

456 **GUIDELINES**

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458 **DEPARTMENT OF FOUNDATIONS AND SECONDARY EDUCATION**  
459 **COLLEGE OF EDUCATION AND HUMAN SERVICES**  
460 **THE UNIVERSITY OF NORTH FLORIDA**  
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472 **EXPECTATIONS FOR TENURE AND PROMOTION**  
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474 All faculty members are expected to annually contribute to the discipline in all three areas:  
475 teaching, scholarship, and service. Judgments of overall faculty performance and thus merit for  
476 tenure and promotion should be based upon a holistic weighting of accomplishments in each of  
477 these three areas. Such a judgment should, in turn, weigh a faculty member’s assigned duties.  
478 Tenure and promotion judgments should thus weigh the accomplishments in each of the three  
479 areas relative to the amount of effort that faculty members are expected to devote to each area (as  
480 represented in the Faculty Activity Report).  
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482 **Scholarship**

483 According to the CBA, section 19.5(b)(2): “Excellence in scholarship is evidenced by an agenda  
484 of inquiry that has resulted in published scholarly or creative works of high quality. Excellence  
485 in scholarship is also evidenced by a record of works involving the scholarship of discovery, the  
486 scholarship of integration and interpretation, and the scholarship of application and artistic  
487 creativity.”  
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489 Excellence in the breadth and depth of scholarship will be judged on the basis of the quality of  
490 the candidate’s stated record, narrative, and documented evidence supporting the application for  
491 tenure.  
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493 The list of publications and scholarly equivalencies below is ordered from most valuable to least  
494 valuable (hierarchical) in terms of scholarly productivity. This list is meant as a guideline for  
495 determining achievement of excellence in research/scholarship/creative activity. It should be  
496 understood that accumulating any particular number of contributions suggested in the list below  
497 will not in itself guarantee tenure or promotion; rather, determining whether an individual has  
498 demonstrated excellence in teaching and scholarship and made meaningful contributions in  
499 service will require judgments of both the quantity and quality of the accomplishments. They are  
500 not intended as a check sheet that will automatically result in tenure or promotion. Further,  
501 departmental faculty members are encouraged to disseminate new knowledge in a variety of

502 formats and media. Ideally, the candidate for tenure and promotion will both demonstrate a  
503 strong record of scholarship that fits into the categories at or near the top of this list and will have  
504 a variety of accomplishments that fit into many parts of this list.  
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- 506 • A high impact rating and/or a large number of citations for work completed in the  
507 field of study
- 508 • Publication of a scholarly book (or the acceptance of an original manuscript)  
509 related to the faculty member's discipline by a respected/established publishing  
510 house
- 511 • Publication of research findings in highly selective peer-reviewed scholarly  
512 journals related to the faculty member's discipline
- 513 • Publication (or acceptance of a manuscript) of a textbook related to the faculty  
514 member's discipline
- 515 • Obtaining external grants for research/scholarly work in the discipline (the weight  
516 of which depends upon the selectivity of the award process, the purposes for the  
517 grant, and the amount of the grant)
- 518 • Publication or acceptance of a manuscript for a book chapter in an edited book
- 519 • Publication (or acceptance of a manuscript) in an editorial-reviewed journal outlet  
520 Presentation of research findings/scholarly work at international/national meeting  
521 meetings of professional organizations in the faculty member's discipline
- 522 • Invited or featured speaker or juror at an international/national meeting of  
523 respected professional organization
- 524 • Invited publications in scholarly periodicals related to the faculty member's  
525 discipline
- 526 • International/national exhibition or performance of creative work (juried or  
527 reviewed)
- 528 • Dissemination of research findings/scholarly work via local, state, or national  
529 media (weight of which depends upon the nature of the topic, the media, the  
530 audience, etc.)
- 531 • State level publications, performances, and exhibitions
- 532 • Book or article reviews
- 533 • Work in progress of the above nature; reviewing manuscripts of books in the  
534 discipline for publication; refereeing research articles; published reviews of  
535 books, tests, or other educational products; acting as an editor of an appropriate  
536 journal or book series. Note: Self-published works may be evaluated after three  
537 years based on the number and quality of other works that cite it.  
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### 539 **Teaching**

540 To receive tenure or to be promoted to Associate Professor, faculty members must demonstrate a  
541 consistent record of excellence in teaching using the criteria noted above regarding annual  
542 evaluations. In addition, faculty members seeking tenure and promotion should have a record  
543 that demonstrates continuous growth as a pedagogue.  
544

### 545 **Service**

546 To receive tenure or to be promoted to Associate Professor, faculty members must demonstrate a  
547 consistent record of service to the department, to the college, to the university, and to her/his

548 academic field based upon the criteria noted above.

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550 **Promotion to Professor**

551 For promotion to Professor, the faculty member must be an outstanding teacher, a scholar who  
552 has made demonstrable positive impacts in her/his field, and have demonstrated continuing  
553 meaningful contributions to service including service at the university level. Outstanding  
554 teaching is demonstrated by evidence of effectiveness in classroom instruction, individual  
555 instruction, course/curriculum design, effective assessment, and continual growth. Outstanding  
556 scholarship is evidenced by an ongoing agenda of inquiry that has resulted in a body of published  
557 scholarly work in high quality outlets. This body of work must be significantly greater than the  
558 body of works that resulted in the faculty member's promotion to Associate Professor. The  
559 candidate should have demonstrated that her/his scholarly work has had a substantial impact  
560 upon her/his discipline. Outstanding service is evidenced by a wide variety of contributions to  
561 the department, the college, the university, the discipline, and the community. In at least some of  
562 these service roles, the candidate for Professor should have demonstrated leadership in her/his  
563 service pursuits.

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