# Promotion Guidelines for Instructional Faculty

Computer Science and Engineering

University of South Florida

## INTRODUCTION

This document describes the procedures for processing applications and the criteria for promotion for CSE instructional faculty. They supplement the Guidelines for Instructional Faculty Promotion document found here:

https://www.usf.edu/provost/faculty-success/professional-development/guidelines-instructor-promotion-2023.aspx

## ELIGIBILITY AND REGULATIONS

Those who are eligible to apply and the regulations concerning the application process are described in the above-mentioned Guidelines for Instructional Faculty Promotion document. The University guidelines require that candidates demonstrate teaching excellence for promotion.

## CRITERIA TO BE USED FOR REQUESTS FOR EARLY PROMOTION

USF's guidelines state that five (5) consecutive years of experience at an instructional position is typically required prior to consideration for promotion and that earlier eligibility may be considered for outstanding candidates. In order to be considered for early promotion, a candidate must request it in writing from the CSE Chair. Documentation of achievements specified in the "definitions of excellence of teaching performance" section below must also be included in the request. Approvals by the CSE Chair and by the Dean of the College of Engineering are required for eligibility for early promotion.

## DEFINITIONS OF EXCELLENCE OF TEACHING PERFORMANCE

Below is a list of the most recognizable ways that a CSE instructional faculty can demonstrate excellence in teaching throughout the evaluation period. This list is not exhaustive.

1) Recognition of teaching excellence by USF students or USF peers. This can be in the form of:

   - Student evaluations and comments on classes taught.

   - Peer evaluations on classes taught.

   - Receiving College or University teaching awards

2) Demonstrated significantly positive impact on student learning. This can result from:

   - Providing support and development for recruitment of academically strong students.

- Participating in CSE BPC efforts to increase the percentage of women and underrepresented populations in computing.

- Developing new courses.

- Innovating content and/or delivery of courses taught to measurably improve student learning.

- Mentoring of students outside of the classroom for such things as industry internships, independent study, leadership of student organizations, etc.

- Significant support towards ABET accreditation of one or more of the four CSE undergraduate programs. This support may include such things as the development and/or implementation of processes required by ABET, the development of new courses required for accreditation, significant contributions towards preparing ABET self-studies, and planning for ABET visits.

3) Recognition of teaching excellence by external peers. This can be in the form of:

- Receiving national or international teaching awards relevant to the instructional faculty's area of specialization.

- Publishing peer-reviewed conference or journal articles on teaching, student mentoring, broadening participation in computing, accreditation issues, and other topics related to teaching.

- Giving presentations focused on teaching methods at national or international forums.

- Being actively involved in national organizations (such as SIGCSE, ASEE, ABET, or other organizations which are related to CSE) including, for example, leadership roles in conferences, reviewing of papers, etc.

- Receiving external funding to improve teaching infrastructure, methodologies, environment, etc.

- Being awarded patents or licenses for methods or tools focused on teaching.

- Publishing textbooks on subject areas relevant to CSE majors.

It is very likely that instructional faculty applying for promotion will have different combinations of achievements from the list above. Thus, a holistic approach will be taken at each stage of the evaluation process to determine the level of teaching excellence that has been achieved by each applicant. Contributions to excellent instruction have the most weight.  Internal and national recognition, reputation and visibility is highly encouraged.

## PERFORMANCE EXPECTATIONS FOR PROMOTION

As stated by USF's guidelines, five or more years of experience at the level of Assistant Professor of Instruction is typically expected for promotion to Associate Professor of Instruction, and five or more years of experience at Associate Professor of Instruction is typically expected for promotion to Professor of Instruction. Earlier eligibility may be

considered for outstanding candidates. USF's promotion guidelines for instructional faculty also state that excellence in the candidate's principal assigned duty is required. If the applicant has multiple areas of assignment, substantive contributions are also required in proportion to the assignment. The principal assigned duty for CSE instructional faculty is usually that of teaching undergraduate and, in some cases, graduate classes. Therefore, a requirement for promotion is excellence in teaching.

For evaluation of promotion to Associate Professor of Instruction, recognition of excellence in teaching by USF students or USF peers as well as a demonstrated positive impact on student learning are expected.

For evaluation of promotion to Professor of Instruction, recognition of excellence in teaching by USF students or USF peers; a demonstrated significantly positive impact on student learning; and recognition of excellence in teaching by external peers are expected.

## **SUPPLEMENTARY DOCUMENTS REQUIRED FOR SUBMISSION**

Applicants for promotion are expected to provide explicit documentation of all achievements that demonstrate excellence in teaching/student learning. This documentation may include student teaching evaluations, peer evaluation reports, copies of published papers, confirmation of awards, grants, patents, licenses, etc. Applicants are not expected to submit teaching portfolios containing course syllabi, lecture notes, and similar material that does not explicitly document excellence in performance.

In addition to the above, applicants are expected to submit an up-to-date CV that covers all teaching activities and accomplishments during the promotion period.

## **Review Process**

The procedure for review and processing of applications for promotion is described in the Guidelines for Instructional Faculty Promotion document.

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