

Research Professor Career Path Promotion Guidelines  
College of Behavioral & Community Sciences  
University of South Florida

The purpose of this document is to describe the College of Behavioral & Community Sciences (CBCS) guidelines for the promotion of faculty in the Research Professor career path. The Research Professor path includes the ranks of Research Assistant Professor, Research Associate Professor, and Research Professor. Faculty hired in the Research Professor career path are expected to contribute primarily to the research mission of the College and,

3. Review of applications from faculty with joint appointments (not including





scholarship in which the candidate's work has been conducted, leading to high confidence in the candidate's scholarly distinction and prospects for ongoing and meaningful contributions.

**b. Documentation**



changes in organizations and systems; or changes in policy, procedures, or funding models. For additional information see Blasé, K.A. (2009), *Technical Assistance to Promote Service and System Change*, Technical Assistance Center on Social Emotional Intervention or similar documents related to implementation and impact.

c. **Documentation of Service**

The evaluation of service refers to the candidate's contributions to (1) the University (which could be at the level of department/school, college, or university), (2) the professional field or discipline, and (3) to the community. If service is part of a faculty member's assigned duties, candidates for promotion must





invited and/or peer reviewed research presentations at national conferences;  
reviewer of manuscripts for peer reviewed journals and/or service on editorial boards;  
service on grant review panels;  
service on national advisory boards;  
contributions to national professional organizations by serving on committees, reviewing conference proposals, assuming a leadership position, organizing events;  
awards from national organizations or groups;  
invitations to work on grants as a collaborator with researchers who have established national reputations;  
other activities that indicate the faculty member's expertise is recognized and that their research has gained national attention.

It is not necessary for a faculty member to have documented activities in each of these areas. However, the faculty member should demonstrate substantive and sustained contributions in two or more of these areas or have broad based, yet focused, experience across multiple areas.

1. Research: Promotion to Research Professor requires that the faculty member to have a record of excellence in research/scholarly work of at least national visibility and to have developed an original, coherent, and meaningful program of research. This record must be supported by a record of substantial peer reviewed, first authored journal publications or their equivalent (*\*\*see next sentence for examples of equivalencies*), as well as a record as PI on contracts or grants. In assessing the equivalency of products to first authored journal publications, reviewers should consider high profile products such as technical and/or grant/contract reports, formal presentations to local, national, or international agencies, or other products. The impact of these products must be documented in the application to assist with the review process. Categories, criteria, types of evidence for research/scholarly work may vary across departments/schools.

2. Teaching: If applicable, a record of sustained excellence in teaching or other comparable activity appropriate for the unit and commensurate with the faculty member's assigned duties.

3. Service: If applicable, a record of substantial contribution of service to the University and to the field, profession, or community, as appropriate to the mission and goals of the department/school, college and/or university and commensurate with the faculty member's assigned duties.

#### IV. Timing of Application for Promotion

Following an initial period in rank, normally at least two years, a candidate may apply for promotion when there is clear evidence that the candidate has fully met the applicable



one half the number of qualified reviewers to be utilized. The content of all solicited letters that are received from external reviewers should be in the candidate's file prior to any vote by the department/school Research Promotion Committee.

**d. Identification of Candidates**

At the beginning of each calendar year (January - February), chairs/directors will begin the process for promotion by announcing to the faculty the timeline and schedule for the submission of application packages and requesting all potential candidates to consult with the chair/director. It is the responsibility of the faculty member to notify the chair/ director that he or she would like the promotion or mid promotion process to be initiated.

Applications for promotion or mid promotion review shall be initiated by the candidates during the spring term preceding the submission of the application in the following fall term. Chairs/directors should ensure that candidates have received current department/school and college guidelines and the BOR UFF Collective Bargaining

[website.](#)

4. If reporting instructional activities that are outside the typical university classroom evaluation structure (e.g., guest lecturer in other classes/departments, professional training activities), applicants need to provide documentation that these activities occurred, and where possible, evaluative feedback, and/or outcomes or influence of these activities.
5. Activities included in the section on innovative teaching/training practices should include a description indicating how this practice is truly innovative in the field—not just a new practice for the individual or the department.

**f. Submission of Completed Promotion Application**

At the beginning of the Fall semester, candidates should submit a completed Promotion application to their chair/director, including a letter from the immediate supervisor if the faculty member does not report directly to the chair/director. When applying for promotion, candidates shall submit documentation of all information encompassing their professional activities which they believe supports the application. The chair/director will then





c. Review by College Research and Promotion Committee

Duties of College Committee

The Dean's Office, in consultation with the Faculty Council, will constitute a College Promotion Committee for the Research Professor career path as

timeline published annually by the Dean's Office.

#### Candidate Meeting With Committee

Candidates for promotion may request a meeting with the college committee to discuss the application prior to the committee's evaluation of the application. The purpose of this meeting is solely to inform the committee of the candidate's scholarly activities and future directions in teaching/training, research, and service. No evaluative feedback will be given to the candidate. This meeting is optional.

#### Review of Application Materials

College committee members should review and be thoroughly familiar with the documents and evaluation components, as applicable (e.g., research/scholarly work, teaching or comparable activity, and service) offered to support the applications. Candidates and responsible departmental representatives should supply the college committee members and the Dean with complete, clear, and accurate information.

After each member of the College's Promotion Committee has reviewed the candidate's application, the Committee will meet to prepare its recommendations to the Dean. The Committee's deliberations will focus exclusively on how well a candidate meets department/school/college criteria for promotion commensurate with the faculty member's assigned duties. The Committee must not apply standards that are lower than or different than those specified in the department/school/college criteria or college guidelines.

College Promotion Committee members shall confine themselves to making decisions solely upon the information provided in each candidate's official promotion file or other publicly available data. No committee member shall solicit or consider any additional information conveyed privately, through personal contact, by phone, letter, or any other means. The entire committee may vote by a two thirds majority to authorize the Promotion Committee Chair to solicit additional information, if necessary. All requests for additional information must be made in writing by the Promotion Committee Chair, who will provide the candidate, the chair/director of the candidate's department/school, and the Dean with copies of the request.

#### Voting

Voting on a candidate by the College Promotion Committee will be by secret ballot. Following a vote by secret ballot, the ballots will be counted immediately in the presence of committee members and the tally will be recorded. The ballots shall be

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## ApprovalHistory

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