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CRITERIA AND PROCEDURES FOR PROMOTION AND TENURE

Department of Mechanical Engineering

University of Delaware

Approved April 2017

I. General Principles

Faculty members in the Department of Mechanical Engineering are promoted to a higher rank or receive tenure as a result of demonstrated achievement in research and scholarship, teaching and education, as well as service activities. The Department's goal is to advance in the ranks of the most prominent departments in the country. Since such a status is primarily the result of peer recognition, the candidate for promotion must present evidence of the development of such recognition. Recommendations for promotion and/or granting of tenure will be based primarily on the accomplishments completed since the candidate received his/her present rank. Accomplishments completed since joining the UD faculty will be emphasized.

The departmental policies contained in this document are consistent with the Promotion and Tenure Policies described in the University Faculty Handbook.

II. Evaluation Criteria

The following areas are considered for promotion and/or granting of tenure for tenured or tenure-track (TT) faculty:

- Research and scholarly performance
- Teaching and educational performance
- Service to the University and the engineering profession

TT faculty must exhibit excellence in research and scholarly performance and high quality in teaching and service

Continuing-track (CT) candidates must exhibit excellence in one role of teaching or service aligned with the preponderance of assigned workload, and high quality performance in other roles represented in their workloads.

Research faculty must exhibit excellence in research, and high quality performance in other roles represented in their workloads.

Evaluation of Research and Scholarship

Research and scholarship of excellent quality are expected of all TT faculty with the following objectives:

1. To maintain active and creative participation in a subject area, developing the subject and advancing the skills used to study it,
2. To involve graduate (and undergraduate) students in research, and to mentor them through this active participation,
3. To contribute to the general reputation and stature of the Department and University as a center of scholarship and learning,
4. To contribute to the pool of knowledge and the effective tools and techniques employed in the practice of engineering, science and engineering education.

Normally, the primary indicators of research and scholarly performance are the candidate's publication record, written comments of external experts in the candidate's field, and external sponsorship of the candidate's research.

Publications in refereed scientific and technical journals, publications of scholarly books and, in certain cases, peer-reviewed conference proceedings will be considered important indications of scholarly achievement, as will patents or other indications of innovative accomplishments. Lesser weight is attached to non-refereed publications, unless the significance of such work is established through outside evaluations conducted by the Department or by selection procedures equivalent to peer evaluations. The number of publications is secondary to their quality. Candidates are encouraged to indicate the quality of the journals or chosen peer-reviewed conference proceedings they publish in, and when appropriate, the number of citations and any other evidence that will assist the university committees in evaluating the impact on the scientific and professional communities.

Peer evaluation letters (discussed in Section V.B) are mandatory for promotion to each rank, and must include letters from outside the University. Significant weight is placed on letters from external experts. Such letters are to address the aggregate importance of the candidate's work in furthering the field and an assessment of the candidate's likely future as a contributing scholar.

Obtaining contracts and grants from federal agencies and private industries through a peer review process to carry out scholarly research or engineering development is an indication of the quality of those activities. It is expected that faculty will secure funding to develop and maintain vigorous research programs. Specific funding levels will not be considered as a condition for promotion or the granting of tenure.

Evaluation of Teaching and Educational Activities

Teaching of high quality is expected of all TT faculty, at both the undergraduate and graduate levels. Teaching refers to involvement in the undergraduate and graduate degree programs of the Department, and includes the teaching of courses, the development of new courses and course materials, the development of new teaching methods and undergraduate project and research supervision. Factors considered in the evaluation of teaching include demonstrated competence in the subject matter, effective communication, student learning, and attitude toward and interest in teaching.

Evidential materials will include course teaching evaluations and may include any other evidence of teaching ability and accomplishments, such as solicited letters of

evaluation from students and research advisees, peer evaluations, awards to project and research advisees, newly developed course materials and/or teaching methods, and course development grants.

CT faculty are expected to demonstrate excellence in teaching if teaching represents the preponderance of assigned workload, and high quality otherwise. Teaching evaluations will be based on the evidential materials listed above and in VI.B.

Evaluation of Service to the University and the Engineering Profession

Service to the University through Department, College, University committee or administrative assignments is expected of all faculty members, and is considered in evaluation of the candidate for promotion. Evaluation letters from those affected by the candidate's work and having knowledge of it may be included in the case of especially significant or demanding activities. Service to the community and the engineering profession will be considered to the extent that such service contributes to the reputation of the Department, College and University.

III. Criteria for Promotion to Rank

Associate Professor - For promotion to the rank of associate professor for TT faculty, excellence in research and scholarship, and high quality in teaching and service are required. The candidate must have demonstrated establishment of a continuing, sustainable research program. Such accomplishment might be demonstrated in many ways, but would normally include publications in refereed journals of high quality, receipt of external research support, and proficiency in advisement of graduate students. Promotion to associate professor normally carries tenure, and only those candidates who show strong indications of becoming leaders in research and engineering education will be recommended favorably.

For the granting of tenure to an associate professor hired without tenure, the requirements are the same, but with special attention as to the candidate's teaching and progress in research and scholarship since joining this University.

Professor - This rank is reserved for individuals who have established reputations in their disciplines and whose contributions to the University's mission are unquestioned. Promotion to the rank of full professor for TT faculty requires demonstration of outstanding achievement and intellectual leadership in research and scholarship with a sustained innovative research program since the last promotion, and continued high quality in teaching and service.

CT and Research faculty may be promoted to Associate Professor or Professor. These candidates must exhibit excellence in the role aligned with the preponderance of assigned workload, and high quality performance in other roles represented in their workloads. CT promotions to Associate Professor must include evaluations by faculty/experts from outside the College. Promotion to the rank of Professor requires substantial contributions to engineering education or service to the engineering and professional communities within and outside the University. CT promotions to Professor must include evaluations by faculty/experts from outside the University.

IV. Definition of Promotion and Tenure Committee, Eligible Voting Faculty

IV.A Composition of the Promotion and Tenure Committee:

The Departmental P&T Committee (or the P&T Committee) is to be composed of all departmental faculty eligible to vote in the Department and the promotion case being considered (see IV.B below). The departmental P&T meeting must be attended by at least 2/3 of the committee members.

The chair of the P&T Committee will be a full professor selected by the Department Chair and approved by a vote of the P&T Committee. The P&T Committee chair will be an eligible committee member.

IV.B Eligibility of Voting Faculty at the Department Level

Only tenured faculty above the candidate's current rank will vote on promotion of TT faculty candidates. Both tenured and CT faculty above the current rank will vote on promotion of CT faculty. For CT faculty or TT faculty holding joint appointments, the voting eligibility requires primary (core) faculty appointment in the Department. The Department Chair and faculty who serve in positions requiring them to vote or act on the dossier at a later time may not participate in or observe the discussions. Faculty on leave are eligible to vote only if they participate in person in the departmental discussions prior to the vote. Faculty may also declare themselves ineligible for cause.

V. Procedures

V.A Candidate's Responsibilities

It is each faculty member's right and responsibility to know all relevant Departmental, College, and University promotion criteria, policies, and practices. It is likewise the right and responsibility of each assistant professor to meet with the Department Chair and appropriate senior faculty, including, but not limited to formally appointed mentors, as soon as possible following the initial appointment, to develop a coordinated plan of career development. Guidelines for such career development planning are contained in the UD Faculty Handbook

If a faculty member wishes to be considered for promotion or tenure, it shall be that person's responsibility to initiate the process by so informing the Department Chair in writing, following the schedule set forth in the University Faculty Handbook. Only the candidate has the right to withdraw the dossier at any point in the promotion process.

The collection of materials and preparation of the dossier shall be carried out by the candidate and the P&T Committee Chair, in consultation with the Department Chair and appropriate senior faculty. TT and CT candidates applying for promotion to the rank of Associate and Full Professor shall supply a list of at least six suggested peer reviewers.

The candidate should state in writing the extent and nature of the candidate's relationship with each suggested reviewer. The candidate will also identify student reviewers if student letters are to be included. Although the letters of evaluation are to be solicited by the P&T Committee for inclusion in the dossier, primary responsibility for organizing the dossier as clearly and effectively as possible, and within the allotted time

frame, rests with the candidate. The candidate is to forward the completed dossier to the Committee by September 1st. New evidence may be added to the dossier by the candidate at any point in the evaluation process.

V.B Department's Responsibilities

The P&T Committee shall add at least six peer evaluators to the list of suggested reviewers supplied by the TT or CT candidate. The candidate will be given an opportunity to comment on the peer reviewers suggested by the department. The Committee will solicit the reviews from a sub-set of the peers; all reviews will be confidential. The final list of the names will not be revealed to the candidate so as to preserve the confidentiality of the reviewers. Individuals who have collaborated closely with the TT candidate are generally not asked to serve as peer reviewers.

Peer reviewers for TT candidates will be asked to address research and scholarship and/or to comment on teaching and service. The peer reviewers may be asked to address the following:

- the extent and the nature of the reviewer's association with the candidate,
- the originality, quality and importance of the candidate's scholarship;
- the candidate's promise for further growth and significant contributions to his/her field;
- the candidate's record of work compared with other top scholars at a similar career stage;
- the quality of teaching and its effectiveness;
- the impact of mentorship and service.

In the case of CT and Research Faculty candidates the reviewers will address performance in the roles aligned with the candidate's assigned workload.

In the dossier, each peer review should be accompanied by the request letter and a curriculum vitae or biographical sketch describing the reviewer's credentials.

Student reviewers may include past undergraduate or graduate students. These reviewers will be asked to address specific aspects of the candidate's teaching, such as pedagogical competence, commitment to teaching, preparation for and organization of classes, availability outside of class, concern for the welfare of the students, and effectiveness in mentoring. Student reviews may also be solicited in regard to the area of service, for instance in the event that the candidate is a faculty advisor to a student organization. Selection criteria used to identify potential student reviewers will be clearly indicated.

The P&T Committee will meet as frequently as needed to thoroughly discuss the candidate's dossier. Voting for all recommendations will be by secret ballot with provisions for voting for or against the recommendation and for abstention. Voting must take place in the departmental P&T meeting. Votes shall be collected and tallied in the presence of all the voting Committee members. The ballots shall be destroyed immediately following the tally.

The external reviews and the committee deliberations as well as verbal and written comments that are not used in the recommendation letter, shall be kept

confidential within the P&T Committee and are not shared with the candidate.

The P&T Committee will prepare a letter of recommendation, to be added to the candidate's dossier. The letter must be addressed to the Chair to whom it is transmitted. The letter must indicate the numerical vote, describe the Committee's composition and explain the reasons for the Committee's recommendation. The letter must be signed by all the voting Committee members. Minority opinions may be included in the letter or appended to it. The candidate is to receive a copy of the letter in full.

V.C Chair's Responsibilities

It is the responsibility of the Department Chair to:

1. Meet with the faculty member at the time of initial appointment to review the requirements for promotion and tenure and, with the assistance of the senior faculty, to work out a coordinated plan of career development.
2. Meet with the faculty member each subsequent year to review his or her progress toward promotion.
3. Meet with the faculty member, the P&T Committee Chair, and the departmental representative to the College P&T Committee, within three years of the most recent appointment to rank (or 2 years for an Associate Professor without tenure), to discuss and assess the individual's progress toward promotion.
4. Consult with the candidate and the P&T Committee Chair regarding the list of prospective reviewers and regarding the organization of the dossier.
5. Consult with the P&T Committee during its deliberations, if invited to do so.
6. Review the dossier and Committee recommendation, and prepare the Chair's recommendation on the candidate's application. This recommendation shall be copied to the P&T Committee and to the candidate.
7. Forward the dossier to the College Committee.

V.D Candidate's Right to Appeal

The candidate has the right to appeal the decision of the P&T Committee or the Department Chair. Such appeal shall be in the form of a written response delivered to the P&T Committee or Department Chair within five working days of the candidate's receipt of the recommendation letter. It is then the P&T Committee's or Department Chair's responsibility to consider and respond to the appeal in a timely manner.

VI. Organization of the Dossier

It is extremely important that the dossier be carefully and tightly organized, following the Faculty Handbook. It shall be arranged under the following headings in this order:

VI.A Introductory Material

1. Contents and Guidelines

- * Recommendation for Promotion Form
- * Table of Contents
- * Department's promotion and tenure criteria and procedures document
- * College's promotion and tenure criteria and procedures document

2. Application for Promotion

- * Candidate's letter applying for promotion
- * Curriculum vitae
- * Candidate's statement (background and self-evaluation in Teaching, Research and Scholarship, and Service)

3. Internal Recommendations

- * Department Committee's recommendation
- * Chair's recommendation
- * College Committee's recommendation
- * Dean's recommendation
- * University Committee's recommendation
- * Appeals and rebuttals (if any)

4. External Recommendations

- * Copies of letters of evaluation from peer reviewers (together with the corresponding solicitation letters). At the beginning of this section, the P&T Committee chair shall summarize the selection process of the reviewers and the outcome of the review requests.

VI.B Evidential Materials

Teaching

This section must include at least the following: chronological listing (by semester) of all courses (both scheduled and individual study) taught at the University, including class size; all available student evaluations of those courses, carefully tabulated and summarized, including a sample evaluation instrument; and a summary of thesis and dissertation advisement and any textbook publication or other course material development the candidate wishes to include. Such documentation should include reviews and adoption lists insofar as these are possible. If student evaluation letters were solicited then they should be included in this section, together with the corresponding solicitation letters and student selection criteria.

Research

This section must include: a list of publications, a brief indication of the role of the various authors in jointly authored publications; published reviews (as, for example, in Applied Mechanics Reviews); a list of all proposals submitted and of research grants and contracts; aspects of outside consulting that bear upon research (rather than upon service).

Reprints of selected publications are to be included in an appendix. The candidate is also encouraged to include information regarding scientific citations (or other indications of impact) of his or her publications.

Service

This section must contain a chronological listing of service activities within the Department, College, and University, as well as in the engineering profession and community. Especially significant activities (such as chairing University committees, organizing research conferences, and serving in an editorial capacity for a professional journal) should be described in detail.

CT and Research Faculty candidates should include evidential materials in the above categories which are aligned with their workload.

VII. Schedule

The time schedule for the promotion and tenure process will follow the guidelines stated in the University Faculty Handbook. The P&T Committee will begin the process of selecting peer reviewers by May 1st, by which time the candidate should supply a list of potential reviewers. The P&T Committee will then finalize the list of external peer evaluators and begin to request peer evaluations. Copies of the candidate's full curriculum vitae, research statement and representative publications (when relevant) shall be made available to external evaluators by May 31st.

Promotions for research faculty begin as outlined above, but do not require formal review beyond the P&T Committee and Department Chair, pending approval from the Dean and Provost.

VIII. Revisions of this document

To revise this document, a majority vote is required of the eligible voting faculty of the Department.

Effective for promotion and tenure taking place during the academic year 2016/17 and beyond.