

Tenure and Promotion Guidelines

**Department of Electrical and Computer Engineering
The University of Memphis**

(Approved 1/14/16)

I. Overview

The Department of Electrical and Computer Engineering seeks to hire, tenure, and promote faculty who establish and sustain an independent research program and contribute to the teaching and service mission of the department.

All candidates for tenure and/or promotion must meet department, college, and university criteria in effect at the time of application. Submitted dossiers must comply with college and university requirements as specified in the current Faculty Handbook.

II. Annual Reviews/Evaluations

At the appropriate time during the spring semester, all faculty members prepare an annotated report of their activities during the current academic year, and a plan for the next year. Reports and plans are submitted to the Department Chair. The Department Chair will prepare a written evaluation and meet individually with faculty to discuss their progress, evaluation, and future plans.

III. Mid-Probationary Period Reviews

The mid-probationary period review is a critical evaluation point in the tenure-track process. It is intended to provide constructive feedback regarding a faculty member's progress that will help them to determine where they stand in terms of their later application for tenure and promotion.

In the spring of a tenure-track faculty member's third year, in addition to the normal annual review, tenure-track faculty will prepare a dossier in the same format as a tenure application, documenting their progress, to be submitted by the first day of class in the spring semester. These documents will be submitted to the Department Tenure and Promotion (T&P) Committee who will evaluate and prepare a written report. External peer evaluations will not be obtained for the mid-probationary review. The dossier and the written evaluation will be presented to the Department Chair by February 1. The Department Chair will review the dossier and committee evaluation, discuss both with the candidate, and prepare an independent evaluation. Both evaluations will be forwarded to the Dean of the College Engineering for review and recommendation by the College T&P Committee by March 1.

An unsatisfactory mid-probationary evaluation may result in the non-renewal of a tenure-track contract.

IV. Criteria for Tenure and Promotion to Associate Professor

The minimum criteria for promotion to associate professor rank are essentially the same as the criteria for tenure. Refer to the current faculty handbook for additional information.

A faculty member applying for tenure shall be evaluated according to criteria in the following three general areas:

1. Research and scholarly activity
2. Teaching effectiveness
3. Service

In addition the candidate must have a doctorate in Electrical Engineering, Computer Engineering or a closely related field.

1) Research and Scholarly Activity

Evidence of research and scholarly activity must consist of at least the following:

- a. Publications in refereed journals and the presentation on a regular basis of papers at professional conferences are a necessary part of every candidate's application.
- b. The establishment of an academic area in which national recognition is likely.
- c. The submission of applications on a regular basis for external funding to support research and other scholarly activities. There is an expectation that the successful candidate will have secured externally sponsored research through funded proposals.

2) Teaching Effectiveness

Demonstrated effectiveness in teaching is required. Evidence may include development and implementation of significant instructional methods or materials. It is expected that student evaluations, using a university approved evaluation instrument, will be obtained for every section taught. At least one recent peer evaluation of teaching effectiveness is also required.

3) Service

Service activities for the profession, university and the public are important contributions that can be made by a faculty member. Each type of service rendered will be reviewed separately relative to its contribution to tenure. Evidence of service through participation in projects, committees, student advising, and/or functions of the department, university,

or professional organizations, other than teaching, research, directing graduate students, and other scholarly activities. Public service activities are so varied that no one activity can be stated as a minimum. However, such activities can be counted in the tenure process.

V. Criteria for Promotion to Professor

Refer to the current faculty handbook for additional information.

1) Research and Scholarly Activity

Demonstration of a continuing high level of research and scholarly productivity that denote national recognition is paramount. A consistent and significant recent publication record in refereed journals is required. Additional considerations may include: designation as the principal investigator of an externally funded research program; recipient of a special grant for distinguished scholars; significant record of invitations to speak at national meetings or workshops; authorship of a textbook or monograph.

Externally supported research through funded grants or contracts will be highly valued in the promotion decision.

2) Teaching Effectiveness

Demonstrated continuing high level of effectiveness in teaching is required. It is expected that student evaluations will be conducted for every section taught during the five years prior to the year of application. Minimum teaching effectiveness must be demonstrated by using a university approved student evaluation of instruction instrument. At least one recent peer evaluation of teaching effectiveness is also required.

3) Service

Evidence of continued contributions to projects, committees, student advising, and/or functions of the department and university that establishes a campus wide reputation for professional accomplishments that have directly benefited the students and faculty of the department and university, and/or a significant record of service to nationally recognized professional organizations.

VI. Application Process

It is the faculty member's responsibility to notify the Department Chair of his/her intent to apply for Tenure and/or Promotion (see the following flowchart for schedule). It is also the faculty member's responsibility to document activities in teaching, research, and service (see the checklist below for the preparation of the dossier using the current university format). The faculty member should provide the Department Chair with names and contact addresses of four external reviewers with a statement of their relationship with each of them. The T&P Committee from names submitted by the Department Chair, committee members, and the candidate will contact a minimum of

four external reviewers. A minimum of four reviews must be received by the T&P Committee to be included into the candidate's dossier. The inclusion/exclusion of external assessments will adhere to the current Faculty Handbook criteria. The candidate may also provide a suggested list of potential reviewers to be excluded from consideration.

Requirements for documenting teaching and research activities should follow the current faculty handbook and approved format for the dossier.

VII. Composition and Functioning of Department Committee

The departmental T&P Committee composition will conform to the requirements specified in the Faculty Handbook. The Chair of the Department will appoint the Chair of the incoming T&P Committee by April 1. Only Committee members eligible to vote may attend meetings. The following tenured faculty members are not eligible to attend meetings: Department Chair and the candidate's spouse. A quorum for the T&P Committee shall consist of two-thirds of the eligible faculty members. In the event that the Department has fewer than two faculty members eligible for a T&P Committee, the Department Chair will recommend to the Dean appropriate faculty members from related disciplines to constitute a committee of at least three faculty members. In this case, the candidate will have the right to review the choice of any external members and may submit in writing any conflicts of interest for consideration by the Department Chair and Chair of the Committee.

The candidate will be informed of the time and date of the T&P meeting at which the vote will be conducted. After a final round of discussion, the vote will be conducted by secret ballot, tallied and recorded by the T&P Committee Chair. Absentee or proxy votes are not allowed. A final report shall be approved in a meeting of the T&P Committee. The T&P Committee Chair will forward the report to the Department Chair, or to the Dean if the candidate is the Department Chair. The Department Chair will inform the candidate of the recommendation and vote of the T&P Committee, and of his or her recommendation. All materials will be forwarded to the Dean of the College Engineering for review by the College T&P Committee.

VIII. Modification of T&P Guidelines

The tenured and tenure-track faculty (including the Chair) of the Department of Electrical and Computer Engineering may review the criteria for tenure and promotion each fall. Changes that are approved by the tenured and tenure-track faculty of the Department of Electrical and Computer Engineering will be submitted to the Dean of the College of Engineering no later than March 15. Criteria remain in effect until replaced by duly approved newer criteria.

IX. Checklist for Dossier

The candidate should follow the current faculty handbook, the format of the current university dossier, and other instructions provided by the provost's office.

X. Flowcharts

Flowchart of EECE Tenure and Promotion Procedures

Step	Responsibility	Action	Due Date
1	Candidate	Notify Chair of Intent to apply for Tenure and/or Promotion.	April 1
2	Candidate; Department T&P Committee	Independently develop a list of potential external reviewers.	April 1
3	Department Chair	In consultation with T&P Committee, finalize list of reviewers and solicit their agreement to review the candidate's materials.	April 15
4	Candidate	Develop packet of research materials and vitae to submit to external reviewers.	May 15
5	Department Chair or T&P Committee Chair	Send letter, candidate's materials, and Department T&P Guidelines (criteria) to reviewers.	June 1
6	Candidate	Complete Dossier and supporting materials (following University, College, and Department guidelines and calendar); submit to Department Chair.	September 1
7	Department Chair	Collect all materials (Candidate's Dossier, External Review Letters and Vitae); Submit to Department T&P Committee.	September 15
8	Department T&P Committee Chair	Schedule and lead Department T&P Committee review meetings; draft committee recommendation for member review; finalize; submit Committee Recommendation with all materials to Chair.	October 7
9	Department Chair	Independently review candidate's dossier and reviews and provide recommendation to Dean's Office, who will forward to College Committee.	October 15

Flowchart for Mid-Probationary Review

Step	Responsibility	Action	Due Date
1	Candidate	Complete dossier and supporting materials; Submit to Department Chair who will forward to Department Committee.	First day of Spring Semester
2	Department T&P Committee Chair	Schedule and lead Department T&P committee review meetings; draft committee recommendation for member review; finalize; submit Committee recommendation with all materials to Department Chair.	February 1
	Department Chair	Review dossier and provide recommendation to Dean's Office, who will forward to the College Committee.	February 7
	College T&P Committee Chair	Schedule and lead College T&P committee review meetings; draft committee recommendation for member review; finalize; submit Committee recommendation with all materials to Dean.	February 15
	Dean	Review dossier and provide recommendation to Dean's Office, who will forward to the Provost.	March 1