

## **NON-TENURE-TRACK FACULTY BURNETT SCHOOL OF BIOMEDICAL SCIENCES**

### **General Criteria**

Non-tenure track faculty in the Burnett School of Biomedical Sciences devote most of their effort to teaching with a substantial portion of this effort committed to the scholarly education of undergraduate, graduate and medical students. future generations of investigators, e.g. demonstration of ability to evaluate and counsel biomedical, pre-professional health science or graduate students, effective communication and mentorship skills, success and accomplishments of trainees, recruitment, and effective mentorship of postdoctoral fellows. The following promotion guidelines present the timing, procedures and requirements for promotion in the teaching track. Promotion decisions are not merely a totaling of an employee's annual performance evaluations, rather, the University, through its faculty, professional employees, and administrators assesses the employee's potential for growth, high quality teaching, and scholarly contribution as well as meritorious performance.

Beginning with the third year in a rank, an individual is eligible for consideration for promotion and may be appraised of their progress towards it, if they desire. The appraisal shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to faculty to help them fulfill the necessary requirements to qualify for promotion. The faculty member may request, in writing, a meeting with an administrator at the next higher level to discuss concerns regarding the promotion appraisal, which were not resolved in previous discussion with the evaluator. Promotion decisions shall be a result of meritorious performance as outlined in the promotional criteria.

Criteria for promotion consist of a (1) productive record of scholarly teaching and educational leadership, and (2) demonstrated commitment to service to BSBS, the College, and the University. An individual's achievements in these areas will be evaluated with exceptional performance required for promotion. Faculty are expected to produce scholarship in teaching activities for promotion. Teaching itself, no matter how scholarly, is not scholarship; however the associated products of scholarly teaching may be, e.g., research of teaching/learning processes that generate new and/or effective methods and approaches.

## **Criteria for Promotion to Non-tenure Track Associate Professor**

Non-tenure track faculty in the Burnett School of Biomedical Sciences must possess an earned doctorate or terminal degree. Promotion from assistant to associate professor requires substantive contributions to scholarship in teaching and educational leadership, as well as appropriate service contributions. Usually 5 years of service at the rank of assistant professor is required. Examples of achievement of these criteria include, but are not limited to the following: effectiveness in instructional activities through outstanding evaluations; development of curricular and instructional materials; web-based or computer-assisted novel learning mechanisms; published refereed journal articles on pedagogic issues; curricular models with peer review; presentations on teaching methods at meetings or professional conferences; membership on committees of affiliated institutions, university, college and department; participation in activities such as accreditation, assessment or institutional effectiveness programs. Additional examples are located in Appendix I under teaching and educational leadership, scholarship in research and service activities.

These activities must be supported by objective, systematic evaluation by students trained by the faculty member. Additionally, systematic evaluation by senior faculty within the department and by faculty within other divisions and/or departments in which the candidate has played an active teaching role are considered.

## **Criteria for Promotion to Non-tenure Track Professor**

The title of Professor represents the highest academic award within the institution and holds special recognition in the College and academic community. Not all Associate Professors will reach the rank of Professor. Promotion to Professor is not awarded based on longevity, but rather because of superior achievement at the national or international level with the promise of continued contribution. The usual minimum time in rank as Associate Professor is five years. There is no limit to the maximum years for consideration. Early consideration for promotion to Professor is appropriate when all of the criteria that would have been evaluated after a five-year interval are all clearly fulfilled in fewer than five years. Years served in the equivalent rank at one or more institutions prior to beginning employment at UCF may be counted when calculating the number of years in rank. However, there is no maximum number; more than five years might be required to establish acceptable credentials. All candidates for promotion from non-tenure track associate professor to non-tenure track Professor must demonstrate: (1) continued excellence in scholarship of teaching and education, (2) a sustained and productive record of scholarship, and (3) continued significant service contributions. Other examples of the lines of evidence that may be used to demonstrate achievement of these criteria are listed in Appendix I under teaching and educational leadership, scholarship in research and service activities

## **NON-TENURE TRACK RESEARCH FACULTY BURNETT SCHOOL OF BIOMEDICAL SCIENCES**

### **General Considerations**

This track is appropriate for scientists who are engaged primarily in research activities. The individuals are typically part of a scientific team of scientists working with a PI or a unit/department or have achieved independence in a research program and have demonstrated excellence in initiation, direction and completion of research projects. Research faculty also may have either independent extramural funding in which they are the principal investigator or their contribution is crucial to the funding of the host laboratory under a mentoring PI or to the sponsoring unit as a con-investigator. Appointments to this track are temporary in nature and the titles may be used for the stated term of the appointment, not to exceed 4 years, with no guarantee or expectation of renewal or promotion. The PI or unit head will establish mutually agreed milestones and outcome measures for this type of position. Non-tenure track research faculty in the Burnett School of Biomedical Sciences will be eligible for consideration for appointment and promotion based on the following criteria.

### **Promotion Criteria for Non-tenure Track Research Assistant Professor**

- A clear proof of research productivity, with a minimum of 3 peer-reviewed publications of results in standard front-line journals in the profession the past 4 years at UCF. The candidate needs to be either first/corresponding/or senior author.
- Documented co-mentoring at least one student at the MS or PhD level.
- Co-investigator or joint principal investigator on one competitively funded federal grant.
- Manage or supervise everyday laboratory activities such as biological, chemical and radiation safety compliance, human subjects and animal use standards, and ordering/budgeting.
- Manage (supervise use and/or maintain) one or more pieces of Core equipment.
- Promotion subject to availability of funds from the appropriate source(s) of funding in the current appointment.

### **Promotion Criteria for Non-tenure Track Research Associate Professor**

- Meet and exceed criteria for Research Assistant Professor.
- A strong record of publication - co-author on a minimum of 5 peer-reviewed publications in front-line journals in the profession in the past 6 years. The candidate needs to be either first/corresponding/or senior author.

- Documented co-mentoring of at least three students at the MS or PhD level.
- Co-investigator on at least one federal-level grant and the PI or joint PI of a federal or non-federal extramural grant award.
- By this time, the faculty member should be able to document professional recognition, such as invitations to speak at national and international symposia or invitations to write review articles and chapters or membership in national panels for review of grants, etc.
- Promotion subject to availability of funds from the appropriate source(s) of funding in the current appointment/grants.

### **Promotion Criteria for Non-tenure Track Research Associate Professor**

- Meet and exceed criteria for Research Associate Professor as exemplified by:
- Documented co-mentoring of at least three students at the MS or PhD level.
- Recognized as a leader in his/her profession by peers with three outside support letters.
- Maintains a strong record of publications - at least 6 total publications in the last 3 years in top-tier peer-reviewed journals, as first/senior/or corresponding author
- Co-investigator on at least one competitive federal level grant or secures own funding from competitive extramural sources with the role as PI.
- Other types of recognition would include invitations to write reviews in major professional journals, review manuscripts, give addresses at major national and international symposia, and review grants.
- Promotion subject to availability of funds from the appropriate source(s) of funding in the current appointment/grants.
- Promotion from the rank of research associate professor to the rank of research professor: In addition to the above, successful development of independent research program and documented abilities to attract independent extramural funding, collaboration with other PIs within and/or outside the institution, participation in peer review processes (manuscript and grant) reviews, national and international scientific reputation, are essential.

## APPENDIX I

### UCF College of Medicine Examples of Evidence of Scholarship and Scholarly Activities

NOTE: The examples of scholarship, teaching, and service listed at each rank below are not exclusive to that rank. In particular, those examples of excellence in scholarly activity and teaching listed under Associate Professor, if sustained, would provide evidence for promotion to the rank of Professor. Founding faculty activities apply only to non-tenure track faculty.

Area	Associate Professor	Professor (In addition to examples for Associate Professor)
Scholarship in Research	<ul style="list-style-type: none"> <li>• Founding faculty activities in development of the curriculum and practice program only applies to non-tenure track faculty</li> <li>• Experimental studies in basic research or clinical trials</li> <li>• Scientific grants</li> <li>• Publication of original research findings in peer-reviewed journals</li> <li>• Publication of materials in peer-reviewed depositories such as MedEdPORTAL</li> <li>• Publication of book chapters</li> <li>• Publication of teaching tools</li> <li>• Publication of guidelines and/or protocols for patient treatment or delivery of care</li> <li>• Presentations at national/international meetings (with refereed published abstracts)</li> <li>• Invited seminars/lectures at other institutions</li> <li>• Peer evaluation of materials presented at meetings or published in MedEdPORTAL</li> <li>• Peer review of curricular materials</li> <li>• Peer review of manuscripts for major journals</li> <li>• Adoption of innovative</li> </ul>	<ul style="list-style-type: none"> <li>• Founding faculty activities in development of the curriculum practice/research programs only applies to non-tenure track faculty</li> <li>• Citations in peer-reviewed journals</li> <li>• Chairmanship of study sections/peer review groups</li> <li>• Publication of original findings in highest-impact journals within one's field</li> <li>• Publication of invited review articles</li> <li>• Procurement (as PI) of competitive grant funding for research, curriculum development, or other scholarly activities</li> <li>• Authoring entire textbook or other books</li> <li>• Invited presentations at national/international meetings</li> <li>• Editor of text, research, or other types of books</li> <li>• Editor or member of editorial board of journals</li> <li>• Member of grant review panels for major funding agencies (NIH, NSF, AHA, ACS, etc.)</li> <li>• Awards or other recognition for excellence in the scholarship of teaching and learning (SoTL)</li> <li>• Evidence of sustained</li> </ul>

	<p>educational materials by other institutions</p> <ul style="list-style-type: none"> <li>• Co-investigator on funded grants</li> <li>• Invitations to serve on regional clinical or research study groups</li> <li>• Invitations to serve ad-hoc reviewer for journals</li> <li>• Invitations to serve ad-hoc reviewer for grant proposals</li> <li>• Invitations for consulting (clinical, educational, or research)</li> <li>• Contribution to the development or enhancement of a model program that is integral to the success of one's own department or other departments or programs within University of Central Florida College of Medicine</li> <li>• Contribution to the development of a program that expands the services, productivity, revenue, and reputation of the University of Central Florida College of Medicine</li> </ul>	<p>performance as an outstanding faculty member with demonstrated commitment to teaching, advising, and student welfare</p> <ul style="list-style-type: none"> <li>• Development, enhancement, or management of a model program that is integral to the success of one's own department or other departments or programs within University of Central Florida College of Medicine</li> <li>• Development, enhancement, or management of a program that expands the services, productivity, revenue, and reputation of the University of Central Florida College of Medicine</li> <li>• Organizing committee member/executive committee/board of scientific organizations</li> </ul>
<p>Teaching and Educational Leadership</p>	<ul style="list-style-type: none"> <li>• Founding faculty activities in development of the curriculum and practice program only applies to non-tenure track faculty</li> <li>• College/university teaching awards</li> <li>• Documented effectiveness in research training and mentorship of medical students, graduate students, postdoctoral fellows, and/or</li> </ul>	<ul style="list-style-type: none"> <li>• Founding faculty activities in development of the curriculum and practice program only applies to non-tenure track faculty</li> <li>• National/international teaching awards</li> <li>• National recognition for curriculum development, evaluation, and/or integration</li> <li>• Adoption of course materials, curricular designs, novel technologies, etc. by other</li> </ul>

	<p>residents</p> <ul style="list-style-type: none"> <li>• Participation in thesis committees of masters and Ph.D. level students</li> <li>• Success and accomplishments of trainees</li> <li>• Documentation of effective learning outcomes (student, self-reported outcomes, performance on exams, etc.)</li> <li>• Student performance on NBME subject exams and USMLE Step 1 &amp; Step 2 exams</li> <li>• Demonstrated use of "Best Practices" in pedagogies and instructional materials</li> <li>• Demonstrated effectiveness in curricular integration and/or use of highly innovative approaches</li> <li>• Development of educational technology</li> <li>• Development of effective formative and summative assessment tools</li> <li>• High ratings on student, peer, and/or supervisory teaching evaluations</li> <li>• High ratings on evaluations of faculty member clerkship, module, course director, or residency program director</li> <li>• High ratings on Program Evaluation Subcommittee report</li> <li>• High ratings on evaluations of instructional and/or curricular materials</li> <li>• Student or other evaluations of advising and mentoring effectiveness</li> </ul>	<p>institutions</p> <ul style="list-style-type: none"> <li>• Documented effectiveness in research training and mentorship of medical students, graduate students, postdoctoral fellows, and/or residents</li> <li>• Participation in thesis committees of masters and Ph.D. level students</li> <li>• Sustained high ratings on teaching evaluations, teaching evaluations, evaluations of course materials, evaluations of mentoring/advising, etc.</li> <li>• Development, enhancement, or management of a model program that is integral to the success of one's own department or other departments or programs within the College of Medicine</li> <li>• Development, enhancement, or management of a program that expands the services, productivity, revenue, and reputation of the College of Medicine</li> </ul>
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	<ul style="list-style-type: none"> <li>• Contribution to the development or enhancement of a model program that is integral to the success of one’s own department or other departments or programs within the College of Medicine</li> <li>• Contribution to the development of a program that expands the services, productivity, revenue, and reputation of the College of Medicine</li> </ul>	
<p>Clinical Activity</p>	<ul style="list-style-type: none"> <li>• Founding faculty activities in development of the curriculum and practice program only applies to non-tenure track faculty</li> <li>• Use of innovative clinical treatments</li> <li>• Effective clinical outcomes</li> <li>• High patient satisfaction scores</li> <li>• Evidence of safety and quality improvement</li> <li>• Involvement in clinical outreach, as evidenced by regional referrals for care and by recognition as clinical expert</li> <li>• Demonstrated practice of evidence-based medicine</li> <li>• Contribution to the development or enhancement of a model program that is integral to the success of one’s own department or other departments or programs within the College of</li> </ul>	<ul style="list-style-type: none"> <li>• Founding faculty activities in development of the curriculum and practice program only applies to non-tenure track faculty</li> <li>• National recognition for new patient programs and/or clinical innovation</li> <li>• National recognition for safety and quality improvement</li> <li>• Impact on care at national level</li> <li>• National referrals for care</li> <li>• Development, enhancement, or management of a model program that is integral to the success of one’s own department or other departments or programs within the College of Medicine</li> <li>• Development, enhancement, or management of a program that expands the services, productivity, revenue, and reputation of the College of Medicine</li> <li>• Participation in multi-center clinical trials, initiation of new clinical trials</li> <li>• Procurement of extramural support for clinical trials</li> </ul>

	<p>Medicine</p> <ul style="list-style-type: none"> <li>• Contribution to the development of a program that expands the services, productivity, revenue, and reputation of the College of Medicine</li> <li>• Participation in multi-center clinical trials, initiation of new clinical trials</li> <li>• Procurement of extramural support for clinical trials</li> <li>• Collaboration and participation in translational research</li> </ul>	<ul style="list-style-type: none"> <li>• Collaboration and participation in translational research</li> </ul>
<p>Service Activities and Academic Leadership</p>	<ul style="list-style-type: none"> <li>• Membership on departmental, college, and/or university committees</li> <li>• Membership on committees of affiliated institutions, such as IRB, QI committee, or residence selection committee</li> <li>• Participation in activities such as accreditation, assessment, or institutional effectiveness programs</li> <li>• Provision of continuing education programs for community and/or university</li> <li>• Recognition from regional or national societies</li> <li>• Service to local community and community organizations</li> <li>• Development of programs that promote diversity</li> <li>• Officer/leadership of regional academic, medical, or research organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Membership on national/international academic, medical, or research committees</li> <li>• Chairing of departmental, college, and/or university committees</li> <li>• Officer/leadership of national/international academic, medical, or research organizations</li> <li>• Recognition from national/international societies</li> <li>• Development of mentoring programs for new faculty</li> <li>• Organization of teaching workshops, seminars, and/or professional meetings</li> <li>• Member of accreditation site teams (LCME, SACS, etc.)</li> <li>• Unpaid service as journal editor, book editor, or member of journal editorial board</li> <li>• Unpaid service on grant panels for major funding agencies</li> <li>• Service as department chair, assistant dean, or associate dean</li> <li>• Service as director, or associate director in established units</li> <li>• Representation of COM in official</li> </ul>

	<ul style="list-style-type: none"><li>• Unpaid ad hoc reviewing of journal articles and/or grant proposals</li><li>• Service as Department Chair</li><li>• Service as Assistant or Associate Dean</li><li>• Service as director of laboratory or practice site (or other practice program-related leadership)</li><li>• Demonstration of attainment of benchmarks for successful change (i.e., AAMC graduation questions.)</li></ul>	activities
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