record of scholarly publication. The publications will appear predominately in the leading refereed journals as defined by the areas of specialization; a significant number are as first author; and about half or more report empirical data-based materials related to the declared area(s) of professional specialization.

- d. One clear indicator of distinction is the written assessment of the external reviewers who are themselves recognized as outstanding researchers in the candidate's area(s) of specialization.
- e. Additional indicators of the establishment of a national or international research reputation might include:
  - Publication of books, book chapters, monographs, technical reports.
  - Participation on review panels for granting agencies.
  - Service on editorial boards for scientific or professional journals.
  - Participation on interdisciplinary research teams.

f. Professional Presentations:

Successful candidates for promotion to **Associate Professor** will demonstrate progress toward a national/international reputation through his/her record of refereed or invited presentations at national, and international conferences with a significant number being as lead investigator on the projects with most related to the declared area(s) of professional specialization.

Successful candidates for promotion to **Professor** will demonstrate an established national/international reputation through his/her record of refereed or invited presentations at national, and international conferences with a significant number being as lead investigator on the projects with most related to the declared area(s) of professional specialization.

g. External Funding:

Successful candidates for promotion to **Associate Professor** will have a record of multiple submissions to funding sources external to the university; some submissions as principal investigator or co-principal investigator. Multiple proposal submissions can be substituted by one major external grant/contract as principal investigator or co-principal investigator or multiple small grants/contracts as principal or co-principal investigator.

Successful candidates for promotion to **Professor** will have one major external grant/contract as principal investigator or multiple small grants/contracts as principal investigator. Most funding proposals or grants/contracts are related to the declared areas of professional specialization.

h. Service:

Successful candidates for promotion to **Associate Professor** will demonstrate his/her responsibility to the profession via active participation as an elected, appointed, or volunteer member on committees of national professional organizations, with some service related to the declared area of specialization.

Successful candidates for promotion to **Professor** will demonstrate a sustained professional involvement at varying levels of responsibility as an elected, appointed, or volunteer member on committees of national professional organizations, with some service related to the declared area of specialization.

- i. An additional indicator of service might be recognition of service from internal or external organizations or groups.

j. Governance:

Successful candidates for promotion to **Associate Professor** will demonstrate his/her commitment to the health and well-being of the department and college via active participation on department and college committees as member; and service on University committees as member.

Successful candidates for promotion to **Professor** will demonstrate his/her commitment to the health and wellbeing of the department and college via sustained active participation on department and college committees as well as University committees as member and/or chair.

- k. Additional indicators of governance activity might be service as a mentor to junior faculty or recognition of governance activity from various groups.

Approved by the Department Faculty: 10/8/10

Section B – Policies and Procedures updated and approved: 2/23/16