

Tenure and Promotion Guidelines

Department of Criminology

College of Behavioral and Community Sciences

See Approval History at End of Document

## Table of Contents

## Table of Contents

I. Philosophy and Principles of the Department of Criminology.....	3..
II. Criteria for Tenure and Promotion to Associate.....	4...
II.A. Criterion Areas.....	5.....
II.A.1. Scholarship.....	6.....
II.A.2. Teaching.....	6.....
II.A.3. Service.....	7
III. Criteria for Promotion to Full Professor.....	8.....
IV. Tenure and Promotion Criteria Checklist.....	.....
IV.A. Research.....	9.....
IV.A.1. Requirements.....	9.....
IV.A.2. Preferred.....	9.....
IV.A.3. Indicator explanations.....	10
IV.B. Teaching.....	14.....
IV.B.1. Requirements.....	14.....
IV.B.2. Preferred.....	14.....
IV.B.3. Indicator explanations.....	15
IV.C. Service.....	19.....
IV.C.1. Requirements.....	19.....
IV.C.2. Preferred.....	19.....
IV.C.3. Indicator explanations.....	20
V. Process for Tenure and/or Promotion.....	.....
V.A. Timing of Application.....	.....
V.B. Composition of the Tenure and Promotion Committee.....	23
V.C. Reviews.....	.....

V.C.1 Mid tenure review of progress toward tenure.....24

V.C.2 External evaluations.....

V.D. Procedure.....25

V.D.1. Submission of the Tenure and/or Promotion Packet.....25

V.D.2.

I. Philosophy and Principles of the Department of Criminology

In developing appropriate criteria for tenure and promotion decisions the Department has

considered the goals it desires.

and should not be impacted by the outcome of prior tenure cases. Candidates are evaluated entirely on the merits of their own professional achievements and tenure is awarded whenever we are confident we can predict that an individual's career in future decades will be consistent with the department's goals. In addition to meeting the standards listed below related to criterion areas (scholarship, teaching, and service), a candidate must be judged to be contributing to the mission and goals of the department and to be able and willing to work cooperatively with colleagues in our unit. Careful consideration must be given both to the equitability of the candidate's assignment and opportunities in relation to others in the department/school.

Branch campus faculty with three years of tenure earning credit on July 1, 2019 (generally those hired in Fall 2016 or earlier) will be considered for tenure under their old regional campus guidelines unless they elect to use the new consolidated guidelines in writing 30 days prior to the beginning of tenure consideration. This is required in Article 15.4.B of the USFUFF Collective Bargaining Agreement. If a candidate chooses to use the older regional guidelines, their new consolidated academic unit's T&P committee and administration will still be responsible to carry out the process.

## II.A. Criterion Areas

When a faculty member is considered for tenure and promotion in this department, we review his or her contributions in three major areas:

- a. Scholarship in the candidate's area(s) of specialization, including community engaged scholarship
- b. Teaching or comparable activity (including advising, mentoring, and community engaged instruction)
- c. Service to the University, the profession, and the community.

Integral to the mission and vision of USF is its commitment to engagement with its communities. As defined by the Carnegie Foundation for the Advancement of Teaching, "community engagement describes collaboration between institutions of higher education and their larger communities (local, regional/state, national, [international,] global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity." While some faculty engagement may come in the form of public service as such, any of the three categories of faculty activity could entail community engagement and any could in some way "address critical societal issues and contribute to the public good." Community engagement that is undertaken by faculty to "enhance curriculum, teaching and learning and prepare educated, engaged citizens" may be included and evaluated as part of teaching, and community engagement undertaken to "enrich scholarship, research, and creative activity" may be included and evaluated as part of a research/creative/scholarly faculty assignment.

Tenure and promotion will be recommended only for candidates who demonstrate excellence in both teaching and research and at least a substantive contribution to service. A favorable decision requires clear and compelling evidence of the candidate's contributions, impact, and recognition in each of these areas. The content of materials that bear on determining if there is "clear and compelling" evidence for tenure is described in the sections that follow. Among the various forms of evidence a candidate for tenure must present, scholarships weighted most heavily in an effort to promote the department's desire to be

ranked among the most productive criminology and criminal justice Ph.D. programs.

### II.A.1. Scholarship

For a person to be recommended for tenure and promoted from Assistant Professor to Associate Professor in this department, the candidate's published work will provide evidence that he or she is already becoming a leading scholar in their area(s) of specialization with the expectation that he or she will indeed become a leading scholar in the field in future years.

The candidate's published work represents the first order of evidence about his or her scholarly contributions. Excellence in research is manifested by the quality and coherence of a sustained commitment to a line of research, its scientific soundness and significance, its creativity, and the impact of the work on the field. The quantity of scholarship reported must be interpreted in the context of the nature and scope of the work and the average annual workload percentage assigned to research.

**Quality and Impact of Research** We consider a number of sources of information regarding the overall quality and impact of the candidate's scholarly work. Chief among these are: (1) letters from external scholars regarding the applicant's impact and recognition in the field; (2) publication quantity and quality; (3) grants and contract applications and awards. Contact: 0954-DE-100080

classroom in various formats to include traditional, online, and hybrid courses. In evaluating the candidate's teaching, we consider evidence regarding: (1) the quality of teaching (including syllabi, student ratings, and other evidence such as peer observations); (2) use of emerging technologies and media; (3) the degree to which students are attracted to work with the candidate; (4) thesis (both graduate and undergraduate) and dissertation direction and committee activity; (5) contributions to the educational programs of the department.







#### IV.A.3 Indicator Explanations

1. Articles/equivalent. According to data from the 2019 Annual Report of the Association for Doctoral Programs in Criminology and Criminal Justice (ADPCCJ), the average faculty member at a Ph.D. program

research candidate for promotion to Full Professor must demonstrate clear evidence of at least one established programmatic area of research. It is the candidate's responsibility to provide evidence and make a case that their research agenda is developing (promotion to Associate) or established (promotion to Full).

#### 4. High

10. Citation counts. Candidates for tenure and promotion to all ranks should provide evidence of their citation counts, and any other “bibliometric” indicators of the impact of their scholarly works.
11. External references. For tenure/promotion to Associate Professor external letters should show evidence that the candidate has contributed to knowledge in their specialty area(s) and, in the opinion of the reviewers, has the potential to continue to contribute to the production of knowledge. For Full professors additional evidence of national or international recognition in an area of research is required.
12. Publications with students. Because it is an objective of the department to be among the top doctoral programs in the discipline, it is imperative that our students be actively involved in the entire research process, including the publication process. As such, it is preferred that candidates for promotion in rank of Associate and required for candidates for promotion to Full Professor demonstrate their ability to involve their students in this process, which may include evidence of continued mentorship of student graduates on publications. It is the candidate’s responsibility to provide evidence of student involvement in the research and publication process.
13. Presentations with students. As with the above, it is also imperative that our students be actively involved at one or more of our national or regional professional associations by presenting their research at annual meetings of these professional associations. As such, it is preferred that candidates for promotion in rank of Associate and required for candidates for promotion to Full Professor demonstrate their ability to involve their students in this process. It is the candidate’s responsibility to provide evidence of student involvement in the research presentation process.
14. Invited presentations/speeches. A sign of one’s visibility and impact within the discipline is the extent to which she/he is invited to give speeches/presentations before selected local, regional, state, national, or international audiences. Candidates for promotion to either Associate or Full Professor are encouraged to accept such offers when they can.
15. Community engaged scholarship. A strategic priority for the University of South Florida is to retain its national prominence as a “Community Engaged Institution.” As such, faculty at all ranks are strongly encouraged to participate with local, regional, state, national, or international community partners in their research and scholarship.
16. Global/comparative research. Another strategic priority for the University of South Florida is to participate in research and scholarship in rank are strongly o %

17. Interdisciplinary research. While criminology is an inherently interdisciplinary endeavor, faculty at every rank are encouraged to partner with colleagues from other units in their research and scholarship.

18. Research awards/honors. Powerful indicators of

## IV.B. Teaching

### IV.B.1. Teaching Requirements

	Tenure/Associate	Full
27. Required/graduate courses taught	x	¥
28. Student evaluations of teaching	¥	¥
29. Peer evaluation of teaching	¥	x
30. Membership on graduate student committees	¥	¥
31. Directing/codirecting M.A. thesis	¥	¥
32. Directing/codirecting Ph.D. dissertation	¥	¥
33. Direct student research	¥	¥
34. Publications with students	x	¥
35. Presentations with students	¥	¥

### IV.B.2. Preferred/additional evidence that may be submitted and considered

36. Number and variety of sections taught

37. Course preparation

38. Teaching awards/honors

39. Directing Honors Thesis

40. Graded distributions

41. Publications on teaching

42. Community engaged teaching

43. Textbooks

44. Participation in teaching enhancement programs, courses, or workshops





Masters, or doctoral) to completion. This may be in the form of a successfully defended Honor's thesis, M.A. thesis/project, Ph.D. dissertation, or published manuscript.

34. Publications with students. It is highly desired that faculty members at all ranks actively include and participate with students, especially graduate students, in some research activities that lead to publishable manuscripts. Evidence of successful publishing with students is required for those seeking to apply for promotion in rank to Full Professor.
35. Presentations with students. It is highly desired that faculty members at all ranks actively include and participate with students, especially graduate students, in some research activities that lead to manuscripts/posters presented at the annual meetings of professional associations. Evidence of presenting manuscripts/posters with students at the annual meeting of professional organizations is required for those seeking to apply for promotion in rank to Full Professor.
36. Number and variety of sections taught. It is especially desirable for candidates seeking promotion in rank to either Associate or Full Professor to demonstrate that she/he has taught a variety of courses across the curriculum (the number and variety of sections taught should be consistent with their assignment of duties and appropriate for their rank). This diversity of teaching could include undergraduate, Masters, and doctoral levels; large and small enrollments; required and elective courses; classroom, web based, and/or hybrid formats, etc.
37. Course preparation. Candidates for promotion in rank to Associate Professor or Full Professor should provide direct evidence of the extent to which they have actively prepared new courses or revised/updated courses they have previously taught. This would include courses converted from classroom delivery to web based or hybrid formats.
38. Directing undergraduate Honor's Thesis. Candidates for promotion in rank to Full Professor are encouraged to be actively involved in the direction of undergraduate Honor's thesis research.
39. Teaching awards/honors. A highly desirable indicator of the impact of one's teaching are any honorific awards, citations, or distinctions garnered from lay or professional audiences.
40. Grade distributions. The Department of Criminology in no way seeks to interfere with the academic freedom of its faculty members. However, consistent evidence of especially lenient or harsh grade distributions is a cause for concern.
41. Publications on teaching. An important contribution to the discipline and a strong indicator of one's impact on teaching is any publication on pedagogy. Such publications would include

peer reviewed articles on teaching.

42. Community engaged teaching. Community engagements an important strategic priority at the University of South Florida. Demonstrable evidence of service learning activities in which students enrolled in a course are actively involved in a project with a community partner is highly valued.
43. Textbooks. An important contribution to the discipline and another strong indicator of one's impact on teaching is the publication of a textbook or edited reader (i.e., collection of previously published works). Of lesser significance though still valued, is the production/publication of test banks, study guides, and/or other pedagogical materials made available to the discipline.
44. Participation in teaching enhancement programs, courses, or workshops. Candidates seeking promotion in rank to either Associate Professor or Full Professor are encouraged to demonstrate efforts to either enhance their own teaching effectiveness or the teaching effectiveness of others.

new technologies they may have adopted as well as any evidence that established their teaching effectiveness.

50. Other evidence of contributions of effectiveness in teaching. Applicants for promotion in rank to either Associate Professor or Full Professor are encouraged to submit any other evidence of their teaching performance/productivity and/or its impact.

IV.C. Service

IV.C.1 Service Requirements:

IV.C.2. Preferred/additional evidencethat may be submitted and considered

58. Communityengagedservice

59. Officerandother service

#### IV.C.3. Indicator Explanations

51. Department committee membership. Shared faculty governance is an ideal to which the University of South Florida is dedicated to and faculty participation is required for faculty governance to be realized. Candidates for promotion in rank are expected to promote



69. Guest editor. An especially meaningful professional service activity is an invitation to serve as a guest editor for a special issue of a scholarly journal. This service work is also very time and labor intensive. Candidates for promotion in rank are requested to provide evidence of any of these invitations they have accepted.

70. Talks given to community

## V. Process for Tenure and/or Promotion

In addition to this document, faculty members should familiarize themselves with the University and College tenure and promotion guidelines and the USF Collective Bargaining Agreement.

### V.A. Timing of Application

The Department of Criminology follows the timeline for tenure and promotion that is established in the College T&P guidelines, which is a six-year probationary period and minimum two years at initial rank before application. Faculty should refer to the College T&P documentation for more specific details.

### V.B. Composition of the Tenure and Promotion Committee

The whole of eligible faculty vote for approval/denial of tenure and/or promotion. Eligible faculty to vote for candidates for tenure and promotion from Assistant Professor to Associate Professor include all tenured faculty on all campuses. Eligible faculty to vote for candidates for promotion from Associate Professor to Full Professor include only faculty at the rank of Full Professor on all campuses. Instructors and untenured faculty members are not eligible to be on the Department T&P Committee or vote on tenure and/or promotion applications.

The Department shall elect a Tenure and Promotion Committee consisting of 5 eligible faculty (consistent with the level of promotion under consideration). The Department T&P Committee serves in an advisory role for the whole of the faculty and the Department Chair. The purpose of the Department T&P Committee is to conduct the mid-tenure reviews (including evaluation and vote), and to provide an initial summary evaluation and preliminary recommendation for candidates' applications for tenure and/or promotion prior to the whole of faculty vote. Branch campus faculty are eligible for the Department T&P Committee membership at any time, but if a branch faculty member is being considered for mid-tenure review, tenure and/or



promotion, at least one eligible branch campus faculty member (if available) should serve on the T&P committee.

The Department T&P Committee shall elect a committee chair. The chair of the Department T&P Committee guides the initial assessment and preliminary evaluation of the candidate's application, drafts a preliminary narrative, records the Committee's recommendation and provides the Committee's recommendation to the faculty and Department Chair, records the whole of the eligible faculty vote (by secret ballot), records the results of the faculty vote in the official application packet, and signs on behalf of the

the Department Tenure and Promotion Committee, (b) the Department Chair, (c) the College Tenure and Promotion Committee, and (d) CBC Dean. A summary review of progress will be forwarded to the Provost.

The review will be based on the criteria as established in this document and College T&P guidelines. The mid-tenure review will be based on documentation of performance, which may include: a current vita; annual evaluations; student/peer evaluation of teaching; selected examples of teaching materials; products of research/scholarship activity; service commitments and accomplishments; and a brief self-evaluation by the faculty member.

#### V.C.2. External evaluations

External reviewers' appraisals of the credentials of all candidates for tenure or promotion are required. A minimum of three letters (but not to exceed six) will be included in the packet. External reviewers should be recognized experts in the individual's field. The College prefers that some of these reviewers hold senior tenured appointments and/or hold appointments at AAU institutions, USF national peer institutions, and USF aspirational peer institutions.

The Department of Criminology follows the guidelines for the selection of external reviewers as established in the College T&P guidelines. The candidate and the Department Chair will each generate suggestions for external reviewers; in the event of a disagreement, each party will select one-half the number of the qualified reviewers to be utilized (e.g., 2 of 4, 3 of 6). All solicited letters that are the

faculty

released at the beginning of the calendar year (January) Dates for all

official application packet, and sign on behalf of the faculty.

Review by the Department Chair:

Review