

**THE UNIVERSITY OF MEMPHIS
DEPARTMENT OF CIVIL ENGINEERING
TENURE AND PROMOTION GUIDELINES**

1. Overview

- a. All tenure and/or promotion candidates must meet department, college, and university criteria in effect at the time of the application. Submitted dossiers must comply with college and university requirements.
- b. Civil Engineering faculty are expected to contribute in all three traditional academic areas: teaching, research, and service. The level of effort in each area and the weighting of each area in tenure and promotion decisions will not necessarily be equal but is determined in consultation with the Department Chair during the annual planning process.
- c. When the Department of Civil Engineering hires a new faculty member, the Department Chair appoints a tenured member as a mentor. It is the mentor's responsibility to help keep the candidate aware of Department, College, and University policies and procedures, tenure and promotion criteria, deadlines, and changes.

2. Annual Evaluation and Planning

- a. At the appropriate time during the Spring semester, all faculty prepare an annotated report of their activities during the current academic year and a plan for the following year. These are submitted to the Department Chair.
- b. The Department Chair reviews the reports and plans, prepares a written evaluation, and meets individually with tenure-track faculty to discuss their progress, evaluation, and plans.

3. Mid-Tenure Review

- a. Refer to the ***Herff College Tenure and Promotion Guidelines Part III***.
- b. In the Spring of their third year (or earlier for faculty with reduced probationary time), tenure-track faculty prepare a dossier documenting their progress toward tenure. This document is identical to a tenure application but without letters from external evaluators. This document is submitted to the Tenure and Promotion Committee (T&PC) by March 15.
- c. The mentor and two other members appointed by the T&PC form a sub-committee to evaluate the dossier and prepare a written report, including input from any other members of the T&PC who choose to review the file. The report should specify the department's criteria, discuss the strengths and weaknesses of the faculty member's accomplishments relative to those criteria, and provide meaningful feedback and direction to assist the faculty member in planning and organizing subsequent work activities. The

candidate's file and the written evaluation should be submitted to the Department Chair by April 1.

- d. The Department Chair reviews the file and the sub-committee's evaluation and prepares an independent evaluation that similarly addresses the strengths and weaknesses of the faculty member's accomplishments.
- e. The Department and T&PC Chairs present their reviews to the candidate and meet with them to discuss the evaluation. The faculty member may write a brief response to the discussions and reports to address any concerns or inaccuracies in the reports.
- f. The candidate's dossier, the T&PC and Department Chair's recommendations, and the candidate's response (if any) are forwarded to the Dean of the Herff College of Engineering, who may, as necessary, meet with the candidate to discuss the results.

4. Criteria for Tenure and Promotion to Associate Professor

- a. Candidates must have an earned doctorate in Civil Engineering or a related discipline from an accredited college or university plus at least five (5) years of appropriate professional experience (unless otherwise prescribed in writing and approved by the Dean and provost).
- b. Tenure-track and tenured faculty are expected to contribute to the Departmental goals of teaching, research/scholarship/creative activity, and service.
- c. Non-tenure-track faculty are expected to contribute to the Departmental goals categorized by their primary academic responsibilities: teaching, research, and practice. Non-tenure-track promotion criteria are to be weighted to the faculty member's assigned responsibilities.
- d. See the *Herff College Tenure and Promotion Guidelines Part I* for a list of types of evidence and documentation for excellence in teaching, research/scholarship/creative activity, and service.

5. Criteria for Promotion to Full Professor

- a. Candidates must have an earned doctorate in Civil Engineering or a related discipline from an accredited college or university and at least ten (10) years of appropriate professional experience.
- b. Tenured or tenure-track candidates must be leading scholars and educators with national or international stature in teaching, research/scholarship/creative activity, and service.
- c. Depending on their appointment specifics, non-tenure track candidates must be leading scholars and/or educators whose national or international stature can serve as a standard for professional achievement.
- d. See the *Herff College Tenure and Promotion Guidelines Part I* for a list of the minimum requirements for promotion from associate professor to professor.

6. Application Process

- a. Refer to the *Herff College Tenure and Promotion Guidelines Parts II and III*.
- b. All candidates should notify the T&PC Chairman of their intentions for tenure and promotion by the first day of the Spring semester. At that time, each candidate receives a checklist of the documentation and timeline required by the T&PC.
- c. The Department Chairman selects one T&PC member acceptable to the candidate to aid in preparing the candidate's documentation.
- d. At least four external reviewers are selected from names submitted by the Department Chair, T&PC, and the candidate. No more than two reviewers are chosen from the candidate's list, and no more than one reviewer may be from the candidate's mentors or collaborators. The candidate may also provide a list of no more than three potential reviewers to be excluded from consideration. The T&PC chair contacts potential reviewers so that at least four have been confirmed before March 15. The T&PC shall approve the text of letters soliciting external reviews. In addition to reviewing the candidate's application, each reviewer is asked to submit a summary vita and complete a brief statement of any relationship to the candidate.
- e. Materials to be submitted to external examiners should be provided to the T&PC Chair no later than March 15. The T&PC chair distributes the materials to the examiners, with responses due by September 1. The T&PC chair ensures that at least four letters are obtained in time to be included in the candidate's file.
- f. Candidates must present their complete tenure application files to the T&PC chair by September 1. The T&PC examines the files of each candidate and may obtain additional data if necessary. One or more members of the T&PC may also conduct unannounced class visitations. The application file is considered closed immediately before convening the meeting of the T&PC, at which the vote is taken. No materials may be added or removed after this time.

7. T&PC Composition and Procedures

- a. The Department T&PC consists of all tenured faculty with an Associate or Full Professor rank except for the Department Chair, faculty in their final year of employment, and members of the candidate's immediate or extended family.
- b. In cases of promotion, only faculty who hold a rank equal to or above that to which the candidate aspires are eligible to vote.
- c. If the Department has fewer than three faculty eligible for a T&PC, the Department Chair recommends to the Dean appropriate faculty from related disciplines to constitute a T&PC of at least three members.
- d. The T&PC elects a Chair for a year term during the spring semester of the preceding academic year.

- e. Only T&PC members eligible to vote may attend meetings. A quorum for the T&PC shall consist of two-thirds of the faculty members eligible to vote.
- f. The T&PC must discuss each candidate at least one meeting before the meeting at which the vote is taken. T&PC members who have not participated in at least one of those meetings are ineligible to vote.
- g. Candidates are informed of the time and date of the meeting at which the vote is conducted. After a final round of discussion, the vote is conducted by secret ballot, tallied, and recorded by the T&PC Chair. Absentee or proxy votes are not allowed.
- h. After the vote, a final report shall be prepared and approved in a separate meeting of the T&PC. The T&PC Chair forwards the report to the Department Chair or the Dean if the candidate is the Department Chair. If one or more members of the T&PC request, a minority report shall also be forwarded. In the case of a split decision, the Department Chair may also require a minority report.
- i. The Department Chairman informs the candidate of the T&PC recommendation and vote and their independent recommendation. All materials are forwarded to the Dean of the Herff College of Engineering.

8. *Modification of Tenure and Promotion Guidelines*

- a. At least once yearly, the Department Chair convenes a general faculty meeting to discuss the state of the department and its strategic plan. At that time, modifications to the Department's tenure and promotion policies and amendments to this document are discussed if necessary.
- b. Any tenured faculty member in the Department may submit proposed amendments to this document. A simple majority of the tenured faculty in the Department must approve all amendments.

9. Tenure and Promotion Deadlines (see Herff College Tenure and Promotion Guidelines)

Step	Responsibility	Action	Due Date
1	Candidate	Notify Department Chair of intent to apply for Tenure and/or Promotion.	First Day of Spring Semester
2	Candidate Department T&PC	Independently develop a list of potential external peer reviewers.	February 15
3	Department Chair	In consultation with T&PC, finalize a list of reviewers and solicit their agreement to review the candidate's materials.	March 1
4	Candidate	Develop a packet of research materials and vitae to submit to external reviewers.	March 15
5	Department Chair T&PC Chair	Send a letter, candidate's materials, and Department T&P Guidelines to reviewers (follow the College Calendar for the due date of the reviewers' recommendations).	April 1
6	Candidate	Submit complete T&P dossier (following University, College, and Department guidelines and calendar).	September 1
7	Department Chair	Collect all materials (candidate's dossier, external review letters, and vitae) and submit them to Department T&PC.	September 15
8	T&PC Chair	Schedule and lead Department T&PC review meetings; draft recommendations for member review; finalize recommendations; submit T&PC recommendations with all materials to the Department Chair.	September 30
9	Department Chair	Independently review the candidate's dossier and reviews and provide a recommendation to the Dean's office, which forwards it to the College T&PC.	October 15