

# **Tenure and Promotion Criteria and Procedures**

## **Department of Biomedical Engineering**

### **Florida International University**

**March 10, 2020**

---

Recommendation for Tenure or Promotion at a professorial rank for a member of the faculty of the Biomedical Engineering Department (BME) will be based on the value of the candidate's activities to the academic excellence of the BME Department and is based upon the candidate's past performance and of future accomplishments in the three areas of:

- Teaching
- Research
- Service

#### **1.Criteria**

##### **1.1 Tenure and Promotion: Third Year Review for Assistant/Associate Professors**

The Third Year Review assesses progress toward tenure for Assistant/Associate Professors in relation to Departmental and University expectations regarding the candidate's record of research, teaching, service, and participation in collegial governance. Although this review is not intended to provide an unequivocal signal of the likelihood of earning tenure, it is meant to assess the individual's progress toward reaching the standards needed for promotion from Assistant to the rank of Associate Professor with tenure or from Associate Professor without tenure to Associate Professor with tenure. The evaluation documents to be provided by the candidate for review will be per the University guidelines. The review committee will be the Tenure & Promotion Committee as described below.

For Third-year review of Assistant Professor's it will be expected that the faculty member at the minimum has taught one undergraduate course, mentored a senior-design team, established their laboratory, applied for external grant funding from one or more competitive sources, provided service to the department, received grant funding and /or received promising feedback, supervised a graduate student (s).

For Third-year review of Associate Professor / Full Professors will be expected that the faculty member at the minimum has taught one undergraduate and one graduate course, mentored two senior-design teams, established their laboratory, applied for and received grant funding from one or more competitive sources, provided service to the department and to the profession.

## 1.2 Tenure and Promotion

Candidacy for tenure and promotion is normally review during the 5th year. Specific procedures and guidelines are outlined in the following sections. Candidate must meet the requirements outlined in the Provost Office website [https://academic.fiu.edu/faculty\\_resources.html](https://academic.fiu.edu/faculty_resources.html).

## 1.3 Tenure and Promotion from Assistant Professor to the Rank of Associate Professor with tenure or from Associate Professor without tenure to Associate Professor with tenure

The rank of Associate Professor with tenure in BME is awarded to those faculty members who have established a significant research program and contributed significantly to the teaching and/or service missions of the BME Department. If the tenure criteria are modified, then faculty candidates with 3 years of tenure-earning credit shall be evaluated under the criteria at time of hire unless the faculty has notified FIU at least 30 days prior to the start of the tenure consideration that they choose to be evaluated under the new criteria.

**Research:** The candidate must have an independent, productive and visible research program in an area of biomedical engineering and the potential to sustain and improve their research program over a significant period. The factors considered to measure research productivity may include:

- Refereed publications in high quality biomedical engineering/science and related journals;
- Refereed publication in high quality biomedical/science conferences;
- Securing grants/research contracts from national external funding agencies after peer-review such as the National Institutes of Health, National Science Foundation, Department of Defense, Department of Education, private foundations (such as American Heart Association, Sloan Foundation, Craig Nielsen Foundation, Diabetes Foundation) supporting the candidate's ongoing research programs;
- Securing grants/research contracts from non peer-reviewed contracts including industry and philanthropic foundations.
- Supervising and supporting Master's and Doctoral BME student research;
- Supervising and supporting Postdoctoral Fellows;
- Invention disclosure filings, granted Patents and other technology transfer activities;
- Presentations at key meetings/conferences within the candidate's field and seminars at major research universities;
- Evaluation letters from outside reviewers who are in a position to judge the significance and potential of the candidate's work.

**Teaching:** The candidate must be an effective teacher. The factors considered to measure teaching effectiveness may include:

- Teaching evaluation rubric;

- Recognition of teaching effectiveness such as teaching awards;
- Supervision of individual student projects such as graduate/undergraduate independent studies;
- Faculty advisor for senior design team(s);
- Course outlines, syllabus and online material demonstrating the organization of courses;
- Development of new courses;
- Demonstration of student-centered engaged active learning;
- Student opinion surveys;
- Participation in Master's and Doctoral student graduate committees;
- Graduation of Master's level BME graduate students (any track);
- University approved Dissertation Advisory Status;
- Unsolicited letters from students.

**Service:** While BME expects the candidates to focus their activities on research and teaching, they are also expected to contribute to their profession, to the collegial governance of the school, college and the university, and meaningful community engagement. The factors considered to measure service contributions may include:

- Reviewing professional publications;
- Membership in the Program Committees of major biomedical engineering science conferences;
- Reviewing funding applications;
- Serving in and/or chairing Department/College/University committees;
- Service to the education of first-generation students;
- Guidance of BME student organization;
- Outreach to K-12 educational programs;
- Outreach to the Community
- Supervision of undergraduate research.

#### **1.4 Promotion from Associate Professor to the Rank of Full Professor**

**Research:** The candidate must have a demonstrated record of research well beyond and above the level expected for promotion to Associate Professor. In addition to demonstrating consistent productivity (as outlined in the research section for Assistant to Associate Professor), the applicants shall demonstrate a significant and sustained standing in the international community of their peers. The factors considered to measure research productivity may include:

- Sustained record in obtaining significant federal research funding as senior Principal Investigator;
- Sustained record in obtaining significant non-federal research funding as Senior Principal Investigator;
- Sustained record of publications;
- Granted patents, licensing, and other technology transfer activities;

- Supervising, supporting and graduating several Master's level BME students;
- Supervising, supporting and graduating several BME Ph.D. students;
- Supervising and supporting Postdoctoral Fellows;
- Participation in Master's and Doctoral student graduate committees;
- Mentoring junior tenure track faculty members;
- Recognition by national and international Professional Societies as Senior Member/Fellow for impactful research;
- Increasing leadership role in collaborative/team-based scholarship;
- Evaluation letters from outside reviewers who will comment on the significance of the candidate's work and national and international standing within the research community.

**Teaching:** The candidate must be an effective teacher. The factors considered to measure teaching effectiveness for promotion at the rank of Professor include those for the rank of Associate Professor and may include effort to enhance pedagogy:

- Teaching evaluation rubric;
- Recognition of teaching effectiveness such as teaching awards;
- Significant supervision of undergraduate research;
- Graduation of several Master's level BME graduate students (any track);
- Graduation of several Doctoral level BME graduate students;
- Development of new and innovative curricular programs;
- Demonstration of student-centered engaged active learning;
- Development of activities and programs to enhance a culture of inclusion;
- Establishing programs and garnering funding to promote Research Experience for Undergraduates, Research Experience for Teachers, and other pedagogical endeavors
- Student opinion surveys;
- Unsolicited letters from students.

**Service:** The applicant is expected to have a consistent and significant record of leadership in service to the university and/or within his/her professional community at the national/international level, as well as community engagement. Evidence of service in each year since the last promotion must be demonstrated. The factors considered to measure service effectiveness may include:

- Editorship of major publications in biomedical engineering, science or related fields;
- Membership in editorial boards of major biomedical engineering/science journals;
- Chairing/regularly participating in US government grant review panels;
- Chairing/regularly participating in other national and international grant review panels.
- Program Committee and/or Conference Chairmanship of major biomedical engineering/ science and related conferences;
- Leadership role in regional, national or international professional organizations;
- Leading roles at department/college/university levels;
- Significant administrative positions within the university;

- Significant community engagement.

## **2. Tenure and Promotion Committee Procedures**

### **2.1. Introduction**

The Tenure and Promotion Committee for BME (here referred to as the TPC) is charged with assisting and evaluating those faculty members applying for promotion or tenure. In performing this task, only members of the TPC will have access to the personnel files of all these candidates.

### **2.2 Committee membership**

All members of the Tenure and Promotion committee must be at the proposed rank of the candidate or higher and hold a primary appointment in BME. For example, for Assistant Professors being considered for promotion to Associate Professor, all committee members must be Associate Professor or Professors with tenure. For Associate Professors being considered for promotion all committee members must hold the rank of Professor.

For the evaluation of Tenure only (for Associate or Full Professor without tenure) the committee will only constitute of those members at the proposed rank of the candidate or higher who also hold tenure and at primary appointment in BME. For example for Associate Professors being considered for tenure, all committee members must be Associate Professors or Full Professors with tenure and for Full Professors being considered for tenure, all committee members must be Full Professors with tenure

A faculty member who is on the College level Tenure & Promotion committee will vote with the Department and recuse themselves from voting in the College committee.

If the department does not have a minimum of the three faculty with voting rights, additional external members will be appointed by the Chair.

All TPC members will be required to complete STRIDE training.

### **2.3. Time Schedule**

Each year, prior to the beginning of the Fall semester, the Committee will establish and announce a time schedule for all steps in the tenure and promotion process.

### **2.4. The Tenure Process**

#### **2.4.1 Initiation of the Process**

In accordance with the University Tenure and Promotion Guidelines, at the beginning of the Spring semester preceding the academic year in which candidates will stand for tenure, the Chair of the

Department will appoint a chairperson for the TPC and provide the TPC with a list of all faculty who must be evaluated for tenure. The TPC chairperson will notify the candidates that they should initiate the preparation of their tenure application files. The candidate is responsible for the submission of the Tenure and Promotion application in the University Tenure/Promotion Portal (Panther 180). It is the responsibility of the candidate to confirm that the full file has been uploaded.

Consistent with guidelines from the University Tenure & Promotion guidelines materials for the application file usually consist of, but are not limited to: CV, faculty activity reports, copies of publications or other evidence of scholarly activity, information on academic advising, service, or honors, progress of seeking external funding, a statement about the candidates engagement in diversity and inclusion activities, a description of the applicant's goals and work plan for the future, copies of annual evaluations and any other documentation that the Assistant Professor wishes to include. The department will add peer teaching evaluations and course-instructor survey results to these materials before submitting to the evaluating body.

The candidate has the right to review the contents of the tenure/promotion file and may provide a brief and concise response to any materials therein at each stage of the process, within five days after the Committee's letter, the Chair's letter, the Dean's and the Provost's letter have been uploaded.

#### **2.4.2 Faculty Evaluation**

The Chair of the Department shall request letters from references, minimum of five, in accordance with the College of Engineering and Computing and University guidelines. As per University guidelines, this list may include up to two referees suggested by the candidate. All letters will be considered confidential and not available to the candidate for review. The request for external reviews will clearly indicate if the faculty candidate was permitted time off the tenure clock. The Department Chair will review the candidate application in Panther 180, upload the External Review Letters and release the file to the TPC.

The TPC Chair shall schedule a special meeting of the TPC to review all tenure applications. The Committee shall endeavor to notify out of town TPC faculty members by telephone or electronic mail. TPC members will be allowed to attend the meeting through remote electronic connection. Each candidate's file will be made available to the TPC voting faculty through Panther 180 at least one week prior to the date of the meeting. The TPC will conduct this meeting, and will not make any recommendations as a committee. For each candidate, the Committee will prepare a detailed written statement assessing the strengths and weaknesses of the candidate. The statement must be based solely on the candidate's file, without conferring with outside sources or relying on any information not contained in the file.

At the conclusion of the meeting, ballots will be distributed. The results of the committee vote should be recorded by the committee chair. Once the votes are recorded, no additional votes should be cast nor should any vote be changed. The TPC will then write a consensus Department

Statement, which includes this summary and reflects the vote of the TPC. TPC members will be allowed to provide the votes through remote electronic communication.

The departmental chairperson should discuss the committee vote and written statement with the candidate. The TPC vote and written statement will then be released through Panther 180 for the candidate to view in three days.

The Chair will write a separate letter of appraisal. This letter will be signed by the Chair and uploaded to Panther 180.

The complete file with the letters and TPC guideline document for the BME department will be advanced through the Panther 180 to the College Committee, who will subsequently make an appraisal and forward the application to the Dean.

The Dean must reach a decision regarding the candidates for tenure and promotion within 30 days of receiving all preceding recommendations. At that time the full rationale for the recommendation is sent via Panther 180 to the Provost. When the Provost has reached a decision regarding the candidates for tenure/promotion, a detailed written statement explaining his or her recommendations should be addressed to the President and uploaded to the candidate's tenure and/or promotion file in Panther 180.

The President shall submit his appraisal letter to the FIU Board of Trustees. The Board of Trustees will review the application and award tenure. The Final decision letter will be sent via e-mail to the Candidate, the Chair and the Dean.

## **2.5 The Promotion Process**

### **2.5.1 Initiation of the Process**

Following the same timetable used for tenure applications, the Chair of the department will solicit nominations for promotion from Associate to Full Professor from the faculty of BME. Individuals may nominate themselves without prejudice. The names of the nominees and nominators will be confidential.

### **2.5.2 Faculty Evaluation**

The TPC will evaluate each application, and will prepare a recommendation for the candidate in the same manner as in the tenure procedure.

## **2.6 Balloting**

All voting will be done by secret written ballot. The ballot will contain three alternatives: voting for, voting against, abstain. TPC members cannot abstain unless there is a documented conflict of interest. The ballots will be distributed to all eligible voting members of BME TPC. The TPC

will endeavor to contact TPC faculty members who are out of town but in residence (i.e. approved leaves and sabbatical) to solicit their participation and consequent vote. Faculty on administrative leave will be ineligible to vote. The ballots shall be returned to a staff member of the Department (designated by the Committee) within five working days from the date of their distribution. At the conclusion of this interval, the ballots will be seized by the Chairperson of the Committee. All votes not received by this time will be considered invalid. In extraordinary circumstances, exceptions to this time limit can be made with the unanimous approval of the Committee.

The ballots will be counted by the chairperson and at least one other member of the Committee. All ballots will be sealed and retained until action on the promotion or tenure application has been completed, and any subsequent actions have been taken or grievances have been resolved. Candidates will be told the result of the vote. Those so desiring may withdraw, although in the case of tenure, the rules regarding withdrawals will be in force. The results of the voting for candidates not withdrawing will be posted to the portal.

## **2.7 The Departmental Statement**

The departmental statement letter is drafted by the chair of the TPC who is responsible for sharing its contents with the committee members. The departmental statement should be addressed to the Chair and uploaded to the candidate's tenure and/or promotion file in Panther 180.

## **2.8 Completion of the Candidate's File**

The candidate is responsible for completing his or her application file per University guidelines, but may seek assistance from the TPC and others. This application file will include a summary of the candidate's teaching evaluations, the candidate's curriculum vitae, and any other information deemed relevant by the Committee or by the candidate. The application file and the procedures used in its preparation shall comply with the rules of the University and the appropriate sections of the Collective Bargaining Agreement.

## **2.9 Voting by the Chair**

The Chair of BME does not vote as a member of the faculty and makes a separate recommendation.

## **3.0 Tenure as Condition of Employment (TACOE)**

The policy guidelines of the University and College at the time of hire shall be followed for TACOE. The TPC committee will provide an appraisal and departmental consensus statement. The Chair will provide an independent appraisal.