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corresponding author during their tenure earning years. To be considered as a high-quality, peer-reviewed journal during evaluations of tenure and/or promotion cases, a peer-





- e. Membership on journal editorial boards and/or holding the position of Chief Editor or the equivalent of such boards.
  - f. Recognized achievements in administration, including director of center, fellowship, graduate programs.
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from the candidate's Ph.D. advisor, from co-authors on manuscripts, co-investigators on grants, or any collaborator that may be perceived as a conflict of interest. External letters are requested by the Chair once external reviewers are approved by the Dean's Office, who has the final approval on the final list of external reviewers.

- .1. A record of excellence in teaching can be demonstrated through a variety of means including: student teaching ratings of the candidate on par with the average ratings within the Department and/or College of Engineering, peer evaluations of teaching, data demonstrating that students are achieving learning outcomes of the courses which the candidate has taught, receipt of awards by the candidate for their teaching and/or pedagogical work and innovations, receipt of research awards by undergraduate, graduate, and postdoctoral students whom the candidate serves as a mentor/advisor for their research, and creation of new courses and/or course products such as textbooks.
- .1. The candidate should show initiative to serve their professional community and the university beyond their assigned duties. These initiatives may be demonstrated through, for example, taking leadership roles within the department; serving on peer-reviewed study sections; taking the role of an Associate Editor or Guest Editor in a respected scientific or engineering journal



in their careers (or other similar organizations which have s



- . . An overall rating of “Strong” is required on any additional areas of assigned duties that average more than 0.10 FTE during the last five years of annual evaluations (or total number available if being considered early).

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Tenure-eligible faculty in the Medical Engineering Department with 0 appointment in the College of Medicine are reviewed for tenure based on

candidate and for whom the resulting scholarly products would have the candidate as a principal author, defined as being either first author or the recognized driver

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- b. Numerical student evaluations and narratives of students' comments
- c. Peer evaluations
- d. Scholarly publications regarding pedagogical advances and research
- e. Teaching awards and oth





- .2.1 A record of sustained excellence in research, teaching, and service that has led to significant national and international recognition for the candidate and their work amongst their peers at leading institutions and departments around the world is the overarching requirement for promotion to the rank of Full Professor. It is generally expected that candidates would have 10 or more years of experience as an Associate Professor. Earlier eligibility may be considered for exceptional candidates with more than 2 years of experience. Exceptional candidates for early promotion will be identified through excellence and efforts that rise well above the normal assigned responsibilities of the candidate and which positively impact the department, its students, the broader student community within the Morsani College of Medicine or the College of Engineering, and the University of South Florida, and/or the biomedical engineering profession
- .2.2 A record of sustained excellence in research and scholarship is signified by a track record of continued research funding through serving as PI/Multi-PI on multiple multi-year extramural research grants (e.g. externally peer-reviewed grants from federal agencies such as NSF, NIH, DOE, etc. and/or industrial grant funding of work leading to publication of scholarly products), a significant list of invited presentations (e.g., at conferences, other academic departments, etc.) and keynote/plenary presentations (or their equivalent), and a strong record of peer-reviewed publications as an Associate Professor (e.g., candidate as a first, senior or corresponding author in top journals in biomedical engineering or their biomedical field). Patents and commercial licensing of such patents will also be viewed positively in terms of demonstration of research productivity if such patents result from extramurally funded research the underlying research work leads to other scholarly products. A strong candidate would have: i) 10 or more publications with 5 or more as first, corresponding or senior author and ii) serve as PI on at least 1 peer-reviewed federal or foundation R01-equivalent grant that has been renewed, or as PI on at least 2 current multi-year grants or current and prior grant since appointment to Associate Professor.

National and international recognition of the research excellence and scholarship of a candidate for promotion to Full Professor may be demonstrated through a variety of means including citations of their work, invitations to present at major national and international scientific meetings, national research laboratories, and/or academic departments around the world, continued funding of peer-reviewed and/or industrial grants, and receipt of major awards from journals, professional societies, conferences, industry, and/or other scholarly bodies (e.g., significant mid-career level awards for research from national and/or international organizations, being recognized as a Fellow of professional societies. Letters from at least 3 external reviewers who are highly distinguished in the candidate's field(s) of research and who can comment on the importance and impact of the candidate's scholarly work are a critical element to supporting and justifying the award of promotion for a candidate.

- .2. A record of excellence in teaching can be demonstrated through a variety of means including: student teaching ratings of the candidate on par with the average ratings within the Department and/or College, peer evaluations of teaching, data demonstrating that students are achieving learning outcomes of the courses which the candidate has taught, receipt of awards by the candidate for their teaching and/or pedagogical work and

- .2. A record of excellence in clinical care can be demonstrated through several means including: national clinical reputation, region-wide pattern of clinical referrals, leadership roles in affiliated hospitals

it was done, and in the case of grants, the status of the candidate (e.g., co-PI or PI), the total amount of the grant, and what share of the grant funding (direct indirect costs) is expected to come to the candidate. There should be a general description of the research program and projects in the candidate's laboratory, both current and future plans.

- .2 For Engineering, the Chair sends requests for letters from potential external reviewers, which generally involves two-steps. For MCOM, these letters are requested by the Office of Faculty Affairs. Initially an email inquiry is made to find out if the individual is available to serve as a reviewer and, if so, a formal letter of request is made with full instructions, due date, or information on how to access materials. Templates for the initial ask and formal request are provided in the Appendix. All requests for letters must be included along with responses in the candidate's package. The Chair follows the College Timetable to obtain the external letters.
- . In early August (date set by the current year tenure evaluation schedule), the completed full tenure applications are brought to the Chair (uploaded to Archivum for Engineering, MS Teams for MCOM), who reviews them and forwards them to the Dean's office. Note that a table should be completed by the candidate (and verified by the Chair) that lists all



