

**Promotion Guidelines
Department of Biomedical Engineering
University of Kentucky**

The following guidelines are intended to aid the faculty of the F. Joseph Halcomb III, M.D. Department of Biomedical Engineering and reviewers external to the University in the evaluation of **regular** title series faculty candidates for promotion. Regular Title Series faculty are tenure-eligible with similar distribution of effort (DOE) in areas of teaching and research. Expectations for excellence should align with areas of assignment in the DOE. Regular title series faculty are expected to develop and demonstrate scholarly independence. For these faculty, excellence in any category cannot offset an unsatisfactory record in any other category. These guidelines are meant to be consistent with the University's Administrative Regulations (AR 2:1-1) governing appointment, promotion, and tenure.

Promotion to Associate Professor with Tenure

Faculty evaluation for promotion and tenure will be based upon a continuing record of 1) substantive, original and innovative scholarship; 2) high-quality, successful teaching, advising, and mentoring; 3) effective service., and have achieved recognition at the regional to national level

Research

The candidate must have demonstrated an original and substantive research program with wide recognition and impact on the field(s) of study at the regional to national level. Collaborative research with colleagues is encouraged, but it is important to demonstrate scholarly independence as evidenced by securing funding as principal investigator and scholarly publications as the corresponding or senior author. The candidate must also show evidence of a sustained, long-term commitment to scholarly research and publication. Evidence of originality, contribution to the advancement of knowledge and understanding and impact on the subject will consist foremost of publications in high-quality, peer-reviewed research journals, but creation of intellectual property with patent protection will be considered. The granting of external research support obtained on a competitive basis following peer review and validated by refereed publications will serve as an important indicator of the standing of an individual's research. The department recognizes that financial support from other sources may also be an indicator of external recognition. Additional measures of research quality include: invited addresses and seminars at major academic, industrial, and government institutions, conferences, and workshops; featured reviews; awards and formal acknowledgements by peers at regional, national, and international levels. Other relevant forms of professional engagement and sustainability include delivering conference papers, contributing chapters to books, authoring books, publishing software, creating electronic publications, publishing technical reports, and actively seeking external funding. Lastly, there are numerous indirect research efforts that contribute significantly to the research mission of the department. Therefore, the opinion of the faculty will also be considered in the evaluation of the candidate's research.

Teaching

The successful candidate for promotion to Associate Professor will demonstrate a continuing record of high-quality and effective teaching, advising, and mentoring. A balanced record, commensurate with her/his assignment of accomplished teaching is expected. A strong and positive teaching portfolio that includes student and faculty evaluations will be a primary method used to demonstrate the required level of proficiency. Candidates for promotion and/or tenure will have student or faculty evaluations that are reflective of high quality teaching norms. Additional significant measures of teaching contributions include extramural funding to support teaching activities and awards and formal acknowledgements by peers at regional, national, and international levels.

The development of new teaching technologies and useful teaching techniques, writing of textbooks, and preparation of novel course materials are additional measures of the overall evaluation. Training of graduate students leading to earning the M.S. and Ph.D. degrees and involvement and mentoring of undergraduate students in research is an important consideration in assessment of the candidate. Lastly, there are numerous indirect teaching efforts, usually done on a voluntary basis, that contribute significantly to the educational mission of the department. Therefore, the opinion of the faculty will also be considered in the evaluation of the candidate's teaching.

Service

Although the service responsibilities assigned to assistant professors are generally modest, it is required that all faculty members contribute conscientiously to the collective growth and development of the department, college, and university. Therefore, the candidate will be expected to show evidence of service to the department, university, and/or profession at a level commensurate with her/his assignment. Evidence of service includes: advising; course coordination; professional refereeing of journal manuscripts, fellowship applications, and grant proposals; editorships; conference organization; membership on professional committees; contributions to department or university committees as well as to academic organizations; and representation of the department or university to the external community for outreach activities. In addition, there are numerous non-committee service efforts, usually done on a voluntary basis, that contribute significantly to the mission of the department. Therefore, the opinion of the faculty will also be considered in the evaluation of the candidate's service.

Promotion to Professor

Appointment or promotion to Full Professor shall be made only after a candidate has met the criteria for Associate Professor and has demonstrated excellent scholarly achievement in the areas of research, teaching, and service, and have achieved recognition at the national to international level. Advancement is based on realization of the promise implicit in earlier awarding of tenure.

Research

The candidate must demonstrate that her/his academic research efforts are recognized by distinguished peers at the national to international levels. Productivity previously demonstrated during the probationary period should not only be sustained but enhanced.

Evidence of originality, contribution to the advancement of knowledge and understanding and impact on the subject will consist foremost of publications in high-quality, peer-reviewed research journals. The granting of external research support obtained on a competitive basis following peer review and validated by refereed publications will serve as an important indicator of the standing of an individual's research. Creation of intellectual property with patent protection and subsequent commercialization activities will be considered. The department recognizes that financial support from other sources may also be an indicator of external recognition. Additional measures of research quality include: invited addresses and seminars at major academic, industrial, and government institutions, conferences, and workshops; featured reviews; awards and formal acknowledgements by peers at regional, national, and international levels. Other relevant forms of professional engagement and sustainability include delivering conference papers, contributing chapters to books, authoring books, publishing software, creating

electronic publications, publishing technical reports, and actively seeking external funding. Lastly, there are numerous indirect research efforts that contribute significantly to the research mission of the department. Therefore, the opinion of the faculty will also be considered in the evaluation of the candidate's research.

Teaching

The successful candidate for promotion to Professor will demonstrate a continuing record of high-quality and effective teaching, advising, and mentoring. A balanced record, commensurate with her/his assignment, of accomplished teaching is expected.

A strong and positive teaching portfolio that includes student and faculty evaluations will be a primary method used to demonstrate the required level of proficiency. Candidates for promotion and/or tenure will have student or faculty evaluations that are reflective of high quality teaching norms. Additional significant measures of teaching contributions include extramural funding to support teaching activities and awards and formal acknowledgements by peers at regional, national, and international levels. The development of new teaching technologies and useful teaching techniques, writing of textbooks, and preparation of novel course materials are additional measures of the overall evaluation. Training of graduate students leading to earning the M.S. and Ph.D. degrees and involvement and mentoring of undergraduate students in research is an important consideration in assessment of the candidate. Lastly, there are numerous indirect teaching efforts, usually done on a voluntary basis, that contribute significantly to the educational mission of the department. Therefore, the opinion of the faculty will also be considered in the evaluation of the candidate's teaching.

Service

Candidates for promotion to Professor are expected to contribute more to the service mission than probationary faculty, and it is expected that these contributions will extend beyond the department. Therefore, the candidate will have made a significant contribution to the department, profession, university, commonwealth, or nation through service activities, including acting in leadership roles, commensurate with her/his assignment. Evidence of service includes: advising; course coordination; professional refereeing of journal manuscripts, fellowship applications, and grant proposals; editorships; conference organization; membership on professional committees; contributions to department or university committees as well as to academic organizations; and representation of the department or university to the external community for outreach activities. In addition there are numerous non-committee service efforts, usually done on a voluntary basis, which contribute significantly to the mission of the department. Therefore, the opinion of the faculty will also be considered in the evaluation of the candidate's service.

Professor Rank Faculty

Upon promotion to Professor, and commensurate with her/his assignment, faculty are expected to maintain the quality of research, teaching, and service activities that served as the basis for their promotion. Professors must set a high standard of sustaining a research program that is peer-reviewed and actively seek extramural funding to support their work. They should demonstrate the highest quality teaching and mentoring of students. Finally, a major service commitment, including acting in leadership roles, to the department, college, university, and the profession is expected.

Approved by the Biomedical Engineering faculty September 10, 2023

Approved by Dean Buchheit April 18, 2024