**GUIDELINES FOR PROMOTION, DEPARTMENT OF BIOLOGY**

1. **Introduction**. Promotion & Tenure recommendations for tenure track faculty and lecturers are supervised by the respective Department P&T Committees. The committees are responsible for managing the review process and certifying that the tenure and promotion process follows department and UNF guidelines. Reviewers of the candidate(s) will be expected to make qualitative assessments based on material provided in the dossier.
2. **Criteria for promotion to Associate Professor and Tenure**.

The following criteria are adopted for evaluation for promotion to Associate Professor with tenure in the Department of Biology.

* 1. Teaching. Evaluators of the dossier will make quality judgments that determine if evidence merits a rating of “excellent”. Evidence of excellence in teaching may include:
		1. Evidence of high quality instruction in the classroom and laboratory that enhances student knowledge, skills and communication in Biology. Evidence may include: peer evaluations; examples that demonstrate use of appropriate instructional techniques, including writing assignments where appropriate; offering and meeting clear and appropriate course objectives in syllabi that are measurable through exams, classroom, and lab activities.
		2. Contribution to the department curriculum. Evidence may include: active service on the departmental curriculum committee; development of new course(s); revision of existing course(s).
		3. Active participation of student development through individualized instruction. Evidence may include: regular mentoring of senior seminar students; supervision of one or more Master of Science student(s) in laboratory or field research; regular mentoring of Directed Independent Study students in laboratory or field research.
		4. Additional accomplishments not listed above may qualify as evidence of excellence in teaching (such as a funded teaching grant or attending a teaching workshop).
	2. Scholarship: Evaluators of the dossier will make quality judgments that determine if evidence merits a rating of “excellent.” Evidence of excellence in scholarship should include:
		1. A record of funding sufficient to develop and maintain an independent program of research. The candidate should demonstrate ongoing effort to obtain extramural funding; external funding carries greater weight than a comparable internal grant.
		2. A record of peer-reviewed publications sufficient to demonstrate a successful, ongoing research program, and an independent line of inquiry. The successful candidate will typically publish a minimum of four impactful articles in quality peer-reviewed journals. At least two of these publications should represent senior or corresponding authorship from work accomplished at UNF. Top tier journals carry more weight and may reduce the required number of publications.
		3. Demonstration of an ongoing effort to promote a research agenda by presentations at regional/national meetings or conferences.
		4. Additional options not listed above may also qualify as evidence of excellence in scholarship, and the number of required items may vary based on quantity and quality of effort.
	3. Service. Evaluators of the dossier will make quality judgments that determine if evidence constitutes “continued meaningful contributions to service”. Evidence of meaningful service contributions may include:
		1. Contributions to departmental and university governance. Evidence may include: active participation on one or more departmental committees; serving as chair of a departmental committee; serving on a college or university committee.
		2. Contributions to the profession. Evidence may include: serving on a committee of a national scientific organization; reviewing manuscripts for research journals; serving on a grant review panel.
		3. Service to the community. Evidence may include: presenting general interest seminar to a public audience; service on a community committee or board that utilizes profession skills; outreach efforts in K-12 programs; serving as a scientific resource to the local media.
		4. Additional accomplishments not listed above may qualify as evidence of continued meaningful contributions to service.
1. **Criteria for Promotion to Professor.** The following criteria are adopted for evaluation for promotion to Full Professor in the Department of Biology.
	1. Teaching. Evaluators of the dossier will make quality judgments that determine if evidence merits a rating of “outstanding”. Evidence of outstanding teaching may include:
		1. Evidence of sustained excellence or continued improvement in classroom and laboratory instruction that enhances student knowledge, skills and communication in Biology. Evidence may include: peer evaluations; examples that demonstrate use of appropriate instructional techniques, including writing assignments where appropriate; offering and meeting clear and appropriate course objectives in syllabi that are measurable through exams, classroom, and lab activities.
		2. Contribution to the department curriculum. Evidence may include: active service on the departmental curriculum committee; development of new course(s); participation in substantial curriculum revision.
		3. Active participation of student development through individualized instruction. Evidence may include: continued mentoring of senior seminar students; regular mentoring of Directed Independent Study students in laboratory or field research; supervision of one or more Master of Science student(s) in laboratory or field research; mentoring student authorship on peer-reviewed publications.
		4. Additional accomplishments not listed above may qualify as evidence of outstanding teaching (such as a funded teaching grant or organizing a teaching symposium).
	2. Scholarship. Evaluators of the dossier will make quality judgments that determine if evidence merits a rating of “outstanding.” Evidence of outstanding in scholarship should include:
		1. A record of funding sufficient to maintain an independent program of research. The candidate should demonstrate ongoing effort to obtain extramural funding; external funding carries greater weight than a comparable internal grant.
		2. A record of peer-reviewed publications sufficient to demonstrate a successful, ongoing research program, and an independent line of inquiry. The successful candidate will typically publish a minimum of seven impactful articles in quality peer-reviewed journals. This value excludes publications counted towards tenure and promotion from Assistant to Associate Professor. At least four of these publications should represent senior or corresponding authorship from work accomplished at UNF. Top tier journals carry more weight and may reduce the required number of publications.
		3. Demonstration of an ongoing effort to promote a research agenda by presentations at national/international meetings or conferences.
		4. Additional options not listed above may also qualify as evidence of excellence in scholarship, and the number of required items may vary based on quantity and quality of effort.
	3. Service. Evaluators of the dossier will make quality judgments that determine if evidence supports a rating of “continuing meaningful service”. Evidence of meaningful service may include:
		1. Continued contribution to department governance. Examples include: active service or chairing departmental committees; active participation in student advising; organizing and hosting departmental seminars or symposia.
		2. Contributions to university governance. Examples include: meaningful service on or leadership of a COAS or university level committee.
		3. Service to the profession or community. Examples include: officer/committee service in a professional organization; service on a journal editorial board; chairing a symposium at a scientific meeting; presenting general interest seminar to a public audience; service on a community committee or board that utilizes profession skills; outreach efforts in K-12 programs; serving as a scientific resource to the community or local media.
		4. Additional accomplishments not listed above may qualify as evidence of continued meaningful contributions to service (e.g. mentoring junior faculty or supervision of major departmental equipment or facilities).
2. **Criteria for promotion to Associate Lecturer.** The following criteria are adopted for evaluation for promotion to Associate Lecturer in the Department of Biology.
3. Teaching:Evaluators of the dossier will make quality judgments that determine if evidence merits a rating of “excellent” in both teaching and coordination (a required, non-contact teaching assignment for lecturers). Evidence of excellence in teaching may include:
4. Evidence of high quality instruction in the laboratory and classroom. Evidence may include: peer evaluations; examples that demonstrate use of appropriate instructional techniques, including writing assignments where appropriate; offering and meeting clear and appropriate course objectives in syllabi that are measurable through exams, laboratory and classroom activities.
5. Evidence of timely and effective fulfillment of the duties of coordinator; continued effective service as coordinator of laboratory courses requiring above average preparation effort or those with a larger than average number of sections involved.
6. Contribution to the department curriculum. Evidence may include: active service on the departmental curriculum or related committees; revision of existing course(s); writing and/or editing of laboratory exercises.
7. Additional options not listed above may also qualify as evidence of excellence in teaching and the number of required items may vary based on quantity and quality of effort. Examples may include: active participation in student development through individualized instruction such as regular mentoring of senior seminar students; mentoring of Directed Independent Study students in laboratory or field research; participation as a member of a Master of Science thesis committee; activities related to professional development both as a biologist and educator.
8. Service:Evaluators of the dossier will make quality judgments that determine if evidence shows “continued meaningful contributions to service”. Evidence of meaningful service contributions may include:
9. Contributions to departmental governance such as active participation on one or more departmental committees.
10. Service to the community, such as presenting general interest seminar to a public audience; service on a community committee or board that utilizes professional skills; outreach efforts in K-12 programs related to field of interest; serving as a scientific resource to the local media.
11. Additional options not listed above may also qualify as evidence of continued meaningful contributions to service, and the number of required items may vary based on quantity and quality of effort, e.g. peer-mentoring or serving as faculty advisor to a student club or activity.
12. **Criteria for Promotion to University Lecturer.** The following criteria are adopted for evaluation for promotion to University Lecturer in the Department of Biology.
13. Teaching:Evaluators of the dossier will make quality judgments that determine if evidence merits a rating of “outstanding” in both teaching and coordination (a required, non-contact teaching assignment for lecturers). Evidence of outstanding teaching may include:
14. Evidence of sustained excellence or improvement in laboratory and classroom instruction. Evidence may include: peer evaluations; examples that demonstrate use of appropriate instructional techniques, including writing assignments where appropriate; offering and meeting clear and appropriate course objectives in syllabi that are measurable through exams, laboratory, and classroom activities.
15. Evidence of timely and effective fulfillment of the duties of coordinator; continued effective service as coordinator of laboratory courses requiring above average preparation effort or with larger than average number of sections involved.
16. Contribution to the department curriculum. Evidence may include: active service on the departmental or college curriculum or related committees; development of new course(s); revision of existing course(s); writing and/or editing of laboratory exercises.
17. Additional options not listed above may also qualify as evidence of outstanding teaching and the number of required items may vary based on quantity and quality of effort. Examples may include: active participation in student development through individualized instruction, such as regular mentoring of senior seminar students; mentoring of Directed Independent Study students in laboratory or field research; participation as a member of a Master of Science thesis committee; activities related to professional development, both as a biologist and educator.
18. Service: Evaluators of the dossier will make quality judgments that determine if evidence shows “continued meaningful contributions to service”. Evidence of meaningful service contributions may include:
19. Continued contributions to departmental governance, such as active participation or chairing departmental committees or other departmental activities.
20. Contributions to University life and governance, such as serving on a college or university committee, serving as faculty advisor to a student club or activity.
21. Service to the community, such as presenting general interest seminar to a public audience; service on a community committee or board that utilizes professional skills; outreach efforts in K-12 programs related to field of interest; serving as a scientific resource to the local media.
22. Additional options not listed above may also qualify as evidence of continued meaningful contributions to service, and the number of required items may vary based on quantity and quality of effort, e.g. peer-mentoring.