

## DEPARTMENT OF ENGINEERING TECHNOLOGY & INDUSTRIAL DISTRIBUTION

### APPOINTMENT, PROMOTION AND TENURE GUIDELINES FOR FACULTY

#### INTRODUCTION

This document supplements the College of Engineering Appointment, Promotion and Tenure Guidelines for Faculty, specifically for the faculty within the Department of Engineering Technology and Industrial Distribution.

It is explicitly recognized that scholarly, archival journal publications are not the only indicators of professional accomplishment and excellence for the Engineering Technology/Industrial Distribution faculty. Other appropriate indicators may include:

- publications of an applied nature in refereed academic proceedings and/or journals and editorially reviewed trade publications;
- Textbooks and/or chapters in textbooks;
- Case studies published in refereed academic proceedings and/or journals;
- new processes, techniques and devices developed in response to industry needs;
- innovative teaching techniques and publications adopted by peer institutions;
- curriculum and laboratory development and enhancement.

For faculty in Industrial Distribution, recognized publications dealing with management, marketing, logistics, distribution, etc., may also be appropriate indicators.

#### DEGREE AND PROFESSIONAL REQUIREMENTS

For the ranks of Assistant and Associate Professor on tenure-track, a Ph.D. degree in a discipline appropriate to the program is normally required. While a B.S. degree in engineering or engineering technology from an ABET-accredited program is normally required for Engineering Technology, a degree in business or an alternative educational background may be acceptable in Industrial Distribution. Other circumstances may exist where relevancy and appropriateness of the faculty member's education and experience are deemed acceptable.

All departmental programs are oriented toward serving industry. Normally, candidates for appointment and promotion will have industrial experience and maintain currency in industrial practices in their particular fields of study by continuously interacting with industry and by participating in various professional activities.

Assistant Professors in Engineering Technology should meet the minimum University requirements for that rank, and will typically have at least three additional years of professional experience to include (but not limited to) consulting, society or association activity in state or national conferences, invited lectures, chaired sessions, etc., with continuing industrial relationships.

## **DEGREE AND PROFESSIONAL REQUIREMENTS - continued**

Professors should meet the University's requirements for the associate professor rank, and have at least four additional years of professional experience with strong continuing industrial interaction. For promotion to or appointment as professor, an earned Ph.D., Sc.D., D.Eng., or other appropriate doctoral degree in a field relevant to the individual's role in the department is normally required.

Consulting, summer/temporary employment or faculty development leaves with industry, or sponsored research on industrial projects qualify as industry interactions and industrial experience for purposes of meeting the above requirements.

## **CRITERIA FOR ADVANCEMENT**

Evaluations for appointment and advancement will include the areas of teaching, research or successful design, publications and professional service. Candidates are expected to present evidence of originality and impact of the individual's work (i.e., texts adopted by other schools; original devices; products or techniques used in industry; consulting expertise resulting in industry's acceptance of new methods to increase productivity or profitability, etc.).

Participation in externally funded research, design and development is strongly encouraged. Evaluation of such work will be in terms of its originality and value to the sponsor rather than the size of the funds involved.

To be awarded tenure and/or promoted to associate professor, the ability to remain professionally viable, to lead in further development of the field, and to mentor both students and junior faculty will be strongly considered.

A candidate for promotion to professor would be expected to have a state and national reputation for his/her accomplishments, and be recognized as an authority in his/her field by peers and industrialists.

## PROMOTION & TENURE - DOSSIER REQUIREMENTS

1. Candidate's acknowledgment of contents of the P&T dossier as submitted to the departmental review committee.
2. Candidate's statement on teaching, research and service
3. Candidate's vitae, with attestation of correctness. Refereed publications should be separated from other publications which were not refereed. Other creative works should be captioned accordingly.
4. Departmental evaluation of quality of teaching, signed by the author(s). Student and peer evaluations are required. Former student evaluations may also be included. Chronological student evaluation summary tables should be provided.
5. Departmental evaluation of quality of research, signed by the author(s). Assertions of quality of publications and research must be clearly supported with specific data. If proposal/grant activity is used as a quality indicator, the extent of peer review in the competitive process must be indicated.
6. Departmental evaluation of quality of service, signed by the author(s). Peer evaluation of the quality of service to the department, college, University or other relevant constituencies must be included.
7. Departmental evaluation of quality of other activities, signed by the author(s). Special mention may be made of exemplary activities that have influenced the teaching, research, or service mission of the University.
- 7a. Statement on qualifications of outside reviewers. The stature of each reviewer must be indicated in a brief paragraph. Reviewers must hold at least the rank for which the candidate is being considered.

The University rules regarding the method of selection of reviewers must be followed: at least one from the candidate's list; at least one not from the candidate's list; and none from anyone designated by the candidate as not to be contacted.

- 7b. Outside reviewers' letters evaluating the candidate's performance.

"A preponderance of outside letters should be from peer institutions or better." The Dean of Faculties requires a minimum of three (3) outside reference letters. The College of Engineering requires a minimum of four (4).

Negative comments contained in outside letters must be addressed by the departmental committee, the department head, and the dean.

Positive comments received when the ultimate recommendation is negative must also be addressed.

Letters from colleagues which are not part of the "structured evaluation system" should be placed in the "other materials" section.

PROMOTION & TENURE - DOSSIER REQUIREMENTS  
(Continued)

8. Departmental committee report and recommendation. Should be consistent with the evidence of performance as documented in the dossier. A "minority report" may be included if one or more committee members strongly disagree with the committee's majority opinion.
9. Recommendation of Department Head.
10. College committee report and recommendation.
11. Recommendation of Dean/Director.
12. Other materials and documentation. Do not "pad" the packet with redundant or remedial information.
13. The Faculty Progress Report. The last piece of information in the candidate's packet, this report is not submitted to the Provost's Office, and should not be referenced on the Dossier Cover Sheet.

DEPARTMENTAL/COLLEGE  
CHECKLIST FOR PROMOTION AND TENURE PACKETS

- \_\_\_\_\_ Candidate's acknowledgment of contents of the P&T dossier as submitted to the departmental review committee
- \_\_\_\_\_ Candidate's statement on teaching, research, and service
- \_\_\_\_\_ Candidate's curriculum vitae (include candidate's attestation of correctness)
- \_\_\_\_\_ Departmental evaluation of quality of teaching (must include student and peer evaluations) - prepared by departmental P&T committee and/or department head
- \_\_\_\_\_ Departmental evaluation of quality of research (outside reviewers' letters should be referenced. See Dean of Faculties' memo for more detailed instructions) - prepared by departmental P&T committee and/or department head
- \_\_\_\_\_ Departmental evaluation of quality of service (peer evaluations must be included) - prepared by departmental P&T committee and/or department head
- \_\_\_\_\_ Departmental evaluation of quality of other activities, if any, relevant to the missions of the University - prepared by departmental P&T committee and/or department head
- \_\_\_\_\_ Statement on qualifications of outside reviewers
- \_\_\_\_\_ Sample letter sent to solicit outside reviews
- \_\_\_\_\_ ALL outside reviewers' letters received evaluating candidate's performance. If a letter is received from the candidate's Ph.D. advisor, it must be designated as such.
- \_\_\_\_\_ Complete departmental committee report and recommendation
- \_\_\_\_\_ Tab/section for Recommendation of Department Head
- \_\_\_\_\_ Tab/section for college committee report and recommendation
- \_\_\_\_\_ Tab/section for Recommendation of Dean or Director
- \_\_\_\_\_ Other materials and documentation as desired
- \_\_\_\_\_ Candidate's Faculty Progress Report (do not reference on Table of Contents - this information is not forwarded to the Provost's Office)
- \_\_\_\_\_ Record summary of votes and recommendations
- \_\_\_\_\_ Use dividers/index tabs to separate sections as referenced on Dossier Cover Sheet
- \_\_\_\_\_ Forward original packet plus twenty-two (22) copies to Dean's Office

DEPARTMENTAL CHECKLIST FOR  
INTERMEDIATE PROMOTION AND TENURE PACKETS

- \_\_\_\_\_ Candidate's Faculty Progress Report
- \_\_\_\_\_ Candidate's summary of activities since joining the Texas A&M University faculty (1-2 pgs.)
- OR
- \_\_\_\_\_ Candidate's statement on teaching, research, and service, if required by the department
- \_\_\_\_\_ Candidate's curriculum vitae
- \_\_\_\_\_ Copies of several of the candidate's most significant papers/publications
- \_\_\_\_\_ Complete departmental committee report and recommendation
- \_\_\_\_\_ **DRAFT** - Preliminary Recommendation of Department Head
- \_\_\_\_\_ Forward original packet plus four copies to Dean's Office
- \_\_\_\_\_ Department Head meets with the Dean to discuss progress, recommendations, and any suggested corrective actions
- \_\_\_\_\_ Finalize Department Head evaluation/recommendation; Department Head meets with individual faculty member to discuss the review/recommendation
- \_\_\_\_\_ Obtain faculty member's signature on original copy of the review/recommendation; forward one copy to the Dean's Office