

DEPARTMENT OF CIVIL ENGINEERING
APPOINTMENT, PROMOTION AND TENURE GUIDELINES
September 2005

Introduction

This document supercedes and replaces all previous documents on the subjects of appointment, promotion and tenure in the Department of Civil Engineering. It is a supplement to, and consistent with, College of Engineering and University guidelines.

The overall purpose of these guidelines is to provide information on the structure of the Faculty Committee for Promotion & Tenure (FCPT), and the operational procedure, reporting requirements, and scheduling.

Faculty Committee Structure

The FCPT makes recommendations to the Department Head on appointment, promotion, and tenure. When considering promotion and tenure of Assistant Professors, the FCPT consists of all tenured Associate and Full Professors in the department who have indicated their willingness to serve. When considering promotion of Associate Professors, the FCPT consists of all Full Professors in the department who have indicated their willingness to serve. Faculty indicate their willingness to serve by positively responding to an invitation to serve that will be sent by the FCPT chair prior to the start of each academic year. Faculty who do not respond to the Chair and indicate their willingness to serve will not participate in that year's review procedures. Attendance at FCPT and Subcommittee meetings is mandatory. Failure to attend two meetings in a row without an acceptable excuse will be reported to the Department Head by the Chair. Attendance at meeting may be excused by the Chair in case of Official Travel Status, Approved Leave, Teaching Schedule, or other official business. The Department Head is a member of the faculty but is excused from attending meetings where qualifications of candidates may be discussed. By mutual agreement with the Chair, the Department Head may attend meetings to discuss procedural and administrative matters. A quorum at any meeting shall consist of at least 60% of the members of the FCPT or 60% of the members of the Promotion Subcommittee. A Quorum of the General Review Subcommittee shall consist of one member short of the full committee.

The subcommittees of the FCPT include:

1. Tenure and Promotion Subcommittees for Assistant Professors,
2. Tenure and Promotion Subcommittees for Associate Professors and Professors
3. The General Review Subcommittee

The membership on the subcommittees is voluntary and is expected to rotate among faculty. Membership on the Tenure and Promotion Subcommittee for Associate Professors and Professors is open only to Full Professors. Tenure and Promotion Subcommittees will typically have one member from the candidates division and one member from outside that division. Division Heads may serve on these subcommittees, but not for candidates from their own divisions. The General Review Subcommittee will be chaired by the Chair of FCPT and will typically consist of one member and one alternative member from each division.

Procedures

The General Review subcommittee makes recommendations to the Department Head concerning the academic qualifications of new faculty candidates, the progress of tenure-track faculty at the time of their intermediate review and the performance of tenured faculty at the time of their post-tenure reviews.

After members have reviewed materials describing the qualifications of **potential new faculty members**, the Chair will poll them and prepare a memorandum to the Department Head summarizing both the vote and the rationale for the vote.

A similar procedure will be followed for review of **non-tenured faculty** at the time of their **intermediate review**. However, if the General Review Subcommittee does not believe a positive recommendation is appropriate, the matter will be referred to the FCPT for a decision on the recommendation to be submitted to the Department Head.

The post tenure review process in Civil Engineering begins with the annual review process. Based on the annual review, the Department Head and Division Head will identify those individual faculty members requiring additional professional review as part of the post tenure review process. They will submit the faculty names and materials describing their performance to the General Review Subcommittee. This subcommittee will review these materials and make a preliminary assessment of the faculty member's performance. A faculty member's performance may be judged unsatisfactory if he/she fails to meet performance expectations in teaching, research, or service for someone at their rank. If it is deemed satisfactory based on published departmental criteria, a report to that effect will be sent to the Department Head. If the faculty member's performance is deemed unsatisfactory by this preliminary review, the committee will work with the Department Head to develop a professional development plan in accordance with System Policy 12.06.

Mandatory candidates are those who must be considered for promotion and tenure based on university rules and they will be identified by the department. **Non-mandatory candidates** are those who have the option to be considered in an academic year. These include Assistant Professors who wish to be considered for promotion and tenure before their mandatory year of review and Associate professors who wish to be considered for promotion to full professor. Non-mandatory candidates can be nominated for consideration by themselves or others. The General Review Committee will review the materials prepared by the non-mandatory candidates and make a recommendation as to the advisability of proceeding with the candidacy. This will be done before external reference letters are requested. A secret ballot will be conducted to determine the recommendation and it will be forwarded to the candidate and Department head along with a brief report explaining the basis for the recommendation. The candidate can decide to continue the candidacy or not, regardless of the recommendation of the General Review Committee.

The Tenure and Promotion Subcommittees will work with mandatory and non-mandatory candidates, the Department Head and the administrative staff to collect all of the materials that required for each candidate. Each subcommittee is charged with preparing an unbiased and factual summary to be reported to the FCPT.

The FCPT will meet and discuss the qualifications of mandatory and non-mandatory candidates. These meetings will be conducted by Chair of the FCPT in a manner that insures that all members have the opportunity to voice opinions and that relevant procedures are followed. In order to respect the privacy of candidates, all committee deliberations on the evaluation of candidates are considered to be confidential to the committee members, the Department Head, and members of the Civil Engineering Executive Council. Every possible effort is made to maintain strict confidentiality. After careful deliberation, the FCPT will vote on each candidate in a secret ballot. The FCPT will prepare a draft report reflecting their deliberation and the results of the vote on each case. The language of the draft report will be reviewed, edited and approved by a majority vote before being sent to the Department Head. A minority report can

be prepared by any members of the FPCT for any case. The author/s are required to sign the minority report and it must come forward at the same time the majority report is delivered to the Department Head. Written approval for any delay in the process must be approved in advance by the Department Head. At any point in the process, non-mandatory candidates may elect to discontinue their candidacies.

Scheduling Information

Action	Date
1. Letters from Department Head to untenured faculty members and division heads to form peer review of teaching committees.	First Week of November
2. Letters from Department Head notifying mandatory candidates of the procedures and guidelines. Letters from the Department Head requesting the nomination of additional candidates. Instructions for preparation of promotion and tenure packages are provided as appropriate. Formation of the remaining peer review of teaching committees. Notification of the faculty to begin preparing their annual progress reports.	December
3. Organizational meeting of the FCPT to review policies, procedures and schedule, and the list of candidates. Election of FCPT Chair and selection of subcommittees. Tenure and Promotion Subcommittees contact candidates to help prepare materials and review them.	Mid-January
4. Scheduling of Annual Review meetings with the faculty.	Mid-January
5. Completion of Annual Review meetings with the faculty. Candidates to be considered by the FCPT complete and submit initial package for review by the committee. Peer review of teaching reports to be completed.	Mid-March
6. FCPT meeting to review candidates. Preliminary vote on whether to recommend proceeding with non-mandatory cases. Decision point for non-mandatory candidates based on deliberation with Department Head.	Mid-April
7. Each candidate finalizes a version of the promotion and tenure documents that could be sent out for review along with a list of proposed external reviewers.	Mid-May
8. Tenure and Promotion Subcommittees meet with Department Head to finalize list of external references. Department Head mails letters to the external references requesting response by August 15.	First Week of June
9. Review of candidate's complete promotion and tenure package. Official vote of the Faculty Committee on all cases. Decision point for non-mandatory candidates based on deliberation with Department Head. Reports of FPCT and any minority reports submitted to Department Head	September
10. Completed package on each candidate sent by the Department Head to the Office of the Dean of Engineering with Faculty Committee and Department Head recommendations.	Early-October