

Criteria for Promotion and Tenure

Department of Electrical Engineering

University of North Texas

Effective from Fall 2020

Contents

I. Introduction	3
II. Procedures	3
III. Guidelines for Tenure and Promotion to Associate Professor	4
A. Teaching	4
1. Criteria	4
2. Evidence	5
B. Research and Creative Activities	5
1. Criteria	5
2. Evidence	6
C. Service and Professional Accomplishment	6
1. Criteria	6
2. Evidence	6
D. Integrity and Ethics	7
IV. Guidelines for Promotion to Professor	7
A. Teaching	7
1. Criteria	7
2. Evidence	8
B. Research and Creativity	8
1. Criteria	8
2. Evidence	8
C. Service and Professional Accomplishment	8
1. Criteria	8
2. Evidence	8
V. Guidelines for Promotion to Senior Lecturer	8
A. Teaching	9

1. Criteria	9
2. Evidence	9
B. Service	9
1. Criteria	9
2. Evidence	9
VI. Guidelines for Promotion to Principal Lecturer	9
VII. Guidelines for Promotion to Clinical Associate Professor.....	10
A. Teaching	10
1. Criteria	10
2. Evidence	10
B. Research	10
1. Criteria	10
2. Evidence	11
C. Service.....	11
1. Criteria	11
2. Evidence	11
VIII. Guidelines for Promotion to Clinical Professor	11
IX. Guidelines for Promotion to Research Associate Professor	12
X. Guidelines for Promotion to Research Professor	12

I. Introduction

This document presents departmental guidelines for granting tenure and academic promotion process in a manner consistent with UNT policies.

The department guidelines for granting tenure and promotion to Associate Professor (Section III) and Professor (Section IV) are consistent with UNT Policy 06.004 titled “Faculty Reappointment, Tenure, and Promotion” (<https://policy.unt.edu/policy/06-004>).

The department guidelines for promotion to Senior Lecturer (Section V) and Principal Lecturer (Section VI), promotion to Clinical Associate Professor (Section VII), promotion to Clinical Professor (Section VIII) are consistent with UNT policy 006.005 titled “Non-Tenure Track Faculty Reappointment and Promotion” (<https://policy.unt.edu/policy/06-005>).

II. Procedures

The Department Personnel Affairs Committee (PAC) and the Department Chair have the responsibility of making the very difficult judgment of the individual contributions of faculty members. Any attempt to quantify the qualitative factors of effective teaching, scholarly and / or professional performance, and service serves only as guidance. Because judgment of the quality of a contribution is difficult to quantify, a holistic view will be used to evaluate the faculty member’s contributions in all three areas.

- The PAC will be comprised of all tenured faculty members of the department and will be responsible for recommendations on promotion, reappointment, and tenure of all faculty members in the department of electrical engineering.
- The PAC will make its recommendations to the chair of the electrical engineering department.
- A minimum of five PAC members are required to decide on any case reviewed by the PAC and at least five PAC members at the rank of professor are required to review and recommend on cases of promotion to professor.
- In the event that the department does not have the required number of tenured faculty to participate in the committee, then the electrical engineering Department Chair will invite and appoint ad hoc committee members from faculty peers of other departments in the College of Engineering.
- At the beginning of each academic year, the Department Chair will designate a member of the PAC to call a meeting, either face-to-face or teleconference, of the PAC to elect a Chair and a Vice Chair of the committee. Eligible members for these positions are those who are members of the electrical engineering faculty, and have not served in this capacity for five consecutive academic years prior to that time.
- The PAC chair will call meetings, either face-to-face or teleconference, and is responsible to chair the meetings and report to the electrical engineering Department Chair. The PAC chair tracks and follows up on the PAC review of dossiers for all candidates for promotion and/or tenure from the Faculty Information System (FIS) workflow, or from the Department Chair.
- The Vice Chair of the PAC keeps the minutes of the meeting (which are subsequently circulated by e-mail to all committee members), including attendance records and the

results of any committee votes. The Vice Chair also serves as the Chair when the Chair is absent.

- Any PAC member, who has a conflict of interest, is recused from participation in the evaluation of that candidate. Recused members do not review the dossier, do not vote, do not receive any PAC correspondence concerning the case, and are not consulted on the final wording of the PAC recommendation.
- The PAC members review the candidate's package, discuss the case, and vote. A quorum is defined by the presence, either physically or by teleconference, of at least five members eligible to vote on a particular candidate. An eligible member may vote electronically if all discussion of the case is concluded and the only remaining business is to vote.
- The final recommendation of the PAC to the Department Chair will state the recommendation and the vote results. The recommendation is uploaded to FIS workflow when the candidate dossier was made available using this system.

III. Guidelines for Tenure and Promotion to Associate Professor

Granting of tenure is a selective process that recognizes the individual as a continuing member of the faculty based on performance during a trial period. The importance of this decision to the university dictates that positive action in awarding tenure be taken only when there is no reasonable doubt of the individual's ability to make a long-term contribution to the goals of the university.

Recommendations for tenure are based on critical review of explicit evidence accumulated during a probationary period concerning the faculty member's performance in the functions of teaching, research or other scholarly or creative activities, and service. In case of Assistant Professors, the recommendation for granting tenure may be accompanied by promotion to the rank of Associate Professor.

Granting of tenure requires excellence in the functions of teaching, scholarly activities, and professional service. Contributions in one area alone will not qualify an individual for tenure. Effective teaching is a minimum expectation for tenure. Scholarly activity of even extraordinary quality will not compensate for ineffective teaching. Excellence in service activities will not compensate for underperformance in either of the other two areas.

A. Teaching

1. Criteria

Effective teaching is a minimum expectation for the granting of tenure, and no recommendation for tenure should be made in case of any reasonable doubt. Scholarly production, even of exceptional quality, will not compensate for indifferent teaching. Therefore, it is expected that faculty members seeking tenure should demonstrate effective teaching of undergraduate and graduate courses. Faculty members being considered for tenure are expected to mentor graduate students as major professor and undergraduate students in senior design projects. In addition, the faculty member's dossier for tenure should include the candidate's contributions to the department's teaching mission and program accreditation.

Candidates are typically expected to meet the following minimum criteria over the

probationary period:

- Have taught at least two different undergraduate courses and one graduate course as a demonstration of broad teaching ability;
- Have graduated at least two graduate students as major professor and have at least one Ph.D. student who passed the dissertation proposal defense;
- Have served as faculty advisor for an average of at least one undergraduate student per year, such as senior design, TAMS, REU, SUPER, and McNair students.

2. Evidence

A faculty member can choose from the following list of teaching activities and include relevant documentation to demonstrate his/her teaching effectiveness.

- Student evaluations
- Peer evaluations
- Course syllabi and materials for which the faculty member is responsible throughout his or her employment at the university
- A record of new course development
- Funded educational grants
- Supervision of undergraduate students (such as senior design projects, TAMS, REUs, SUPER, and McNair students), graduate students, and other professionals
- Membership on master's thesis and doctoral dissertation committees
- Graduation of Master and Ph.D. students as major professor
- Participation in activities related to improving effective classroom teaching
- Teaching awards
- Other evidence to demonstrate excellent teaching

B. Research and Creative Activities

1. Criteria

In a university, members of the faculty must show continuous growth and development through research, writing, or other creative activities. A recommendation for tenure must be based on a record of high quality performance in this area and, so far as is possible, some indication of long-term motivation and interest. It is expected that faculty members seeking tenure will have externally supported grants that cover research expenditures, e.g., graduate students and postdocs support, travel, lab equipment, summer faculty salaries, and course buyouts.

Unusually effective teaching will not compensate for lack of scholarly or professional accomplishments. A natural outgrowth of scholarly work in our professional programs is the publication of ideas and research findings, which results in various refereed academic and professional journals and conference proceedings as well as in books and monographs. Faculty members being considered for tenure are expected to have co-authored with students in research publications. It is important for faculty to show continuous research progress by publishing in refereed journals and presenting their research in conferences and workshops.

It is the faculty member's responsibility to provide evidence of the quality of scholarship. Quality indicators for scholarly work include but are not limited to acceptance rates, impact

factor, h-index or other measures appropriate to the research areas. Candidates are typically expected to meet the following minimum criteria over the probationary period:

- Have published an average of two research publications per year, including books, book chapters, peer-reviewed journal papers, refereed conference papers, and patents (licensing of a patent is an important impact of invention);
- Have experienced no gap between publications longer than two years;
- Have received an average of at least \$50,000 per year in external funding. Have received at least one competitive grant from an external source as a Principal Investigator (PI) that generates indirect costs.

2. Evidence

There are many ways a faculty members can demonstrate their accomplishments in research and scholarly activities such as the following:

- Peer-reviewed journal articles and conference papers, books, book chapters, and patents (licensing of a patent is an important impact of invention).
- Citation of research publications by others
- Funded research grants and research grant proposal submissions
- Presentations in workshops and seminars
- Technical reports or other internal documented research
- Professional activities of a substantive academic or research nature
- Publication awards
- Other evidence to demonstrate excellent research

C. Service and Professional Accomplishment

1. Criteria

An adequate involvement in professional societies and service related to the mission of the university likewise serves as one criterion for recommendation of tenure. However, service related assignments are typically reduced during the probationary period for Assistant Professors.

Candidates are typically expected to meet the following minimum criteria over the probationary period:

- Have served on at least one committee per year in the Department, or the College, or the University;
- Have participated in at least one technical committee of a Professional Society or conference;
- Have served as a reviewer for at least one professional journal per year on average

2. Evidence

Faculty members may document any of the following service activities:

a. University Service

- Contributions to the department and program

- Inter-departmental collaborations
- Committee assignments
- Advising student organizations
- Student recruitment
- Outreach

b. Professional Service

- Offices held in international, national and regional academic and professional organizations
- Major committee assignments in the above organizations
- Editorial activities
- Organization of conferences
- Reviewer for journals and conference proceedings
- Reviewer for grant proposals

D. Integrity and Ethics

The granting of tenure with promotion to Associate Professor is the beginning of a long-term professional association with the University. The recommendation must carry with it the assurance, so far as can be determined, that the individual:

- Practices professional integrity and adheres to high standards of professional ethics
- Understands the nature of membership in a community of scholars
- Has the ability and desire to work as a member of a group while retaining all rights of individual expression, and
- Has a sense of responsibility for the well-being of the University and a commitment to work for the accomplishment of its goals.

IV. Guidelines for Promotion to Professor

Professor is the highest level in rank that a university confers on its faculty. Therefore, promotion to Professor will be recommended only if the candidate has an outstanding record in teaching, research and service. The candidate must achieve a national or international reputation as a scholar. The recommendation of promotion to Professor will be primarily based on post-tenure scholarship, teaching, and service.

Candidates are typically expected to meet the following minimum criteria:

A. Teaching

1. Criteria

- Have taught at least two different undergraduate courses and two different graduate courses as a demonstration of broad teaching ability;
- Have graduated at least three graduate students as major professor and have graduated at least one Ph.D. student and at least one more Ph.D. student passed the dissertation proposal defense;
- Have served as faculty advisor for an average of at least one undergraduate student per year, such as senior design, TAMS, REU, SUPER, and McNair students.

2. Evidence

- A record of success in teaching, a record of participation on thesis and/or dissertation committees, and direction of the work of master's and doctoral candidates, where applicable.

B. Research and Creativity

1. Criteria

It is the faculty member's responsibility to provide evidence of the quality of scholarship. Quality indicators for scholarly work include but are not limited to acceptance rates, impact factor, h-index or other measures appropriate to the research areas.

- Have published an average of two research publications per year over the post-tenure period, including books, book chapters, peer-reviewed journal papers, refereed conference papers, and patents (licensing of a patent is an important impact of invention), and published at least 4 papers with students;
- Have experienced no gap between publications longer than two years;
- Have received at least \$350,000 in external funding over the post-tenure period. Have received at least one competitive grant from an external source as a Principal Investigator (PI) that generates indirect costs.

2. Evidence

- Established record of productive research/creative work of national and international visibility, supported by a record of substantial publications or their equivalent. The record should predict continuing high productivity in research/creative work throughout the individual's career.

C. Service and Professional Accomplishment

1. Criteria

- Have served on at least one committee per year in the Department, or the College, or the University, among which at least one is as the committee chair;
- Being an active member of at least one professional society;
- Have served on an editorial board or as an associate editor of at least one professional journal.

2. Evidence

- Substantive contributions in the area of university and professional service activity as listed in Section III.C.2 of this document.

V. Guidelines for Promotion to Senior Lecturer

A Lecturer will be eligible for promotion to the rank of Senior Lecturer if the individual has completed as a Lecturer at least three years (six semesters) of full time college level teaching at UNT's College of Engineering or equivalent prior experience, and has a very good or excellent record of teaching for the past three years.

A. Teaching

1. Criteria

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

- Success in receiving improved approval from students and/or peers in course organization, clarity of presentations, and overall instructional efficacy.
- Initiative and creativity in new course and curriculum development and existing course/program upgrades.
- Initiative and active participation in continuous improvement of laboratory equipment/experiments.
- Recognition of effective teaching and student mentoring.
- Active participation in activities such as student advising, alumni relations, recruiting and facilitation of student organizations.
- Interest and demonstrated collegial participation in maintaining program accreditation.
- Participation in departmental grant activities for curriculum development and laboratory improvement.

2. Evidence

The same list of activities as outlined in section III.A.2, evidence for the teaching category of the criteria for tenure and promotion shall apply.

B. Service

1. Criteria

- Adequate involvement in professional contributions to the department, the college, the university, the professional societies, and the community.
- Continuous involvement in professional growth and developmental activities.
- Other special assignments including, but not limited to, outreach activities for industry or international relations for student educational opportunities.
- 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. Evidence

The same list of activities as outlined in section III.C.2, evidence for the service category of the criteria for tenure and promotion shall apply.

VI. Guidelines for Promotion to Principal Lecturer

A Senior Lecturer will be eligible for promotion to the rank of Principal Lecturer if the individual has completed at least three years (six semesters) of full time college level teaching at UNT's College of Engineering or equivalent prior experience, as a Senior Lecturer. The candidate must have a very good or excellent record of teaching for the past three years, has a

demonstrated very good or excellent record of service to the department's educational activities, and has a demonstrated record of continuous professional development.

In general, the criteria and guidelines stipulated in Section V "Promotion to Senior Lecturer" will be followed with considerably higher expectations of the candidates considered to the rank of Principal Lecturer. Successful candidates will exhibit a substantial record of achievements in teaching and service activities.

VII. Guidelines for Promotion to Clinical Associate Professor

A Clinical Assistant Professor will be responsible for teaching at 80% of the workload. The remaining 20% of the workload can be a combination of research and service or either one of these activities. A Clinical Assistant Professor is eligible for promotion to the rank of Clinical Associate Professor if the individual has completed as a Clinical Assistant Professor at least five years (ten semesters) of full-time college level teaching in the department or equivalent prior experience. The candidate must have a very good or excellent record of teaching; service and/or research for the past five years, according to the following criteria.

A. Teaching

1. Criteria

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

- Success in receiving improved evaluation from students in course organization, clarity of presentations, and overall instructional efficacy. Received an overall teaching evaluation result that is at least 4.0 on a 5-point scale.
- Initiative and creativity in new course and curriculum development and existing course and program upgrades.
- Initiative and active participation in continuous improvement of laboratory equipment and experiments.
- Recognition of effective teaching and student mentoring.
- Advising and facilitation of student organizations.
- Interest and demonstrated collegial participation in maintaining program accreditation.
- Participation in departmental grant activities for curriculum development and laboratory improvement.

2. Evidence

The same list of activities as outlined in the section on teaching III.A.2 for tenure and promotion shall apply.

B. Research

1. Criteria

- Publication of journal papers or conference papers in chosen area of research or educational journals.

- Participation in writing proposals for funded research from federal, state and private agencies
- Mentoring undergraduate and graduate students in research activities.
- 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. Evidence

The same list of activities as outlined in the III.B.2 research of tenure and promotion shall apply.

C. Service

1. Criteria

- Adequate involvement in professional contributions to the department, the college, the university, the professional societies, and the community.
- Continuous involvement in professional growth and developmental activities.
- Other special assignments including, but not limited to, outreach activities for industry or international relations for student educational opportunities.
- 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.
- Active participation in activities such as student advising, alumni relations and recruiting.

2. Evidence

The same list of activities as outlined in the section II.C.2 on service of the criteria for tenure and promotion shall apply.

VIII. Guidelines for Promotion to Clinical Professor

A Clinical Associate Professor will be eligible for promotion to the rank of Clinical Professor if the individual has at least five consecutive years of college-level teaching experience at the Clinical Associate Professor level in the College of Engineering, or equivalent prior experience. The candidate to promotion should have a very good or excellent record of teaching for the past five years, has a demonstrated record of continuous scholarly and professional development, and has a demonstrated a very good or excellent record of service to the department's educational activities.

In general, the criteria and guidelines stipulated in Section VII "Promotion to Clinical Associate Professor" will be followed with considerably higher expectations of the candidates considered to the rank of Clinical Professor. Successful candidates will exhibit a substantial record of achievements in teaching, research and/or service activities.

IX. Guidelines for Promotion to Research Associate Professor

Pending. Currently, the department does not have and is not hiring Research Assistant Professors.

X. Guidelines for Promotion to Research Professor

Pending. Currently, the department does not have and is not hiring Research Associate Professors.