

**Tenure and Promotion Criteria**  
**Department of Child & Family Studies,**  
**College of Behavioral and Community Sciences (CBCS)**

**Philosophy and Principles**

In developing appropriate criteria for tenure and promotion (T&P) decisions, the Department of Child and Family Studies (CFS) has sought to align these criteria with the vision, mission, and strategic priorities of the Department as well as the College and the Univ

Tenure and promotion will be recommended by the Department if, and only if, in the judgment of the Department, the candidate will continue to be one of the leading scholars in his or her area of expertise, an excellent teacher, and a good citizen of the Department, College, and University.

Candidates are evaluated entirely on the merits of their own professional achievements, and tenure is awarded whenever the Department is confident we can predict that an individual's career in future decades will be consistent with our goals. In addition to meeting the standards in the criterion areas (scholarship, teaching, and service) discussed below, a candidate must be adjudged to be contributing to the mission and goals of the Department and working cooperatively with colleagues.

### **Criterion Areas**

When a faculty member is considered for tenure and promotion in this Department, we review his or her contributions in three major areas:

- a. Research/Scholarly work in the candidate's area(s) of specialization (including community engaged scholarship),
- b. Teaching or comparable activity (including advising, mentoring, and community engaged instruction), and
- c. Service.

A favorable decision requires clear and compelling evidence of the candidate's contributions, impact, and recognition in each of these areas. In addition, this evidence must be documented and verifiable to support a recommendation for tenure and/or promotion. The content of materials that bear on determining if there is "clear and compelling" evidence for tenure is described in the sections that follow. Among the various forms of evidence a candidate for tenure must present, scholarship is weighted most heavily to promote the Department's desire to

excellence in one or more of these endeavors. In order to attain tenure and promotion, a faculty member must have established an original, coherent, and meaningful program of research as well as demonstrated and clearly documented a continuous and progressive record of scholarly activity indicative of potential for sustained contribution throughout the candidate's career. Due to the multidisciplinary nature of the Department, scholarship takes many forms and often involves collaboratively generated contributions to new knowledge as well as improvements in service delivery and practice as well as education, training.

The peer review process is the best means of judging quality and impact of the candidate's research and creative scholarship. Evaluations at the CFS departmental level will include an assessment of the quality of the candidate's work and consider discipline-appropriate evidence of the significance of research and scholarly work, as well as the candidate's assignments and associated activities within CFS. A candidate may present the following kinds of preferred documentation of a significant research program: reviews of books and articles; records of competitive honors and awards, grants, and fellowships; criticism and reviews of creative work; reviews of grant applications; citations of the candidate's work; evidence of contributions to policy and practice; the quality and significance of journals, series, and presses by which the candidate's work is published or of other venues in which it appears; invited, refereed, or nonrefereed status of publications; research awards and acknowledgements; and invitations and commissions.

The kinds of documentation should reflect the multidisciplinary nature of CFS, a department that values applied scholarly work that bridges the gap between basic research and actual practice. Consideration for tenure and promotion will also include evaluations by scholars/experts external to the University. External scholars and experts will be asked to evaluate a candidate's demonstrable impact upon research and practice through scholarly publications, innovative new interventions and programs, adoption of the latter by other researchers and providers, inventions, and development and commercialization of intellectual property. In addition, the candidate's Chair/Director and Dean must conduct independent evaluative reviews.

It is noted that in some areas in the broad spectrum of child and family studies, publications or other products may appear only after lengthy or extensive effort, and this is particularly true of community-engaged and/or interdisciplinary work at the local, national, and/or international levels. Integral to the mission and vision of One USF is commitment to engagement with its communities. As defined by the Carnegie Foundation for the Advancement of Teaching, "community engagement describes collaboration between institutions of higher education and their larger communities (local, regional/state, national, [international,] global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity."<sup>1</sup> While some faculty engagement may come in the form of public service as such, any of the three categories of faculty activity could entail community engagement, and any could in some way "address critical societal issues and contribute to the public good." Community engagement that is undertaken by faculty to "enhance curriculum, teaching and learning and prepare educated, engaged citizens" may be included and evaluated as part of teaching, and community





Family Studies Governance document contains information on the constitution of the Tenure and Promotion Committee.

External reviewers' appraisal of the credentials of all candidates for tenure or promotion is required. Consistent with CBCS policies, the candidate and the Chair/Director will both generate suggestions for external reviewers. A minimum of three letters (but not to exceed six) will be included in the packet. The Chair/Director and the candidate will jointly select the reviewers. In the event of a disagreement, each party will select one-half the number of the qualified reviewers to be utilized (e.g.: 2 of 4; 3 of 6). All solicited letters, received from external reviewers, should be in the candidate's file prior to the final vote by the CFS's Tenure and Promotion Committee. Mid-tenure review is similar to tenure review but does not include external letters.

Departmental Tenure and Promotion Committee (D-TAP) Committee Consistent with the most current revision of the Child and Family Studies Guidelines for Appointment, Tenure, and Promotion, the Chair of CFS will establish on an annual basis, or as needed, a Departmental Tenure and Promotion Committee (D-TAP) to review applications for tenure and/or promotion for faculty in tenure-track positions and to make recommendations to the Department Chair and the CBCS Tenure and Promotion (TAP) Committee. When possible, Departmental representatives serving on the CBCS TAP Committee should not serve on the D-TAP Committee. In cases where a faculty member serves on both the TAP and D-TAP, the individual may participate in the discussion of the TAP Committee but may not vote on the application at the college level. The D-TAP Committee will consist of no less than three and not more than five tenured faculty members who are at the same rank or higher than the candidate. The size of the committee may be larger at the discretion of the Department Chair and CFS Governance Council. If there is not a sufficient number of eligible faculty to compose the D-TAP, the membership of the committee may be supplemented with tenured faculty from other departments at CBCS or within the University. The Department Chair and the CFS Governance Council will solicit committee nominees from eligible tenured faculty. If more than five people are nominated, the tenured faculty will vote to elect a five-member D-TAP Committee from among those nominated. Nominees to the D-TAP committee must have held a faculty appointment for a minimum of two years. In the case of promotion to full professor, if there are two or less full professors on the T&P Committee, the College Dean shall appoint additional

The Department of Child & Family Studies is not currently a multi-campus unit. If departmental faculty are hired at branch campuses, we will modify our T&P documents to ensure that those faculty are included in matters of Tenure & Promotion and to ensure they have a voice in promotion issues.

The Promotion and Tenure timetable guidelines for tenure earning faculty are posted on the CBCS Intranet annually. The CFS Department Chair distributes the current timetable to CFS Faculty annually.

**A. Timing of applications**

Following an initial period in rank, normally at least two years,

Review and Final Vote of CFS Faculty: May 15-May 20, 2020

Approved by CFS Faculty: May 20, 2020

Approved by Dean Serovich on May 20, 2020

Approved by Vice Provost Garey on May 29, 2020

Effective date May 29, 2021 (or sooner pending UFF review)