

## **Tenure and Promotion Policy**

The Departmental of Materials Science and Engineering tenure and promotion policy intends to provide clear, quantitative requirements to assess a candidate's request for tenure and promotion in rank. This policy should minimize any surprises at the time when tenure and promotion are anticipated. 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 Materials Science and Engineering. In the case of conflicting information the university policy supersedes the criteria presented here.

### 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 a 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.

### *Tenure*

It is the view of the Department of Materials Science and Engineering (MTSE) that the careful selection and hiring of faculty are the most critical steps in the tenure process. New faculty members are believed to have the potential and motivation to become successful

contributors to the MTSE department and to navigate the tenure process successfully. All faculty will be made aware of department, college and university requirements regarding promotion and tenure upon hire.

The Department of Materials Science and Engineering is committed to providing an environment in which tenure-track faculty can succeed. Candidates are ultimately responsible for clearly stating the resources they view as necessary for success; however, the department will insure that the negotiated resources are provided in a timely manner, and effective mentoring is available throughout the tenure process. For the latter, a tenured MTSE faculty member will be assigned to mentor each tenure-track faculty member upon the faculty member's arrival and throughout the faculty member's tenure process. Incoming faculty members are responsible for the appropriate use of available resources to achieve the university, college, department, and personal goals necessary for tenure.

Criteria for the tenure and promotion evaluation process are listed below. Because this list is not intended to be definitive, professional judgment is required to inform the evaluation process.

It is the policy of this department that junior, tenure-track faculty shall minimize the time spent on service for the first 3 years of their appointment and instead concentrate on excellence in teaching and scholarly activities. An increase in service activity is expected following the 3<sup>rd</sup> year, eventually becoming commensurate with the activity of an associate professor. This increase in service activity should occur prior to the tenure decision process, such as in the last 3 years of the probationary appointment.

Although the probationary faculty member's performance will determine success, the department is committed to aiding this success through viable and reasonable means. The annual merit evaluation, outlined in the MTSE Merit Evaluation Policy, should provide an annual indication of the probationary faculty member's progress toward tenure and help avoid unexpected outcomes at the end of the probationary period.

### ***Criteria for the Recommendation of Granting Tenure***

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 department's faculty for the creation of new knowledge and the application, transfer, and interpretation of knowledge to the improvement of science and technology of the type that would lead to a favorable external peer review. The desired outcome of the scholarly process includes peer-reviewed publications, presentations (conference and seminars), and graduation of Master and PhD students. The desired income to achieve this would be externally funded grants, not including HEAF matching funds, startup funding, or cost sharing estimates. The department cannot support full-time graduate students and part-time undergraduate students without external funding, so the ability to attract external funding is necessary for the department to succeed. 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 criteria for consideration of tenure during the faculty member's time at UNT:

1. Grantsmanship: Achieving tenure requires the faculty member to demonstrate sustained ability to secure externally funded grants or contracts to support 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 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. The proposal writing effort should be more than or equal to 15 proposals submitted with more than 7 as PI; this ensures collaborative efforts within and outside the department.

2. Products: have published more than 10 peer-reviewed publications in journals (journals with impact factors greater than 1.0) and more than 5 with students advised. Papers in journals with higher impact will be considered of greater merit. The journal publications can also be in the status of accepted/in press. An awarded patent will count as a peer reviewed publication. The faculty member is responsible for providing evidence of their quality of scholarship.

3. Presentations: have made more than 2 presentations at professional conferences (one of these can be a seminar).

4. 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.

A successful candidate must meet criteria 1 through 3 above and be on a positive trajectory to meeting criterion 4 by the first semester of the academic year when s/he is applying for tenure.

## **2. Teaching**

Teaching performance and effectiveness are also paramount for the department to succeed. This evaluation will be contingent upon the level of courses taught, the student evaluations, the peer observations by a mentor or other senior faculty, the development of new and restructured courses, and any awards received for exceptional teaching.

Below are the minimum teaching criteria for consideration of tenure:

1. Course evaluations: achieve performance within one negative standard deviation of the overall MTSE average over the last 3 probationary years (to allow for improvement before tenure application) and positive observations by peer(s).
2. Courses taught: at least one undergraduate course taught.

It is understood that all faculty will meet these minimal requirements along with the following required processes (in accordance with ABET):

- meet class as scheduled
- use class time to cover relevant course material
- maintain adequate office hours for course load and number of students
- prepare a course syllabus which includes information such as course objectives, course content, grade components, and course policies
- provide in a timely fashion all documentation and analyses required for ABET and SACs (TRACDAT) accreditation

## **3. Service**

Service includes internal activities (committees at the department, college and university levels) and external activities (professional society, editing, panel/proposal reviews, and community). These service activities are also of importance for the granting of tenure, but as stated earlier will have more emphasis in the last 3 probationary years.

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.

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”. The department will not change previous annual evaluations at tenure decision time.

### ***Criteria for the Recommendation of 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 Materials Science and 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 Materials Science and Engineering will also draw comparisons to national averages.

### ***Criteria for Promoting Lecturers***

The lecturer appointment and promotion should 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.*” In short,

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. During those years, their annual teaching and service evaluations must be either “good” or “excellent.”
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. During this period, a candidate must have at least two “excellent” annual teaching evaluations while the other annual reviews must be “good.”

### **MTSE Research Faculty Appointment Guidelines**

UNT Materials Science and Engineering (MTSE) 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 MTSE 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 MTSE program and who also demonstrate a deep commitment to research. Responsibilities may 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 primary association with the MTSE 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 MTSE faculty members. The search committee will select the final candidate and make a recommendation to the MTSE department faculty. If the chosen candidate meets the respective criteria, they must be approved by a majority vote of the full MTSE 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 MTSE 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 MTSE Chair. For the research faculty members who are the PIs of programs that support their position, the MTSE chair will constitute an independent committee consisting of MTSE 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

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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 Materials Science and 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 Materials Science and Engineering or related area, a strong 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 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.

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