

## **Tenure and Promotion Policy**

The departmental 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 is anticipated. While the general guidelines pertaining to the tenure and promotion process are expressed in the university's Policy Manual 15.0 "Faculty Review, Tenure, and Promotion," additional information presented here addresses the Department of Materials Science and Engineering specific criteria. The university policy supersedes the information presented here, in the case of conflicting information.

### 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 attained 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 attained upon hiring by the department, college and university.

### *Tenure*

It is the view of the Department of Materials Science and Engineering that the careful selection and hiring of faculty is the most critical step 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 successfully navigate the tenure process. All faculty will be made aware of department, college and university requirements regarding promotion and tenure.

The Department of Materials Science and Engineering is committed to provide an environment where tenure-track faculty can succeed. While it is recognized that the candidate is ultimately responsible for clearly stating their needs viewed necessary for their success, the department will help 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 upon the faculty member's arrival and throughout the faculty member's tenure process. It

## Department of Materials Science and Engineering – Tenure and Promotion Policy

is the responsibility of incoming faculty to use appropriate resources to achieve the university, college, departmental, and personal goals conditional to tenure.

In an attempt to provide for a fair and consistent evaluation process, guidelines for the tenure and promotion evaluation process are attached. The list is not meant to be absolute and professional judgment is needed to inform the evaluation process.

It is the policy of this department that junior, tenure-track faculty initially minimize the time spent on service for the first 3 years of their appointment and instead concentrate on sustained excellence in teaching and scholarly activities. An increase in service activity is expected thereafter, eventually reflecting 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 in the case of normal assistant professor appointments of 6 years.

While in the end, it is the probationary faculty member's performance that will determine success, the department is committed to aiding this success through viable and reasonable means. The annual merit evaluation, outlined in another policy, should provide a good guidance of the probationary faculty member's progress toward tenure and help avoid surprise outcomes at the end of the probationary period.

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

The recommendation of granting tenure will be based upon Scholarship, Teaching, and Service/Engagement during the probationary period in accordance with the university's Policy Manual 15.0 "Faculty Review, Tenure, and Promotion." More specifically its section 15.0.8.1 "Criteria for Promotion to Associate Professor and the Granting of Tenure," requires evidence of sustained excellence in the domains of scholarship and teaching along with evidence of sustained effectiveness in the domain of service for tenure and promotion to the rank of associate professor.

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 Masters 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 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:

1. Grantmanship: Achieving tenure requires the faculty member to demonstrate sustained ability to secure externally funded grants or contracts to fund graduate students and/or post-doctoral researchers. External funding can be from Federal, State, Foundation Industrial sources. Total amounts are based on % recognition listed with ORED. Achieving tenure would require securing at least one multi-year grant as a PI, co-PI, or contract as a contractor/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, and MRI; however, these will be capped in total at \$100,000. Proposal writing effort is  $\geq 15$  proposals submitted with  $\geq 8$  as PI; this ensures collaborative efforts within and outside the department.

2. Products: publishing  $\geq 11$  peer-reviewed publications in journals and  $\geq 6$  with students advised. The journal publications can also be in the status of accepted/in press. An awarded patent will count as a peer reviewed publication.

3. Presentations:  $\geq 3$  presentations at professional conferences (one of these can be a seminar).

4. Students advising: Graduated at least one PhD student as major professor, and for continuity, at least one PhD student who has passed phases 1 and 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 beginning of the next academic year.

## **2. Teaching**

Teaching performance and effectiveness are also paramount for the department to succeed. This will be contingent upon the level of courses taught, the student evaluations, the peer observations by 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: performance is within one negative standard deviation of overall department's average over the last 3 probationary years (to allow for improvement before tenure application) and positive observations by peer.

2. Courses taught: at least one undergraduate course taught.

## Department of Materials Science and Engineering – Tenure and Promotion Policy

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 is broken down into 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:  $\geq 1$  department/year.*

*Years 4-6:  $\geq 2$  internal (1 department & 1 other)/year*

2. External Activities:

*Years 1-3:  $\geq 1$  external activity/year that could include proposal review/panel review at the Federal level, session chair at a conference, symposium organizer, conference organizer, workshop organizer, 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:  $\geq 2$  external activities/year as described above.*

Furthermore, tenure-track faculty must also demonstrate that they practice professional integrity, adhere to the high standard 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 as soon as possible upon receipt of the evaluation, as outlined in the university's Policy 15.1.9. 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 Policy Manual 15.0 "Faculty Review, Tenure, and Promotion." More specifically its section 15.0.8.2 "Criteria for Promotion to Professor" requires evidence of sustained excellence in two of the three domains of scholarship, teaching, and service along with evidence of sustained effectiveness in the third. 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 evaluation reports, in four of the past five post-tenure years, and be consistent with the educational mission of the department and university. The Department of Materials Science and Engineering also will draw comparisons to the national averages.