

College of Engineering Promotion & Tenure

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.

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 president. Normally, the president 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 president 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 these by-laws provides the detailed listing of qualifications for each of these areas.

Candidates for Assistant Professor are expected to exhibit promise in all three areas. Candidates for 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 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.

d. Documentation of Policies and Practices. Sections II.D.2 and III.B.8 of these 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 presider 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.