

GUIDELINES FOR TENURE AND PROMOTION

2009 - 2010

Department of Health Education and Behavior

College of Health and Human Performance

University of Florida

Approved by the Department Faculty: February 23, 2009

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, full 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 current documents relevant to them.

Guidelines and Information Regarding Tenure, Permanent Status and Promotion Process, Office of the Provost, University of Florida

Operating Code, Tenure and Promotion Committee, College of Health and Human Performance

Annual Evaluation of Tenure-Accruing Professors, College of Health and Human Performance

Third-Year Review of Faculty Within Tenure Probationary Period, College of Health and Human Performance

Guidelines for Promotion of Full-Time Lecturers, College of Health and Human Performance – The Department of Health Education and Behavior will use the College guidelines for evaluating promotion of Lecturers in 2008-2009.

C. Criteria for Tenure and Promotion

1. Assumption for a Positive Decision
 - a. Five or six consistent positive letters of annual evaluation from the Department Chair, or a satisfactory explanation for any negative performance indicators noted in the annual evaluations.
 - b. Ratings of “Meet Expectations” or higher on all assignments evaluated as part of the annual faculty peer review for merit, or a satisfactory explanation for any rating “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.
 - b. Candidates will show a clearly established link between their scholarly activities conducted in research and the designated areas of specialization.

3. Specific Expectations
 - a. Teaching (Coursework): All course evaluations (“Instructor Overall”) must receive ratings at mid-point on the scale each semester, or receive a satisfactory peer/chair evaluation. In addition, a teaching portfolio is highly encouraged.
 - b. Teaching (Advisement): Serve as chair (advisor) for M.S. non-thesis students; serve as director for M.S. project in lieu of thesis projects; serve as a member or chair (candidates seeking for promotion to Professor) of M.S. thesis committees; serve as member or chair (candidates seeking for promotion to Professor) of PhD supervisory committees.
 - c. Publications: The successful candidate will generally have 12-15 publications at each stage of promotion (i.e., assistant professor to associate professor; associate professor to professor). The publication will appear predominately in the leading refereed journals as defined by the areas of specialization; about half or more as sole or first author; about half or more reporting data-

- based materials; most related to the declared areas of professional specialization.
- d. Professional Presentations: The successful candidate will generally have delivered 12-15 refereed or invited presentations at regional, national, and international conferences at each stage of promotion (i.e., assistant professor to associate professor; associate professor to professor); about half as sole or first presenter; most related to the declared areas of professional specialization.
 - e. External Funding:
 - (1.) For tenure and/or promotion to Associate Professor, 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 (i.e., \$100,000) as principal investigator or co-principal investigator or multiple mini grants/contracts as principal or co-principal investigator.
 - (2.) For promotion to Professor, one major external grant/contract as principal investigator or multiple mini grants/contracts as principal investigator is expected. Most funding proposals or grants/contracts are related to the declared areas of professional specialization.
 - f. Service: Participation as an elected, appointed, or volunteer member on committees of national professional organizations, with some service related to the declared area of specialization.
 - g. Governance: Participation on department and college committees as member; service on University committees as member.