

THE UNIVERSITY OF MEMPHIS
DEPARTMENT OF MECHANICAL ENGINEERING
TENURE AND PROMOTION GUIDELINES

The Department Tenure and/or Promotion Committee approved these Guidelines on:
November 7, 2023. (Signatures are in the cover letter)

Part I. Introduction

- A. Each candidate who applies for tenure and/or promotion should first consult the guidelines and minimum criteria for tenure and/or promotion in the current edition of The University of Memphis (hereafter “University”) Faculty Handbook. A description of the materials required for the tenure and/or promotion dossier and the order of their assembly is maintained by the provost and posted on the university website. Second, each candidate should consult the Tenure and Promotion Guidelines for the Herff College of Engineering (hereafter “College”). The College guidelines provide procedural information and specify the minimum requirements and criteria for tenure and/or promotion within the College.

- B. Each department in the College must develop and maintain written procedures for tenure and/or promotion consistent with College and University policies and guidelines. The Department of Mechanical Engineering (hereafter “Department”) Tenure and Promotion Guidelines have more specific criteria for tenure and/or promotion with respect to the discipline of mechanical engineering.

- C. In the event any policy or provision in these Department guidelines conflicts with the College guidelines, the current edition of the University Faculty Handbook, and/or policies approved by the University Board of Trustees, Board policies and/or the policies in the current edition of the Faculty Handbook and/or the policies in the College guidelines shall prevail in that order.

- D. Tenure-track and tenured faculty are expected to contribute to the missions of teaching, research/scholarship /creative activity, and service. Specific expectations of tenure-track and tenured faculty appointments will be identified in the faculty appointment letter. All tenure-track and tenured faculty are expected to provide high quality instruction, pursue excellence in research/scholarship/creative activity, contribute meaningful service to the university, the public and/or their profession, and maintain a professional comportment consistent with the Faculty Code of Conduct. Non-tenure-track faculty appointments are categorized by their primary academic responsibilities: teaching, research, clinical, practice, adjunct, and/or visiting appointments. Non-tenure-track faculty are expected to perform the primary responsibilities established in the appointment document at a high

level and maintain a professional comportment consistent with the Faculty Code of Conduct. Non-tenure-track promotion criteria are to be weighted in relation to the faculty member's assigned responsibilities.

Part II. Criteria for Tenure and/or Promotion

The criteria for tenure and/or promotion for all full-time faculty members in the Department are equivalent to the criteria listed in the College tenure and promotion guidelines. The College guidelines describe the types of evidence and documentation that may be included to evaluate performance in teaching, research/scholarship/creative activities, and/or service. Among those types described the College guidelines, the Department specifically requires that candidates for tenure and/or promotion must provide evidence and documentation for the following:

Teaching

- University adopted student evaluations of teaching effectiveness;
- A peer teaching review performed by a faculty member in another engineering science department within the College who holds a faculty rank above the rank being applied for;
- Mentoring of students.

Research/Scholarship/Creative Activities

- Refereed journal publications;
- Success in obtaining external research funding as a Principal Investigator;
- Active mentoring of graduate students, as evidenced by production of MS and, in particular, PhD graduates.

Service

- Active participation in relevant professional activities;
- Active participation on and/or leadership of University, College, and/or Department committees

Equal weighting among the criteria listed for tenure and/or promotion in teaching, research/ scholarship/creative activity, and/or service should not be implied. Specific expectations of faculty appointments will be identified in the faculty appointment letter and the weighting of criteria in evaluating the performance of a faculty member for tenure and/or promotion should reflect those expectations. In addition, the success of a full-time faculty member with expectations in obtaining external research funding and publishing scholarly works will be measured not only by the level of funding that the candidate has secured from external agencies to support his/her research program, or by the number of her/his publications, but also by the quality of the research and the quality of the publications.

The minimum requirements for promotion from Assistant Professor to Associate Professor for all full-time faculty members in the Department are the minimum requirements described in the College tenure and promotion guidelines. The minimum requirements for promotion from Associate Professor to Professor for all full-time faculty members in the Department are the minimum requirements described in the College tenure and promotion guidelines.

Part III. Preparation for Tenure and/or Promotion Review

The Department guidelines for preparation for tenure and/or promotion are the same as described in the College tenure and promotion guidelines.

Part IV. Department Level Policies and Procedures for Tenure and/or Promotion

In addition to the policies and procedures described in the College tenure and promotion guidelines, the following policies and procedures apply for tenure and/or promotion at the Department level:

- A. Faculty members holding an administrative appointment that exceeds 50% may not serve on the Department Tenure and/or Promotion Committee (hereafter “Committee”).
- B. The longest serving member of the Committee shall convene an annual meeting prior to the first day of the Spring semester to elect the chair of the Committee, by secret ballot, from among the members. The newly elected chair of the Committee will notify the Department chair of his/her election no later than the first day of the Spring semester.
- C. The Committee shall comprise of at least three members. If the Committee has at least six members, a quorum will be achieved when at least three members are present.

Part V. Revision of Department Tenure and Promotion Guidelines

- A. The Department tenure and/or promotion guidelines may be reviewed and revised. All full-time faculty in the Department may participate in the review. Approval of the revisions requires a simple majority vote in favor of the revisions by all the tenured faculty members of the Department.
- B. The revised Department guidelines will then be sent for approval to the dean of the College. If the dean approves the revisions, then the revised guidelines will be transmitted to the provost for review and final approval. If the dean does not approve the revisions, the dean will notify the Department chair of the negative decision, provide a rationale for the decision, and the revision process is concluded.

- C. If the provost approves, the revision process is concluded once the Department chair disseminates the revised college guidelines to the Department faculty and ensures the revised guidelines are posted on the university website. If the provost does not approve the revised guidelines, then the revision process is concluded.

Part VI. Timelines

The Department tenure and/or promotion deadlines are the same as described in the College tenure and/or promotion guidelines.