

Promotion/Tenure Criteria Department of Computer Science

In all matters related to third-year review, promotion and tenure, the unit will follow and adhere to the latest online iteration of the *University of Georgia Guidelines for Appointment, Promotion and Tenure*. The Promotion and Tenure Unit (PTU) specific guidelines and criteria provide specific information on how third-year review, promotion and tenure will be handled in the unit. In all matters related to promotion and tenure, the Department of Computer Science will carefully adhere to the University of Georgia Guidelines for Appointment, Promotion and Tenure. The standards, criteria, and processes presented in this document are intended to supplement and/or extend the University's Guidelines. All faculty are expected to be familiar with both this PTU document and the University Guidelines. If any inconsistency or discrepancy is found in this document or if this PTU document does not address a certain issue, the University's Guidelines will supersede this document.

This document and discipline-specific criteria must be accepted by the faculty within the Department of Computer Science, and must be reviewed and approved by the dean of the College and the Senior Vice President for Academic Affairs and Provost. New faculty members must be provided with this PTU document and University Guidelines. In addition, any changes or updates to this PTU document must be approved by the faculty, dean and the Provost. All revisions and approval dates must be listed in the PTU document.

1. Advisement

At the time of appointment, new faculty members will be given a copy of both the unit and the university guidelines for promotion and tenure. They will sign a letter acknowledging receipt and understanding of these guidelines.

University of Georgia faculty must meet the following primary responsibilities: teaching; research and scholarship or other creative activities; and service to the department, the University, and the profession and society. Academic appointment, promotion and tenure are based upon a candidate's performance in these assigned areas.

New faculty members will be appointed one or two faculty mentors from among the tenured faculty who will advise on matters of teaching, research, service, departmental issues in general, and promotion and tenure.

In the written annual faculty performance evaluation, the department head will provide advice to faculty below the rank of professor on their progress towards promotion, with specific suggestions as to what the faculty member must do in the areas of teaching, research and service for promotion to the next rank and for tenure, if appropriate.

2. Annual Evaluation

In all matters pertaining to the annual evaluations for instructors, assistant professors, associate professors and professors, the department will follow the *University Guidelines* on page 24.

3. Third-year Review

The third-year review, a formative process, occurs at the end of the third year of appointment for assistant professors. In the spring of the third year appointment for each assistant professor, he/she will submit a dossier equivalent to sections 4 and 5 of the promotion and tenure dossier described in the *University Guidelines*. The department head or an assigned faculty mentor will advise the faculty member on the contents of the dossier and will ensure its accuracy. Specifically, the CV provided for the third-year review must be in the promotion dossier format as described in the Administrative Guidelines on the Provost's web site, http://provost.uga.edu/index.php/policies/appointment-promotion-and-tenure/admin_guidelines.

At the same time, the department head will appoint a committee of three faculty to review the faculty member's dossier and performance. For assistant professors, the mentor will serve as a member of this committee. This committee will review publications and works in progress, visit several classes, read through evaluations and other evidence of performance in instruction. On the basis of this review, the committee will write a report that presents in detail its finding and that makes clear recommendations to the candidate concerning his or her progress towards promotion and tenure. In particular the report will address the question of whether the candidate is progressing in a satisfactory way towards meeting departmental criteria for promotion and tenure. A copy of the report will be given to both the candidate and the department head. The candidate will have an opportunity to provide a written response to the review, and this response will be made available at the faculty meeting at which the votes on the report and renewal of the candidate are taken.

At a special departmental meeting of eligible voting faculty with a quorum of eligible voting faculty present, the head or his/her nominee will present the report to the faculty. (The *University Guidelines* define faculty eligibility). The eligible faculty will then discuss and vote "Yes" or "No" on the following question:

"[Candidate's name] has made sufficient progress towards promotion and/or tenure to Associate Professor."

At the same meeting, faculty will take a second "Yes" or "No" vote on the following question:

"[Candidate's name] should be renewed for the fourth year."

On the basis of this vote the head will meet with the candidate and give him/her a written copy of the report and a written statement of the departmental vote.

Candidates who do not receive a majority of “Yes” votes on the first question but receive a majority of “Yes” votes on the second question may be given a year to correct problems identified in the report, as decided by the department head in consultation with the eligible faculty.

4. Preliminary Consideration

As a university that strives to be a premiere research institution, it is important that the significance of our scholarship is acknowledged beyond local and regional disciplinary communities and publication outlets. We therefore adopt standards that reflect faculty scholarship as having national and international importance.

The department will follow procedures for initial consideration presented in the *University Guidelines*. In the spring of the appropriate year, by the deadline of March 1, candidates who wish to be considered for promotion and/or tenure will communicate this wish in writing to the department head.

The candidate will by the March 1 deadline present a vita, copies of publications, and statement of achievements to the department head. The head, in consultation with the candidate, will appoint a committee of eligible faculty to review these materials and report to the eligible faculty on them. This report will be based on a review of publications, teaching evaluations, visits to classes, and other materials. All faculty eligible to vote on this candidate will have access to these materials. At a meeting of eligible voting faculty held by April 15, with a quorum present, the committee will present its report. The eligible faculty will vote “Yes” or “No” on the following question:

“[Candidate’s name] should be formally reviewed for promotion to [the next rank] and/or for tenure.”

The results will be conveyed by the head in writing to the candidate within three working days of the vote.

In accordance with the *University Guidelines*, candidates who receive a majority of “Yes” votes on this question and who wish to be formally reviewed for promotion and/or tenure will work with the department head or an appointed senior mentor to prepare the dossier.

5. Formal Review

In all matters pertaining to the formal review, the department will follow the *University Guidelines*. In addition, the candidate will make available by August 1 copies of all relevant publications as well as teaching materials, including student evaluations, syllabi, and other evidence pertaining to teaching. Student letters may be submitted if solicited by the department head from a list made available by the candidate. All evaluations for all courses taught must be submitted to the head. Articles or books that have been accepted

but not published may be submitted if accompanied by a formal notification of acceptance and by readers' reports (if available). Unaccepted books or articles may not be submitted or included on the vita. Copies of all published items listed on the vita, along with other materials prepared for the dossier, including the external letters of assessment, must be made available to the department by August 1.

The faculty will meet by or on September 1 to discuss the credentials and vote on a recommendation. Following the vote on each candidate the head will announce how he/she voted.

Requests for reconsideration by candidates who do not receive a positive recommendation must be handled in accordance with the *University Guidelines*.

6. Criteria for Tenure and for Promotion to Associate Professor

For tenure and for promotion to associate professor, candidates must show clear and convincing evidence of emerging stature as a national authority in their discipline.

Teaching: The department's expectation for teaching is that a candidate must demonstrate effectiveness in teaching that is reflected by student learning and improvements in the learning environment and curriculum. Effectiveness in teaching is determined on the basis of student evaluations, peer reviews, awards, participation in departmental and/or college or university activities related to teaching, the candidate must show a high level of performance as a teacher in the classroom, in student advisement, in limited direction of graduate student work and of independent studies or internships, and in other forms of instruction involving students, including teaching online courses. A candidate whose record reflects difficulty in teaching must also be able to document steps they have taken to correct these problems, and the record must reflect, in the form of student evaluations, peer evaluations, and other means, that problems have been addressed and improvement has occurred by the time of Promotion and Tenure.

Research: In research, it is expected that faculty who qualify for promotion to associate professor (and for tenure) will have developed an independent research program of sufficient substance and visibility to earn a national reputation and emerging international recognition. Research in Computer Science is judged primarily by the quality of publications in selective refereed journals and conference proceedings related to computer science or interdisciplinary research. Both quality and quantity of the work are considered in the evaluation, with quality being largely more important than quantity.

In the discipline of Computer Science, standard metrics used to measure research performance include research publications, invited research presentations, and external research funding. A computer science faculty member who is successfully considered for tenure and promotion to associate professor will be expected to have: (a) published 8-11 research publications in high-quality, refereed journals and/or conferences. These publications should primarily describe the results of her/his independent research program. Books, book chapters, edited or co-edited collections of articles, reviews, or

awarded patents may substitute for some but not all of the publications. Online publications count equally with print publications, provided they appear in recognized and professionally refereed collections; (b) presented 4-6 invited seminars on his/her research at nationally recognized meetings; (c) demonstrated the ability to obtain funding at a level appropriate for long-term support of his/her independent research program. Funding is expected to include at least one nationally competitive major research grant for which the candidate is the principal or co-principle investigator.

If the department hires a faculty member whose research will result in different kinds of research productivity that are not included above, the department and the candidate must agree in writing at the time of appointment as to the general expectations that the candidate must satisfy; the Dean must approve this agreement.

Service: Successful candidates for promotion to associate professor and/or for tenure are expected to attend departmental meetings, have some limited service on student and departmental committees, and, if asked to serve, limited service on campus committees and governing bodies. Beyond the level of the kinds of service that involve instruction and research, service can be broadly interpreted to mean participation in activities that contribute to the life of the department, the discipline, the University, and the community. Participation or leadership in professional organizations does help meet these criteria.

Criteria for Promotion to Professor

A successful candidate must show clear and convincing evidence of high levels of attainment in instruction and research involving Computer Science. He/she must show clear and convincing evidence of high levels of attainment in the criteria appropriate to their work assignments and the missions of their units. Unless the candidates' assignments are specifically regional, they should demonstrate national or international recognition in their fields and the likelihood of maintaining that stature.

Teaching: The department's expectation for teaching is that a candidate must demonstrate effectiveness in teaching that is reflected by student learning and improvements in the learning environment and curriculum. Effectiveness in teaching is determined on the basis of student evaluations, peer reviews, awards, participation in departmental and/or college or university activities related to teaching, the candidate must show high level of performance as a teacher in the classroom, in student advisement, direction of graduate student work and of independent studies or internships, and in other forms of instruction involving students, including teaching online courses.

Research: In addition to the criteria for promotion to associate professor, a successful candidate for professor should have a strong record of accomplishments.

In the discipline of Computer Science, standard metrics used to measure research performance include research publications, invited research presentations, and external research funding. A Computer Science faculty member who is successfully considered for promotion to full professor will be expected to have: (a) published 8-12 research articles in high-quality refereed journals and /or conferences during the last four years immediately prior to consideration. These publications should primarily describe the

results of her/his independent research program. Both quality and quantity of the work are considered in the evaluation, with quality being largely more important than quantity as a guideline. Books, book chapters, edited or co-edited collections of articles, reviews, or awarded patents may substitute for some but not all of the publications. Online publications count equally with print publications, provided they appear in recognized and professionally refereed collections; (b) presented 4-6 invited seminars on his/her research at nationally recognized meetings during the last four years immediately prior to consideration; (c) demonstrated the ability to maintain funding at a level appropriate for long-term support of his/her independent research program during the last four years immediately prior to consideration. Funding is expected to include at least one nationally competitive major research grant for which the candidate is principal or co-principal investigator. Successful candidates will generally have a record that approximates or exceeds these departmental expectations. In rare cases, should the candidate fall significantly short in a single area, other compensatory measures could substitute in demonstrating qualification for promotion. For example, fewer publications or invited seminars of exceptional demonstrated quality or exceptional national or international recognition should be considered as demonstrations of excellence of the candidate's performance. In addition to these metrics, evidence of the impact and national and international recognition of the candidate's research in the form of external assessments, reviews, citations, or awards, is essential.

Service: Successful candidates for promotion to professor should have a record of participation in departmental activities and should provide leadership in departmental affairs and the professional community. Leadership may include efforts to attract new faculty to the department, mentoring of junior faculty, and providing direction and vision within the department to increase its prestige and visibility. Leadership may also include organizing conferences and editing research journals.

7. Documentation

A. Contributions to Teaching

Please see section III.A in the University Guidelines for the list of items to document.

B. Contributions to Research, Scholarship and Other Creative Activities

Please see section III.B in the University Guidelines for the list of items to document.

In addition, papers published in Research Conference Proceedings are especially important in Computer Science. A specific case must be made for their relevance to the field.

C. Contributions in Service to Society, the University and the Profession

Please see section III.C in the University Guidelines for the list of items to document.

Approved by the University, June 8, 2015