

**Tenure and Promotion Policies**  
**Department of Computer Science and Engineering**  
**University of North Texas**  
**Adopted January 20, 2016**  
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## **1 General Considerations**

### **1.1 Adherence to University and College Policies**

The University Policy on Faculty Reappointment, Tenure, and Promotion (UNT policy 06.004) found at [https://policy.unt.edu/sites/default/files/06.004\\_FacultyReappointmentTenurePromotion\\_2017.pdf](https://policy.unt.edu/sites/default/files/06.004_FacultyReappointmentTenurePromotion_2017.pdf) is the principal document governing academic promotions at UNT. Additionally, the Department will adhere to the College of Engineering criteria and policies for tenure and/or promotion (available on line at <http://www.eng.unt.edu>).

### **1.2 Issues on Collegiality and Community of Scholars**

As described in the UNT Policy, a faculty candidate considered for tenure/promotion is expected to understand the importance of the nature of membership in a “Community of Scholars”. In particular, the candidate is expected to adhere to high standards of integrity and professional ethics, have the ability and desire to work as a member of a group while retaining all rights of individual expression, and feel a sense of responsibility for the well-being of the University of North Texas and a commitment to work for the accomplishment of its goals.

### **1.3. Promotion and Tenure Process**

The departmental Promotion and Tenure Committee (PTC) shall vote and provide a recommendation to the Department Chair for the promotion or tenure of a candidate. Both the full PTC for tenure cases and the PTC subcommittee consisting of Full Professors for promotion cases, shall meet to evaluate the candidates and then vote in person or by live remote participation. Both committees shall elect a chair at their first meeting. The vote shall be open and could be also expressed by e-mail by members who participated to the meeting remotely. Committees shall meet when there are usually no classes scheduled. The quorum is defined as one added to half of the members for an even number of members

and half of the committee members to which one is added first for an odd number of committee members. Members of both committees are encouraged to closely follow the guidelines in the next section.

## **2 Criteria for Tenure and Promotion to Associate Professor**

Different individuals will demonstrate different strengths in qualifying for tenure/promotion; thus, tenure/promotion recommendations must be made on a case-by-case basis. However, in all cases, the overriding standard shall be the quality of performance both in terms of accomplishments at the time of consideration and potential for continued success.

Evaluation of a faculty member for tenure/promotion to Associate Professor shall focus on the areas of teaching, scholarly activity, and service. Of special importance are the provisions in the University policy calling for “sustained excellence in the domains of teaching and scholarship along with evidence of sustained effectiveness in the domain of service.”

### **2.1 Teaching**

The candidate for tenure/promotion must demonstrate competence in teaching and the capacity for growth and improvement. Quality teaching is a minimum expectation, and includes the ability to convey subject matter to students, to maintain academic standards, and to stimulate the interest of students. Nonetheless, it presents the most formidable measurement problems of any of the three evaluative categories.

Among the factors that the Personnel Affairs Committee will consider are student evaluations of instruction, particularly student comments, supervision and graduation of graduate students, participation in accreditation activities related to the courses the candidate has taught, revision of old courses, introduction of new courses, publication of textbooks, teaching grants, and awards for teaching. A Teaching Portfolio which documents these accomplishments is highly recommended. Candidates are typically expected to meet the following minimum standards.

- Teaching performance is no more than 10% below the departmental 3 year norm in the final 3 probationary years (to allow for improvement)
- To have taught at least one undergraduate required course, one undergraduate elective, and one graduate course
- To have advised at least 2 PhD students through their PhD dissertation proposal.

### **2.2 Scholarly and Creative Activities**

A candidate for tenure shall have demonstrated competence to carry out research of high quality and scholarly significance. Evidence of an established research program that has grown and matured with the professional development of the candidate is expected. A key part of an established research program is the publication of high quality refereed research papers, as well as external funding to support the faculty candidate’s research. Although training of students falls under the category of teaching, publications with students and funding of students would be expected. While the departmental PAC encourages funding from all possible sources, it would highly acknowledge the importance of funding from the federal

sources. In some sub-disciplines of Computer Science and Engineering, journal publications are regarded higher than conference papers, while other disciplines may value conference papers highly. In all cases, there is the expectation that publications will adhere to the highest standards of scholarly significance.

Candidates are typically expected to meet the following minimum standards.

- Published 2 high quality journal and/or peer-reviewed conference publications per year, both of which are considered highly rated in the candidate's field, (as documented by the candidate, for example, H-index, acceptance rate, citations, and/or impact factor), and published at least 5 papers with students.

- Have no two year period in the final 3 probationary years without a publication (assures continuity).

- Have received funding from external sources totaling \$300,000 (share as recognition percentage), with at least \$150,000 as a PI (major portion coming from a traditional research grant).

### **2.3 Departmental, University, and Community Service**

Service to the department and, whenever appropriate, to the college and the university is expected of all candidates. Although such service will not serve as a primary basis for promotion, it is expected that the candidate shoulders his or her share of departmental responsibilities. Finally, memberships of Editorial Boards of high quality journals and professional organizations, memberships of Program Committees or invited talks at high quality conferences and universities, are an indication of the visibility of a faculty member and are encouraged by the departmental PAC.

### **3 Criteria for Promotion to Full Professor**

In general, all the criteria and guidelines stipulated in Sections 1 and 2 will be followed with considerably higher expectations of the candidates considered for tenure/promotion to Full Professor. The entire professional career, with emphasis on the time since the last promotion will be used in evaluating faculty for promotion. Candidates are typically expected to meet the following standards.

- After promotion to Associate Professor and/or tenure, published at least 10 high quality journal and/or peer-reviewed conference publications which are considered highly rated in the candidate's field (as documented by the candidate, for example, H-index, acceptance rate, citations, and/or impact factor), and published at least 5 papers with students.

- Have advised and graduated at least 2 Ph. D. students since becoming an Associate Professor at UNT.

- Have no two year period without a publication in the 3 years prior to evaluation for promotion (assures continuity).

- After promotion to Associate Professor and/or tenure, have received funding from external sources totaling \$500,000 (share as recognition percentage), with at least \$250,000 as a PI (major portion coming from a traditional research grant).

## 4 Criteria for Promotion of Lecturers and Clinical Faculty

Promotions of lecturers will follow the policies of the College of Engineering (<https://engineering.unt.edu/sites/default/files/CENGLecturerPolicy.pdf>) and UNT policy 06.005 Non-Tenure Track Faculty Reappointment and Promotion ([https://policy.unt.edu/sites/default/files/06.005\\_Non-TenureTrackFacultyReappointmentAndPromotion\\_2017.pdf](https://policy.unt.edu/sites/default/files/06.005_Non-TenureTrackFacultyReappointmentAndPromotion_2017.pdf)). An initial appointment to Clinical Assistant Professor requires a Ph. D. in Computer Science, Computer Engineering, or related field. Teaching experience in Computer Science, Computer Engineering, or related field at the university level and experience working in industry in Computer Science, Computer Engineering, or related field is preferred.

### 4.1 Promotion to Senior Lecturer or Associate Clinical Professor

Promotion to Senior Lecturer or Associate Clinical Professor implies a record of teaching at the undergraduate and graduate (if applicable) levels that reveals:

1. Very good or excellent ratings from students and or peers in course organization, clarity of presentations, and overall instructional efficacy.
2. Initiative and creativity in new course and curriculum development and existing course/program upgrades.
3. Initiative and active participation in continuous improvement of laboratory equipment/experiments.
4. Interest and demonstrated collegial participation in maintaining program accreditation.
5. Active participation in activities such as student advising, alumni relations, recruiting and facilitation of student organizations.
6. Participation in departmental grant activities for curriculum development and laboratory improvement (if any such activities were undertaken).

#### Expectations for service include:

1. Adequate involvement in professional contributions to the department, the college, the university, the professional societies, and the community.
2. Continuous involvement in professional growth and developmental activities.

Research and scholarly activities such as pedagogical works published in educational conferences or refereed journals appropriate in the candidate's professional field are highly encouraged but not required.

#### Expectations for research:

There are no expectations for research from lecturers or assistant clinical professors. However, if an assistant clinical professor's workload includes research, the expectation is the same as that for promotion of a tenure-track assistant professor but proportional to their relative research workload percentage. For

example, if their research workload is half that of an assistant professor, the expectations for publication, funding and scholarly activity are also halved.

## **4.2 Promotion to Principal Lecturer or Clinical Professor**

In general, the criteria and guidelines stipulated in Section 4.1 “Promotion to Senior Lecturer or Associate Clinical Professor” will be followed with considerably higher expectations of the candidates considered for the rank of Principal Lecturer. Successful candidates exhibit a substantial record of achievements in teaching and service activities, as well as research activities for those Associate Clinical Professors with a research workload component. The entire professional career will be used in evaluating faculty for promotion, with emphasis on the time since the last promotion. In addition, the candidates must demonstrate a sense of responsibility for the well-being of other members of the Department and a commitment to help the Department accomplish its goals. The PAC highly values leadership abilities in mentoring junior faculty members achieve excellence.

## **5 Criteria for Promotion of Research Professors**

Promotions of research faculty will follow the policies of the College of Engineering and UNT policy 06.005 Non-Tenure Track Faculty Reappointment and Promotion ([https://policy.unt.edu/sites/default/files/06.005\\_Non-TenureTrackFacultyReappointmentAndPromotion\\_2017.pdf](https://policy.unt.edu/sites/default/files/06.005_Non-TenureTrackFacultyReappointmentAndPromotion_2017.pdf)).

### **5.1 Promotion to Research Associate Professor**

#### **Expectations for scholarly and creative activities:**

A candidate for Research Associate Professor shall have demonstrated competence to carry out research of high quality and scholarly significance at a caliber equivalent to that expected for tenure-track promotion to Associate Professor. Expectations in terms of publication, funding, and other scholarly activities will scale proportional to research workload. For example, if the candidate’s research workload is double that expected for promotion of tenure-track assistant professors, expectations will similarly be double with the exception of publications with students, which will be proportionally half that expected for promotion of tenure-track assistant professors.

#### **Expectations for teaching:**

There are no expectations for teaching from research faculty. However, if a research faculty member’s workload includes teaching, the expectation is the same as that for promotion of a tenure-track assistant professor but proportional to their relative teaching workload percentage. For example, if their teaching workload is half that of an assistant professor, the expectations for teaching courses and advising students are also halved.

#### **Expectations for service:**

If the workload of a candidate for Research Associate Professor includes service, they are expected to engage in service activities such as those expected for promotion of tenure-track faculty to associate professor, to an extent proportional to their service workload. If their workload does not include service,

candidates are not required but encouraged to engage in some professional society service activities such as being a member of a conference technical committee.

## **5.2 Promotion to Research Professor**

In general, all the criteria and guidelines stipulated for promotion to Research Associate Professor will be followed with considerably higher expectations of the candidates considered for promotion to Research Professor. The entire professional career, with emphasis on the time since the last promotion will be used in evaluating faculty for promotion. Candidates are typically expected to meet the following standards.

- Relative to promotion from associate to full professor, expectations in terms of publication and other scholarly activities will scale up proportionate to research workload.
- Expectations with regard to student advising will be proportionately half that expected for promotion of tenure-track associate professors.
- After promotion to Research Associate Professor, the candidate is expected to have received funding (share as recognition percentage) from external sources covering their full salary and benefits plus the assistantship, benefits and tuition of any students for which they are the sole advisor.