

**University of North Texas**  
**College of Information**  
**The Anuradha and Vikas Sinha Department of Data Science**

**Guidelines for Promotion to Full Professor**

**Approved: February 12, 2025**

**Revised: April 22, 2025**

**Approved: April 30, 2025**

## **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 Anuradha and Vikas Sinha Department of Data Science (DS).

This document represents the first version to align with the UNT Faculty Reappointment, Tenure, and Promotion Policy (06.004) and shall be reviewed every year.

## **Guidelines for Evaluating Scholarly and Creative Activities**

The DS 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 data science. In DS, 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, DS 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 and international reputation in the field. This may include the pursuit of external and internal grants, funded research, entrepreneurship and research commercialization activities and additional publications. The publications may include authored and co-authored articles in international refereed journals, papers in refereed proceedings of international conferences, non-refereed yet high-impact practitioner journal papers, and authored or co-authored book chapters, monographs or edited books published by creditable publishers. The candidate should demonstrate the capability of lead authorship.

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 faculty member should have, published at least **ten refereed papers** in high-quality peer-reviewed journals and conferences, and **at least four other completed full papers** (e.g., refereed conference proceedings papers, monographs, book chapters, and refereed journals papers). The candidate should demonstrate the capability of lead authorship by serving as the first author or corresponding author on some of these papers (except when the papers are jointly written with students, where the candidate may be the last author). Publication in collaboration with faculty and students within or outside of the department is encouraged. The Promotion Committee may grant exceptions for faculty members who have published

research articles in top research journals and conferences such as *Nature* and *Science*. These journals and conferences must be widely recognized within the research community for their exceptional excellence and impact.

Research grant applications and awards are required as an additional indication of research activity. The faculty member should be involved in external research grants as a Principal Investigator (PI), or co-PI or senior personal for total amount no less than \$600,000. The award amount is calculated by the amount including indirect cost that is directly allocated to the faculty member. For multiple institutes grants, the UNT PI, co-PI and senior personnel are counted as the PI, co-PI and senior personnel, respectively. The award amount is calculated based on the fund that is allocated to UNT. If the faculty member served as the PI or co-PI for an unfunded external research proposal with more than \$400,000 requested fund, and the proposal received above average review score (such as good or above for NSF proposals, and 5 for NIH proposals), it is counted for \$20,000 for the faculty member. However, it is required that the faculty member must have at least \$500,000 awarded external research grants.

The faculty member should actively seek entrepreneurship and research commercialization activities as an outcome of their research.

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.

The following documentation shall serve as the basis for evaluating the research and publication activities function of a faculty member in the DS 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 to be 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 to be of major accomplishments.
5. Confirmation of patents, evidence of any startups, confirmation of leasing research innovations to commercial entities and any other evidence of entrepreneurship and research commercialization activities.
6. 6Copies of research reports, publications, creative efforts, and other professional contributions appropriate to the faculty member's areas of expertise.
7. 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).

## **Guidelines for Evaluating Teaching**

DS department 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, demonstrating 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 DS Department. Examples may include, but are not limited to:

1. A teaching portfolio.
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, learning outcomes, 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. Five peer evaluations. The five peer evaluators should be tenured faculty members at UNT when they conduct the evaluation.
6. Records of evaluations submitted by students in each course.
7. 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.
8. Personal Affairs Committee statements showing the annual evaluation of the faculty member in terms of teaching and advising activities.
9. Other documentation (e.g., letters of commendation and other correspondence, awards, recognitions, teaching grant applications and awards) related to teaching.
10. Additional statements submitted by students or alumni relating to the teaching and advising abilities of the faculty member.
11. 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.).

## **Guidelines for Evaluating Service**

Service to DS, 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 engagement in leadership roles (e.g., chairing committees and programs) in the DS Department, College of Information, and UNT and as a contributor to data 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. Data 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 DS 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 DS Department, College, UNT, and professional, and community service.
6. Comments from the five outside evaluators at appropriate rank concerning the 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 latest UNT Policy Manual.

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