

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

Guidelines for Promotion to Full Professor

Revised December 4, 2018

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 and departmental 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 shall be reviewed and approved 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 demonstrate continued growth and development beyond what was offered for tenure and promotion to Associate Professor. The candidate should demonstrate continued productivity in research areas appropriate to the faculty member's areas of 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 published by creditable publishers.

To be eligible for promotion to the rank of Professor, the faculty member should meet the following minimum criteria beyond tenure and promotion to the rank of Associate Professor: have submitted **at least two external grant proposals**, have published **at least five refereed articles** in journals **or a combination of five refereed journal articles and funded grants, and at least five other completed full papers** (e.g., refereed conference proceedings papers, monographs, book chapters, and practitioner journal papers). Publication of a monograph containing more than 90 pages may substitute for three refereed journal articles. Publication in collaboration with faculty and students within or outside of the department is encouraged. The candidate should demonstrate the capability of lead authorship by serving as the lead author on at least one of the collaborative publications.

UNT IS Department is a member of the iSchools, an international organization of the leading schools in information science. Information science is a multidisciplinary and rapidly expanding field with constantly emerging new areas of scholarship and practice, as well as well-established disciplines such as Library Science. Given the broad range of research areas and types of scholarship covered by 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 relevant to his or her particular field. IS Department follows these iSchools practices in its promotion and tenure application evaluations. It is the faculty member's responsibility to provide evidence of the quality of scholarship. The quality of the publication venue 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, including how receipt of research funding may affect the quantity and timing of publications.

The following documentation shall serve as the basis for evaluating the research and publication activities function of a faculty member in the IS Department. Examples may include, but are not limited to:

1. A report from the faculty member's UNT Faculty Information System covering the years at UNT since obtaining the rank of Associate Professor.
2. List of research projects undertaken and completed, describing topic, methodology, funding, collaboration, for each.
3. List of publications, showing title, date, place published, and number of pages for each, and specifying those considered of major importance (with indicators of publication venue quality such as journal ranking, subscription data, acceptance rate, impact factors, sources of indexing. etc.). The list should also indicate which publications are original and which are reprints, and which of the authors are students.
4. List of grants received, showing title, date, funding agency, amount of award, review process (if peer reviewed) and specifying those considered of major importance.
5. Copies of research reports, publications, creative efforts, and other professional contributions appropriate to the faculty member's areas of expertise.
6. Other documentation associated with this function (e.g., letters of commendation, awards and 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).
7. 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 ineffective teaching.

To be eligible for promotion to the rank of Professor, the faculty member should meet the following minimum criteria beyond tenure and promotion to the rank of Associate Professor: the teaching record of the faculty member should demonstrate that the faculty member has continued to improve his/her teaching and advising skills since the time that tenure was awarded, and 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.

The following documentation shall serve as the basis for evaluating the teaching activities function of a faculty member in the IS Department. Examples may include, but are not limited to:

1. A report from the faculty member's UNT Faculty Information System covering the years at UNT

since obtaining the rank of Associate Professor.

2. A teaching portfolio.
3. Curriculum Vitae, showing educational and experiential preparation for teaching in assigned areas and documenting appropriate continuing education experiences.
4. Course files, including syllabi and/or materials indicating the objectives of each course, learning outcomes, and the organizational structure, assignments, bibliography, and examinations used in each course.
5. Evidence of developing new or redesigning existing courses (e.g., departmental curriculum committee forms or correspondence, CLEAR approval documentation course content, and syllabi).
6. Peer evaluations.
7. Records of evaluations submitted by students in each course.
8. 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.
9. Personal Affairs Committee statements showing the annual evaluation of the faculty member in terms of teaching and advising activities.
10. Other documentation (e.g., letters of commendation and other correspondence, awards, recognitions, teaching grant applications and awards) related to teaching.
11. Additional statements submitted by students or alumni relating to the teaching and advising abilities of the faculty member.
12. 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.).
13. Letters from five outside evaluators concerning 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.

The faculty member should provide evidence of continued strength in the service function. To be eligible for promotion to the rank of Professor, the faculty member should meet the following minimum criteria beyond tenure and promotion to the rank of Associate Professor: 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. 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. Examples may include, but are not limited to:

1. A report from the faculty member's UNT Faculty Information System covering the years at UNT since obtaining the rank of 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.