

TENURE AND PROMOTION GUIDELINES

DEPARTMENT OF ENGINEERING TECHNOLOGY

August 31, 2006

I. OVERVIEW

In the Spring semester the Department Chair and Department Tenure and Promotion Committee will separately review each tenure-track faculty member's performance in teaching, scholarship, and service and make a report to recommend or not recommend reappointment. Also in the Spring semester the Department Chair and Department Tenure and Promotion Committee will review the progress a tenured associate professor has made toward meeting the criteria for promotion to the rank of professor during the annual evaluation process. Candidates for tenure and/or promotion in the Department of Engineering Technology must meet the department, college and university criteria in effect at the time of application, except as noted in Section VIII. Submitted dossiers must comply with college and university requirements as they are described in the current edition of the Faculty Handbook. Engineering Technology faculty will be expected to make a contribution in all three traditional academic areas of teaching, scholarship, 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 will be determined in consultation with the Department Chair and Department Tenure and Promotion Committee during the annual planning process.

Engineering Technology faculty will be expected to contribute to activities in support of the implementation of the Department's Strategic Plan, and procedures related to continuous improvement processes, especially as they relate to the Technology Accreditation Commission of ABET.

II. ANNUAL REVIEWS/PLANNING

All faculty members prepare updated curriculum vitas documenting their activities during the current academic year and a plan for the next year. These are submitted to the Department Chair at the appropriate time in the spring semester. 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 REVIEW

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 towards tenure and promotion.

In the Spring semester of their mid-probationary period (typically the third-year) tenure-track faculty will prepare a dossier documenting their progress toward tenure and promotion. The dossier format will be identical to that described in the current edition of the Faculty Handbook, however without letters from external evaluators. This dossier is to be submitted to the Department Tenure and Promotion (T&P) Committee by the date specified in the College Timeline for Tenure and Promotion Application Procedures as posted on the College web site.

Evidence of teaching effectiveness, scholarship, and service is to be collected in a supplement to the dossier and retained in the Department. Examples of materials that may be included in the supplement include: a) examples of lab exercises developed by the candidate; b) copies of publications; c) accolades documenting service. This supplement is to be made available to the Department Tenure and Promotion Committee and the Department Chair, and will be made available to the College Tenure and Promotion Committee and/or the Dean upon request.

In accordance with the Timeline for Tenure and Promotion Application Procedures, the Department T&P Committee will review the dossier and supplements and prepare a recommendation for the Department Chair that will be included in the dossier. The Chair will assess the dossier and will then prepare a separate recommendation to be included in the dossier. The dossier will then be forwarded

to the Dean. The mid-probationary period dossier will be returned to the faculty member when the evaluation process is completed.

IV. CRITERIA FOR TENURE AND/OR PROMOTION TO ASSOCIATE PROFESSOR

A faculty member applying for tenure and/or promotion shall be evaluated in the three areas of teaching, scholarship, and service.

1) TEACHING

Teaching is central to the mission of The University of Memphis and the Department of Engineering Technology. Teaching encompasses classroom and laboratory instruction; course development; mentoring students in academic projects including theses, testing, grading; and the professional development of the faculty member as a teacher. Mentoring students at all levels is an important aspect of teaching; creative and effective use of innovative teaching methods and curricular innovations is encouraged as evidence of pedagogical development. Neither tenure nor promotion shall receive favorable consideration in the absence of clear, convincing, and continuing evidence of at least an acceptable level of teaching and a potential for continued development. However, while excellence in teaching is a strong recommendation for tenure and/or promotion, it cannot be considered in isolation from scholarship and service.

A candidate for tenure and/or promotion is expected to:

Demonstrate that he/she is an effective teacher (student and peer evaluations shall be an integral part of demonstrating that one is an effective teacher) and that he/she is likely to remain so throughout his/her career.

Multiple sources of evidence will be employed. The candidate should organize, and exhibit evidence of his/her teaching efforts in such a manner that colleagues are able to share in his/her insights, procedures, and contributions to the area of teaching. There should be available for reference and review by the Department Chair and the Department Tenure and Promotion Committee substantial evidence located in a supplement to the dossier documenting the candidate's proficiency as a teacher. The candidate should direct attention to the following areas to demonstrate that he/she is an effective teacher:

1. Command of the subject matter.
2. Ability to organize subject matter and present it in logical and meaningful ways.
 - a) Ability to effectively make use of technology in instruction
 - b) Ability to effectively use equipment related to the subject matter
3. Performance in relating effectively to students; and
4. Demonstrated commitment to achieving program outcomes as specified by TAC of ABET criteria.

Candidates are also responsible for providing other evidence of teaching effectiveness, such as teaching awards received; development of innovative course designs which are disseminated in forms other than journals, books, and technical reports, such as integration of new technologies and techniques in the classroom and/or laboratory; updated syllabi; creation of computer software and audiovisual materials; and development of laboratory apparatus. Each candidate may supply any additional data he/she deems appropriate as evidence of teaching.

In addition to other evidence that the candidate might choose to provide, the candidate must furnish students' assessments (SIRS) from all classes, including summer term courses, taught each year during the probationary period. If evaluations for any class taught during the probationary period are omitted, the candidate must explain the reason for the omission. The format for summarizing the evaluation data is the "SIRS Course Evaluation Summary" as specified in the current edition of the Faculty Handbook.

2) SCHOLARSHIP

As a research university, the University of Memphis develops, integrates, disseminates, and applies knowledge. Faculty in the Department of Engineering Technology must maintain ongoing

programs of research and scholarship appropriate to the discipline of Engineering Technology and in particular, that faculty member's specific area of emphasis.

In Engineering Technology, these pursuits normally encompass the scholarships of inquiry, integration, application, and teaching.

Inquiry: This scholarship involves rigorous investigation aimed at the discovery of new knowledge within a focused area of expertise, in its broadest sense. Evidence of inquiry includes publication in refereed engineering, computer science, or engineering technology journals, externally funded research, and presentations at professional engineering, computer science, or engineering technology meetings with refereed publication in the proceedings.

Integration: This scholarship makes meaningful connections between previously unrelated topics, facts, or observations, such as cross-disciplinary synthesis or an integrative framework within a discipline that results in a publication or presentation in a suitable forum. Evidence of integration includes co-authoring publications in refereed journals, co-P.I. of externally funded research, and presentations at professional meetings with refereed publication in the proceedings, where the participants maybe from departments and colleges outside the college of engineering and the forum may be outside typical engineering, computer science or engineering technology professional societies.

Application: This scholarship adds to existing knowledge in the process of applying intellectual expertise to the solution of practical problems and results in a written work shared with peer professionals. Professionally related scholarship involves work with industrial partners or governmental agencies. Products from the scholarship of application can include such materials as program evaluations, opinion surveys, new operational procedures, external funding, content-based seminars and workshops, provision of technical assistance, and process-focused interventions, which may not always involve a written product.

Often, application research is more difficult to assess than more traditional scholarship, which can be measured more straightforwardly by the number and quality of peer-reviewed products, such as journal articles. However, a similar level of critique can be applied to the scholarship of application as measured by impact on the agency and/or community, scope of the project, originality of design and methodology, extent to which results can be generalized, connection to a broader literature and/or theoretical frame, visibility gained for the researcher and the Department of Engineering Technology through the dissemination process, significance of the work to the discipline, and peer review processes. The burden of responsibility is placed on the candidate to present documentation that supports such assessments.

Teaching: This scholarship focuses on transforming and extending knowledge about pedagogy, including appropriate textbooks, educational articles, and presentations about engineering technology education. The scholarship of teaching is not equivalent to teaching. Conversely, classroom teaching and remaining current in the discipline are not relevant criteria for evaluating teaching scholarship.

3) **SERVICE**

Service is a term encompassing a faculty member's activities in one or more of the following areas: service to the University, service to the profession, and outreach to the community. These activities may overlap in some instances.

All faculty members are expected to perform basic citizenship service within the University. These activities may include, but are not limited to, serving on Department committees, advising and/or mentoring students, and participating in College and University committees. Mentoring of students is considered by the Department of Engineering Technology to be an important aspect of University citizenship. Some faculty members may accept more extensive responsibilities, such as a leadership role in the Faculty Senate; membership on a specially appointed task force; advisor to a student organization; and membership on University, College, or Departmental committees.

Service to the profession includes association leadership, journal editorships, article, book, and grant proposal review; service as a program evaluator for accreditation review; guest lecturing in other departments or institutions; and other appropriate activities.

Outreach, or service to the community, primarily involves sharing professional expertise with the wider community and should directly support the goals and mission of the University, College, and Department. Under some circumstances, outreach may include nonprofessionally related activities outside the University.

In evaluating candidates with respect to service, the following factors will be considered:

1. Percentage of faculty time/effort devoted to service activities;
2. Functional roles in which the service is rendered (particularly if the candidate has assumed a leadership position);
3. Levels of professional competence employed (areas of specialization will be considered); and
4. Monographs, reports, evaluations, program designs, etc., produced (as a method of demonstrating what has been done).

Demonstration of the quantity and quality of service is the responsibility of the candidate.

V. CRITERIA FOR TENURE AND PROMOTION TO PROFESSOR

Promotion to the rank of professor is made as recognition of superior and sustained achievement with every expectation of a continuing contribution to the College of Engineering and the University and to the candidate's professional discipline. Candidates for promotion to professor must hold an earned doctorate or equivalent terminal degree, and are expected to be nationally recognized scholars and educators whose scholarship can serve as a standard for professional achievement in his/her specific discipline. Promotion to the rank of professor is not granted on the basis of one significant work nor is made on the basis of longevity of employment. The candidate's scholarship may take the form of inquiry, integration, application or teaching as previously described.

VI. APPLICATION PROCESS

To apply for tenure and/or promotion, the faculty member assembles a dossier containing all materials that the candidate believes will support the application. It is the responsibility of any faculty member applying for tenure and/or promotion to provide adequate evidence that he/she meets the relevant criteria. This evidence is presented in the dossier, as described in the current edition of the Faculty Handbook.

Great care should be taken in the preparation of this dossier to insure that it complies with all department, college and university requirements. Candidates for tenure and/or promotion are responsible for familiarizing themselves with the Department, College, and University Tenure and Promotion guidelines and criteria. Any candidate who is unsure of what should be included or how the materials should be organized should consult the Handbook as well as seek advice from the Department Chair and colleagues.

All applicants for tenure and/or promotion are to inform the Chair in writing of the decision to proceed not later than April 1 of the Spring semester in the academic year preceding the application process. The current schedule for promotion and tenure actions is published on the College of Engineering website.

VII. DEPARTMENT COMMITTEE COMPOSITION AND FUNCTION

The Department Tenure and Promotion Committee shall consist of all tenured faculty members at the rank of associate professor or higher, except for the Department Chair. Only faculty with a rank equal to or higher than that to which the candidate aspires will vote on the application.

The function of the Department Tenure and Promotion Committee is to:

- a) Verify and evaluate annually all evidence of teaching, scholarship, and service and provide the Department Chair with a report that recommends, or does not recommend, reappointment.

- b) Evaluate each tenure and/or promotion dossier of candidates within the department and provide the Department Chair with a report that recommends, or does not recommend tenure and/or promotion.

The committee for each candidate shall consist of not less than three faculty members. In the event that less than three faculty members within the Department meet the qualifications for voting membership, the Department Chair, in consultation with the Department Tenure and Promotion Committee, will develop a committee of no less than three voting members. Faculty from outside the Department of Engineering Technology must:

- a) Be full-time faculty with a rank equal to or higher than that to which the candidate aspires,
- b) Conduct teaching and/or scholarship in a disciplinary area similar to that of the candidate.

The Chair of the Department Tenure and Promotion Committee is elected by the department faculty to serve a term of three years. This election takes place in the Spring semester at the end of the previous Committee Chair's term. The Department Committee Chair's responsibilities include: presiding over meetings of the Committee; tallying the secret ballots submitted by Committee members during the tenure and promotion deliberations; preparing the formal recommendation report with its rationale; and, submitting the Committee's report and candidate's materials to the Department Chair in accordance with the College calendar. The Department Tenure and Promotion Committee Chair will also represent the Department of Engineering Technology on the College Tenure and Promotion Committee.

The written report of the Committee will be drafted by the Committee Chair and reviewed and approved by all committee members. If there are negative votes, without any negative points raised during the discussion of the candidate's credentials, the absence of negative comments should be noted in the Committee's report. If one or more members of the Committee request, a minority report shall be prepared and shall include sufficient information explaining the opposing vote so that reviewers at other levels can better understand the opposing evaluations. All statements will be appended to the candidate's application and forwarded to the Department Chair. The ballots cast for tenure and promotion shall be kept by the Committee Chair for a period of one year.

A quorum shall consist of two-thirds or more of the Committee membership eligible to vote on a given motion. A quorum must be present in order for the Committee to convene and carry on its business.

When the Department Committee has completed its review and recommendation process, the candidate's dossier and Committee recommendation is forwarded to the Department Chair. The Department chair will review the dossier and complete an independent evaluation of the candidate. The Department Chair will prepare a written recommendation for or against tenure and/or promotion with appropriate rationale and will forward the dossier with all recommendations to the Dean's Office, for subsequent evaluation and recommendation by the College Tenure and Promotion Committee.

VIII. MODIFICATION OF TENURE AND PROMOTION GUIDELINES

The Departmental Tenure and Promotion guidelines can be modified only by a vote of the tenured faculty of the Department. At the first Department faculty meeting of the academic year, any tenured faculty member may propose a change in the Department Tenure and Promotion Guidelines. While all Department faculty are encouraged to participate in discussions, only the tenured faculty shall vote to modify the Department guidelines. The vote may be by secret ballot, if requested by any member of the T&P Committee. To modify the guidelines, a majority of the tenured faculty must vote for the proposed change. The proposed changes and tally of the votes are to be forwarded to the Dean for further approvals.

IX. TIMELINE FOR TENURE AND PROMOTION APPLICATION PROCESS

The current timelines for the Tenure and Promotion process can be found on the Herff College of Engineering website.