



Service: The faculty and students of the Department share their knowledge and expertise via service to individuals, community organizations, professional societies, state and federal agencies, other units at the University of South Florida, and international entities, including universities and professional organizations. Our highest priority for service activities are those that promote the understanding and awareness of communication sciences and disorders, facilitate community engagement, and enhance clinical services.

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comprise an important part of the Department Chair, the Tenure and Promotion Committee, and higher level reviews are not bound by annual feedback documents. Indeed, the annual evaluation and the tenure/promotion processes are functionally independent.

When a faculty member is considered for tenure and promotion in this Department, the contributions in three major areas are reviewed:

- a) research,
- b) teaching and teaching-related activities, and
- c) service to the Department, the University, the profession, and the community

In addition, collegiality and contributions to the missions of the Department and University receive strong consideration.

A favorable tenure and/or promotion decision requires clear and compelling evidence of excellence in terms of to, impact on, and recognition in research, teaching and service. The evidence must be documented and verifiable and must represent for tenure and/or promotion, as described in the sections that follow.

Because the tenure decision projects lifetime performance from the first few years of a faculty member's career, tenure must be awarded only as a result of rigorous assessment over a period of time sufficient to judge the faculty member's documented accomplishments, ability, and probability of sustained future productivity. Tenure will be recommended by the Department if, and only if, in the judgment of the Tenure and Promotion Committee and Department Chair, the candidate will continue to be one of the leading scholars in , will maintain excellence in teaching and mentorship, and will continue to be a good citizen of the Department.

### Research

Evidence of excellence in research requires a sustained record of publications and, optimally, some history of extramural grant funding, reflecting a strong research focus and trajectory. Collaborative research is valued and encouraged; however, it is important for the candidate to demonstrate leadership of a program of research that is recognizable as his or her own.

Consideration will be given to both the quality and quantity of scholarship. Quantity will be interpreted in the context of the nature and scope of the work. For example, longitudinal research typically takes longer to conduct than cross-sectional research, and some types of data analysis are substantially more time-intensive than others.





	grant/manuscript writing; opportunities to present and supervise research activities of other students) Co-authorship with PhD students Conference presentations with PhD students PhD student awards
Course and program development	Development of new face-to-face or web-based courses Substantial revision of face-to-face or web-based courses Contribution to curriculum development Textbook publication Contribution to widely distributed instructional materials
Funded instructional activities	Training grants CE workshops or presentations Planning committees for CE workshops
Community and/or global engagement in education	Service learning courses taught Internships or field placements supervised Teaching of courses through USF abroad Educational activities that engage non-USF professionals
Contribution to clinical instruction	Supervision and mentoring of students providing clinical services Development of new clinical service programs

### Service

Service includes positive contributions to the Department and programs within it, to the College and the University, to the profession, and to the community. In evaluating service, we consider activities that advance the goals of the Department, College, and University, and that benefit the profession and community.

It is expected that all academic faculty in the department will serve as members of appropriate department committees and serve the profession as peer-reviewers of scholarly publications. Tenure and promotion to Associate Professor additionally requires the candidate to demonstrate a track record of excellence in service in one or more of the required areas. Promotion to Professor requires the candidate to demonstrate a track record of excellence in service in more than one of the required areas and as well as one or more of the additional indicators of excellence.

*Service to the Department, College, or University	Active membership in department committees Leadership of Department committees Active membership or leadership in College or University committees (including Faculty Council and Faculty Senate) Active membership on advisory boards or committees in other university departments
*Service to the profession	Reviewing for federal granting agencies Reviewing for foundations of particular significance to the field Holding office or serving on committees in professional or scientific societies Reviewing for academic journals or book series

	Tenure reviews for other universities Program reviews for other universities
*Service to the community	Activities that provide services to the community beyond the university Service to local and national government agencies Service on community boards, advisory committees, or task forces
Service of national scope	Holding office or serving on committees in professional or scientific societies with nationwide membership Serving on federal-level advisory boards or committees Conference organizer for a conference that would promote the University nationally
Service of international scope	Holding office or serving on committees in professional or scientific societies with international membership Editorship for scholarly journals or book series with international readership Conference organizer for a conference that would promote the University internationally
Community service with substantial impact	Community service activities with substantial impact to the University community Community service activities with impact beyond the University community (regional, national, or international impact) Community lectures with significant prestige Media appearances with regional, national, or international outlets

Outside review of \_\_\_\_\_ is an important, required element of the evaluation for tenure or promotion. Consistent with CBCS policies, the candidate and the Department Chair will both generate suggestions for external reviewers. The Department Chair and the candidate will jointly select the reviewers; in the event of a disagreement, each party will select one-half of the number of qualified reviewers to be utilized (e.g., 2 of 4, or 3 of 6). The Dean, or his/her designate, will make the final selection of reviewers who will be invited to submit reviews. A minimum of three letters (but no more

The candidate has the option to waive his/her right to inspect the letters submitted by the external reviewers. Waiving these rights will increase the likelihood that those reviewing the external letters can put full trust in the \_\_\_\_\_; i.e., that the review reflects the candid appraisal of the candidate, submitted without fear of potential consequences of a negative assessment. \_\_\_\_\_ negative consequences with respect to the outcome of the tenure and/or promotion evaluation.

\_\_\_\_\_ : This document is modeled after The School of Aging Studies draft Tenure and Promotions Guideline, circulated to CBCS departments in January, 2015. Many sections of this document borrowed heavily from the text in that document.

Approved by Dean Serovich, April 17, 2015

Approved by Vice Provost Glover, September 8, 2015  
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