

Tenure and Promotion Guidelines

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

Revised (09/13/2023)

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 the Herff College of Engineering (HCOE) and university requirements as specified in the current Faculty Handbook.

Non-tenure-track faculty appointments are categorized by their primary academic responsibilities: teaching, research, clinical, or practice. 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.

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 February 7.

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/Scholarship/Creative Activity (See relevant section in the HCOE T&P Guidelines)
2. Teaching effectiveness (See relevant section in the HCOE T&P Guidelines)
3. Service (See relevant section in the HCOE T&P Guidelines)

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

Follow the criteria and procedure detailed in the Promotion from Assistant Professor to Associate Professor section of the HCOE T&P Guidelines. Refer to the current faculty handbook for additional information.

V. Criteria for Promotion to Professor

Follow criteria and procedure detailed in the Promotion from Associate Professor to Professor section in the HCOE T&P Guidelines. Refer to the current faculty handbook for additional information.

VI. Application Process

It is the faculty member's responsibility to notify the Department Chair of their 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 the names and contact addresses of four external reviewers with a statement of their relationship with each of them.

The Department Chair, in consultation with the T&P Committee, will finalize a list of reviewers and contact a minimum of five external reviewers. A minimum of five reviews must be received by the Department Chair to be included in 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 the first day of spring semester. 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. If 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 their 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	Deadline
1	Department Chair	Appoint/Elect Chair of Incoming Department T&P Committee.	First Day of Spring Semester
2	Candidate	Notify Department Chair of intent to apply for Tenure and/or Promotion and provide list of suggested external reviewers.	First Day of Spring Semester
3	Chair	Provide list of candidates applying for Tenure and/or Promotion to Dean.	First Day of Spring Semester
4	Department T&P Committee Chair	Independently develop list of potential external reviewers.	February 15
5	Department Chair	In consultation with Department T&P Committee Chair, finalize list of reviewers and solicit their agreement to review the candidate's materials.	March 1
6	Candidate	Assemble packet of scholarly work and vitae to submit to external reviewers.	March 15
7	Department Chair or T&P Committee Chair	Send cover letter, candidate's materials, and Department T&P Guidelines (criteria) to reviewers.	April 1
8	Dean	Submit listing of all faculty applying for Tenure and/or Promotion to the Provost.	August 30
9	Candidate	Complete dossier and supporting materials (following current Faculty Handbook guidelines); submit to Department Chair.	September 1
10	Department Chair	Collect all materials (candidate's dossier, add external review letters and materials describing reviewers' credentials, etc. and curriculum vitae); submit to Department T&P Committee.	September 15
11	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.	September 30
12	Department Chair	Review candidate's dossier and provide recommendation to Dean's Office, who will forward to College T&P Committee.	October 15
13	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.	November 1
14	Dean	Required documents from the candidates' dossiers and recommendations of Department Chairs,	3 rd Friday in November

		Department T&P Committees, College T&P Committee, and Dean submitted to the Provost.	
15	Candidate	Candidates receiving a negative recommendation from the Provost must contact the Chair of the Appeals Committee, if they intend to appeal the recommendation.	February 15

Flowchart for Mid-Probationary Review

Step	Responsibility	Action	Deadline
1	Candidate	Complete dossier and supporting materials; submit to Department Chair, who will forward to Department T&P 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
3	Department Chair	Review dossier and provide recommendation to Dean's office, who will forward to the College T&P Committee.	February 7
4	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
5	Dean	Review dossier and provide recommendation to the Provost.	March 1