

**University of North Texas**  
**Department of Mechanical Engineering**

**Guidelines for Promotion and Tenure of Tenured and Tenure-Track Faculty**

**General Expectations**

All tenure-track and tenured faculty are expected to actively pursue excellence in scholarship, teaching and service to the University and to the broader community at large through their expertise. The Department expects original intellectual contributions that are recognized nationally and internationally through publications in high quality peer-reviewed journals and through funding awards received in highly competitive peer-reviewed competitions. The candidate should have a strong reputation in his or her field and should also be instrumental to advancing the academic mission of the Department/College/University.

**Reappointment of Tenure-Track Faculty**

Reappointment of tenure track faculty is conducted following the UNT Policy 06.004 “Faculty Reappointment, Tenure, and Promotion” with a written evaluation on the three (3) areas of teaching, scholarship and service, specifically addressing progress toward tenure. The reappointment review is also in accordance with other applicable UNT policies (06.007, Annual Review; 06.035, Academic Freedom and Academic Responsibility; 06.027, Academic Workload). The third-year reappointment is more extensive and employs the same evaluation criteria as for the tenure recommendation described in this document and is conducted with appropriate rigor, following the guidance and procedures in the UNT Policy 06.004.

**Associate Professor**

The granting of tenure to an assistant professor will result in promotion to the rank of associate professor. The rank of associate professor may also be granted upon hiring by the department, college and university. In the case of faculty members who entered as associate professors without tenure, tenure may be awarded with or without promotion to full professor.

**Full Professor**

Promotion to the rank of full professor requires a significant and sustained level of excellence as outlined below. The rank of full professor may also be granted upon hiring by the department, college and university.

**General Policy for Granting Tenure and Promotion**

The Departmental of Mechanical Engineering tenure and promotion policy intends to provide clear, requirements to assess a candidate’s request for tenure and promotion in the rank. While the general guidelines pertaining to the reappointment of tenure-track faculty, tenure and promotion process are detailed in the UNT Policy 06.004 “Faculty Reappointment, Tenure, and Promotion”, this document describes criteria and processes specific to the Department of Mechanical Engineering. In the case of conflicting information, the university policy supersedes the criteria presented here. The metrics establish the minimum performance expectation.

Evaluation of a faculty member for tenure only or tenure and promotion to Associate Professor shall focus on the areas of scholarly activities, teaching, and service (STS), in particular, during the period when the candidate is employed at the University of North Texas.

## **Criteria for Tenure Review**

It is to be noted that all faculty be made aware of the department's, college's, and university's requirements regarding promotion and tenure upon hire.

Although the probationary faculty member's performance will depend her/his successes in the above three areas (STS), the department is committed to providing assistance through viable and reasonable means. The annual merit evaluation, as outlined in the Department of Mechanical Engineering Merit Evaluation Policy, should provide an annual indication of the probationary faculty member's progress toward tenure and help in avoiding unexpected outcomes at the end of the probationary period.

A recommendation of granting tenure will be based upon Scholarship, Teaching, and Service/Engagement during the probationary period in accordance with the UNT Policy 06.004 "Faculty Reappointment, Tenure, and Promotion". More specifically, section IV. A "Criteria for Granting Tenure and Promotion from Assistant to Associate Professor" requires evidence of sustained excellence in the domains of scholarship and teaching along with evidence of sustained effectiveness in the domain of service.

The following are the specific criteria for granting of tenure in the department based on Scholarship, Teaching, and Service/Engagement. Excellence or extraordinary quality in any one domain will not compensate for lack of excellence and/or effectiveness in other areas.

### **1. Scholarship**

Scholarly activity is defined as the intellectual contribution of the faculty to the creation of new knowledge and the application, transfer, and interpretation of knowledge to the improvement of science, technology, and practice of the type that would lead to a favorable external peer review. The desired outcome of the scholarly process includes peer-reviewed publications, presentations at national and international conferences/symposia/workshops together with full-length publications, patents, and graduation/advisement of doctoral and Masters students. Criteria for success in scholarly achievements would also be externally funded grants, not including HEAF matching funds, startup funding, or cost sharing estimates. Amounts listed on the Promotion and Tenure (P&T) documents shall be identical to those on record in the Office of Research and Economic Development (ORED).

Below are the minimum scholarship, advisement, and extramural funding criteria for consideration of tenure during the faculty member's time at UNT:

- a. Grantsmanship: It has been well recognized that the candidate's ability to succeed in scholarly publications and student advisement greatly depends on external funding/awards/contracts solicited by her/him. Achieving tenure therefore requires the faculty member to demonstrate sustained ability to secure externally funded grants or contracts to support her/his research endeavors, including financial support to graduate students and/or post-doctoral researchers. External funding can be from Federal, State, Foundation, or Industrial sources. Total amounts are based on percentage recognition listed with ORED. Achieving tenure requires securing *at least one multi-year* grant as a PI or co-PI, or a *multi-year* contract as a contractor or sub-contractor. The total external competitive

funding secured through these grants is expected to be at least \$350,000. One of the successful competitive grants may be from a non-traditional research grant, such as REU, RET, or MRI; however, these will be capped at a total of \$100,000 for consideration of tenure. The proposal writing effort should be more than or equal to 10 peer reviewed proposals submitted with more than 5 as PI; this ensures collaborative efforts within and outside the department.

- b. Publications: The candidate should have published a minimum of two (average) peer-reviewed publications in journals (journals with impact factors greater than 1.0) per year beyond her/his doctoral and post-doctoral work, with at least fifty percent of them with students as co-authors. Papers in journals with higher impact will be considered of greater merit. The journal publications in the status of accepted or in press can also be counted. An awarded patent or in the final stage of the award will count as a peer reviewed publication. The quality of scholarship will be determined by the impact factor of the journals where s/he published, number of citations of the publications, best paper awards, and external referees of the quality of work.
- c. Presentations: The candidate should have made at least one (average) presentation per year at a national and/or international conference together with full-length publication of those presentations. At a minimum 50% of these presentations should have students as co-authors/co-presenters.
- d. Student advising: have graduated at least one PhD student as major professor, and for continuity, be advising at least one PhD student who has passed phase 2 of the PhD qualifying exams. Advisement of three MS theses may count equivalent to one PhD provided they resulted in publications and presentations.

## **2. Teaching**

Effective teaching is a minimum expectation for granting tenure. A recommendation for tenure will not be made if there is any reasonable doubt in quality teaching.

### **2.1. Criteria**

- a. From the prior three years for probationary assistant professor, or prior two probationary years for probationary associate or full professor, received teaching evaluation results that meet the departmental expectation as defined in the department annual merit evaluation criteria.
- b. Taught at least one undergraduate required course, one undergraduate elective, and one graduate course as a demonstration of broad teaching ability.
- c. Graduated an average of one Master's student in three years and one Ph.D. student in four years with at least 2 students fully supported by external sources. Graduation of a Ph.D. student in lieu of a Master's student is considered.
- d. Served as a faculty advisor for an average of at least one senior design student team per year.
- e. Developed at least one new course.

### **3. Service**

Service to the department and, whenever appropriate, to the college and university is expected of all candidates. It is understood that such opportunities are restricted for probationary faculty. In addition, the candidate shall contribute to professional organizations.

#### **3.1 criteria**

Below are the minimum service criteria for consideration of tenure:

1. Internal Committees:

*Years 1-3:* at least 1 at the departmental level per year

*Years 4-6:* at least 2 internal (1 department & 1 other) per year

2. External Activities:

*Years 1-3:* at least 1 external activity per year that could include proposal reviews, panel reviews at the Federal level, acting as session chair at a conference, acting as a symposium, conference, or workshop organizer, serving as editor of a special issue of a peer reviewed journal, or any other significant activity consistent with those expected for the discipline.

*Years 4-6:* at least 2 external activities per year as described above.

An Associate Professor meeting the above criteria may be granted promotion to the position of Associate Professor together with tenure.

#### **Criteria for Promotion to Full Professor**

The recommendation of promotion to full professor will be primarily based upon post-tenure Scholarship, Teaching, and Service/Engagement in accordance with the university's UNT Policy 06.004 "Faculty Reappointment, Tenure, and Promotion". More specifically its section IV B. "Criteria for Promotion from Associate Professor to Professor" requires evidence of sustained excellence in each of the three (3) domains of teaching, scholarship, and service sufficient for the achievement of national or international reputation and recognition. *The Department of Mechanical Engineering further stipulates that one of these three domains must be sustained excellence in scholarship for promotion to the rank of professor.* In order to be considered for promotion to the rank of full professor, a faculty member must demonstrate strong, sustained performance, as documented in annual merit evaluations, and be consistent with the educational mission of the department and university. The Department of Mechanical Engineering will also draw comparisons to national averages in scholarship. The sustained excellence in each of the three domains is specifically defined as exceeding the following minimum expectations

##### **1. Scholarship**

- a. Published an average of three refereed research publications per year.
- b. Experienced no gap between publications longer than two years.
- c. Published an average of 1.5 papers per year with UNT students as co-authors.
- d. Received at least \$500,000 in external funding or research expenditure attributed to the faculty over the post-tenure period. Received at least one substantial competitive grant as a Principal Investigator (PI) from an external source that is from IDC generating funding sources.

## **2. Teaching**

- a. Received an overall teaching evaluation result that is no more than 10% below the departmental three-year norm in the prior three probationary years.
- b. Taught at least one undergraduate required course, one undergraduate elective, and one graduate course as a demonstration of broad teaching ability.
- c. Graduated at least an average of 1.5 Master's students for every three years and 1.5 Ph.D. students every five years with at least three students supported by external sources of funding.
- d. Served as faculty advisor for an average of at least one senior design student team per year.

## **3. Service**

- a. Serving on at least two departmental committees as an active member, and at least one committee chair with significant contributions to the tasks of the committees.
- b. Serving on at least one college committee as an active member and having at least one leadership role with significant contributions to the tasks of the committees.
- c. Being a member or fellow of at least one professional society related to mechanical engineering
- d. Being a chair in at least one technical committee of a professional society.
- e. Serving on an editorial board or as an associate editor of at least one technical journal related to mechanical engineering.

## **Reference letters**

Reference letters are a critical component of the promotion and tenure package and are expected to confirm the faculty member's national / international prominence in their area of expertise. At the time of tenure and promotion, a minimum of five reference letters should be obtained (7 to 8 would be expected) by the Department on behalf of the faculty member's application. The Department of Mechanical Engineering provides the opportunity to the applicant to suggest references. Provision of references is not required. Also, provision of these references does not imply that they will be chosen to write a review. Additionally, the applicant is also given the opportunity to identify possible references with whom they may have a conflict. The list of referees must be approved by the Department PAC and Chair before referees are contacted. All of the letters must be from individuals who are at arms-length from the candidate. References should be at or above the rank to which the faculty member is applying. A short biography is to be included for each reference and must specify the relationship, if any, between the candidate and the reference. It is very important to choose referees that are specific to the candidate's field of study. It is the responsibility of the Department Chair to select referees within the candidate's field of study.

Furthermore, tenure-track faculty must also demonstrate that they practice professional integrity, adhere to the highest standards of professional ethics, understand the nature of membership in the community of scholars, and have the ability and desire to work as a member of a group while retaining all rights of individual expression; and feel a sense of responsibility for the well-being of the department and the University of North Texas as well as a commitment to work for the accomplishment of goals.

It is also important for a faculty member who disagrees with a tenure and promotion decision to

launch an appeal no later than ten (10) business days after receipt of the written decision, as outlined in UNT Policy 06.004, Section V J “Guidelines for Negative Cases”.

**This document (pages 1-6) was approved by ME faculty on 10/21/2022**

**University of North Texas  
Mechanical Engineering  
Department**

**Guidelines for Promotion Lecturers**

**Criteria for Faculty in Lecturer Positions**

The lecturer appointment and promotion follow the guidelines provided by the UNT Policy 06.005 “Non-Tenure Track Faculty Reappointment and Promotion” and approved CENG policy on “*Guidelines for Hiring, Evaluating, and Promoting Lecturers.*”

1. **Senior Lecturer:** To be eligible for the classification of senior lecturer the faculty member must have the equivalent of three years (six semesters) of full-time college-level teaching and/or equivalent professional experience.

2. **Principal Lecturer:** To be eligible for the classification of principal lecturer the faculty member must have the equivalent of five years (ten semesters) of full-time college-level teaching and/or equivalent professional experience.

**1. Promotion to Senior Lecturer**

**1.1. Teaching**

A record of teaching at the undergraduate and graduate (if applicable) levels that reveal:

- a. Success in receiving at least “Good” evaluations from students and/or peers in course organization, clarity of presentations, and overall instructional efficacy.
- b. Initiative and creativity in new course and curriculum development and existing course/program upgrades.
- c. Initiative and active participation in continuous improvement of laboratory equipment/experiments.
- d. Recognition of effective teaching and student mentoring.
- e. Active participation in activities such as student advising, alumni relations, recruiting and facilitation of student organizations.
- f. Interest and demonstrated collegial participation in maintaining program accreditation.
- g. Participation in departmental grant activities for curriculum development and laboratory improvement.

**1.2. Service**

- a. Adequate involvement in professional contributions to the department, the college, the university, the professional societies, and the community.
- b. Continuous involvement in professional growth and developmental activities.
- c. Other special assignments including, but not limited to, outreach activities for industry or international relations for student educational opportunities.
- d. Research and scholarly activities such as pedagogical works published in educational conferences or refereed journals appropriate in the candidate’s professional field are highly encouraged but not required.

**2. Promotion to Principal Lecturer**

In general, the criteria and guidelines stipulated in section titled “Promotion to Senior Lecturer” will be followed with considerably higher expectations including (at least two “excellent”

annual teaching evaluations while the other annual reviews must be “good.”) of the candidates considered

to the rank of Principal Lecturer. Successful candidates will exhibit a substantial record of achievements in teaching and service activities.

Furthermore, faculty must also demonstrate that they practice professional integrity, adhere to the highest standards of professional ethics, understand the nature of membership in the community of scholars, and have the ability and desire to work as a member of a group while retaining all rights of individual expression; and feel a sense of responsibility for the well-being of the department and the University of North Texas as well as a commitment to work for the accomplishment of goals.

It is also important for a faculty member who disagrees with a tenure and promotion decision to launch an appeal no later than ten (10) business days after receipt of the written decision, as outlined in UNT Policy 06.004, Section V J “Guidelines for Negative Cases”.

### **Guidelines for appointment of Research Faculty**

UNT Mechanical Engineering (ME) department may appoint research faculty members to meet/supplement needs in research. *Appointments are for predefined terms that may or may not be renewed based on criteria listed subsequently in this document. Additionally, under certain circumstances and based on specific criteria, listed subsequently in this document, the research faculty member may be considered for promotion within the research faculty ranks.* These positions will not be in the tenure-track path.

Research faculty positions in ME may be full or part time. Such appointments can be made only to practitioners who have developed a high level of expertise in fields of particular importance to UNT’s ME program and who also demonstrate a deep commitment to research. Responsibilities include but are not limited to conducting research and supervising graduate students. These positions will be fully (100%) financially supported on one or multiple soft funded programs (Center, Institutes, individual research project, etc.) with primarily association with the ME department but their full (100%) work responsibilities will fall under the mission and objectives of the funded program(s) that support these positions.

#### **Criteria:**

**Initial Appointment:** The research faculty position needs to be advertised, at the minimum, on the UNT Human Resources website. All prospective research faculty must submit a full CV and three letters for recommendation that address the specific qualifications for their position. A search committee will be constituted by the leader of funded program (PI, Institute/Center Director, etc.) that support these positions and select ME faculty members. The search committee will select the final candidate and make a recommendation to the ME department faculty. If the chosen candidate meets the respective criteria, they must be approved by a majority vote of the full ME faculty.

#### **Annual Reviews, Merit Raise, and Promotion Recommendations:**

An ad-hoc committee consisting of the leader of funded program (PI, Institute/Center Director,



etc.) that supports these positions and select members of the ME faculty will conduct annual reviews of each research faculty. These reviews will inform the merit raise and promotion recommendations, which will be made by the leader of funded program (PI, Institute/Center Director, etc.) that support these positions in consultation with ME Department Chair. For the research faculty members who are the PIs of programs that support their position, the ME Department chair will constitute an independent committee consisting of ME faculty members for the annual reviews and promotion recommendations.

**Appointment Renewals:** The leader of funded program (PI, Institute/Center Director, etc.) that support these positions, in consultation and concurrence with the department Chair, will submit renewals of research faculty appointments. Such renewals will be for specific period recommended by the program leader and be based on a combination of factors including the continued availability of soft funding that support these positions, satisfactory annual review, and the positive recommendation of the leader of funded program (PI, Institute/Center Director, etc.).

*A Research assistant professor applicant* should demonstrate success in carrying out externally funded research as determined by a minimum of two years of a postdoctoral associateship and having published a substantial number of papers in peer-reviewed journals as well as demonstrating an ability to advise graduate students. In short, the candidate should demonstrate evidence indicating a commitment to maintain the level of competence in research expected of a tenure track assistant professor.

*A Research associate professor applicant* must have a PhD or equivalent terminal degree in Mechanical Engineering or a closely related area, a record of independent research experience as evidenced by a substantial publication record in peer-reviewed journals, and securing external funding for his/her research, as well as demonstrating an ability to advise graduate students. A successful applicant should show a commitment to maintain the level of competence in research expected of a tenure track associate professor.

*A Research Full Professor* shall have a PhD or equivalent terminal degree in Mechanical Engineering or related area, a significant publication record in peer-reviewed journals, demonstrated success in securing substantial external funding, a national/international reputation in the field, and have supported and advised graduate students.

### **Rights and Responsibilities**

The primary function of the research faculty is to work full time (100%) in support of the mission and objectives of the funded program(s) that support their positions. Research faculty may submit proposals as a principal investigator and should actively participate in theses and dissertation examination committees. Research faculty may attend faculty meetings upon invitation from the department chair.

Research assistant and associate professors may be considered for promotion to the subsequent research faculty rank based on a consistent strong performance record in their current position. The promotion procedure will follow UNT policies.

Furthermore, faculty must also demonstrate that they practice professional integrity, adhere to the highest standards of professional ethics, understand the nature of membership in the community of scholars, and have the ability and desire to work as a member of a group while retaining all rights of individual expression; and feel a sense of responsibility for the well-being of the department and the University of North Texas as well as a commitment to work for the accomplishment of goals.

It is also important for a faculty member who disagrees with a promotion decision to launch an appeal no later than ten (10) business days after receipt of the written decision, as outlined in UNT Policy 06.004, Section V J “Guidelines for Negative Cases”.

## **Clinical Faculty Ranks Appointment, Reappointment, Promotion Policy, and Procedure**

The Mechanical Engineering faculty define classifications of Clinical Faculty in various ranks, based on the UNT Policy 06.005 as described on the University portal: <https://policy.unt.edu/policy/06-005>, as follows:

Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor.

### **A. Eligibility for Clinical Faculty Appointments and Promotions**

Appointments and promotions to the Clinical Faculty are based upon potential and/or demonstrated excellence in instruction, disciplinary expertise and experience, and professional activities/services. The initial workload for the clinical faculty is 80 percent instruction and 20 percent service. However, a variation from this workload - among teaching, scholarly work, professional activities, and university service may be made by the Department Chair in consultation with the Dean of College of Engineering (CENG), either at the time appointment or at any time during the service.

As non-tenure track faculty, all clinical faculty must be reappointed each year, subject to satisfactory performance. The performance is reviewed by the ME Personnel Affairs Committee (PAC) and the Chair. Criteria for the consideration of annual contract renewal for all three ranks will be consistent with the policy and procedures of the University (UNT), College of Engineering, and Department of Mechanical Engineering. In order to be promoted, a clinical faculty member must meet the criteria specified for appointment to the higher ranks as stated below.

In addition to teaching, all Clinical faculty are expected to contribute to student advising/mentoring, innovation in instruction, professional practices in their fields of specialty, and professional activities/services. Evidence of professional activities may include, but is not limited to:

- a. Student supervision and/or mentoring in sponsored external and internal capstone design projects.
- b. Build new and expand existing internships/co-operative education opportunities as well as partnerships with industry and businesses.
- c. Engage in professional consulting in the relevant areas of professional practice.
- d. Participate in professional services through industry, government agencies, non-profit organizations, and/or professional societies.
- e. Pursue continuing education in the area of disciplinary expertise, teaching assignments, and professional practice, which may include industry workshops, seminars, and courses.
- f. Attend major conferences where current issues of professional practice are discussed.
- g. Serve in leadership positions of professional societies and organizations.

### **B. Eligibility for Appointment to Clinical Assistant Professor**

- a. Must hold a doctoral degree in Engineering, Engineering/Applied Science, or a field relevant to the department's needs.
- b. Must have at least five years of full time (or equivalent alternative) experience in the profession for which the person is seeking appointment as a clinical faculty member. Professional experience is the experience acquired while "practicing the discipline in a work environment" and may include, but is not limited to, experience acquired in industry, college

- or university academic clinical instruction, and public/private/voluntary sector.
- c. Evidence of a high level of competence in her/his specialty and potential to move toward excellence in instruction, scholarly activities, professional leadership, and professional practice and/or service.

C. Eligibility for Appointment and Promotion to Clinical Associate Professor

The candidate (i) must meet all criteria as specified above for the appointment of Clinical Assistant Professor, (ii) must demonstrate excellence in teaching and student advising/mentoring, and (iii) must exhibit documented expertise and innovation in instructional and professional activities/practice. In addition, S/he shall be widely recognized for instructional, professional, and/or scholarly accomplishments with a demonstrated or emerging prominence in her or his field at the state, regional, national, and/or international level, as appropriate. The candidate is required to serve for at least five (5) years in the Clinical Assistant Professor position before applying for promotion to the Clinical Associate Professor. In exceptional cases, the five-year requirement may be reduced or waived with the approval from the Dean of Engineering and UNT Provost.

D. Eligibility for Appointment and Promotion to Clinical Professor

The candidate must meet all criteria as specified above for the appointment of Clinical Assistant Professor and Clinical Associate Professor and must present documented evidence of excellence in clinical instruction and professional practices. S/he shall be widely recognized at the national or international level by leaders of relevant communities of practitioners as an authority within her/his disciplinary practice and specialty. The candidate is required to serve at least for five (5) years in the Clinical Associate Professor rank before applying for promotion to the Clinical Professor rank. In exceptional cases, this requirement may be reduced or waived with the approval from the Dean of Engineering and UNT Provost.

E. UNT General Criteria for Promotion of Clinical Assistant Professor to higher Ranks

UNT Policy 06.005 on “Non-Tenure Track Faculty Reappointment and Promotion” will be used to promote Clinical Assistant Professors to higher ranks. Faculty must conform with established faculty university policies and guidelines for promotion consideration.

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**Pages 1-6 of this document were approved by ME T TT faculty on 10/21/2022.**

**Pages 11-12 of this document were approved by ME faculty on 10/02/2020.**

**Pages 7-10 of this document were approved by ME faculty Bylaws committee on 12/04/2020.**