

February 1, 2018

Department of Electronics and Computer Engineering Technology

Promotion, Tenure, and Evaluation Policy

Introduction

The ECET Policy was developed to adhere to all University policies, AAUP guidelines and collegial norms and expectations. The policy was developed to adhere to “due process” and the primary authority of the faculty of the department to make recommendations in terms of promotion, tenure, and evaluation.

The ECET Policy was developed to function within the University Handbook and the COT P&T document. The policy was developed with the intent to clarify expectations, standards and procedures and articulate the unique values of the ECET Department.

Primary Elements of the Professorate

Teaching, service, and scholarship are the three primary elements of the professorate. Credentials, industrial and academic experience, building of relationships with industry partners, ongoing professional development are additional elements of consideration. Technology is a rapidly changing field, and the professorate must change as the field changes. All of these factors are in play in terms of the development of the complete faculty member. These elements should complement each other so that the degrees of faculty member and other credentials, service and scholarship are compatible. These elements interact with each other in a, hopefully, systematic way to define the faculty member. Relative to that the department will require each candidate to provide a summary where the candidate defines their identity and purpose. **Faculty will articulate their unique niche and this will help them pull their various research interests together, and tell the reader where their research is going. Thus their research will be better understood by those evaluating his/her research that are outside of the department.** Faculty members provide a unique contribution. A faculty member is not expected to accomplish every item listed below. The department respects and appreciates the unique contribution of our diverse faculty. Candidates for promotion will provide a document that utilizes a standardized format so that each candidate lists the criteria/requirement and then articulates how he/she met that requirement. All faculty are expected to meet their outlined duties as published in the handbook.

Following are the basic elements of the professorate.

Teaching

Teaching preparation, preparation of instructional materials, delivering of instruction, evaluation of student comprehension, course management, academic program planning and development, academic advisement, course and curriculum development are all activities of teaching. These elements are

outlined in the University Handbook. The department focuses on instruction and learning in an experiential and applied approach.

Scholarship

Scholarship should be a function of the expertise of the faculty and the needs of the programs and courses in the department. Scholarship has many forms including basic and applied research, creative works, professional credentialing, continued learning, consulting, grants and contracts, and other elements as outlined in the University Handbook. Peer review and dissemination are fundamental elements of scholarships. **The department defines scholarship as the creation of new knowledge and/or application of knowledge to resolve problems and has the requirement that the knowledge is disseminated to peers.** The purpose of peer review is to have competent individuals evaluate the scholarship in a critical manner. Peer review includes evaluation by a board, credentialing, and approval of design and creation by appropriate authorities, and other means. The purpose of dissemination is to share the new knowledge. This can be accomplished through publications, presentation, books, journals, position papers, and other outlets. A faculty member may not publish the same paper via separate journals and count that as two scholarship activities, that is, subsequently published articles does not count for two. Only one may be used. A presentation that is included in a conference proceeding does not count for two activities. Eclectic, multi-disciplinary research is valued. Joint authorship and collaborations are valued and so are individual accomplishments.

Service

Service activities focus on the sharing of the faculty member's expertise and knowledge within the specified needs of the department, college, university, profession, community or industry. Service can be provided to individuals, informal and formal groups, professional organizations, fields, industry, and businesses. Service is more than mere memberships and should articulate the impact or influence of one's service. Collaborations and partnership with industries are highly valued.

Basic Expectations of All Faculty Members

The basic expectation (promotion and tenure) of faculty members is articulated by the various policies of the University, College and Department. AAUP and other professional organizations provide fundamental professional standards.

All faculty members are expected to receive an evaluation of expectations in the three categories of teaching, service, and scholarship. The expectation is that the faculty member be either contributing or exceeding expectation per the Biennial Review policy. Those faculty members who do not meet expectation will be required to go through remediation. A fundamental assumption is that professional contributions should be consistent for the faculty member's rank or classification. Assistant Professors are expected to make consistent headway toward promotion to Associate Professor. Associate

Professors are expected to consistently make contributions commensurate for that rank and are strongly encouraged to work toward promotion to Full Professor. It is the expectation that the faculty member has fulfilled the contributions and responsibilities for that rank or classification. Specific responsibilities can include advising, graduate program participation, lab coordination, program coordination, providing leadership for a particular course and or curriculum, providing leadership for various departmental activities, and others as outlined in the University Handbook.

Promotion

The candidate for promotion must meet or exceed the expectations for the rank to which they are applying. These expectations include the following: meeting the primary elements of the Professorate, congruence with the basic expectations of all faculty members, fulfilling the teaching, scholarly, and service contributions expected for the rank to which the faculty member is applying.

Tenure

Tenure is linked to promotion. A faculty member cannot be tenured without being, or having been, appointed to the rank of Associate Professor. To earn tenure, faculty members hired at the Associate Professor rank, but without tenure, are expected to have consistent performance and otherwise meet the criteria outlined in the ECET P&T document.

Evaluation

Peer review process is a cornerstone of the department. Evaluation refers to pre-tenure annual review, post-tenure review, evaluation of non-tenure track faculty members, and evaluation of other academic appointments and teaching assignments within the ECET department. University policies articulate the purpose, procedures, and scheduling of these reviews. Specific Department-level criteria and procedures are specified in the Department Biennial Review or equivalent document. All persons with any sort of teaching expectation in the Department are to be evaluated.

Teaching contributions expected for each classification

Each classification is expected to receive a “meets expectation” evaluation for teaching per the BE document of the department. Each classification is expected to fulfill the Basic Expectations of all Faculty Members regarding teaching. The following provides additional specifications.

Lecturer

1. Teaching at the basic expectations required of the department faculty.

2. Syllabus and materials for assigned course(s) are clearly organized, presented and faculty reviewed.
3. Expectations have been fulfilled in student obligations, such as; meeting scheduled classes, availability in responding to emails, concerns, office hours, and other course related issues.

Multi-Year Contract instructor

1. Teaching at the basic expectations required of the department faculty.
2. Syllabus and materials for assigned course(s) are clearly organized, presented and faculty reviewed.
3. Expectations have been fulfilled in student obligations, such as; meeting all scheduled classes, availability in responding to emails, office hours, concerns, and other course related issues.
4. May have specific expectations, e.g., per contract or memorandum from the Chairperson.

Senior Multi-year Contract Instructor

1. Successfully completed six consecutive years in an Instructor position with the department.
2. Teaching at the basic expectations required of the department faculty.
3. Syllabus and materials for assigned course(s) are clearly organized, presented and faculty reviewed.
4. Expectations have been fulfilled in student obligations, such as; meeting at scheduled classes, availability in responding to emails, concerns, office hours, turning grades in on time, and other course related issues.
5. Proven ability and knowledge of instructional technology and utilizes innovative teaching methodology.
6. Has participated in directing students in honor program, internship, course project, and workshop or summer seminar.
7. May have specific expectations, e.g., per contract or memorandum from the Chairperson.

Assistant Professor

An Assistant Professor may have specific expectations, e.g., per the appointment letter or memorandum from the Chairperson.

Associate Professor

- When a faculty member is involved in a graduate program, the faculty member is expected to maintain graduate faculty status and serve on various graduate committees.
- Faculty member is expected to be highly engaged in the development and the teaching of the courses required by the academic programs.
- Maintains a leadership role in the development of the departmental academic program.

- Regularly contributes to course and curriculum development.
- Integrates scholarship and service into teaching.
- Provide leadership in keeping course content current and relevant.

Professor

- Meet all of the expectations of the Associate Professor.
- Provide leadership in curricular development at the department level plus one of the following: college, university and/or professional organization.
- Provide leadership in student development at the Department level plus one of the following: College or University.
- Provide leadership in faculty development at the Department level plus one of the following: College and or University.

Scholarship Expectations Expected for Each Classification

Faculty are expected to receive “meets expectation” evaluation for scholarship per the BE document. Additional specific expectations are shown below.

Lecturer

A lecturer may have specific expectations, e.g., per contract or memorandum from the Chairperson

Multi-year Contract Instructor

A multi-year contract faculty member may have specific expectations, e.g., per contract or memorandum from the Chairperson.

Senior Multi-year Contract Instructor

A senior multi-year contract faculty member must have specific expectation, e.g., per contract or memorandum from the chairperson beyond the minimum required for a multi-year contract instructor.

Assistant Professor

For appointment to the rank of Assistant Professor, the faculty member is expected to have completed the doctorate degree or at least be ABD. **A defined research agenda is expected.** The faculty member is expected to have completed at least 2 scholarly accomplishments.

Associate Professor

For appointment to the rank of Associate Professor, the faculty member is expected to have completed at least 6 scholarly accomplishments since appointment or promotion to Associate Professor. The intent for all ranks is that an accomplishment does not apply to more than one promotion unless there is documentation (preponderance of evidence) that meaningful scholarly work was accomplished during the second utilization.

1. Department accepts accreditation reports as research if the findings are disseminated through a peer reviewed process.
2. Department accepts the Scholarship of Teaching if the findings are peer reviewed and results are disseminated.
3. The department defined scholarship as the creation of new knowledge and that knowledge is disseminated to peers.
4. Scholarship with more than 3 authors will be given half credit.
5. At least 1 accomplishment must be peer-reviewed publications.
6. Formal technical training or workshops will be given one point. Appropriate credit for the activity must be approved by the Departmental P&T committee prior to the enrollment in the training or workshop.
7. 1 accomplishment may be an externally funded grant or project.

Professor

For appointment to the rank of Professor, the faculty member is expected to have completed at least 8 scholarly accomplishments since appointment or promotion to Associate Professor.

1. At least 1 accomplishment must be an externally funded grant or project. A proposal that is declined is considered as one-half of an accomplishment.
2. 2 accomplishments must be peer-reviewed publications. Scholarships with more than 3 authors will be given half credit.
3. 1 accomplishment may be certification. Must provide documentation which includes a grade, diploma, certificate, etc., (evaluation is provided). It can be either obtaining or maintaining professional certification but it must be in an area related to the technical or educational mission of the ECET Department or College of Technology. The Departmental P&T committee must approve prior to the enrollment.
4. 1 accomplishment may be advanced study. Advanced study is provided in a field that supports the technical or educational mission of the Department or College of Technology. Advanced study is substantial (e.g., the equivalent of 12 or more credit hours) post-doctorate study for which a grade, diploma, or other evaluation is provided. The Departmental P&T committee must approve prior to the enrollment. The advanced study should be 12 CH of coursework, 12 CEU (Continuing Education Units) of industry training, or a combination of the two equivalent to 12 units

5. The attainment of the PE License will count for 2 accomplishments.
6. Department accepts internal grants as scholarship. Internal grants under \$10,000 will only be given half credit. Multiple grants will each be conferred credit. Internal grants that are a part of chairperson job responsibilities such as internal equipment grants will not be considered.
7. Expert testimony before legal or government authority, or substantial transformative service to an industry will count for 1 accomplishment.
8. Formal technical training or workshops will be given one point. The activity must be approved by the Departmental P&T committee prior to the enrollment in the training or workshop.

Expected Service Accomplishments for each classification

Each classification is expected to fulfill the Basic Expectation of all Faculty Members regarding service. Faculty are expected to receive a “meets expectation” evaluation in service. Specific expectation is shown below.

Lecturer

A lecturer may have specific expectations, e.g., per contract or memorandum from the Chairperson.

Multi-year Contract Instructor

A multi-year contract faculty member may have specific expectations per contract or memorandum from the Chairperson.

Senior Multi-year Contract Instructor

A senior multi-year contract faculty member must have specific expectations, e.g., per contract or memorandum from the department chairperson beyond the minimum required for a multi-year contract instructor.

Assistant Professor

For appointment to the rank of Assistant Professor, the faculty member is expected to have completed at least 4 service accomplishments.

Associate Professor

For appointment or promotion to the rank of Associate Professor in the ECET department, the faculty member is expected to have completed at least 6 service accomplishments as per the COT P&T document. At least 2 accomplishments must come from the following. Two or more accomplishments can be based on the same criteria.

1. Provides services to the profession or the community that align with the faculty member's role or expertise without financial contribution.
2. Provides services to government, industry, or business, or other educational institutions in the area of the faculty member's expertise.
3. Conducts studies or prepares proposals for the Department, College, or University. Without being a part of load, provides administrative responsibilities related to either the academic or support services of the University community.
4. Serves as an officer of the University, appropriate professional organization, or community committee.

Professor

For appointment or promotion to Professor, the faculty member is expected to have completed at least 8 service accomplishments. At least 4 accomplishments must come from the following. Two or more accomplishments can be based on the same criteria. At least one service component must be provided to the University.

1. Lead the successful development of an accreditation study.
2. Serves as an officer of a University, professional, or community committee.
3. Directs studies or prepares proposals for the Department, College, or University.
4. Contributes service to the community that is aligned with the faculty member's role or expertise.
5. Provides leadership related to either the academic or support service of the University community that is not part of assigned load.
6. Serves as a consultant to government, business, industry, or other educational institutions in the area of the faculty member's expertise.
7. Provides leadership in a professional organization at the National level.
8. Acquires equipment from industry that advances the academic mission of the College or University.

Communication Protocol

Upon hiring a faculty member, Academic Affairs will issue an appointment letter. The letter serves as a contract with the faculty member and specifies the general expectation for faculty achievement in the area of teaching, scholarship, and service. This appointment letter includes years of previous service awarded, the dates of eligibility for P&T, and the date of the College-level mid-tenure review.

The Department chairperson articulates the expectations and specific responsibilities for subsequent periods in an official memorandum. **An individual faculty member's annual or biennial expectations are established through the joint efforts of the department chair, the personnel committee, and the individual faculty member.**

Faculty members shall be notified in writing of their progress toward P&T during the annual probationary review process. **Evidence of unsatisfactory performance, inadequate evidence, and any other weaknesses which might serve as a basis for conditional reappointment or subsequent non-renewal of the appointment shall be clearly specified in the memorandum.** Conditionally reappointed faculty will be given clear instructions on how to make satisfactory progress in the memorandum.

The specific means of correcting the conditional reappointment shall be developed in collaboration with the faculty member, the Personnel Committee, and the Chairperson. Means of remediation are conveyed in writing to the faculty member at the time of notification. The Personnel Committee and the Chairperson will have a written record of the actions.

Faculty who are non-reappointed for reasons of inadequate performance shall be given written communication that provides detailed description of the performance issues in teaching, scholarship, and/or service. Substantial justification will be provided. The completed forms and/or documents used for P&T evaluation must be signed by the faculty member. The signature indicates comprehension of the materials, but does not necessarily communicate agreement. The faculty member has the right to add rebuttal or clarifying material. The signed documents will be placed in the faculty member's official file. Copies should be kept at the Department and College levels.

Departmental Routing and Timeline

Applications for promotion, tenure, and evaluation materials are due to the chairperson no less than three weeks before the due date of the Dean. The Dean's office provides a schedule of due dates to the Chairperson. The three weeks buffer is to allow the Department appropriate time for the Personnel Committee to perform its duties and for the faculty member to prepare a rebuttal if necessary.

Once the Chairperson has the application of the faculty member, he/she shall notify the Personnel Committee to meet and evaluate the application. The chairperson has two working days to notify the Personnel Committee and provide them with the material. The Chairperson and the Personnel Committee are to make independent evaluations and recommendations. The Personnel Committee is to communicate its recommendation in writing to the Chairperson. The evaluations and accompanying recommendations are to be completed, appended to the faculty member's application, and transmitted to the faculty member in writing no less than eight working days before the faculty member's application is due to the Dean. The Chairperson is responsible to make all communication with the applicant. The Personnel Committee does not directly communicate with the applicant. Annual goals and professional development activities for the next evaluation period will be substantiated (in writing) and attached to the annual evaluation before it is communicated to the Dean.

The faculty member may attach a rebuttal or provide clarifying materials to their application in the event of a negative recommendation by the Personnel Committee or Chairperson. Neither the Personnel Committee nor the Chairperson will respond to the rebuttal of the faculty member. Before the application is evaluated at the College level, the rebuttal of faculty member will be attached to the application. The Chairperson will forward the application of the faculty member to the Dean. The Chairperson will provide a written copy of his/her evaluation to the Personnel Committee.

Departmental Personnel Committee

The Personnel Committee will be composed of at least three tenured faculty members from the ECET Department. Chairperson, administrators, and those with 50% or more reassignment may not serve on the Personnel Committee. If there are not three qualified faculty members available, faculty members from other Departments in the College may be selected. Members are selected by vote of all faculty members in the Department. A person may not participate in more than one recommendation for a given case, e.g., a person cannot vote at the Department and College level about the promotion of a faculty member. A faculty member may serve on the Committee if they will be reviewed that year but cannot participate in the discussion or decision of their application.

Preparation of the Portfolio

The purpose of a review is to aid decisions about promotion, tenure, and retention. It can also be used for purposes of leaves, salary adjustments, recognition, awards, etc. Portfolio refers to the materials submitted by the faculty member for review. Personnel who might have to prepare a portfolio include the following personnel and situations.

- Multi-year Contract faculty members.
- Tenure-track faculty members during their probationary period.
- Tenured or tenure-track faculty members applying for tenure or promotion.
- Post-tenure review of tenured faculty members.
- Annual review of all full or part-time instructors, regardless of their title or nature of contract, e.g., a visiting professor or EAP employee teaching courses.
- Any instructor of record, e.g., a graduate student.

The individual faculty member is responsible for preparing their promotion and/or tenure application. It is the responsibility of the faculty member to tell his/her story in a persuasive way.

Content of the ECET Portfolio

The content requirements of the portfolio are shown below. Copies of documents are allowed. Some items may not be applicable. For example, a Multi-year Contract faculty member with no research expectations would not be required to include research accomplishments.

1. A cover letter is used to organize and focus the review. For example, the cover letter would state the purpose of the review and highlight critical information.
2. Appointment letter and/or memorandum from the Department Chair stating specific responsibilities. Only an appointment letter or memoranda within the previous six years are included.
3. Provide a one page document describing identity and purpose. This helps to tell your story by showing how your research, teaching and service work together.
4. Previous reviews since appointment or promotion. Only reviews within the last six years are included.
5. A section which outlines how you have met each of the promotion requirements if you are going up for promotion.
6. A vita or resume.
7. Items should be placed in the following order. A narrative should be provided that describes the relevant accomplishments in the following order (as applicable).
 - a. Primary Elements of the Professorate
 - b. Basic Expectations of All Faculty Members
 - c. Credentials
 - d. Teaching
 - e. Scholarship
 - f. Service
 - g. Identity and Purpose Statement
 - h. Other relevant accomplishments
 - i. An appendix of evidence.

Format of Portfolio

- The entire portfolio should fit into one 2” three-ring binder. The binder should be clearly labeled with the person’s name, year, and purpose of review (e.g., mid-tenure review or application for promotion to Professor).
- Use tabs or dividers to differentiate sections.
- Due to the 2” binder restriction, all supporting materials may not fit in the portfolio. Lengthy and bulky materials can be located in the faculty member’s office or on-line. It must be readily available to reviewers within one working day.