

- ~~6.3.1.1 Any faculty member with a grievance shall first approach the Department Head for a discussion and resolution of the matter.~~
- ~~6.3.1.2 If the faculty member and the Department Head are unable to resolve the matter to their mutual satisfaction, the faculty member may present his/her viewpoint to the Advisory Committee for conciliation.~~
- ~~6.3.1.3 Grievances that remain unresolved shall follow the University Grievance Procedure.~~
- 6.3.2 Conflict Resolution Procedure for Students
- 6.3.2.1 Each Mechanical Engineering student shall have the right to a hearing and adjudication of any case or grievance directly affecting the student in the areas of: academic rights and responsibilities, grades, professional rights and responsibilities, and University Regulations.
- 6.3.2.2 The parties to the grievance shall first meet informally with the Associate Department Head to seek a resolution.
- 6.3.2.3 If the situation cannot be resolved informally, a three person ad-hoc committee of the voting faculty (chaired by the Department Head) shall be formed to hear and adjudicate the case.
- 6.3.2.4 Grievances that remain unresolved shall follow the University Grievance Procedure.

#### 6.4 WAIVING OF CURRICULUM REQUIREMENTS

- 6.4.1 Requests by students for exceptions to the requirements of the Mechanical Engineering curriculum shall follow criteria and procedures developed by the Undergraduate Studies and Curriculum Committee and the Graduate Studies Committee, and must be approved by the Department Head or designee.

#### 6.5 PROCEDURES FOR APPOINTMENT OF FACULTY

- 6.5.1 Initial Tenure-Track Appointments
- 6.5.1.1 All initial tenure-track appointments made by the Department Head shall be made after consultation with the Advisory Committee, and with the input of the departmental faculty.
- 6.5.2 Initial Non-Tenure-Track Appointments
- 6.5.2.1 All initial non-tenure-track faculty appointments made by the Department Head, shall be made after consultation with the Advisory Committee, and with the input of appropriate faculty from disciplines related to the expertise of the appointee.
- 6.5.3. Initial Tenured Appointments
- 6.5.3.1 All initial tenured faculty appointments made by the Department Head, shall be made after consultation with the Advisory Committee, and with the input of the departmental faculty. The formal recommendation of the faculty concerning tenure shall be expressed through a secret ballot of the Tenure and Promotion Committee, following an evaluation of the candidate in accordance with the procedures and criteria detailed in these Guidelines.

- 6.5.4 Appointment of Endowed Professors
- 6.5.4.1 An ad-hoc committee shall be established by the Department Head for endowed professor searches.
- 6.5.4.2 The committee shall solicit internal and external nominations as appropriate. The committee members shall evaluate the candidates and make recommendations to the Department Head.
- 6.5.4.3 The committee shall consist of at least five members of whom a majority shall hold the rank of endowed professor or endowed chair. The majority of the committee members shall be from within the department.
- 6.5.4.4 Appointment of endowed Professor positions will be consistent with the College of Engineering *Policy Guidelines for Appointment, Evaluation and Reappointment of Faculty to Endowed Positions*.
- 6.5.5 Appointment of Endowed Chair Professors
- 6.5.5.1 An ad-hoc committee shall be established by the Department Head for endowed chair professor searches.
- 6.5.5.2 The committee shall solicit both internal and external nominations. The committee members shall evaluate the candidates and make recommendations to the Department Head.
- 6.5.5.3 The committee shall consist of at least five members of which a majority shall hold the rank of endowed chair. The majority of the committee shall be from within the department.
- 6.5.5.4 Appointment of endowed chair positions shall be consistent with the College of Engineering *Policy Guidelines for Appointment, Evaluation and Reappointment of Faculty to Endowed Positions*.
- 6.5.6 Emeritus Title
- 6.5.6.1 Any faculty member of the Department may nominate a retired/retiring faculty member for the Emeritus title. The procedures for Recommendation for Professor Emeritus as specified in System Policies 31.08 Emeritus Title shall be followed.
- 6.5.7 Appointment of Distinguished Professor
- 6.5.7.1 Any faculty member of the Department may nominate a faculty member for appointment to the position of Distinguished Professor. The subsequent procedures shall be as specified in *Policies and Procedures Regarding Distinguished Professor Appointments*, dated Spring 1997 issued by the Associate Provost.

## 6.6 PROCEDURES FOR RE-APPOINTMENT, TENURE, AND PROMOTION OF FACULTY

- 6.6.1 The faculty's recommendation to the Department Head regarding continuation in the tenure-track, granting of tenure, and promotion shall be decided by a majority opinion expressed through a secret ballot of the Tenure and Promotion Committee, following an evaluation of the candidate in accordance with the procedures and criteria detailed in these Guidelines.
- 6.6.2 A candidate being considered for re-appointment, tenure, or promotion shall not take part in the deliberations concerning his/her case, except as otherwise specified in these Guidelines, or

as specified in the College of Engineering or University Statement on Academic Freedom, Responsibility, Tenure and Promotion.

- 6.6.3 Each eligible faculty member, identified by the Department Head or requesting a review, shall meet with the Department Head by March 1 to determine if his/her personnel file contains all the information needed for a review by the Tenure and Promotion Committee.
- 6.6.4 The Tenure and Promotion Committee shall complete its initial review by March 15 or shortly thereafter.
- 6.6.5 The Tenure and Promotion Committee shall meet as soon as possible after completion of the initial reviews of all candidates for tenure and/or promotion and determine, by secret ballot, those faculty members for whom it is appropriate to establish a Review Committee. This determination shall be based on the candidate receiving two or more votes favoring a formal review. A Review Committee shall also be established for all candidates for whom a formal review is mandatory or is requested by the Department Head.
- 6.6.6 Establishment of Review Committees
  - 6.6.6.1 The Department Head shall meet with the Tenure and Promotion Committee no later than April 1 to select a three-person Review Committee for each candidate to be formally reviewed for tenure and/or promotion.
  - 6.6.6.2 The members of the Review Committee shall be tenured members of the voting faculty. Two shall be elected by the Tenure and Promotion Committee and one shall be appointed by the Department Head.
  - 6.6.6.3 At least one of the members of the Review Committee elected by the Tenure and Promotion Committee shall be a member of the Tenure and Promotion Committee and at least one member of each Review Committee shall appear on a confidential list provided to the Department Head by the candidate being reviewed.
  - 6.6.6.4 The Review Committee for a candidate for promotion to, or tenure in, the rank of professor shall be composed of three persons holding the rank of professor.
  - 6.6.6.5 The Review Committee for a candidate for promotion to, or tenure in, the rank of associate professor shall include at least two persons holding the rank of professor.
  - 6.6.6.6 Each Review Committee shall select its own chair.
- 6.6.7 Responsibilities of Review Committees
  - 6.6.7.1 Each Review Committee shall obtain appropriate information regarding the candidate being reviewed, in accordance with College of Engineering and University Regulations and requirements.
  - 6.6.7.2 A dossier shall be prepared on each candidate by the Review Committee. The candidate shall provide all information requested by the Review Committee and shall have access to this dossier. The candidate shall have the right to include in the dossier any additional supportive materials he/she feels that it is appropriate to include. The candidate shall also have the right to meet with the Review Committee to review the contents of the dossier at this stage.

- 6.6.7.3 Each Review Committee shall prepare a written evaluation of the candidate being reviewed and shall meet with the Tenure and Promotion Committee by May 1 to report its conclusions and recommendations.
- 6.6.7.4 A favorable recommendation from a Review Committee shall be accompanied by a list of between six and ten potential external referees. At least one-half of the names on this list should be from those suggested by the candidate to the Review Committee.
- 6.6.8 By June 1, the Tenure and Promotion Committee shall determine, by a majority opinion expressed through a secret ballot, its preliminary recommendations with regard to each of the cases considered.
- 6.6.9 The chair of the Tenure and Promotion Committee shall meet with the Department Head and communicate the recommendations of the committee in each of the cases considered. The dossier on each candidate shall also be made available to the Department Head at this time.
- 6.6.10 The Department Head or, at his/her direction, the chair of the Tenure and Promotion Committee shall then solicit external letters for those cases that have been recommended for further processing. External letters shall also be solicited for those individuals requesting such action or for whom a formal review is mandatory.
- 6.6.11 After the complete dossier, including external letters and all documentation required by the College of Engineering and/or the University, has been compiled and reviewed, the Tenure and Promotion Committee shall determine its final recommendation to the Department Head, by a majority opinion expressed through a secret ballot. The formal recommendation to the Department Head shall include all materials considered by the committee as well as a written recommendation summarizing the committee's views.
- 6.6.12 The Department Head shall then prepare his/her recommendations regarding each candidate and shall meet with the Tenure and Promotion Committee to communicate both his/her recommendations and the reasons for the recommendations, before these are forwarded to the Dean's Office.
- 6.6.13 A faculty member shall be advised by the Department Head of the recommendation for or against tenure and/or promotion at each level of review.
- 6.6.14 Every faculty member shall have the right to ask that his/her case for promotion and/or tenure be processed beyond the department level regardless of the recommendation(s) of the Tenure and Promotion Committee and/or the Department Head.
- 6.6.15 After the start of the review process, the Department Head shall not meet with or attend meetings of the Review Committee(s) and/or the Tenure and Promotion Committee.

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## 7.0 CRITERIA FOR TENURE AND PROMOTION

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### 7.1 CATEGORIES OF PERFORMANCE

- 7.1.1 All recommendations for continuation in the tenure-track, tenure, and/or promotion shall be based on a comprehensive evaluation of the candidate's performance in each of the following

categories: scholarship in teaching; counseling and advising of students; scholarship in research; continuing education, and national and international outreach; and public and university service. This evaluation shall be conducted in accordance with the College of Engineering and University regulations and requirements.

## 7.2 PEER EVALUATION

- 7.2.1 Those involved in the evaluation process are encouraged to seek input from the faculty at-large. Peer evaluation shall play an important role in the evaluation process.