

2025-2026
WARRINGTON COLLEGE OF BUSINESS
SUPPLEMENT TO THE UNIVERSITY
PROMOTION AND TENURE POLICY
(Revised 2/25/98; 9/6/02; 11/02; 8/04; 2/10; 7/13; 6/16)

The Warrington College of Business provides this supplement as clarification of the college's application of the University of Florida guidelines and policies regarding promotion and tenure. The supplement applies to all academic units in the college (these consist of the Fisher School of Accounting and the academic departments of the Warrington College of Business). The criteria and procedures described below apply to faculty members considered for tenure and/or promotion (or offer of appointment) to the ranks at the associate professor, professor and non-tenure accruing faculty being considered for promotion to the rank of senior lecturer, master lecturer, associate clinical professor, or clinical professor. The same processes apply for the award of Distinguished Professor.

A Broad View of the Process

For decisions on promotion to the rank of senior lecturer, the voting faculty consists of all members in the academic unit holding a rank of senior and master lecturer and ranks of assistant professor and above; for master lecturer, the voting faculty consists of all members in the academic unit holding a rank of master lecturer and ranks of assistant professor and above; for associate clinical professor, the voting faculty consists of all members in the academic unit holding a rank of associate clinical professor and clinical professor and ranks of associate professor and above; for clinical professor, the voting faculty consists of all members in the academic unit holding a rank of clinical professor and ranks of professor and above; for promotion to the ranks of associate and professor, the voting faculty consists of all members in the academic unit holding a rank equal to or higher than the rank for which the candidate is being considered; for the award of the rank of distinguished professor, the voting faculty consists of all tenured faculty holding the rank of professor or higher. For tenure decisions, the voting faculty consists of all tenured members in the academic unit. All tenure and/or promotion packets must be presented to the Dean. The college's promotion and tenure committee (hereafter referred to as the "college committee") will serve in a fact-finding role for the Dean in executing his/her duty to evaluate a candidate's suitability for promotion and tenure. The transmittal from the academic unit to the Dean must conform to the University of Florida policies and procedures.

Specific statements of both the criteria and the promotion procedures for the Warrington College of Business are provided in the succeeding pages.

Criteria

This section describes the college's application of the criteria for promotion and tenure provided within the University of Florida guidelines as stated below.

"The University's criteria for granting tenure, promotion or permanent status shall be relevant to the performance of the work that the faculty member has been employed to do and to his/her performance of the duties and responsibilities expected of a member of the university community. These criteria recognize three broad categories of academic engagement:

- (A) Teaching - Instruction, including regular classroom teaching and distance/executive/continuing education, direction of theses and dissertations, and extension education programs.
- (B) Research – Research or other creative activity including peer-reviewed publications.
- (C) Service – Public and professional."

In cases of tenure and/or promotion to the ranks of senior lecturer, master lecturer, associate clinical professor, clinical professor, associate professor, professor, and distinguished professor, evaluations must be based on, and in relation to, performance in assignment of research, teaching, and service. Every effort should be made to provide objective evaluations based on the criteria stated below.

Tenure and/or promotion "represent an evaluation on the part of the University of the faculty members total value to the University and his or her potential for the future as evidenced by his or her record. Both require not only a consideration of the candidate's fulfillment of his or her assigned responsibilities in teaching, research, extension, and service, but also a broad scale evaluation of his or her fitness to fulfill effectively the responsibilities attendant to membership in the University community. They also require a determination that the individual understands the concepts of academic freedom and academic responsibility and their close interrelationship". Regulation 7.019

The Warrington College of Business defines "distinction", as used in this context, as appreciably better than the average College faculty member of the candidate's present rank and field in Business Schools with similar stature. Reviews of nominations for promotion and tenure shall contain evidence that such a comparative judgment has been made and that letters of recommendation from outside the University have been sought for the evaluation of research and creative or extension service activities.

A. Promotion to the Rank of Associate Professor

Ordinarily, the decision on promotion to associate professor and the tenure decision are made jointly.

It is the policy of the college that the seventh year of continuous service in a tenure-earning position shall be considered the "normal" time for consideration for tenure. This policy does not preclude the option made available to administrators by the university to allow the nomination for tenure to be made prior to the seventh year.

During the appointment process, the appropriate voting faculty of an academic unit may wish to recommend a prospective faculty member from another institution for appointment to the rank of associate professor without tenure. At the request of the academic unit, the current college committee may evaluate each prospective faculty's performance to date in order to assess the potential success of the prospective faculty in attaining tenure by the time the years-of-service requirement is reached. In this evaluation, the criteria applied should be the same as those applied in considering promotion to the rank of associate professor.

The criteria for promotion to associate professor and/or tenure are as follows:

- A. 1 Promotion to associate professor, in most cases, requires evidence of distinction in the performance of assignment in at least two (2) of the three (3) categories (research, teaching and service).
- A. 2 Scholarly research productivity is necessary for promotion. The candidate must present evidence of scholarly work that has been published in refereed journals of international standing and/or books or monographs of comparable quality. No specific number of publications or pages of publication will satisfy the criterion. Instead, the quality of the research and the candidate's total research accomplishment should provide evidence of significant contribution to the literature in the relevant field or fields. The judgment about research must be based on a careful analysis of the candidate's research record.
- A. 3 Effective teaching performance is necessary for promotion. The teaching function includes course development, classroom instruction, the counseling of students in programs of study and research, and supervision of master's theses, doctoral dissertations, and other student research.
- A. 4 With respect to service, the candidate is expected to be a contributing citizen of the university and to contribute to his/her profession. Service may be evidenced by participation in internal governance activities such as university, college,

school and departmental functions and by professional service such as membership on editorial boards of respected journals, and participation in the activities of academic and professional organizations.

B. Promotion to the Rank of Professor

Ordinarily, the decision on promotion to the rank of professor is considered for candidates who are associate professors with tenure at the University of Florida.

However, during the appointment process, the appropriate voting faculty of an academic unit may wish to recommend a prospective faculty member from another institution for appointment to the rank of professor. No one will be recommended for appointment at the professor level who would not also qualify for tenure. The current college committee must evaluate the prospective faculty's performance to date in order to assess by the time the years-of-service requirement is reached. In this evaluation, the criteria applied should be the same as those applied in considering promotion to the rank of professor.

The appropriate voting faculty of an academic unit may wish to recommend a prospective faculty member from another institution for appointment to the rank of professor - with tenure. This document addresses only the tenure consideration of the appointment issue and in no way precludes the role of the search committee, the rules of the Collective Bargaining Agreement, or the Constitution of the University.

In all cases, the criteria to be applied for promotion or appointment to the rank of professor shall be:

- B. 1 Promotion to professor, in most cases, requires evidence of distinction in the performance of assignment in at least two (2) of the three (3) categories (research, teaching and service).
- B. 2 The candidate must have a record of distinguished scholarly publications. This record should provide evidence of continued research achievement subsequent to promotion or appointment to the rank of associate professor. No specific number of publications or pages of publications will satisfy this criterion. Instead, the quality of the research and the candidate's total research accomplishment should provide evidence of significant contribution to the literature in the relevant field or fields. The judgment about research must be based on a careful analysis of the candidate's research record.
- B. 3 The candidate must have maintained a record of effective teaching. The teaching function includes course development, classroom instruction, counseling

students in programs of study and research, and supervision of master's theses, doctoral dissertations, and other student research. Promotion to full must demonstrate significant involvement with doctoral students and serving on doctoral dissertations.

- B. 4 With respect to service, the candidate is expected to continue to be a contributing citizen of the university. Service may be evidenced by participation in internal governance activities such as university, college, school and departmental committees and other functions. In addition, professional service such as membership on editorial boards of respected journals, holding office in professional societies, and participation in activities of academic and professional organizations will be recognized.

C. Award of the Rank of Distinguished Professor

The Distinguished Professor Award is intended to recognize a sustained and exemplary record of accomplishment by a faculty member at the rank of Professor across all three domains of the UF mission, including scholarly activity, educational contributions, and service to both the University and the field in which the candidate works. While exceptional performance in all three areas is expected, the emphasis is on the candidate's achievements in research, and these accomplishments should have had a demonstrable impact on the discipline. The Distinguished Professor Award is a rare distinction and should be reserved for those faculty judged to be in the top echelon (i.e. top 5%) of their discipline.

Eligibility for the award of the rank of distinguished professor is considered for candidates who have been University of Florida faculty members for at least 10 years and are tenured at the rank of professor. Those who hold endowed chairs are eligible to apply. The candidate should have achieved national and international recognition for his/her work.

The initial nomination for the award of Distinguished Professor will come from the academic unit head. The Dean will seek the recommendation of a committee put together for this purpose. Packets that are moved forward to the University-level will include a letter from the Dean that clearly defines how the candidate's accomplishments place him/her in the top echelon of their field.

The evaluation criteria for the award of the rank of distinguished professor are as follows:

The award of Distinguished Professor recognizes a record of sustained and exceptional achievement in scholarship, educational contributions, and public and professional

service, which have produced a significant impact on the discipline or field. Evidence that would document the expected level of accomplishments would include:

C. 1 Scholarship

- a. Sustained and exceptional research and/or creative accomplishments, as evidenced by
 - i. Measurable impact of the candidate's work on the field
 - ii. Significant grant awards from national or international organizations;
 - iii. Refereed articles published in high quality journals as recognized by the field and evidenced by journal impact statistics and/or by the number of citations of the work;
 - iv. Strong leadership in collaborative work
 - v. Sole-authored research-based books or first-authorship of books with significant impact on the field;
 - vi. Significant performance or creative productions
 - vii. Significant patents brought to completion; and
 - viii. Strong leadership in collaborative work.
- b. Evidence of national and international recognition:
 - i. Peer-acknowledged intellectual leadership in the candidate's field;
 - ii. Elected membership in learned and scientific societies;
 - iii. National or international recognition for creative work;
 - iv. Invitations to provide national and international plenary lectures and invited lectures at prestigious institutions or venues;
 - v. Works translated by others in scholarly presses;
 - vi. Leadership and/or collaboration on international grants or projects;
 - vii. Competitive national and international awards

C. 2 Educational Contributions

- a. Evidence of excellence in mentoring of multiple graduate and undergraduate student trainees, research trainees, post-doctoral fellows, or residents, and early career faculty (such as graduation rates, senior theses, student publications, mentor on career development awards, etc.);
- b. Evidence of distinction in teaching (teaching awards; publications in leading journals on teaching; national service in professional organizations specializing in pedagogy);
- c. Evidence of leadership in teaching excellence.

C. 3 Professional Service

- a. Evidence of leadership service at the local, regional, national and international level in organizations at the top of the field, such as:

- i. Serving as an officer in or presiding over a society's annual conference;
- ii. Receiving a public service or achievement award from a professional society;
- iii. Significant responsibilities as a reviewer for peer-reviewed journals, presses, or federal granting agencies;
- iv. Journal editorships;
- b. Outstanding leadership service, particularly to the University but also to the state and/or nation, related to professional expertise, creativity, or pedagogy.

D. Award of the Rank of Senior Lecturer, or Associate Clinical Professor

Faculty in these positions are expected to achieve and maintain distinction in their primary area of assignment for a sustained period (normally at least four years).

- D. 1 The teaching function includes course development, classroom instruction, and counseling students. Distinction will be assessed in part by available measures of teaching quality and rigor, classroom innovation, and service to the educational mission of the College. Teaching with distinction normally includes ensuring that students master rigorous, challenging material.
- D. 2 Service may include participation in internal governance activities such as university, college, school and departmental functions and participation in the activities of academic and professional organizations. Service may also entail enhancing outreach activities with supporting clients, for example.
- D. 3 Research with distinction may include important contributions to the research literature or innovative applied research for university contract work, for example.
- D. 4 Candidates should show a continued growth in their human capital and active involvement in department or college activities above and beyond their primary area of assignment. Continued growth in human capital could be evidenced by participation in scholarly activities such as department workshops and seminars, in continuously improving or developing courses, in professional activities, etc.

E. Award of the Rank of Clinical Professor or Master Lecturer

Promotion to these positions requires evidence of distinction in the performance of primary assignment for a sustained period (normally at least four years).

- E. 1 The teaching function includes course development, classroom instruction, and counseling students. Distinction will be assessed in part by available measures of teaching quality and rigor, classroom innovation, and service to the

educational mission of the College. Teaching with ongoing distinction normally includes consistently ensuring that students master rigorous, challenging material.

- E. 2 Sustained service may include ongoing participation in internal governance activities such as university, college, school and departmental committees and other functions. In addition, professional service such as holding office in professional societies, and participation in activities of academic and professional organizations will be recognized. Sustained service may also entail ongoing enhancement of outreach activities with supporting clients, for example.
- E. 3 Ongoing research with distinction typically entails ongoing important contributions to the research literature.
- E. 4 In all cases, candidates must show a continued growth in their human capital and active involvement in department or college activities above and beyond their primary area of assignment. Continued growth in human capital could be evidenced by participation in scholarly activities such as department workshops and seminars, in continuously improving or developing courses, in professional activities, etc.

Procedures

This section primarily focuses upon tenure and promotion procedures and serves as clarification of the college's administration of the general instructions provided by the university's Office of Academic Affairs.

Within the Warrington College of Business, due to the homogeneous nature of all departments and disciplines, the college's clarification of the general instructions provided by the university's Office of Academic Affairs supersedes the need for departmental based clarifications.

The Warrington College of Business requires that candidates considered for tenure and/or promotion to the ranks of associate-in, senior associate-in, senior lecturer, master lecturer, associate clinical professor, clinical professor, associate professor, and professor and for the award of distinguished professor be considered at both the academic unit and the Dean levels. In the case of promotion, this would also apply for candidates in equivalent academic positions (i.e., research scholars, etc.).

- F. Letters evaluating the candidate's research contribution will be invited in a manner consistent with the following guidelines:

- F. 1 For all tenure accruing ranks: At least seven (7) letters will be solicited from leading research scholars outside the university who are senior scholars in the candidate's field. The college committee will select the reviewers from names submitted to them by the candidate and the academic unit. The candidate will provide a list of no fewer than five (5) prospective reviewers, along with a description of credentials (as well as special academic or professional relationships between the candidate and the prospective reviewers) from which the college committee will make selections with the intent that one half will come from the candidate's list. At least five (5) other reviewers are to be suggested to the college committee by the Academic Unit Head, in consultation with the senior faculty of the academic unit, also including a description of credentials and special academic or professional relationships between candidate and prospective reviewers. In unusual circumstances, the Academic Unit Head may include a maximum of one (1) research scholar currently employed by the University of Florida but outside the Warrington College of Business. Descriptions for the reviewers who respond will be included in the official packet. On reviewing the list of prospective reviewers, the college's committee may request additional reviewers.

The Dean will be responsible for the solicitation of letters from reviewers. At least five (5) letters from external reviewers must be received before the voting faculty of the academic unit meet to discuss and vote on the candidate.

- F. 2 For non-tenure accruing ranks (senior lecturer, master lecturer, associate clinical professor, or clinical professor): At least seven (7) letters will be solicited from leading academics within or business professionals within or outside the university who are in the candidate's field. The college committee will select the reviewers from names submitted to them by the candidate and the academic unit. The candidate will provide a list of no fewer than five (5) prospective reviewers, along with a description of credentials (as well as special academic or professional relationships between the candidate and the prospective reviewers) from which the college committee will make selections with the intent that one half will come from the candidate's list. At least five (5) other reviewers are to be suggested to the college committee by the Academic Unit Head, in consultation with the senior faculty of the academic unit, also including a description of credentials and special academic or professional relationships between candidate and prospective reviewers. Descriptions for the reviewers who respond will be included in the official packet. On reviewing the list of prospective reviewers, the college's committee may request additional reviewers.

The Dean will be responsible for the solicitation of letters from reviewers. At least five (5) letters from reviewers must be received before the voting faculty of the academic unit meet to discuss and vote on the candidate.

- F. 3 Solicitation letters to prospective reviewers will follow a standard form, to be provided by the college committee, and will be modified as necessary for variations across academic units. They shall include a statement of the college criteria, an indication of whether or not the candidate has waived his/her right of access to a) the evaluation letters and b) the identity of those providing evaluations, an explanation that the University may not be able to adhere to the confidentiality of the letters should a dispute arise over the promotion and tenure process, and a request that the reviewer provide an assessment of the candidate's research performance. Also, at the option of the candidate, a brief bio-sketch and statement of research and/or teaching goals may be included. When appropriate, the reviewer may also be asked to comment on the candidate's teaching and service record. Finally, the reviewer will be asked to indicate the basis on which judgments are made and to indicate whether the candidate would likely be promoted or granted tenure at institutions comparable to the University of Florida. For all candidates, copies of representative publications, creative works, etc., will be included with the letter of solicitation.
- F. 4 If a candidate for promotion and/or tenure withdraws from the process or is denied after the solicitation of outside letters and that candidate is considered again in a subsequent year, the college committee should be apprised of the names (but not the content of the letters) of the previous external reviewers. This information will be used in making decisions about whom to contact for a subsequent review. In general, it is expected that the candidate, the Academic Unit Head and the college committee will exercise good faith and good judgment in such an instance.
- F. 5 All letters of recommendation received will be included in the packet. Except under unique circumstances, the procedures described in (A.2) and (A.3) above will be applied in evaluating the tenure potential of candidates for appointment from other institutions.

G. Composition of the Candidate's Promotion (and/or Tenure) Packet

The candidate's promotion and tenure packet should follow the standard order required by the Office of Academic Affairs' tenure and promotion guidelines, and present information in an objective fashion so that the substance of the file is neither diminished nor enhanced by the format. It must include the following materials:

- G 1. The Dean's letter.
- G 2. The academic unit head's letter (added after the vote of the academic unit).
- G 3. Letters from the reviewers.
- G 4. A statistical summary of teaching evaluations by the faculty member's students are to be provided.

NOTE: Any tenure cases with below average teaching must include multiple peer evaluations. The Academic Personnel Board wants to see evidence that the academic units and the candidate were following a plan of self-improvement.

- G 5. Peer teaching evaluations are to be provided as well.
- G 6. Letters approving previous tenure service, when applicable.
- G 7. Copies of the last five annual letters of evaluations by the academic unit head.
- G 8. Any further information:
 - a summary of the candidate's grade distributions.
 - including written statements of research and/or teaching goals, if provided to the candidate, and/or candidate responses.

- H. In order to provide information to eligible department members in a coherent manner, the Department chair is strongly encouraged to appoint a committee to organize and review the candidate's qualifications.

Such a committee may produce a written report which would be made available to the eligible department members at least two (2) business days before their first meeting. The written report will make no summary recommendation about the candidate's qualifications. However, the report should assess thoroughly the scholarly and professional merits of the candidate's accomplishments. Any written report which is referenced by the Academic Unit Head in his/her letter will become part of the candidate's packet as an attachment to the Academic Unit Head's letter.

After the candidate has reviewed the promotion and/or tenure packet to indicate it is complete and certified in the OPT system that the packet is ready to be reviewed, the packet (including any written response by the candidate and including letters from reviewers) will be available for review in the OPT system by the appropriate voting members of the academic unit. For a promotion candidate at the lecturer rank, a copy of the teaching portfolio and other materials relevant to assigned duties (i.e. software, service portfolio, publications, etc.); for a promotion and/or tenure candidate at a rank above lecturer, copies of publications, syllabi, final exams and teaching evaluations for the past two (2) years will be available for review as needed or requested. The academic unit head must then call a meeting of the appropriate voting faculty (no sooner than 48 hours after making the packet available to them) to discuss the record. A second meeting, at least one day (24 hours) after the first meeting concludes, of the appropriate voting faculty, will be called to administer a vote— by secret ballot on the candidate. The discussions and the materials reviewed must be confidential. The faculty vote must be administered and recorded as required by all relevant rules of the University of Florida. If new materials or information, including the Academic Unit Head's letter and the Dean's letter, but excluding letters from reviewers where the candidate has waived right of access, are added to the packet after the commencement of consideration, the OPT system will notify the candidate of any additions, deletions, and/or changes to the packet made by anyone other than the candidate, and the candidate must approve these

before they will be visible to reviewers (except for the letters by chair and dean, which do not require candidate approval). The candidate will be informed of the recommendations at each level of the process and allowed to respond. The OPT system will provide notices automatically via email, according to the appropriate time frame.

The Academic Unit Head must add his/her letter on the candidate to the promotion and tenure packet and record the vote in the OPT system.

After the Department vote has been taken and the packet has been certified in the OPT system, the college committee will meet to discuss and assess the candidate's qualifications in order to provide the Dean with additional information on which to base his/her decision. The committee will summarize its findings relative to the candidate's qualifications for promotion and tenure and report to the Dean. The college committee shall provide recorded assessments of whether or not the individual meets the standards for tenure set by the college, which are then recorded in the OPT system.

The Dean will meet with the college committee to discuss his/her reaction to its findings. The Dean will make his/her decision. He/she will then meet with the committee to apprise the members of the decision and review the process followed for that year. The Dean's letter and assessment will be recorded in the OPT system. The Dean must indicate endorsement or lack of endorsement for the nomination in the OPT system before it can be opened to the University-level review.

Upon notification of the President's decisions and/or recommendation on promotion and/or tenure nominations, the Dean and the chair of the college committee will report the outcome to the faculty.