

**Center for Earthquake Research and Information
Tenure and Promotion Guidelines**

(Unanimously approved by the CERI faculty at the November 27, 2017, CERI Faculty Meeting)

The following criteria and supporting information may be used as guides for individuals, center committees and the Center Director in matters of tenure and promotion at CERI.

Any individual applying for tenure and promotion must meet the criteria and requirements set forth by the State Board of Regents, the University, as stated in the current U of M Faculty Handbook, their respective College, and CERI. The candidate is obligated to be familiar with requirements that exist at the time of application. To ensure that expectations are met, the faculty member should consult frequently with the Center Director.

General Requirements:

Tenure and promotion are closely related because both are granted for effective performance, professional growth and potential in the areas of endeavor. For both tenure and promotion, the candidate's activities in the three areas of teaching, research and service will be evaluated. The relative importance of these will be different for tenure-track and research faculty. While individuals are not expected to excel in all three areas, progress and potential are expected. Furthermore, it should be noted that satisfying fewer areas would impose higher standards for evaluation in those areas.

A terminal degree in candidate's specialty is normally required at all levels of promotion and for tenure.

Research faculty appointments are made to the ranks of research professor, research associate professor, or research assistant professor (see relevant pages of the Faculty Handbook). Research faculty are subject to the same promotion guidelines as regular faculty except that advancement will be based primarily, or solely, on research achievements as outlined in the individual's faculty appointment. Currently, under university guidelines, research faculty are not eligible for tenure. For those appointed primarily in research positions, fulfilling the terms as specified in their contract is of considerable importance.

The majority of specific requirements, timetables, forms, and resources are provided by the University and not repeated in this document. Those resources are available here <http://www.memphis.edu/aa/resources/facres/tenurepromotion/index.php> Additional specific requirements are found in the University Faculty Handbook on page 57 as of July 1, 2015. The current version is available here http://www.memphis.edu/aa/resources/facres/facultyhandbook/docs/2015_faculty_handbook.pdf

CERI faculty with dual appointments may have additional requirements as specified by their College and home department. Herff College of Engineering guidelines are available here:

CERI Specific Requirements

In addition to the university and college guidelines for tenure and promotion, the candidate at CERI will be evaluated on the basis of additional specific criteria. Six areas of effort will be considered: teaching, advising/mentoring, scholarship, support, service, and outreach.

The following description of an ideal faculty member at CERI presents the criteria that will be considered and sets the standards toward which we can aspire. Of course, it should not be construed as a rigid formula because none of the items is a necessary condition; it is the ensemble that matters.

Criteria for Teaching Performance

An excellent teacher is one who:

1. teaches a minimum of 6 credit hours per year (3 for research professors)
2. is an effective teacher as measured by student evaluations and reports (e.g. SIRS or SETE)
3. develops new courses or new classroom methodologies
4. obtains external funds to improve teaching/learning or develop new courses

Criteria for Advising/Mentoring

An excellent advisor is one who:

1. advises >2 graduate students
2. engages students in innovative research leading to publishable results
3. advises students through the completion of their degrees and provides all necessary resources for the completion of degrees
4. creates a positive mentoring relationship with each student that is helpful, collegial, and encourages original thought

Criteria for Scholarship Performance

An excellent scholar is one who, on an annual basis:

1. publishes significant papers and books, some first-authored, that establish the author as a recognized leader, expert, or innovator in the profession
2. maintains a research program with high national and international visibility that attracts outstanding graduate students, visiting scientists, and post-doctoral scholars
3. receives invitations to speak at national/international meetings
4. receives invitations to speak at departmental colloquia across the nation
5. presents or contributes to multiple abstracts at national/international meetings

Criteria for Support Performance

A faculty member providing excellent support is one who:

1. provides sustained RA support for more than two students each year
2. acquires funding for multiple grants and/or has multiple proposals pending

3. brings in half of his or her annual salary if a research professor

Criteria for Service Performance

A faculty member providing excellent service to his or her university (department and college level units), profession, and society is one who:

1. serves on and in particular, chairs national or international government or professional scientific committees
2. serves on and in particular, chairs university committees
3. serves as an administrator or Faculty Senate officer in the university
4. serves as an editor or associate editor for professional scientific journals
5. reviews many proposals for funding agencies and manuscripts for professional scientific journals
6. is an officer in one or more professional scientific societies
7. organizes meetings, workshops, and short courses for professional societies

Criteria for Outreach Performance

A faculty member providing excellent outreach is one who:

1. presents talks at other universities and colleges
2. involves undergraduates at local colleges and universities in research projects
3. shares professional expertise with the wider community
4. actively recruits students for the graduate program

Mid-Tenure Review Guidelines for Tenure Track Faculty

All tenure track faculty who are not tenured must undergo a mid-tenure review. This usually occurs at the end of their third year of employment at the University but may be different if time credit toward tenure was granted on employment or if a "stop-the-clock" hiatus was granted. The mid-tenure review process is described in detail in the Faculty Handbook

(http://www.memphis.edu/aa/resources/facres/facultyhandbook/docs/2015_faculty_handbook.pdf).

The mid-tenure review consists of the candidate preparing a full dossier in the same format as for consideration for tenure or promotion with the exception that no external letters will be requested.

The deadline for mid-tenure review at the College level is normally April 1st. In addition, CERI faculty who are seeking tenure through other University departments will be subject to tenure and promotion schedules of that department and must bring those schedules to the attention of the CERI Director and Tenure and Promotion Committee Chair in January. The CERI internal deadline for the completion of the dossier is normally one month before the appropriate College or Departmental deadline. The exact date will be determined at the beginning of the Spring Semester by the Chair of the Tenure and Promotion Committee and CERI Director.

The review process for all tenure track faculty will be the same in that both the Tenure and Promotion Committee and the CERI Director will provide evaluations for the dossier.

Tenure Review Guidelines for Tenure Track Faculty

All tenure track faculty applying for tenure and promotion must undergo a tenure review. This usually occurs before the start of the sixth probationary year of employment at the University but may be different if time credit toward tenure was granted on employment or if a "stop-the-clock" hiatus was granted. The tenure review process is described in detail in the Faculty Handbook (http://www.memphis.edu/aa/resources/facres/facultyhandbook/docs/2015_faculty_handbook.pdf).

The tenure review consists of the candidate preparing a full dossier in the format described in the Faculty Handbook. A minimum of four external letters of evaluation is required. The external reviewers will be selected by the Director of CERI and the chair of the tenure and promotion committee from a list of names provided by the candidate, the Director of CERI, and the tenure and promotion committee. At least one person must be selected from the list provided by the candidate. Restrictions and guidelines regarding the selection of the external reviewers are provided in the Faculty Handbook.

Timeline:

- Selection of external reviewers should begin in the spring semester prior to the fall tenure and promotion process.
- Application and all supporting material for tenure and promotion must be submitted at the beginning of the fall semester of the sixth or final probationary year.
- CERI tenure and promotion committee meets in the first week of September to review the material. The recommendation letter is included in the dossier no later than September 15.
- The CERI Director includes his/her recommendation letter prior to the date set by the College tenure and promotion committee.

CERI faculty who are seeking tenure through other University departments will be subject to tenure and promotion schedules of that department and must bring those schedules to the attention of the CERI Director and Tenure and Promotion Committee Chair in January. The CERI tenure and promotion committee will meet to review the dossier in the first week of September. A letter summarizing the evaluation made by the committee will be sent to the Chair of the other department prior to September 15.

Committee Structure

The CERI tenure and promotion committee for tenure-track faculty is composed of all tenure-track faculty at or above the rank to be promoted (e.g. the committee considering promotion to Associate Professor with tenure contains all tenure track faculty at or above rank of Associate Professor with tenure). Research-track faculty at or above the rank to be promoted may participate in the discussions of tenure-track faculty promotions to help build consensus but may not vote.

The CERI promotion committee for research-track faculty is composed of all tenure-track

and research-track faculty at or above the rank to be promoted (e.g. the committee considering promotion to Research Associate Professor contains all faculty at or above the rank of Associate Professor or Research Associate Professor).