

The University of West Florida  
Department of Accounting and Finance  
Minimum Expectations for Promotion and Tenure

The Department of Accounting and Finance affirms the University and College of Business policy that a candidate for promotion and/or tenure should demonstrate competence in the areas of teaching, service, and scholarship/creative activities. The faculty of the department recognizes that teaching (our primary mission) must be supported by service and scholarship/creative activities. These three endeavors are interdependent and the quality of our performance in teaching and service is shaped to a large degree by the scholarship/creativity of our faculty. As in all disciplines, scholarship within the various specialties of Accounting and Finance includes a wide variety of research and creative activities as defined and judged within our academic disciplines.

I. Minimum Expectation for Tenure and/or Promotion

A. Scholarship/Creative Activities

- (i) At least two publications or equivalents in academic or professional journals is considered minimum for tenure.
- (ii) At least four publications or equivalents in academic or professional journals is considered minimum for promotion from assistant professor to associate professor.
- (iii) At least eight publications or equivalents in academic or professional journals will be considered minimum for promotion from associate professor to full professor.
- (iv) Continued productivity over time.

Scholarly/Creative activities include a record of, but are not limited to, the following:

1. Peer reviewed papers published in academic or professional journals, proceedings and/or periodicals;
2. Papers presented at professional or academic conferences, symposiums and/or seminars;
3. Books, chapters in books, monographs, bibliographies, abstracts and/or reviews;
4. Grants/contracted research which results in published peer reviewed

papers;

5. Preparation of questions for professional certification examinations;
6. Earning nationally recognized professional certifications such as CPA, CMA, CIA, CFA, CFP, ChFC;
7. Development, preparation, and presentation of professional continuing education programs.

B. Teaching

The University of West Florida is primarily a teaching institution, therefore, excellence in teaching is expected for tenure or promotion. Evaluation of teaching excellence will include, but is not limited to, the following:

1. Student evaluations;
2. Evaluations of the individual from continuing education courses and/or professional seminars;
3. Awards for teaching excellence, particularly university-wide awards;
4. Peer review, especially by faculty colleagues familiar with the nominee's teaching;
5. Attendance at workshops, seminars, short courses and continuing professional education courses in one's area of specialization;
6. Cumulative professional judgment by the department chair;
7. Administrative evaluation at the dean, vice president, and president levels.

C. Academic Service

The candidate for tenure and/or promotion should show evidence of service to the department, the College, the University, and the community. Service may include, but is not limited to, the following activities:

1. Participation or leadership on committees;
2. Supporting/advising student organizations, especially those associated with the College of Business;
3. Service on institutional programs and groups such as the Faculty Senate;
4. Development and participation in continuing education programs;
5. Talks to civic and community organizations; and
6. Active participation in civic and community organizations.

D. Professional Service

The candidate for tenure and/or promotion should show evidence of professional service in activities primarily external to the University. Professional service can be demonstrated by, but is not limited to, the following:

1. Holding office or major committee appointments in national or regional professional/academic organizations;
2. Serving as editor or reviewer for professional/academic journals or proceedings;
3. Participation in professional/academic meetings and seminars as presenter, chair, discussant or other significant role;
4. Consulting in one's area of expertise;
5. Attendance at workshops, seminars and short courses in one's area of specialization; and
6. Other professional activities associated with one's discipline that inform, acquaint and develop research and teaching abilities.

E. Other

1. Earning professional honors and awards.

Examples of Publication Equivalents

The following will be considered equivalent to one publication in an academic or professional journal.

International and National Meetings

Three papers presented and/or published in proceedings.

Regional and State Meetings

Five papers presented and/or published in proceedings depending on the acceptance rate for the individual meeting.

Professional Examination Materials

Twenty questions accepted and used on professional examinations.

Other Scholarly/Creative Activities

Equivalence will be determined by the department on a case by case basis.

Chula King  
Chairperson

Date: April 19, 2005