

CRITERIA FOR PROMOTION AND TENURE DEPARTMENT OF ELECTRICAL ENGINEERING

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This document presents guidelines for the tenure and promotion process in a manner consistent with the policies outlined in the UNT Policy 15.0.1 titled “Faculty Appointment and The Granting of Tenure and Promotion” (<http://policy.unt.edu/policy/15.0.1>).

I. CRITERIA FOR GRANTING PROMOTION AND TENURE

UNT Policy 15.0.1 describes the University policy on the granting of tenure and academic promotions. Tenure is the only substantive protection afforded for academic freedom and is perhaps the most critical decision involved in faculty development. 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. For untenured assistant professors, a positive decision regarding tenure will, except in unusual cases, also bring 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.

II. CONSTRAINTS AND LIMITATIONS

A. Quantifications

The department Reappointment, Promotion and Tenure Committee (RPTC) along with the departmental chairperson, has 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 is only an arbitrary allocation of points. Judgment of the quality of a contribution cannot be quantified. Hence, a holistic view will be used to evaluate the faculty member’s contributions in all three areas.

B. Time in Rank

Time in rank should not be the sole criterion for tenure or promotion. While a minimum amount of time in rank is necessary, it is not necessarily the same for each individual.

On recommendation of the department and approval by the Dean and Provost and Vice President for Academic Affairs, the probationary period for a faculty member appointed at the rank of assistant professor or higher may be decreased by the same amount of time that he or she has served at other institutions. Any such agreements should be specified in writing at the time of the faculty member's initial appointment. Each such new faculty member shall, however, serve a minimum probationary period of no less than one year, except as the President of the University may make an exception and recommend immediate tenure. Details can be found in the university policy manual section 15.0.2.32000.

III. CRITERIA AND EVIDENCE REVIEWED FOR TENURE

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 students. Since teaching effectiveness is not accurately measured by a single indicator, a variety of indicators may be used. Faculty members being considered for tenure are expected to provide a statement elaborating their approach to teaching and their teaching philosophy. In addition, the faculty member's dossier for tenure should include the candidate's contributions to the department's teaching mission.

2. Evidence

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

- Student evaluations (required)
- Peer evaluations
- Course syllabi and materials for which the faculty member is responsible throughout their employment at the university (required)
- A record of new course development, creation of new laboratory courses, innovative methods, presentation, and testing of curricular materials
- Funded education grants
- Education grant proposals

- Mentorship of undergraduate students (such as TAMS, REUs, and McNair students), graduate students, and other professionals
- Membership on master's and doctoral dissertation committees
- Supervision of Masters' students
- Supervision of PhD students
- Participation in activities related to effective classroom teaching
- Letters from students
- Teaching awards
- Any additional evidence the faculty member feels relevant

B. Scholarly and Professional Accomplishment

1. Criteria

In a university, members of the faculty must show continuing growth and development through research, writing, or other creative activities, and through participation in professional activities of their discipline. 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.

Unusually effective teaching will not compensate for a total lack of scholarly or professional accomplishments manifesting the individual's continuing professional growth and development. A natural outgrowth of scholarly work and teaching in our professional programs is the publication of ideas and research which results in various academic and professional journals, as well as in books and monographs.

2. Evidence

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

- a. Peer-reviewed journal articles, books, book chapters, patents (awarded and pending), and conference papers (required)
- b. Funded research grants (both extramural and internal) and research grant proposal submissions (required)
- c. Other activities (not ranked):
 - Presentations in workshops and seminars
 - Unpublished documented research
 - Editorial activities
 - Professional activities of substantive academic or research nature
 - Personal professional research development
 - Publication awards
 - Other relevant activities

C. Service

1. Criteria

Outstanding 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.

2. Evidence

Faculty members can document any of the service activities such as the following:

a. University Service

- Contributions to the department and program
- Inter-departmental collaborations
- Committee assignments
- Advising student organizations
- Organizing meetings and conferences

b. Professional Service

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

D. Integrity and Ethics

The granting of tenure is the beginning of a long-term phase of professional association. The recommendation must carry with it the assurance, so far as can be determined, that the individual practices professional integrity; that he or she adheres to high standards of professional ethics; that he or she understands the nature of membership in a community of scholars and has the ability and desire to work as a member of a group while retaining all rights of individual expression; and that he or she feels a sense of responsibility for the well-being of the University and a commitment to work for the accomplishment of its goals.

IV. CRITERIA AND EVIDENCE REVIEWED FOR PROMOTION

A. Departmental Guidelines for Associate Professor

Since promotion to associate professor usually occurs simultaneously with granting of tenure, the criteria and evidence for promotion to associate professor are identical to those listed for granting of tenure.

B. Departmental Guidelines for Professor

1. Criteria

Promotion to the rank of 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 evaluation of the evidence should take into consideration the total record of the candidate, as well as accomplishments since promotion to associate professor.

2. Evidence

Faculty members can choose from the following list of evidences and include relevant documentation to demonstrate their total record.

- a. Acknowledged 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. Established record of productive research/creative work of at least national 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. Substantive contributions in the area of university and professional service activity as listed in Section III.C.2 of this document.
- d. Unmistakable evidence of significant achievement among peers in one's discipline at the national or international level. True distinction is expected in at least two of the areas of teaching, research, and service. Any recommendation for promotion to the rank of Professor must contain evidence that such distinction has been identified.
- e. As a general guideline, a faculty member would normally apply for promotion to the rank of Professor after five years of service at the rank of Associate Professor as described in Section 15.0.5.00000, Criteria for Promotion, of the UNT policy.