

Revised May 2013.

**POLICIES FOR PROMOTION AND TENURE**  
**DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING**

Faculty members in the Department of Electrical and Computer Engineering are promoted to a higher rank or receive tenure as a result of demonstrated peer-recognized achievement in educational, scholarly and professional activities. The intent of the Department of Electrical and Computer Engineering is to attain prominent regard as an accomplished faculty in both research and education. As such it is the role of this promotion and tenure document to ensure that the faculty achieves elevated status in both of these aspects. Since such a status is the result of peer recognition, the candidate for promotion must document and present evidence of the development of such recognition. This may include the receipt of regional or national awards, invited lectureships from other institutions or at important meetings.

The assessment of scholarly accomplishment and the potential for continued active scholarship is an essential part of all promotion and tenure decisions. Peer reviews play a key role in the assessment process. A long career of quality teaching in a dynamic field, such as Electrical and Computer Engineering, requires ongoing scholarly work as well as a commitment to teaching. Recommendations for promotion will be based upon all the accomplishments by a faculty member; strong emphasis will be placed on accomplishments since the candidate received his/her present rank and since joining the Delaware faculty.

1. SCHEDULE

Deadlines relevant to the promotion and tenure process are the same as in the *University Guidelines*, i.e.:

15 March:

The candidate gives the chairman a written notice of his/her intention to apply for promotion. Department Promotion and Tenure Committee begins the process of soliciting peer evaluations. Candidate supplies a list of potential reviewers.

15 May:

The list of external peer evaluators is finalized by the departmental P&T committee and requests for peer evaluations are transmitted, together with copies the candidate's full curriculum vitae, research statement, and representative publications.

1 September:

Final version of the dossier to Department Committee and Chairman.

1 October:

Department Committee's recommendation to the Chairperson.

15 October:

Department chairman's recommendation to the College Committee and Dean.

The rest of the schedule at the college and university level can be found in the *University Guidelines*.

## 2. DEPARTMENTAL COMMITTEE ON PROMOTION AND TENURE

For each candidate, the Department will create a Department Promotion and Tenure committee consisting of all tenured faculty at or above the rank to which the candidate seeks promotion, except the Department Chairperson, the candidate themselves, and those faculty excluded by the College and *University Guidelines*. Specifically, in accordance with the University of Delaware Personnel Policy Number 4-1, members of the same immediate family and those whose personal situation constitutes a family or other intimate relationship shall not sit on the committee. Each committee may, at its discretion, expand its membership to include other faculty within the Department but such inclusions must adhere to the *University Guidelines*.

The Department chair will choose a chair of each department committee. Once the chair is chosen, each committee is autonomous. The committee may ask the Department Chairperson to meet with them, but the Chairperson will not be eligible to vote.

When the committee has completed its deliberation it will prepare a letter of recommendation, stating its recommendations and the reasons for its decision. The letter will indicate the composition of the committee, a numerical vote of the committee or a statement that the decision is unanimous, and it will be signed by all members of the committee. The candidate will receive a copy of this letter. Any members of the committee who wish may attach signed minority opinions as appendices to the letter of recommendation of the Department Committee.

## 3. CRITERIA

The department stresses certain qualifications for promotion; the Department Promotion and Tenure Committee is required to consider these qualifications in reaching its evaluations and recommendations. To this end, candidates for promotion are expected to have demonstrated achievements in scholarship, demonstrated competence in and commitment to teaching, and demonstrated willingness to provide service to the Department, College, University and profession.

### 3.1. Promotion to Assistant Professor

For promotion to assistant professor, a doctorate is required. The candidate must exhibit excellence in research, and must show promise of excellence in the other areas.

### 3.1. Promotion to and Tenure for Associate Professor

For promotion to Associate Professor and the granting of tenure to non-tenured Associate Professors, the candidate must receive a rating of excellence in research and receive a rating of at least high quality in all other areas. Normally in electrical and computer engineering such

accomplishments are based on demonstrated accomplishments in many ways that would include publications in refereed journals of high quality and in highly selective conference proceedings, favorable reviews by external experts, receipt of external research support, and proficiency in recruitment and advisement of graduate students. The candidate for a tenured Associate Professor position must have established at the University of Delaware a program of excellence in research that has demonstrated his or her independent contributions. Outstanding achievement in teaching would include university-level and professional society level teaching awards and prizes, organization of course material, and authoring of textbooks. It is the responsibility of the candidate to demonstrate his or her teaching proficiency in several courses, including both core undergraduate and graduate courses and have achieved a high level of classroom teaching effectiveness.

To recommend a candidate for a tenured Associate Professor position, the committee must conclude that the candidate has demonstrated excellence in research and shows promise for a position of research and scholarship leadership in the Electrical and Computer Engineering profession. In addition, successful candidates must show high promise of meeting the requirements for Professor in a timely fashion.

### 3.2. Promotion to Professor

For promotion to Full Professor the candidate must, in addition to exceeding the associate professor requirements, have demonstrated international stature in research, peer recognition as a leader of his or her field of research, and consistent high quality teaching. Service to the Electrical and Computer Engineering profession will also be considered. A willingness to serve the Department, College and University is important. The candidate for Full Professor should have shown substantial growth in his or her scholarly activity as an Associate Professor. The candidate's scholarly output should have remained of excellent quality and should have broadened substantially during his or her tenure as an Associate Professor, as measured by both the internal and external evaluators. The candidate should have become prominently involved with the appropriate professional groups. The candidate for Full Professor should have maintained a dedication to student mentoring and advisement, high quality in teaching, and should be recognized as an effective classroom teacher.

### 3.3. Evaluation

#### 3.3.1. Evaluation of Scholarship

Quality of scholarship may be evidenced in many ways, but a primary one will be the assessment by the outside referees of the candidate's scholarship. Other evidence will normally include publication in high quality refereed journals and refereed conference proceedings of recognized reputation and receipt of research support from granting and contracting agencies which normally support research in Electrical and Computer Engineering.

The candidate should have a robust and established record of publication and funding. Additional evidence of scholarly activity is provided by the candidate's collaboration with peers and advising of students and by his or her management of student research programs. The candidate's summary of his or her ongoing research and funded and pending proposals can also

be used in evaluating the quality of the candidate's research, as can the candidate's participation in professional meetings. The quantity of refereed publications can also serve to measure scholarly output, but the number of publications, per se, is germane but not sufficient to merit promotion. The outside referees will be asked for an assessment of the quality of the candidates' scholarly output. The committee will take their input into account along with other indications of quality, including but not limited to, impact factor of published journals, half-life of citations in the journal, citation count, and conference acceptance rate.

### 3.3.2. Evaluation of Teaching

Candidates should demonstrate high quality and a strong commitment to teaching. Evidence considered may include: teaching evaluations, letters from students, development of new teaching laboratories, and the assessment of other faculty as to the preparation of students for courses which follow. Lecture visits may be appropriate, but require pre-arrangement with the candidate. High quality teaching in Electrical and Computer Engineering requires a thorough knowledge of the underlying principles, an awareness of trends within the profession, ability to communicate verbally, and a willingness to devote the necessary time and energy to teaching. Student teaching evaluations, supervised by the College of Engineering, will be used primarily to demonstrate that the candidate is prepared, is aware of student needs, and possesses the necessary communications skills. Outstanding achievement in teaching would include university and/or professional society teaching awards and prizes, and authoring of textbooks.

### 3.3.3. Evaluation of Service

Service to the profession and University are an important part of the duties of faculty. It is important for non-tenured faculty to establish themselves in the profession and take seriously whatever University service is required of them. Candidates will be evaluated on their willingness to serve and effectiveness in carrying out essential service rather than the quantity of service work.

### 3.3.4. Special Consideration for Secondary Appointments

When the candidate for Promotion/Tenure has a joint appointment in another academic unit, the contributions of the candidate in both academic units shall be considered by the committee *as per a memorandum of understanding*. In particular, the candidate's contribution to interdisciplinary and interdepartmental goals in research, teaching, and service shall be considered. The candidate may include letters from the head of the secondary academic unit and/or a senior colleague to establish the nature and value of their contributions in these areas.

## 4. PROMOTION DOSSIERS

### 4.1. Preparation of Dossier

The preparation of the dossier is the responsibility of the candidate. The dossier must conform in form and content to the specifications contained in the *University Guidelines*. Any candidate who does not prepare a dossier in a timely fashion, as defined in this policy and the *University Guidelines*, cannot be considered for promotion and tenure.

The candidate may request help from any member of the faculty in preliminary evaluation of his or her dossier. The chairperson of the departmental Promotion and Tenure Committee may, with the concurrence of the candidate, appoint a faculty member to work with the candidate in editing and revision of his or her dossier. However, the candidate remains solely responsible for the content of the dossier, except for the items to be added by the Department Chairperson or the Committee Chairperson as required. The candidate may review all such additions to his or her dossier, except the confidential letters of evaluation. Once the confidential letters of evaluation have been included in the dossier, the candidate may not see the dossier, unless it is feasible for the Committee Chairperson to retrieve the dossier and temporarily remove the confidential letters. Additions are not normally made to the dossier once it has left the Department. However, at the request of the candidate additions may be made through the Department Committee chairperson according to the *University Guidelines*. It is the responsibility of the Department Committee chairperson to arrange for any person or committee who has made a negative recommendation to review their decision fully in light of the new and old information.

#### 4.2. Content of Dossier

To repeat, the preparation of the dossier is the responsibility of the candidate, except for the addition of the confidential letters of recommendation and the letters of evaluation and recommendation added by the Departmental Committee, Departmental Chairperson, College Committee, Dean, University Committee and Provost. It is extremely important that the dossier be well organized and carefully prepared. All dossiers should be organized under the headings specified in the *University Guidelines* (Section 9).

#### 4.3. Outside Referees

Confidential letters of evaluation shall be obtained from at least six highly qualified referees in the candidate's research area. All letters of evaluation shall be included in the dossier. The purpose of these letters of evaluation is to get several independent assessments of the quality and quantity of the candidate's scholarly work, and to assist in determining the candidate's stature in the profession.

The procedures for selecting the outside referees and obtaining their letters of evaluation are described in the *University Guidelines*. The procedures may be summarized as follows. The candidate will supply a list of potential referees. The committee will expand the list with other choices and will select a subset to be possible referees. The candidate will be given the opportunity to comment in writing on this subset. Finally some number, at least six, of this subset will be contacted and asked to write letters. The candidate may not know the identity of those referees asked, nor may the candidate see their letters. In soliciting letters, the committee may provide the referees with the candidate's curriculum vitae and samples of publications. Each letter solicited will be included in the dossier and will be accompanied by a copy of the letter asking for the reference, a brief biography of the referee, and a statement describing the relationship, if any, between the referee and the candidate.

References from other faculty at the University may be obtained and included in the dossier, but do not diminish the number of outside referees needed.

## 5. APPEAL

A candidate has the right and responsibility to know all relevant departmental, college and university promotion criteria, policies and practices. Appeals are possible at every level. Any candidate who wishes to appeal the decision at the Department Committee level must notify the committee chair in writing no later than five working days following receipt of the decision. The Department Committee will schedule hearing, which will be convened by the chair of the committee. Evidence in support of the appeal must be submitted to the committee at least 24 hours prior to the hearing. Likewise, an appeal of the decision of the Department Chairperson must be made in writing no later than five working days following receipt of the chairperson's decision. Evidence in support of the appeal must be submitted to the Department Chairperson prior to a personal meeting.

## 6. REVISION TO THIS DOCUMENT

The document may be revised by the Faculty of the Electrical and Computer Engineering Department. Such revision must be approved by a majority of the faculty with each full-time member, including the Department Chairperson, having one vote. The revised departmental document must then be submitted for further approval as described in the *University Guidelines*.