POLICIES AND PROCEDURES FOR
APPOINTMENT, RETENTION, PROMOTION, AND TENURE IN THE
ELECTRICAL ENGINEERING DEPARTMENT

1. GENERAL

1.1 The Document

Policies and procedures for personnel actions will be discussed and acted upon in general
department meetings. Changes, additions, and deletions to this document may be made by vote
of the Tenured and Probationary Faculty Committee (TFC) and approved by the Dean and the
Vice President for Academic Affairs. In the event of a conflict, these policies and procedures are
subordinate to the College of Engineering Personnel Policies and Procedures document, the
MOU, and the Campus Administrative Manual.

1.2 Peer Review Committee (PRC)

The Peer Review Committee (PRC) will consist of the elected members of the TFC excepting
those members who are themselves candidates for promotion. The PRC will select a Chairperson
and Secretary from its members. The Department Chair may not vote on actions before the PRC.

1.2.1 Upper Rank Subcommittee (URS)

The Upper Rank Subcommittee (URS) will consist of the members of the PRC who hold the
rank of Associate Professor or Professor. The URS will be chaired by the chair of the PRC.

1.2.2 Full Professor Subcommittee (FPS)

The Full Professor Subcommittee (FPS) will consist of the members of the PRC who hold the
rank of Professor. The FPS will be chaired by the chair of the PRC.

2. APPOINTMENT

2.1 Appointments Committee

When it is necessary to fill one or more positions within the disciplines of the Department, the
Tenured Faculty Committee (TFC) will elect an Appointments Committee of tenured faculty
members. It is the responsibility of this committee to nominate candidates for faculty positions
to the TFC.

The Appointments Committee will consist of three tenured faculty members. This committee
will select a Chairperson from its members. The term of membership will be one year.
2.2 **Advertising**

Advertise the vacancies will be implemented by the Department Chair in consultation with the Appointments Committee.

2.3 **Appointment to Probationary Positions**

The Appointments Committee will screen candidates, coordinate the interviewing process, and report its choices of leading candidates. It will work closely with the Department Chair in carrying out these responsibilities. In screening candidates, the Committee will be guided by consideration of the candidate's:

1. Potential for effective teaching.
2. Professional achievement and potential for professional growth.
3. Potential for service to the University.
4. Specific discipline as related to the needs of the Department.

2.3.1 **Academic Qualifications**

The doctorate (Ph.D., Doctor of Engineering, Doctor of Science) in an appropriate engineering discipline is the normal qualification. The Master's Degree will be accepted only when accompanied by exceptional professional achievements.

2.3.2 **Investigative Process**

The Appointments Committee will carry out an in-depth investigation of leading candidates, which will normally include:

1. Solicitation of recommendations from persons knowledgeable of the candidate's qualifications.
2. Check of the candidate's credentials and references.
3. Interview of the candidate.
4. Review of recommendations by a representative student Faculty Selection Committee.

Leading candidates will normally be invited to the campus for meetings with the faculty, Department Chair, the Dean, and members of student Faculty Selection Committee. The candidate is expected to present a seminar to a faculty and student audience during the campus visit.

The Appointments Committee will make materials concerning leading candidates available to the faculty for review.
2.3.3 Selection

The Appointments Committee will nominate candidates from the investigative process to the TFC. A review and discussion of the nominees will include the views of the Department Chair.

The TFC will vote by secret ballot on each nominee, separately and in order, as follows:

1. Appointment.
2. Rank to be offered.
3. The number of years, if any, to be credited towards probation.

The Department Chair is expected to provide a separate recommendation to the Dean, including the proposed salary of the faculty member.

2.3.4 Recommendations

The recommendations of the TFC will be forwarded to the Dean via the Department Chair.

2.4 Appointment to Lecturer Positions

Appointment to full-time lecturer positions will generally follow the procedures of Section 2.3 as appropriate except that the investigative process may not be as intensive.

Appointment to part-time lecturer positions may be made by the Department Chair in consultation with the Chair of the Appointments Committee.

In the case of appointment of graduate students as part-time lecturers, consultation shall be with the departmental Graduate Program Coordinator.

Each appointment of a lecturer is an act independent of previous appointments of that individual.

3. RETENTION, PROMOTION, AND TENURE (RPT)

3.1 Procedures

Evaluation criteria and procedures shall be made available to all candidates for retention, promotion, and tenure prior to the commencement of the evaluation process. There shall be no changes in the evaluation criteria and procedures during the evaluation process.

3.1.1 Candidate Evaluation Subcommittee (CES)

For each faculty member (RPT candidate) subject to evaluation, a three-member Candidate Evaluation Subcommittee (CES) shall be appointed from the PRC by the PRC Chair. One member of the CES may be nominated by the candidate. If possible, at least one member shall be
from the candidate's technical area.

It is the responsibility of the CES to perform a comprehensive evaluation of the candidate. Each member of the CES is required to submit a completed evaluation form (Form 109; Pages 1, 2, and 3 only) on the candidate to the Secretary of the PRC. In filling out the evaluation form, the evaluator should use all available evidence relevant to the action, including the candidate’s Working Personnel Action File and Personnel Action File, classroom visits, and student evaluations. The Secretary of the PRC shall merge the evaluation forms submitted by the members of the CES into a summary document, without identification of source, but signed by the members of the CES. Individual evaluation forms shall be destroyed.

3.1.2 PRC Recommendation

The PRC will meet to consider candidates for retention, promotion, and/or tenure. Prior to the first meeting, each member is required to review and sign the candidate’s Working Personnel Action File and Personnel Action File.

The PRC will use the CES Report as the draft document to develop their evaluation report. It will be the responsibility of the Secretary of the PRC to summarize the deliberations and action of the PRC in a report setting forth what are believed to be the reasons behind the PRC recommendation.

Following discussion, the PRC will, by secret ballot, vote to determine its recommendation on retention, promotion, and/or tenure. Each ballot will summarize a rationale for the vote. Only PRC members who have participated in all deliberations will be allowed to cast a ballot.

Following the vote on retention, promotion, and/or tenure, the PRC will, by secret ballot, vote to determine the performance rating (level 1-4 as defined in Section V of AP Form 109) of the candidate.

A PRC member will sign the report if he/she believes it to be an accurate summary of the submitted materials and deliberations and is otherwise invited to submit a minority report.

After the PRC report is finalized, the draft CES report shall be destroyed.

A copy of the PRC report and minority reports are submitted by the mandated deadline, and at least seven days before it is forwarded to the Department Chair. The candidate has seven days to submit a rebuttal statement, written response, or request a meeting to discuss the report.

3.1.3 Department Chair Recommendation

The Department Chair shall provide a separate recommendation. If the Department Chair’s recommendation differs from that of the PRC, the Department Chair shall meet with the PRC prior to forwarding his/her recommendation to discuss the differences.

3.2 Criteria
The PRC will consider factors appropriate to the personnel action under consideration as follows:

1. **Professional Preparation.** Examples of professional preparation include possession of degrees beyond eligibility standard, certifications, licenses, awards, publications, patents, and/or professional experience.

2. **Teaching Performance.** Evidence of teaching performance include:
   
   (a) Input from the candidate under consideration such as course outlines, class preparation material developed by the candidate, textbooks used, list of courses taught, etc.
   
   (b) Input from peer evaluation such as class visitations, opinions on course content and organization, competence in the discipline, teaching techniques, relationship with students, and grade distributions for courses taught during the evaluation period.
   
   (c) Input from students shall include results of standardized student evaluation procedures.

3. **Professional Growth and Achievements.** This differs from item (1) in that item (1) evidence represents background preparation, where item (3) represents evidence of professional growth since hired or last promoted. Examples may include:

   (a) Consulting.
   
   (b) Summer employment.
   
   (c) Conferences attended, professional courses.
   
   (d) Research in progress, i.e., as evidenced by progress or contract reports.
   
   (e) Publications, patents, awards, papers presented.
   
   (f) Keeping abreast of field as evidenced by course content and new materials or courses introduced.
   
   (g) Professional society activities.
   
   (h) Laboratory development.

4. **Service to the University**

   (a) Service to department, college, and university committees, chair of such committees, and special assignments.
   
   (b) Contracts, grants, donations, services, or equipment obtained.
   
   (c) Concern for students and participation in appropriate student extra-curricular activities.

3.3 **Retention**
Procedures and criteria that apply for retention actions are as listed in Sections 3.1 and 3.2.

3.4 Promotion

Procedures and criteria that apply for promotion actions are as listed in Sections 3.1 and 3.2. In addition, all candidates recommended for promotion shall be ranked and a rank-ordered list shall be forwarded to the Department Chair. The recommendation of a candidate for promotion to Associate Professor will be carried out by the URS and to Professor by the FPS.

The Department Chair will provide a separate rank-order list and forward it to the Dean; if the Department Chair's rank-order list differs from that of the URS or FPS, the Department Chair shall meet with the URS or FPS, as appropriate, to discuss the differences.

It is expected that the criteria for promotion will be applied most rigorously for promotion from Associate Professor to Professor with consideration given to the national recognition of the evidence.

3.5 Tenure

Procedures and criteria that apply for tenure actions are as listed in Sections 3.1 and 3.2. The recommendation of a candidate for tenure will be carried out by the PRC if the candidate is an Assistant Professor, the URS if the candidate is an Associate Professor, or the FPS if the candidate is a Full Professor.

The probationary period for faculty is normally six years. In the case of faculty members with outstanding professional accomplishment and demonstrated excellence in teaching, tenure may be recommended earlier than the sixth year.

Tenure is not required for promotion to Associate Professor, but is required for promotion to Professor. Tenure will not be recommended unless the candidate is considered to have the potential to be fully promotable.

Adopted: April 26, 1988
Last Revised by TPFC: May 30, 2001/October 10, 2001
(Approved by Provost/VPAA, with changes: October 5, 2001)