

CMIMB Tenure and Promotion Guidelines

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Mission Statement

The mission of the Department of Cell Biology, Microbiology and Molecular Biology (CMIMB) at the University of South Florida is to carry out nationally and internationally recognized biomedical research and to prepare students for professional science careers in the areas of Cell Biology, Microbiology, and Molecular Biology.

The CMIMB Department has responsibility for the education of students for Bachelor of Science degrees in Biology and Microbiology and Doctor of Philosophy in Molecular Biology or Cancer Biology. Some courses are designed to meet the needs of students in other science and non science disciplines.

Molecular Biology

The faculty and students of CMIMB pursue scientific knowledge through rigorous research programs both within the department and in collaboration with other departments and universities across the nation and around the world. The knowledge gained through these programs is disseminated through seminars at scientific conferences, publications in peer reviewed journals and by mentoring undergraduate and graduate student researchers. CMIMB faculty consider their research activities to be integrated with the teaching mission of the department so that students fully understand the topical goals and methodologies within cell biology, molecular biology, genetics, microbiology and other disciplines including those at the Moffitt Cancer Center and the USF Health Center for Translational Research in Aging and Neurodegenerative Medicine. We are major participants in the USF Florida Center for High Resolution Microscopy, a major instrumentation center located on campus.

Expectations for Tenure and Promotion to Associate Professor

The expectations outlined in this document are guidelines rather than strict rules. In general, faculty members applying for tenure should demonstrate excellence in teaching and research with a substantive record of service. They should also be collegial and collaborative departmental citizens. Faculty members

a. **Excellence in research** requires developing a nationally recognized, independent research program involving undergraduate and graduate students that is externally funded by federal and/or private foundation grants that would establish national recognition of the candidate's research program. Without extramural funding, it would be very difficult for a faculty member to provide students with the supplies and equipment needed to carry out significant research in Cell Biology, Microbiology and Molecular Biology once startup funds are exhausted. In the case of tenure, total extramural funding should be at a level sufficient

Another component of excellence in teaching is the successful mentoring of undergraduate researchers and graduate students in the lab. Excellence is evidenced by undergraduate researchers who coauthor papers, make presentations at local or regional conferences, or complete an honors thesis. Faculty members are expected to maintain a reasonable number of graduate students in their lab. Excellence is indicated by significant progress of graduate students to their degrees, completion of their degree, co authorship of research papers and/or presentations at local, regional, national or international conferences. Mentoring of post doctoral associates may also enhance teaching profiles.

- c. **Substantive Record in Service** can be demonstrated in a number of ways. For example,

Departmental Tenure and Promotion Timeline and Process

1. Spring of the year prior to tenure evaluation
 - a. The candidate should attend a CAS tenure and promotion workshop and obtain the current schedule for the tenure review process. They should review the process, the schedule and read both CAS and CMIMB tenure guideline documents.
 - b. The candidate confers with the Chair regarding the applica

- b. T&P committee of the whole meeting takes place toward the end of the review period.
 - i. Applications are discussed with regard to research, teaching, service
 - ii. Per applicant, three faculty members volunteer (or are assigned by the committee chair) to summarize the discussion at the meeting in the areas of research, teaching, and service.
 - iii. T&P committee of the whole votes on granting tenure/promotion by secret ballot.
- c. T&P chair collects and compiles the statement drafts and circulates them to the T&P committee of the whole for review.
- d. T&P chair is responsible for inserting evaluations and vote counts in application package prior to submission deadline to CAS Dean's Office for the CMIMB Chair's review.

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