COMPUTER ENGINEERING PROGRAM

Statement of Policy
Regarding Appointment, Retention, Tenure, and Promotion

Preamble

A. Policy for personnel actions will be discussed and acted upon in the Computer Engineering Program Council. These meetings will be open to all instructional faculty and participation by everyone in the discussion of program policy will be encouraged. Changes, additions, deletions to this document may be made by a majority vote of all members of the Computer Engineering Program Council followed by the concurrence of the tenured and probationary faculties of the Computer Science and Electrical Engineering Departments, and approval by the Dean of the College of Engineering and the Vice President for Academic Affairs.

B. Two principles guide the development and administration of the Computer Engineering Program: (1) Computer Engineering is an interdisciplinary program based upon the disciplines of Computer Science and Electrical Engineering, (2) there should be symmetry between the Computer Science and Electrical Engineering Departments in their support of the CPE Program. The Computer Engineering faculty shall have joint appointments between the Computer Science Department and the Computer Engineering Program or the Electrical Engineering Department and the Computer Engineering Program, where either CSC or EE will be known as the "home department". CPE faculty will have the option to teach, develop and coordinate CPE courses based in either department. These joint appointments require a commitment to the CPE program in the areas of teaching, curriculum development, professional development, and service. The initial CPE faculty should ideally consist of 50% CSC and 50% EE faculty. The long term composition of the CPE faculty should remain balanced between the two departments.

C. Retention, promotion, and tenure evaluation for each CPE faculty member will be performed by his/her home department policies and procedures as modified by this document. Provisions made to accommodate these policies are presented below as modifications to the existing RPT documents for the two departments as noted: *Statement of Policy Regarding Appointment, Reappointment, Tenure, and Promotion in the Computer Science Department, and Policies and Procedures for Appointment, Retention, Promotion, and Tenure in the Electrical Engineering Department.*

I.   GENERAL PROCEDURES AND CRITERIA FOR RETENTION, PROMOTION, TENURE

   A. Procedures

1. Evaluation criteria and procedures shall be made available to the faculty unit employee prior to the commencement of the evaluation process. There shall be no changes in criteria and procedures used to evaluate a faculty unit employee during the evaluation process.

2. Each faculty member subject to RPT evaluation whose home department is CSC shall be governed by the procedures promulgated in applicable sections of the document entitled " Policies and Procedures for Appointment, Retention, Promotion, and Tenure in the Computer Science Department".

3. Each faculty member subject to RPT evaluation whose home department is EE shall be governed by the procedures promulgated in applicable sections of the document entitled 'Policies and Procedures for Appointment, Retention, Promotion, and Tenure in the Electrical Engineering Department".

4. The Peer Review Committee (PRC) for CPE faculty members will consist of all tenured faculty elected from their home department and all tenured CPE faculty elected from both departments.

   B. Criteria

   1. The peer review committee shall consider factors appropriate to the personnel action under consideration following the criteria presented in the relevant section of the referenced home department document, section I. B. for CSC and section 3.2 for EE.

II. APPOINTMENT OF NEW FACULTY MEMBERS

   A. When it is necessary to fill one or more position(s), an appointments committee of tenured faculty members will be elected by the CPE Tenured and Probationary Faculty committee (TPFC). The term of this committee will be for one year. After consultation with the CPE Director, who will seek consultation with the Dean, the CPE Administrative Council, and the CPE tenured committee, this committee will propose the advertisement for positions. Moreover, it is the responsibility of this committee to make initial applicant contact, determine the appropriateness of the candidate's qualifications, and determine the candidate's likely home department. The materials will then be forwarded to the appropriate home department. All materials and information concerning applicants for appointments will be made available for review to all tenured and probationary faculty members of the CSC and EE departments as well as the CPE Program.

   B. Candidates will then be interviewed and evaluated following the rules of the likely home department with the following exceptions:

   The tenured faculty of the home department along with the tenured CPE faculty from both departments will elect a CPE/home department (i.e. CPE/EE or CPE/CSC) appointments committee. This will usually consist of all tenured CPE and home department faculty. The CPE/home department appointments committee will appoint a CPE/home department screening committee.

C. When there are openings in both departments, the CPE/home department screening committees, along with the program director and department chairs, will work with the candidate to ensure that the candidates are in the most appropriate home department. The candidate's preference is an important consideration in the determination of the home department.

D. The CPE/home department appointments committee will make a recommendation on each of the following: (a) appointment, (b) the rank and salary to be offered, and (c) the number of years of service, if any, to be credited towards tenure. The minimum academic qualification for appointment to a probationary or tenured position will normally be the doctorate in electrical engineering, computer science or computer engineering. The CPE director and the chair of the home department shall each append a recommendation to that of the CPE/home department appointments committee. These shall be forwarded by the chair of the home department to the Dean of the College of Engineering for action.

III. RETENTION

Requirements for recommendation of retention shall follow the relevant sections in the home department document as modified by this document, section III for CSC and section 3.3 for EE.

IV. TENURE

Requirements for recommendation of tenure shall follow the relevant sections in the home department document as modified by this document, section IV for CSC and section 3.5 for EE. Tenure shall be granted in the home department.

V. PROMOTION

Requirements for recommendation of promotion shall follow the relevant sections in the home department document as modified by this document, section V for CSC and section 3.4 for EE.

VI. POST TENURE REVIEW

Tenured faculty who have not been evaluated for personnel action within the previous five years are subject to a review according to the procedures of their home department.

VII. JOINT APPOINTMENTS

A. The Dean of the College of Engineering shall make all initial joint appointments to the Computer Engineering Program; these appointments shall be made based upon the faculty person's contribution to the progress of the program, and upon the recommendation of the Director of the Computer Engineering Program and Appointment Committee.

B. Except for the initial set of faculty appointed by the Dean to the Computer Engineering Program from their respective home departments, tenured and probationary faculty within the Departments of Computer Science and Electrical Engineering can request the tenured faculty of the Computer Engineering Program to consider them to be joint faculty between their home department and the Computer Engineering Program. By recommendation of the tenured Computer Engineering faculty, the Dean of the College of Engineering can appoint them to joint positions within their

home department and the Computer Engineering program at the rank held in their home department; if appropriate they shall then follow the procedure contained in this document for any subsequent retention, tenure, and/or promotion consideration for which they are eligible.

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