

**LAST REVISED—SEPTEMBER 1994 (editorial updates--December 2007)**

Department of Industrial and Systems Engineering

Procedures Relating to Promotion and Tenure Review

Promotion and Tenure Committee

The Department of Industrial Engineering Promotion and Tenure Committee will be constituted annually on May 1. The committee will be comprised of 5-6 members, with at least half of the membership elected by the faculty. Only full professors may serve; terms will generally be for three years. To preserve continuity, usually only two members will be removed and two added each year. The chair will be appointed by the department head for a one year term, although he/she may be re-appointed two years in succession. The committee charge is as follows:

1. To implement the promotion and tenure policies established by the college and university.
2. To implement, monitor, and make recommendations on departmental promotion and tenure policies.
3. To conduct an annual review of each non tenured faculty member. (A tenured associate professor may also request an annual review with the objective of obtaining advice relating to promotion to professor.)

## Policies Relating to Promotion and Tenure

The Department of Industrial Engineering will adhere to the tenure and promotion policies and procedures established by the Texas A&M University and the College of Engineering. Criteria used to make decisions on promotion and tenure will be consistent with those printed in the University Policy and Procedures Manual and the College of Engineering document, "Appointment, Promotion and Tenure Criteria for Faculty."

## Annual Review Procedures

1. The departmental promotion and tenure committee will review the progress of each non-tenured faculty member on an annual basis. The faculty member will submit to the P&T committee a packet of materials to include a vita as well as copies of publications and submitted papers. Following the review, the committee will send forward to the department head a written evaluation of the faculty member's progress towards tenure and promotion. **(summer)**
2. The department head will provide a written summary and brief the faculty member on the content of the P&T committee evaluation as well as his/her independent recommendations related to promotion and tenure and the decision on re-appointment. **(summer)**

### Mid-term or 3-year Review Procedures

1. Each tenure-track faculty member will be reviewed by the departmental promotion and tenure committee after three years in a tenure-track position (see university guidelines for faculty hired at times other than September 1). The difference between this review and the typical P&T committee annual reviews is that the results of the 3-year review will be sent forward by the department head to the College of Engineering. This review will also be somewhat more comprehensive in that each candidate must supply a Faculty Progress Report form, as provided by the dean. The Committee will send forward to the department head a written evaluation of the faculty member's progress towards tenure and promotion. (**summer**)

2. The department head will conduct a formal third year review of each tenure-track faculty member. The department head will incorporate the evaluation of the P&T committee with his/her own evaluation and indicate whether or not he/she recommends the faculty member be re-appointed. The department head will provide the faculty member with both oral and written evaluation of his/her progress, based on the P&T committee review and his/her own review. If re-appointment is recommended, the evaluation will identify both strengths and weaknesses in the candidate's record and recommend mid-course corrections. (**summer**)

3. A copy of the faculty member's progress report along with the department head's letter of evaluation, including the P&T committee's recommendation, will be submitted to the dean's office. (**summer**)

### Promotion and Tenure Review Procedures

1. In the year preceding the final year of a tenure-track faculty member's probationary period, the department will conduct the review which will result in a tenure and promotion to associate professor decision. A faculty member wishing promotion to associate professor with tenure prior to the terminal year of the probationary period may request that the department head initiate the review process. The same is true for a tenured associate professor desiring promotion to professor.

2. A memo from the department head (outlining deadlines and the materials requiring preparation) will go out to individuals who are eligible for promotion to associate professor with tenure or promotion to professor. (**early June**)

3. Candidates will supply the department head with a list of 6 names of individuals who might be contacted to write external letters of evaluation. The list should be comprised of nationally recognized scholars in the candidate's field of expertise. Names of dissertation

advisors, one's own students, etc., are discouraged. The department head will also develop a list of names, which will be shared with the candidate who will be allowed to strike any that are unacceptable to her/him (the entire list cannot be eliminated, however). The department head will combine the two lists and select all reviewers from this combined list. **(July 15)**

4. The candidate's packet of materials (candidate statement, vita, faculty progress report, course materials, publications and submitted papers) will be submitted to the department head. **(August 1)**

5. The department head will review the packets and may advise a voluntary candidate as to whether a positive outcome of the process is likely. The choice to proceed or not is the voluntary candidate's. **(August 15)**

6. The department head's office will send out letters requesting external letters of evaluation (at least 6 to guarantee 4) and internal letters (no more than 2). The list of all reviewers from whom letters are requested will be provided to the Promotion and Tenure Committee. All responses from external reviewers must be included in the packet. **(August 15)**

7. The promotion and tenure committee will review the candidate packets as well as the external and internal letters and the peer review of teaching and, after deliberation, will

provide the department head with a written recommendation (including vote) on all cases.

**(September 30)**

8. The department head will formulate his/her own recommendation and incorporate it, along with the P&T committee's recommendation, into a final recommendation.

9. Regardless of vote, the final recommendation and all supporting documentation for all mandatory cases will be sent forward to the Dean's office. Regardless of the vote, the final recommendation and all supporting documentation for all voluntary cases will be sent forward to the Dean's office, unless the candidate requests in writing that the package be withdrawn. All candidates will be informed of the vote at each stage, which allows voluntary candidates to make a determination as to whether to continue. **(mid-October)**

10. The department head will inform the candidate of the decision at each level of review ---departmental promotion and tenure committee, department head, college promotion and tenure committee, dean's office, provost's office, president's office, and board of regents. If the case is voluntary, the candidate has the option of withdrawing at any point in the process by submitting a written request to the department head.