

Policies for Faculty Appointment, Evaluation, Promotion and Tenure

Department of Civil and Environmental Engineering

1. GENERAL POLICIES

It is the purpose of this document to establish procedures and criteria for initial appointments of faculty, evaluation of career development of Assistant Professors, and promotion and tenure in the Department of Civil and Environmental Engineering (herein called Department). The procedures contained herein are designed to ensure fairness and govern the operation of the Departmental Promotion and Tenure Committee (herein called Departmental P&T Committee).

The Department will follow the College Policies for Promotion and Tenure of the College of Engineering and the University Guidelines for Faculty Promotion and Tenure. The purpose of this document is to provide the specific criteria and policies of the Department. A copy of this document will be provided to each new faculty member.

2. DEPARTMENTAL P&T COMMITTEE MEMBERSHIP AND RECOMMENDATIONS

For evaluation of candidates for appointment at the rank of Assistant Professor or Associate Professor, the Departmental P&T Committee will consist of all Departmental faculty of the rank of Associate Professor or Professor except for the Chairperson of the Department. For evaluation of candidates for appointment at the rank of Professor, the Departmental P&T Committee will consist of all Departmental faculty of the rank of Professor except for the Chairperson of the Department. The Departmental P&T Committee will provide its recommendation to the faculty of the Department. No copy is provided to the candidate.

For evaluation of career development of Assistant Professors, the Departmental P&T Committee will consist of all Departmental faculty of the rank of Associate Professor or Professor except for the Chairperson of the Department. The Departmental P&T Committee will provide its recommendation to the Chairperson of the Department. A copy of the recommendation is provided to the faculty member being reviewed.

For evaluation of candidates for promotion to the rank of Associate Professor or for tenure as an Associate Professor, the Departmental P&T Committee will consist of all Departmental faculty of the rank of Associate Professor or Professor except those excluded by the College Policies for Promotion and Tenure of the College of Engineering or the University Guidelines for Faculty Promotion and Tenure. For evaluation of candidates for promotion to the rank of Professor, the Departmental P&T Committee will consist of all Departmental faculty of the rank of Professor except those excluded by the College Policies for Promotion and Tenure of the College of Engineering or the University Guidelines for Faculty Promotion and Tenure. The Departmental P&T Committee will provide its recommendation to the Chairperson of the Department. A copy of the recommendation is provided to the faculty member being reviewed.

Meetings of the Departmental P&T Committee are closed to all persons not members of the Departmental P&T Committee. The Chairperson of the Departmental P&T Committee, who is selected from the Faculty of the Department of the rank of Professor, is nominated by the Chairperson of the Department and approved by secret ballot of the Faculty of the Department prior to the first faculty meeting of the academic year. If the nominee is not approved by a majority of the faculty, a faculty meeting will be held within three days for the purpose of permitting additional nominations to be made by the faculty. Voting will be by secret ballot. The Chairperson of the Department is not a member of the committee and may not cast a ballot in the selection of the Chairperson of the Departmental P&T Committee. The recommendations made by the Departmental P&T Committee are made to the Chairperson of the Department or to the Faculty of the Department, dependent on the action under consideration.

3. SCHEDULE FOR PROMOTION AND TENURE

Deadlines relevant to the promotion and tenure process are:

15 March:

Candidate gives his / her chairperson written notice of his / her intention to apply for promotion. Candidate supplies a list of no more than 5 potential peer evaluators, a curriculum vita or biographical statement describing each potential evaluator's credentials, and a statement of the relationship of each potential evaluator's relationship to the candidate. Candidate supplies copies of a brief resume and selected publications to be provided to the evaluators. Departmental P&T Committee begins the process of soliciting peer evaluations.

1 April:

Departmental P&T Committee transmits to the candidate a list of all potential evaluators, including all evaluators recommended by the candidate.

4 April:

Candidate informs Departmental P&T Committee if there are potential evaluators who may be non-suitable and provides written reasons.

1 September:

Dossier to Departmental P&T Committee and Chairperson.

1 October:

Departmental P&T Committee recommendation to the Chairperson.

15 October:

Chairperson's recommendation to the College Committee and the Dean.

The rest of the deadlines are given in the University Guidelines for Faculty Promotion and Tenure.

4. CRITERIA

A. Assistant Professor:

Candidates for Assistant Professor are expected to exhibit promise in the three areas of research, teaching and service.

B. Associate Professor:

Candidates for Associate Professor are required to demonstrate excellence in research and a proven commitment to excellence in teaching. High quality performance is expected in all other endeavors. The candidate must have initiated an independent, productive program of high quality research, documented by rigorous peer review. Such productivity might be demonstrated in many ways, but would normally include publications in refereed journals of recognized high quality, receipt of research support from granting and contracting agencies respected by the engineering profession, and advisement of graduate research. For promotion, the dossier must include evaluations of the candidate's accomplishments in teaching; whenever possible such evaluations should cover the time span since the candidate's previous appointment. Meaningful service to the profession and university community is expected of all candidates.

C. Professor:

Candidates for Professor are required to demonstrate a fully developed, highly productive program of research. Demonstration of such a program would normally include a substantial record of publications in refereed journals of high quality and a sustained record of external funding from granting agencies that are highly respected by the engineering profession. Especially noteworthy are publications with M.S. and Ph.D. advisees. Authorship of a leading engineering text or reference work and awards of excellence are also manifestations of productivity. Continued growth in educational activity is expected of the candidate for Professor. Evidence of such growth would include evaluations since the last promotion or appointment. Service to the engineering profession and University at all levels will be considered as an important component in promotion to Professor which cannot be neglected relative to teaching and research.

5. PROMOTION DOSSIERS

It is the individual's responsibility to present the best case for promotion since he or she is most clearly involved in the outcome. It is extremely important that the dossier be well organized and carefully prepared because superfluous or confusing information may obscure more than it enhances one's qualifications and achievements.

All dossiers should be organized under the following headings in this order. However, this list should not be interpreted to exclude the incorporation of additional, important material. Additional information is provided in the University Guidelines for Faculty Promotion and Tenure.

I. Introductory Material

1. Contents and Guidelines
 - Recommendation for Promotion Form
 - Table of Contents
 - A copy of Policies for Faculty Appointment, Evaluation, Promotion and Tenure of the Department of Civil and Environmental Engineering
 - A copy of College Policies for Promotion and Tenure of the College of Engineering
2. Application for Promotion Form
 - Candidate's letter requesting promotion
 - A curriculum vitae
 - Optional candidate's statement
3. Provision for Internal Recommendations
 - Departmental P&T Committee's recommendation
 - Departmental Chairperson's recommendation
 - College of Engineering Committee on Promotion and Tenure's recommendation
 - Dean of Engineering's recommendation
 - University Committee on Promotion and Tenure's recommendation
 - Any appeal and rebuttal materials
4. External Recommendations
 - Letters of evaluation from peer reviewers together with supporting materials. The letters will be numbered sequentially for reference. A description of the qualifications of each peer reviewer and the relationship of the reviewer to the candidate will be given.
 - Optional candidate's statement

II. Evidential Materials

1. Teaching
 - a) Statement of area of competence
 - b) List of courses taught
 - c) New courses and/or major course revisions
 - d) Peer evaluations
 - e) Student evaluations, tabulated and summarized. If samples of student comments are provided, the means for their selection should be indicated.
 - f) Testimonials from former and current undergraduate and graduate students. The means for their selection should be indicated.
 - g) Recognition, awards, letters of commendations, etc.
2. Research
 - a) Statement of areas of research interest
 - b) Specific research activities (For joint projects, the contribution of each investigator should be indicated.)
 - sponsored

- unsponsored
 - M.S. and Ph.D. theses directed, completed and in progress.
 - c) Pending research projects
 - d) Publications and reports
 - Refereed journal articles
 - Patents
 - Books/chapters
 - Non-refereed publications
 - Research project reports
 - Research conference presentations
 - Lectures at other institutions
 - e) Awards and prizes

3. Service

- a) Department of Civil and Environmental Engineering
- b) College of Engineering
- c) University
- d) Professional organizations
- e) Governmental agencies
- f) Consulting
 - non-remunerative
 - remunerative

6. PROCEDURES

The Departmental P&T Committee will prepare a list of potential peer evaluators which will contain all persons recommended by the candidate. This list will be provided to the candidate. The candidate may comment, in writing within one week, regarding potential evaluators. The final choice of person from whom letters of recommendation will be solicited is the responsibility of the Departmental P&T Committee. The final list will contain fewer names than the list provided to the candidate and the names of those from whom letters of recommendation were requested will remain confidential.

Voting for all recommendations will be by secret ballot. Ballots will have provision for voting for or against the recommendation and for abstention.

7. DEPARTMENT CHAIRPERSON'S ACTION FOR PROMOTION AND TENURE

The Department Chairperson shall review the dossier and shall either endorse or recommend against the promotion in a written notification to the candidate and the Departmental P&T Committee. The Chairperson shall forward the dossier and statements of action on them to the Dean of the College of Engineering and to the College of Engineering Promotion and Tenure Committee.

8. APPEALS

Candidates for promotion and tenure and Assistant Professors whose career development has been evaluated may appeal the recommendation of the decision of the Departmental P&T Committee. The appeal must be in writing to the Departmental P&T Committee no later than five days following the receipt of the committee's action. A copy of the appeal is submitted to the Department Chairperson. The Departmental P&T Committee will schedule hearings which will be convened by the Chairperson of the Departmental P&T Committee. Evidence in support of the appeal must be submitted to the committee at least 24 hours prior to the hearing.

Appeal of the decision of the Chairperson regarding promotion and tenure recommendation must be made in writing no later than five days following receipt of the Chairperson's decision. Evidence in support of the appeal must be submitted to the Chairperson prior to a personal meeting.

9. CONFIDENTIAL LETTERS

Confidential letters relevant to the promotion and tenure review process are placed in the candidate's dossier by the Departmental P&T Committee.

10. REVISION

The Policies for Faculty Appointment, Evaluation, Promotion and Tenure of the Department of Civil and Environmental Engineering may be revised by a majority vote of the tenure track faculty of the Department. The proposed revisions must be provided to all tenure track faculty of the Department no less than two weeks prior to a vote. The vote will be by mail ballot.

The revised Policies for Faculty Appointment, Evaluation, Promotion and Tenure of the Department of Civil and Environmental Engineering become effective upon their approval by the College of Engineering and the University Committees on Promotion and Tenure.

Approved: February 5, 1999