



## Promotion & Tenure Guidelines

2/1/16

### 1. College Committee on Promotion and Tenure.

- a. Composition. One faculty member from each department within the College of Engineering, with each member elected by the faculty of the respective department. Each member must possess the rank of Professor and serve for at least two years with a maximum term of three years. Following the faculty member's term of service, he or she cannot serve for the next two years. In addition, one (Full) Professor Continuing Track (CT) faculty should be appointed by and to the College committee for reviewing Continuing Track faculty promotion dossiers. An Associate Professor is allowable for this position if that rank is higher than that of the promotion candidate. The Continuing Track faculty member may not serve more than 3 consecutive years on the committee. Following his/her term of service the CT faculty member cannot serve for the next two years.

Each member of the College of Engineering Promotion and Tenure Committee may participate in the discussion and vote on the candidates from his/her own department at the College level, but may not participate nor vote at the department level.

- b. Function. The first meeting of the Promotion and Tenure Committee during the academic year is called by the Dean of Engineering and instructions are given to the members to elect a presider. Normally, the presider will have been a member of the committee in the previous year or will have had recent experience in promotion and tenure decisions at the College or University level.

Once the presider is selected, the committee is autonomous. It receives recommendations from departmental promotion and tenure committees and appeals from individual faculty members, and, based on the departments', college's, and senate's criteria and procedures, formulates its own recommendations, and forwards those recommendations to the Dean and the University Faculty Senate's Promotion and Tenure Committee.

This committee reviews college and department criteria and procedures at least every fifth year.

- c. Criteria. The College stresses certain qualifications for promotion, which the College's Promotion and Tenure Committee is required to consider in its evaluations and recommendations.

The primary purpose of college level promotion and tenure review is to ensure uniform excellence among departments across the College. To this end, candidates for promotion are expected to demonstrate qualifications in three areas: teaching, research and scholarship, and service. [Section III.B.8](#) of the College by-laws provides the detailed listing of qualifications for each of these areas.

Candidates for Tenure Track Assistant Professor are expected to exhibit promise in all three areas. Candidates for Tenure Track Associate Professor are expected to have



demonstrated excellence in research and a proven commitment to excellence in teaching and service. The evidence must include evaluations by experts outside the University. Candidates for Tenure Track Professor are expected to have demonstrated excellence overall and have earned a national or international reputation in one's chosen field. This excellence and reputation must be supported by evaluations from experts outside the University.

Continuing Track candidates must exhibit excellence in one role of teaching or service aligned with the preponderance of assigned workload, and high-quality performance in other roles represented in their workloads. Continuing Track promotions to Associate and Full Professor must include evaluations by faculty/experts from outside the College.

- d. Documentation of Policies and Practices. [Section III.B.8](#) of the College by-laws comprise the College's policies and practices pertaining to promotion and tenure. The College will publish and distribute these policies and practices to all faculty members, and a copy will be given to all new faculty during their first semester. Although the policies and practices may be excerpted from the by-laws for this purpose, any such excerpt must be direct in order to assure consistency.
- e. Schedule. Deadlines relevant to the promotion and tenure process are:
  - 15 March Candidate gives his/her Chairperson written notice of his/her intention to apply for promotion. Department Promotion and Tenure Committee begins the process of soliciting peer evaluations.
  - 1 September Dossier to Department Committee and Chairperson.
  - 1 October Department Committee's recommendation to the Chairperson.
  - 15 October Chairperson's recommendation to the College Committee and Dean.
  - 1 December College Committee's recommendation to the Dean.
  - 2 January Dean's recommendation to the University Promotions and Tenure Committee.
- f. Report to Candidate and Department. After review and discussion of each candidate's dossier, the College Committee will vote by secret ballot, each committee member casting one vote. The results of the review and vote shall be promptly reported in full and in writing to the candidate and department and forwarded with the dossier for review and recommendation by the Dean. The committee must explain its disagreements, if any, with recommendations made at an earlier stage.
- g. Additional Evidence. Before reaching a final decision, the committee may, indeed is encouraged to, consult with the candidate or department regarding additional



evidence that might clarify the promotion dossier. The committee should allow a reasonable amount of time for this purpose.

- h. Dean's Action. The Dean shall review the dossier and shall either endorse or recommend against the promotion in a written notification to the candidate, Department Committee, and College Committee. The Dean shall also forward the dossier and statement of action on it to the University Committee on Promotions and Tenure.
- i. Appeal. Candidates who wish to appeal the decision of the College Committee must notify the committee in writing no later than five (5) days following receipt of the committee's decision. The committee will schedule hearings which will be convened by the president of the committee. Evidence in support of the appeal must be submitted to the committee at least twenty-four (24) hours prior to the hearing. Likewise, appeal of the decision of the Dean must be made in writing no later than five (5) days following receipt of the Dean's decision. Evidence in support of the appeal must be submitted to the Dean prior to a personal meeting.
- j. Confidential Letters. Confidential letters relevant to the promotion and tenure review process are the property of the Dean, and they are to be delivered to the Dean promptly upon conclusion of the review for which they were solicited.