

## **PROMOTION GUIDELINES FOR NONTENURE TRACK FACULTY CIVIL AND ENVIRONMENTAL ENGINEERING DEPARTMENT**

Non-tenure track (NTT) faculty are expected to follow the guidelines suggested for teaching, research, and service as appropriate in the FIU Tenure and Promotion Manual.

Specific procedures and guidelines are outlined in the following sections. Candidates should visit the Provost Office website for updated guidelines for FIU Non-Tenure Track (NTT) Promotions, forms and schedule at [https://academic.fiu.edu/faculty\\_resources.html](https://academic.fiu.edu/faculty_resources.html).

### **A. General Statement**

The successful candidate for promotion in the Civil and Environmental Engineering Department (CEE) will have a strong track record as appropriate for the assigned duties and participation in collegial governance that contributes to the effective day to day functioning of the Department. Incoming NTT faculty members should develop a plan to meet the criteria for promotion to facilitate their progress.

### **B. Promotion Process**

Procedures for promotion of NTT faculty are carried out in accordance with the University guidelines (see “Appointment and Promotion Guidelines for Non-Tenure-Track Faculty”). If an NTT faculty member decides to apply for promotion, he/she will inform the Department Chair at the beginning of the spring semester prior to the fall during which he/she will apply.

### **C. NTT Promotion to Associate or Full Teaching Professor**

The Associate Teaching Professor or Full Teaching Professor position is typically obtained through promotion.

Promotion of an Assistant Teaching Professor to Associate Teaching Professor will not be considered prior to the start of the sixth year of continuous service as an Assistant Teaching Professor. An Assistant Teaching Professor can apply for promotion to Associate Teaching Professor any time after the fifth year at the rank of Assistant Teaching Professor.

Promotion of an Associate Teaching Professor to Full Teaching Professor will not be considered prior to the start of the sixth year of continuous service as an Associate Teaching Professor. An Associate Teaching Professor can apply for promotion to Full Teaching Professor any time after the fifth year at the rank of Associate Teaching Professor.

Promotion applications will be considered by an NTT promotion committee composed of two Teaching Professors with higher rank than the applicant and three tenured faculty members who are also at the higher rank (i.e., associate or full TT professors for promotion to associate NTT applicants; full TT professors for promotion to full NTT applicants), chaired by one of the tenured faculty members. If an insufficient number of Teaching Professors with higher rank than the applicant are in the department, TT professor(s) with the higher rank will be chosen by the Department Chair to substitute for the NTT member(s) on the NTT promotion committee. The committee shall make a recommendation to the Department Chair after voting by secret ballot on the application. The Department Chair shall make a recommendation to the Dean. An overall recommendation will be sent to the Provost by the Dean. The promotion will be effective in the fall semester subsequent to the approval by the Provost.

The consistency of teaching success, evidence of teaching quality enhancement, contribution to pedagogy, innovation, and service are important considerations for promotion to Associate or Full Teaching Professor. Applicants applying for promotion are expected to have demonstrated activities in teaching innovation (such as teaching hybrid and/or online courses, using the learning management system and other technology, incorporating active learning and problem-based learning into the classroom).

The criteria used for evaluation will depend on the level of teaching, service and research as assigned by the Department Chair. Faculty applying for promotion are expected to contribute to the professional development of students in their respective programs.

## Suggested Metrics for Assessing Progress Toward NTT Teaching Professor

The following metrics show the general suggested guidelines for NTT Teaching faculty at the time of application for promotion. These metrics do not imply minimum standards for applicants. The candidate's success in each category will be assessed at the discretion of the NTT committee.

Category	For Promotion from Assistant to Associate Teaching Professor	For Promotion from Associate to Full Teaching Professor
<b>Research (based on assignment)</b>		
<b>Teaching</b>		
Course evaluations	SPOTs average 3.0+ and satisfactory Evaluation of Teaching	SPOTs average 3.5+ and satisfactory Evaluation of Teaching
New course development	Encouraged	Strongly Encouraged
New teaching modality for existing courses (e.g., hybrid, online live, fully online)	At least 1 course	At least 1 course after last promotion (*)
Teaching related funding or grants (including Tech Fee)	Encouraged	Strongly Encouraged
Community engaged teaching activities	Encouraged	Strongly Encouraged
<b>Service (based on assignment)</b>		
Leadership	Department level committee service	Department/College level committee service
Accreditation support	Encouraged	Strongly Encouraged/Required

Research and additional service, if assigned, will be considered.

\*In case of new hires, the phrase “after last promotion” should be read as “after hiring.”

#### **D. NTT Promotion to Associate or Full Research Professor**

Research Professors are principally engaged in research and are not generally expected to be significantly involved in teaching activities. The Associate Research Professor or Full Research Professor position is typically obtained through promotion.

Promotion of an Assistant Research Professor to Associate Research Professor will not be considered prior to the start of the sixth year of continuous service as an Assistant Research Professor. An Assistant Research Professor can apply for promotion to Associate Research Professor any time after the fifth year at the rank of Assistant Research Professor.

Promotion of an Associate Research Professor to Full Research Professor will not be considered prior to the start of the sixth year of continuous service as an Associate Research Professor. An Associate Research Professor can apply for promotion to Full Research Professor any time after the fifth year at the rank of Associate Research Professor.

Promotion applications will be considered by an NTT promotion committee composed of two Research Professors with higher rank than the applicant and three tenured faculty members who are also at the higher rank (i.e., associate or full TT professors for promotion to associate NTT applicants; full TT professors for promotion to full NTT applicants), chaired by one of the tenured faculty members. If an insufficient number of Research Professors with higher rank than the applicant are in the department, TT professor(s) with the higher rank will be chosen by the Department Chair to substitute for the NTT member(s) on the NTT promotion committee. The committee shall make a recommendation to the Department Chair after voting by secret ballot on the application. The Department Chair shall make a recommendation to the Dean. An overall recommendation will be sent to the Provost by the Dean. The promotion will be effective in the fall semester subsequent to the approval by the Provost.

Research assessment will take into account both the quality and quantity of scholarship. Activities that the Department regards as highly meritorious include publications and technical reports and receipt of significant external grants.

The criteria used for evaluation will depend on the level of research, teaching, service and as assigned by the Department Chair. Faculty applying for promotion are expected to contribute to the professional development of students in their respective programs. Candidates are expected to maintain scholarship at least at the level outlined in their annual assignment.

## Suggested Metrics for Assessing Progress Toward NTT Research Professor

The following metrics show the general suggested guidelines for nontenure track (NTT) Research Professors at the time of application for promotion. These metrics do not imply minimum standards for applicants. The candidate’s success in each category will be assessed at the discretion of the NTT promotion committee.

Category	For Promotion from Assistant to Associate Research Professor	For Promotion from Associate to Full Research Professor
<b>Research</b>		
Number of refereed publications and technical reports	Strong record of publications and technical reports.	Strong record of publications (especially in peer reviewed, high impact journals).
Grants External funding (research)	At least one grant as PI and another as Co-PI with significant contribution as Co-PI.	Several grants as PI indicating sustained research activity after last promotion (*)
Student support	Graduated at least 1 PhD student	Sustained PhD record of mentoring and graduation after last promotion (*)
<b>Teaching (based on assignment)</b>		
<b>Service (based on assignment)</b>		
Leadership	Department level committee service	Department/College level committee service
External service	Service at national committees	Service at national and international committees

Teaching and additional service, if assigned, will be considered.

\*In case of new hires, the phrase “after last promotion” should be read as “after hiring.”