

## **CRITERIA AND PROCEDURES FOR PROMOTION AND TENURE**

### **Department of Mechanical Engineering University of Delaware**

#### **I. GENERAL PRINCIPLES**

Faculty members in the Department of Mechanical Engineering are promoted to a higher rank or receive tenure as a result of demonstrated achievement in educational, scholarly, and professional activities. Recommendations for promotion and/or granting of tenure will be based primarily on the accomplishments completed since attainment of the candidate's present rank or initial appointment.

The following areas are considered when applications for promotion and/or granting of tenure are considered:

- \* Teaching performance
- \* Research and scholarly performance
- \* Service to the University and the engineering profession.

The departmental policies contained in this document are consistent with the Promotion and Tenure Policies described in the University Faculty Handbook.

#### **II. TEACHING**

Teaching of high quality is expected of all faculty at both the undergraduate and graduate levels. Teaching refers to involvement in the undergraduate and graduate degree programs of the Department, and includes the teaching of courses, the development of new courses and course materials, the development of new teaching methods, undergraduate project and research supervision, and graduate research supervision. Factors considered in the evaluation of teaching include demonstrated competence in the subject matter, effective communication, student learning, and attitude toward and interest in teaching.

Evidential materials will include course teaching evaluations and may include any other evidence of teaching ability and accomplishments, such as solicited letters of evaluation from students and research advisees, peer evaluations, awards to project and research advisees, and course development grants.

#### **III. RESEARCH AND SCHOLARSHIP**

Research and scholarship of excellent quality is expected of all faculty with the following objectives:

1. To maintain the faculty member in an active state of creative participation in his or her subject area,
2. To involve graduate (and undergraduate) students in research, and to educate

- through such active participation,
3. To contribute to the general reputation and stature of the Department as a center of learning,
  4. To contribute to the pool of knowledge and the effective tools and techniques employed in the practice of engineering.

Normally, the primary indicators of research, professional, and scholarly performance are the publication record, written comments of external experts in the candidate's field, and external sponsorship of the candidate's research.

Publication in refereed scientific and technical journals and publications of scholarly books are considered important indications of scholarly achievement, as will patents or other indications of inventive accomplishments. Lesser weight is attached to non-refereed publications, unless the significance of such work is established through outside evaluations conducted by the Department or by selection procedures equivalent to peer evaluations. The number of publications is secondary to their quality.

Peer evaluation letters (discussed in Section VII) are mandatory for promotion to each rank, and must include letters from outside the University. Significant weight is placed on letters from external experts. Such letters are to address the aggregate importance of the candidate's work in furthering the field and an assessment of the candidate's likely future as a contributing scholar.

Obtaining contracts and grants from federal agencies and private industries through a peer review process to carry out scholarly research or engineering development reflects the quality of those activities. It is expected that faculty will develop and maintain vigorous research programs. Specific funding levels will not be considered as a condition for promotion or the granting of tenure.

#### IV. SERVICE TO THE UNIVERSITY AND PROFESSION

Service to the Department, College, and University through committee or administrative assignments is expected of all faculty members, and is considered in evaluation of the candidate for promotion. Evaluation letters from those affected by the candidate's work and having knowledge of it may be included in the case of especially significant or demanding activities. Service to the community and the engineering profession will be considered to the extent that such service contributes to the reputation of the Department, College and University.

#### V. PROMOTION TO RANK

Associate Professor - For promotion to the rank of associate professor, excellence in research and scholarship, and high quality in teaching and service is required. The candidate must have demonstrated establishment of an independent, continuing research program. Such accomplishment might be demonstrated in many ways, but would normally include publications in refereed journals of high quality, receipt of external research support, and proficiency in advisement of graduate students. Promotion to associate professor carries tenure, and only those candidates who show strong indications of becoming leaders in research and engineering education will be recommended favorably.

For the granting of tenure to an associate professor hired without tenure, the requirements are the same, but with special attention as to the candidate's teaching and progress in research and scholarship since joining this University.

Professor - This rank is reserved for individuals who have established reputations in their disciplines and whose contributions to the University's mission are unquestioned. Promotion to the rank of full professor requires demonstration of outstanding achievement in research and scholarship since the last promotion, and continued high quality in teaching and service.

Research Faculty (without tenure) may be promoted to Associate Professor or Professor. For such faculty with no formal teaching responsibilities and with lighter departmental and university service requirements, the emphasis for promotion shall be placed on research excellence. Otherwise, the standards for promotion of research faculty are the same as for tenure-track faculty.

## VI. PROCEDURES

### A. Candidate's Responsibilities

It is each faculty member's right and responsibility to know all relevant Departmental, College, and University promotion criteria, policies, and practices. It is likewise the right and responsibility of each assistant professor to meet with the Department Chair and appropriate senior faculty, as soon as possible following the initial appointment, to work out a coordinated plan of career development.

If a faculty member wishes to be considered for promotion or tenure, it shall be that person's responsibility to initiate the process by so informing the Department Chair in writing by March 15th. Only the faculty member has the right to withdraw the dossier at any point in the promotion process.

The collection of materials and preparation of the dossier shall be carried out by the candidate and the Departmental P&T Committee Chair, in consultation with the Department Chair and appropriate senior faculty. The candidate shall supply a list of at least five suggested peer reviewers, together with a statement indicating the extent and nature of the candidate's relationship with each suggested reviewer. The candidate will also identify student reviewers if student letters are to be included. Although the letters of evaluation are to be solicited by the Departmental P&T Committee (or the Committee) for inclusion in the dossier, primary responsibility for organizing the dossier as clearly and effectively as possible, and within the allotted time frame, rests with the candidate. The candidate is to forward the completed dossier to the Committee by September 1st. New evidence may be added to the dossier by the candidate at any point in the promotion process.

### B. Department's Responsibilities

The Departmental P&T Committee (or the Committee) shall compose of all departmental faculty eligible to vote on the candidate. All tenured faculty are eligible to vote on the promotion of assistant professors, and all tenured full professors are eligible to vote on promotions to that rank. Faculty holding joint appointments may be invited by the Committee to participate in the departmental discussions, but they may not vote. Faculty on leave are eligible to vote only if they

participate in person in the departmental discussions prior to the vote. Faculty may also declare themselves ineligible for cause. Faculty who serve in positions requiring them to vote or act on the dossier at a later time may participate in the discussions, but are not eligible to vote at the departmental level. Emeritus professors at the appropriate rank may be invited to participate in the promotion and tenure process, but they may not vote. The departmental P&T meeting must be attended by at least 2/3 of the committee members.

The Committee shall add at least three peer evaluators to the list of suggested reviewers supplied by the candidate. The candidate will be given an opportunity to comment on the peers suggested by the department. The Committee will solicit the reviews from a sub-set of the peers; all reviews will be confidential. The final list of the names will not be submitted to the candidate so as to preserve the confidentiality of the reviewers.

Peer reviewers will be asked to address research and scholarship and if appropriate to comment on teaching and service. In principle, research reviewers should be as objective as possible, but in practice it may be necessary to seek clarification of specific points, such as the candidate's contribution in the case of co-authored work, from individuals who have collaborated closely with the candidate. Thus, peer reviewers may, for example, be present or past colleagues of the candidate, the candidate's thesis or dissertation advisor, or they may have no personal ties whatever to the candidate.

Student reviewers include past or present undergraduate or graduate students. These reviewers will be asked to address specific aspects of the candidate's teaching, such as pedagogical competence, commitment to teaching, preparation for and organization of classes, availability outside of class, concern for the welfare of the students, and effectiveness in guiding research. Student reviews may also be solicited in regard to the area of service, for instance in the event that the candidate is a faculty advisor to a student organization. If student reviewers are suggested by the candidate, the candidate will clarify how they are selected.

Letters soliciting evaluations will ask the reviewer to indicate the extent and the nature of his or her association with the candidate.

The Departmental P&T Committee shall conduct ample open discussions in the meeting. Voting for all recommendations will be by secret ballot with provisions for voting for or against the recommendation and for abstention. Voting must take place in the departmental P&T meeting. Votes shall be collected and tallied in the presence of all the voting Committee members. The ballots shall be destroyed immediately.

The external reviews, as well as verbal and written comments that are not used in the recommendation letter, shall be kept confidential within the Departmental P&T Committee and are not shared with the candidate.

The Departmental P&T Committee will prepare a letter of recommendation, to be added to the candidate's dossier. The letter must be addressed to the Chair to whom it is transmitted. The letter must indicate the numerical vote, describe the Committee's composition and explain the reasons for the Committee's recommendation. The letter must be signed by all the voting Committee members. Minority opinions may be included in the letter or appended to it. The candidate is to receive a copy of the letter in full.

C. Chair's Responsibilities

It is the responsibility of the Department Chair to:

1. Meet with the faculty member at the time of initial appointment to review the requirements for promotion and tenure and, with the assistance of senior faculty in the same field as the faculty member, to work out a coordinated plan of career development.
2. Meet with the faculty member each subsequent year to review his or her progress toward promotion.
3. Meet with the faculty member, the Committee Chair, and the departmental representative to the College Promotion and Tenure Committee, within three years of the most recent appointment to rank (or 2 years for an Associate Professor without tenure), to discuss and assess the individual's progress toward promotion.
4. Consult with the candidate and the Committee Chair regarding the list of prospective reviewers and regarding the organization of the dossier.
5. Consult with the Committee during its deliberations, if invited to do so.
6. Review the dossier and Committee recommendation, and prepare the Chair's recommendation on the candidate's application. This recommendation shall be copied to the Committee and to the candidate.
7. Forward the dossier to the College Committee.

D. Candidate's Right to Appeal

The candidate has the right to appeal the decision of the Committee or the Department Chair. Such appeal shall be in the form of a written response delivered to the Committee or Department Chair within five working days of the candidate's receipt of the recommendation letter. It is then the Committee's or Department Chair's responsibility to consider and respond to the appeal in a timely manner.

VII. ORGANIZATION OF THE DOSSIER

It is extremely important that the dossier be carefully and tightly organized. It shall be arranged under the following headings in this order:

A. Introductory Material

1. Contents and Guidelines
  - \* Recommendation for Promotion Form
  - \* Table of Contents
  - \* Department's promotion and tenure criteria and procedures document

- \* College's promotion and tenure criteria and procedures document

## 2. Application for Promotion

- \* Candidate's letter applying for promotion
- \* Curriculum vitae
- \* Candidate's statement (background and self evaluation in Teaching, Research and Scholarship, and Service)

## 3. Internal Recommendations

- \* Department Committee's recommendation
- \* Chair's recommendation
- \* College Committee's recommendation
- \* Dean's recommendation
- \* University Committee's recommendation
- \* Appeals and rebuttals (if any)

## 4. External Recommendations

- \* Copies of letters of evaluation from peer reviewers (together with the corresponding solicitation letters). At the beginning of this section, the candidate shall include the list of reviewers, the rationale behind their selection, an indication as to whether the reviewer was suggested by the candidate or by the Department Committee, and an indication of the reviewer's credentials and relationship to the candidate.

## B. Evidential Materials

### ***Teaching***

This section must include at least the following: chronological listing (by semester) of all courses (both scheduled and individual study) taught at the University, including class size; all available student evaluations of those courses, carefully tabulated and summarized, including a sample evaluation instrument; and a summary of thesis and dissertation advisement. If textbook publication or other course material development is a part of the candidate's teaching activity, those accomplishments should be documented in this section. Such documentation should include reviews and adoption lists insofar as these are possible. If student evaluation letters were solicited then they should be included in this section, together with the corresponding solicitation letters and a statement as to how this set of students was selected.

### ***Research***

Whereas the candidate's statement is an overview, this section is to be more detailed and must include: list of publications, a brief indication of the role of the various authors in jointly authored publications; published reviews (as, for example, in Applied Mechanics Reviews); a list of all proposals submitted and of research grants and contracts; aspects of outside consulting that bear upon research (rather than upon service).

Reprints of selected publications are to be included in an appendix. The candidate is also encouraged to include information regarding scientific citations of his or her publications.

### ***Service***

This section must contain a chronological listing of service activities within the Department, College, and University, as well as outside in the engineering profession. Especially significant activities (such as chairing University committees, organizing research conferences, and serving in an editorial capacity for a professional journal) should be described in detail.

#### VIII. SCHEDULE

The time schedule for the promotion and tenure application process is as follows:

15th March	Candidate informs Department Chair in writing of intention to apply for promotion and/or tenure.
1st September	Dossiers to Department Committee and Department Chair.
1st October	Department's recommendations to Chair.
15th October	Chair's and Department's recommendations to College Committee and Dean
1st December	College Committee's recommendation to the Dean.
2nd January	Dean's recommendation to University Promotions and Tenure Committee.
15th February	University Promotions and Tenure Committee's recommendation to Provost.
28th February	Provost's recommendation.

The University Promotions and Tenure Committee will receive and hear appeals up to, but not beyond, March 1st. The Provost's office will hear appeals up to March 15th. Appeals not filed and heard by these dates must be carried forward to the following academic year.

Promotions for research faculty begin as outlined above, but do not require formal review beyond the Departmental P&T Committee and Department Chair, pending approval from the Dean and Provost.

#### IX. REVISIONS OF THIS DOCUMENT

To revise this document, a majority vote is required, with the Department Chair and full-time faculty members of the Department (not including members from other units who hold joint appointments in the Department or research faculty) each having one vote.

Effective for promotion and tenure takes place during the academic year 2006/07 and beyond.