

**University of North Texas  
College of Information  
Department of Information Science**

**Guidelines for Promotion to Full Professor**

Revised November 30, 2017

**Introduction**

According to the University of North Texas (UNT) Faculty Reappointment, Tenure, and Promotion Policy (06.004), "UNT is committed to recognizing and rewarding faculty whose work demonstrates sustained excellence in teaching, scholarship, and service through the tenure and promotion process."

The following guidelines are based on the UNT expectations and designed to specify the university guidelines for the assessment of the qualifications of faculty members for promotion to Full Professor in the Department of Information Science (IS).

This policy document represents the first major revision to align with the revised UNT Faculty Reappointment, Tenure, and Promotion Policy (06.004) and should be reviewed again within 1 calendar year of official adoption.

**Guidelines for Evaluating Scholarly and Creative Activities**

The IS Department and UNT expect that each faculty member will demonstrate continuing growth and development through research, writing or other creative activities appropriate to the discipline of information science. In IS, a tenured faculty member is expected to demonstrate continued scholarly proficiency in two areas: research and publication. While creative activities may contribute to the expertise and recognition of a faculty member, IS expects that such activities will be undertaken in addition to, not in lieu of, the others.

For consideration for the promotion to the rank of Professor, the faculty member's research record should show strength beyond what was offered for tenure and promotion to Associate Professor. It should demonstrate continued productivity in research areas appropriate to the faculty member's expertise and teaching responsibilities, and demonstrate an established national reputation in the field. This may include the single or collaborative pursuit of external and internal grants, funded research, and additional publications. These publications may include authored and co-authored articles in national or international refereed journals, papers in refereed proceedings of national and international conferences, non-refereed practitioner journal papers, and authored or co-authored book chapters, monographs or edited books/journal special issues.

Publications should be issued by recognized publishers in the field. <sup>1</sup> Publication in collaboration with graduate students is required. Publication in collaboration with faculty within and/or outside of the department is encouraged. The faculty member applying for tenure and promotion should be the major contributor to at least some of the collaborative publications.

UNT IS Department is a member of the iSchools international organization of the leading schools in library and information science, which is a multidisciplinary and rapidly expanding field, with new areas of scholarship constantly emerging. Given the broad range of research areas and types of scholarship covered by the library and information science, the iSchools member institutions do not include a single list of preferred publication venues (e.g., journals or conferences) by which the relative merit of faculty publications can be judged in their promotion guidelines. Instead, iSchools member institutions assess the publication venues as an indicator of quality individually for each candidate. IS Department follows these iSchools practices in its promotion and tenure application evaluations. The quality of the publication

venue (including but not limited to acceptance rate, impact factor, etc.) should be documented by the faculty member applying for promotion to the rank of Professor.

Similarly, the availability of funding varies substantially across the disciplinary areas represented in the IS Department. The nature and the amount of funding must be viewed in the context of the candidate's area of activity.

The following documentation shall serve as the basis for evaluating the research and publication activities function of a faculty member in the IS Department:

1. A report from the faculty member's UNT Faculty Information System covering the years at UNT the application for tenure and promotion to Associate Professor (for faculty who started at UNT in the rank of Associate Professor, the report should cover the years at UNT as Associate Professor).
2. List of research projects undertaken and completed, describing topic, methodology, funding, and collaboration, for each.
3. List of publications, showing title, date, place published, and number of pages for each, and specifying those considered to be of major importance (with indicators of publication venue quality such as acceptance rate, impact factor, etc.). The list should also indicate which publications are original and which are reprints, and which of the authors are students.
4. Copies of research reports, publications, creative efforts, and other professional contributions appropriate to the faculty member's areas of expertise.
5. Other documentation associated with this function (e.g., letters of commendation, honors received, keynote address invitations, grant applications, grant awards received, other types of creative works and efforts which contribute to the candidates' stature and recognition in his or her field of specialization, and evidence of presentations, poster sessions, panel discussion participation).
6. Comments from five outside evaluators concerning the faculty member's contributions to scholarly, and creative activities.

## **Guidelines for Evaluating Teaching**

IS expects that each faculty member will demonstrate effective teaching. Strength in other functions will not compensate for indifferent teaching.

For promotion to the rank of Professor, the teaching record of the faculty member should continue to evidence all of the characteristics that made that person previously eligible for tenure and, in addition, indicate that the faculty member has been improving his/her teaching and advising skills since the time that tenure was awarded. The faculty member should demonstrate consistent, effective teaching. There should also be evidence that the faculty member develops needed curricular materials, organizes and presents course content effectively, works competently and harmoniously with advisees, and supervises research efforts of students in accordance with their negotiated workload. Faculty member applying from promotion to the rank of Full Professor should demonstrate a leadership role in teaching-related areas and established reputation in the field.

The following documentation shall serve as the basis for evaluating the teaching activities function of a faculty member in the IS Department:

1. A report from the faculty member's UNT Faculty Information System covering the years at UNT the application for tenure and promotion to Associate Professor (for faculty who started at UNT in the rank of Associate Professor, the report should cover the years at UNT as Associate Professor).
2. Curriculum Vitae, showing educational and experiential preparation for teaching in assigned areas and documenting appropriate continuing education experiences.

3. Course files, including syllabi and/or materials indicating the objectives of each course, and the organizational structure, assignments, bibliography, and examinations used in each course.
4. Evidence of developing new or redesigning existing courses (e.g., departmental curriculum committee forms or correspondence, CLEAR approval documentation course content, and syllabi).
5. Records of evaluations submitted by students in each course.
6. Statements concerning numbers of advisees and research supervised, including serving on or chairing doctoral dissertation committees, guiding other research activities of graduate and/or undergraduate students, usually drawn from the faculty member's annual update.
7. Personal Affairs Committee statements showing the annual evaluation of the faculty member in terms of teaching and advising activities.
8. Other documentation (e.g., letters of commendation and other correspondence, awards, recognitions, etc) related to teaching.
9. Additional statements submitted by students or alumni relating to the teaching and advising abilities of the faculty member.
10. Evidence of external and internal grant proposals and/or funding for developing and delivery of courses, programs, etc. (e.g., teaching grant application forms, grant reports, etc.).
11. Letters from five outside evaluators appropriate to review the faculty member's contributions to teaching.

### **Guidelines for Evaluating Service**

Service to IS, the College of Information, and UNT is expected of all faculty members. Although exceptional service will be recognized, it will not serve as a primary basis for recommending promotion to Full Professor. Service to the community and profession appropriate to the faculty member's area of expertise will be considered in recommending promotions.

For promotion to the rank of Full Professor, the faculty member should evidence continued strength in the service function. This includes professional participation and engaging in leadership roles (e.g., chairing committees and programs) in the IS Department, College of Information, and UNT and as a contributor to information science activities in state, national, international professional organizations. Professional participation may include serving on editorial boards, advisory boards, professional association committee responsibilities, conference organizing committees, and/or holding an elected or appointed office in at least one national or international professional association. Library and Information science-related activities in the local community will also be considered.

The following documentation shall serve as the basis for evaluating the service activities function of a faculty member in the IS Department.

1. A report from the faculty member's UNT Faculty Information System covering the years at UNT the application for tenure and promotion to Associate Professor (for faculty who started at UNT in the rank of Associate Professor, the report should cover the years at UNT as Associate Professor).
2. Annual updates, showing service on IS Department and College committees, programs, and University bodies, with specification of each office or appointment and date(s).
3. List of professional and/or community service activities with type of function performed, organizations served, and dates for each.
4. List of memberships in professional associations, specifying offices and/or committee appointments held and dates of election or appointment to each.
5. Other documentation (e.g., letters of commendation and other correspondence, awards,

recognitions, conference programs, etc.) relating to IS Department, College, UNT, and professional, and community service.

6. Comments from the five outside evaluators concerning faculty member's service contributions.

In considering faculty for all distinguished service recognitions (such as professor emeritus), procedures will be consistent with those policies contained within the current UNT Policy Manual.

Note: This document is in no way at variance with policies of the Department of Information Science, College of Information, or University of North Texas. It is understood that College of Information and University policies will always supersede departmental policies.

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<sup>i</sup> Recognized quality publishers of monographs and/or journals in the Library and Information Science field include but are not limited to:

ABC-CLIO  
American Library Association (including ALA divisions)  
Association for Computing Machinery  
Association for Information Science and Technology  
Association for Library and Information Science Education  
Chandos  
De Gruyter  
Dublin Core Metadata Initiative  
Elsevier  
Emerald  
Facet  
Haworth Press  
IEEE Society  
IGI Global  
Inderscience  
iSchools  
Libraries Unlimited  
Library Juice Press  
Litwin  
Morgan & Claypool  
Neal-Schuman  
Routledge  
Rowman & Littlefield  
Springer  
Taylor & Francis  
University presses  
World Scientific