

Dean's office areas, the Associate Dean of the relevant area acts in the Department Head role.

Promotion Review Sequence

- The **faculty member's supervisor** initiates consideration for promotion with the Department Head (as defined in above section).
- If the **Department Head** supports the recommendation for promotion, the intent to conduct a promotion review is communicated to the College's Office of Human Resources in **December**.
- The faculty member prepares a dossier using Activity Insight. Once complete, the dossier will be uploaded by the department into the Promotion and Tenure Online Reviewing Platform (PTORP) to route for review by the department head and committees.
- The **Department Head** should make a request for letters of assessment. A minimum of three letters of assessment must be included in the dossier. For this purpose, internal letters are acceptable, but external letters may also be used. The request to an evaluator should ask for a critical assessment of the candidate's achievements and reputation within his/her discipline within the context of the candidate's job responsibilities. The candidate's CV should be provided with the request. These letters would not be available to the candidate.
- The dossier including the letters of assessment is submitted to the **Department Professional Track Faculty Promotion Review Committee** in **either late December or early January**.
- The **Department Professional Track Faculty Promotion Review Committee** completes review of the dossier in **January** and prepares a written recommendation to submit to the Department Head.
- The **Department Head** conducts a review in **either late January or early February** and prepares a written recommendation for the College Professional Track Faculty Promotion Review Committee.
- The dossier and written recommendations of the Department Committee and the Department Head are forwarded to Human Resources by **mid-February**. Human Resources will submit the dossier with the written recommendations to the **College Professional Track Faculty Promotion Review Committee** upon receipt.
- The **College Professional Track Faculty Promotion Review Committee** will complete their review in **late February or early March**, with recommendations forwarded to the **Dean** in **mid-March**.
- The **Dean** will complete review in early **April**. The Dean will make the final decision regarding the promotion of candidates under policy *AC21-Definition of Academic Ranks*.
- The **Dean** will provide written notification to the candidates in **May**.

Specific deadlines can be found in the [Website](#) review calendar and are determined each year in consultation with the Dean

The expectation is that faculty members who are promoted will receive a salary increase. The increase is the responsibility of the department/unit in which the faculty member is appointed. The increase will typically range from 5% - 8%, however, discretion will be given to the Department Head to determine the specific amount with approval from the Dean. All promotion increases are effective July 1.

PROFESSIONAL TRACK FACULTY PROMOTION REVIEW COMMITTEES

The preference is that faculty members serve on only one level (department or college) of the Professional Track Faculty Promotion Review Committee. If serving on committees at more than one level, the faculty member should only participate in the discussions and voting at one level of review. They may choose which level of review they wish to participate in and abstain from discussions and voting for candidates at the other level. Committee members should participate fully in the discussion and voting for every faculty member whose case comes to the review committee where they are serving.

A faculty member may be a member of more than one department review committee at the same time.

COLLEGE COMMITTEE

College Committee Structure

The College of Engineering Professional Track Faculty Promotion Review Committee consists of five members. At least three of the members will be Teaching or Research Professors or Professors of Practice while the other two members may be Associate Teaching or Research Professors.

The five members are elected or appointed from a pool of eligible candidates.-Candidates must have a primary budgetary appointment in the College. Associate Teaching and Research Professors on the College Committee may only review promotion cases for candidates at a lower rank.

Three of the committee members are elected directly by the College of Engineering full-time Professional Track Faculty members. These three members will serve staggered terms, with two members elected one year and one member elected in the following year. Two of the committee members are appointed by the Dean. The appointed members will also serve staggered terms, with the Dean making one new appointment each year.

Administrators are not eligible to serve on the committee.

Election and Appointment of College Committee Members and the Committee Chair

Committee members are elected from the pool of candidates by the full-time Professional Track Faculty with budgetary appointments in the College. Elections are typically held in the spring of each year for the upcoming academic year.

Faculty members may vote for two candidates in one year and one in the other year. The election is conducted electronically

Committee appointments by the Dean are made after the elections are complete. The College recognizes the importance of regular participation by all departments/units in the promotion review process at the College level. The Dean will take this into consideration when making these appointments.

Alternates will be determined as part of the election process. Typically, those receiving the next highest number of votes after those elected or appointed as a Committee member will be named as alternates.

The Committee Chair is elected by the members of the Committee.

Terms of Office for College Committee Members

The term of office for each regular member of the review committee is two years. If an elected committee member is unable to serve the full term of two years, an alternate will be asked to serve the remainder of the term. If no alternate is available, the Dean will appoint one.

Guidelines for College Committee Members

Each Committee member has the right to and is expected to participate fully in the discussion and vote for every faculty member whose case comes before the Committee. In order to vote, Committee members should be part of the discussion with all other Committee members. Participation may be conducted by conference call or other means if a Committee member is unable to be physically present for the discussion.

DEPARTMENT/UNIT COMMITTEE

Only full-time Professional Track Faculty members may serve on the Department/Unit Professional Track Faculty Promotion Review Committee. A Department/Unit Committee must have at least three members and no more than seven members. Candidates must be Teaching or Research Professors, Professors of Practice or Associate Teaching or Research Professors. Associate Teaching or Research Professors on the Department Committee may only review promotion cases for candidates at a lower rank. If a review for a Teaching or Research Professor is to be conducted and the department does not have at least three Teaching or Research Professors on their Department Committee, the Department Head will make an appointment, preferably in consultation with Professional Track Faculty in the department.

At least two-thirds of the Committee members are elected by the full-time Professional Track Faculty in the department. The other one-third may be appointed by the Department Head.

The process of providing alternate members for a Department/Unit Committee should be determined and included in the written procedures. An alternate will serve only when an elected member of the Committee is unable to participate. The alternate will replace the

elected member for all discussion and votes on candidates for that period.

The Chair of the Department/Unit Committee is elected by the members of the Committee.

Written procedures for development the Department/Unit Committee are prepared by each department/unit. These procedures must be approved by the full-time Professional Track Faculty of each department/unit and are submitted to the College’s Office of Human Resources each year in September.

Only members of the Department/Unit Committee will be present and participate in discussions regarding promotion candidates. The only exception would be when a Department Head is requested to meet with the Committee to provide consultation on a candidate.

Examples of Activities that Strengthen Cases for Promotion

The Teaching Track

	Promotion to Assistant Teaching Professor	Promotion to Associate Teaching Professor	Promotion to Teaching Professor
	All criteria for the Lecturer rank plus the following...	All criteria for the Assistant Professor rank plus the following...	All criteria for the Associate Professor rank, plus the following...
General	Completion of terminal degree or its equivalent in an academic field related to his/her teaching specialization; alternatively, the assistant teaching professor without a terminal degree should possess at least a master's degree or its equivalent in an academic field related to his/her teaching specialization Evidence of professional growth	Evidence of sustained professional growth; an established reputation in scholarship or professional achievement	Evidence of a substantial record of scholarship and proven stature in teaching.
Teaching	Evidence of highly effective teaching including SRTEs, summaries of students’ written comments, faculty peer evaluations, and other.	Consistent evidence of highly effective teaching including SRTEs, summaries of students’ written comments, faculty peer evaluations, and other.	Sustained record of highly effective teaching and teaching innovation. Recognition for teaching excellence (e.g. teaching awards)

	<p>Steps taken to improve teaching or grow as a teacher.</p> <p>Variety of courses taught, modification/innovation within course.</p> <p>Student advising, either academic, student groups or other activity.</p>	<p>Steps taken to improve teaching or grow as a teacher.</p> <p>Variety of courses taught, new course development, modification/innovation within course.</p> <p>Mentoring/supervising students (e.g. independent study, REUs, MS, PhD, Schreyer Honors College students,)</p> <p>Academic advising</p>	<p>Multiple examples of mentoring of students on scholarship (e.g. independent study, MS, PhD, graduate committees, Schreyer Honors College students, etc.)</p> <p>Recognition for excellence in academic advising.</p>
Research & Scholarship	<p>Evidence of scholarship (e.g. publications of scientific and/or educational scholarship, publication of chapters/books).</p> <p>Attendance of ASEE, presentation at ASEE and/or professional conferences.</p> <p>Reviews for journals or conferences</p>	<p>Evidence of continued professional growth</p> <p>Attendance of ASEE, presentation at ASEE and/or professional conferences.</p> <p>Evident of scholarship (e.g. publications of scientific and/or educational scholarship, publication of chapters/books).</p> <p>Invited external presentations</p> <p>Participating in submission of internal and/or external grant proposals.</p> <p>Reviews for journals or conferences</p>	<p>Leadership in professional societies (e.g., technical committee chair, program committee member, elected office)</p> <p>Sustained record/multiple examples of dissemination of scholarship in recognized venues, books, etc.</p> <p>Invited guest lectures, external seminars, workshops, keynote speaker</p> <p>Co-PI on funded internal or external funded grants.</p> <p>Consistent record of reviews for journals, conferences or funding agencies</p>
Service	<p>Engagement/involvement at departmental, college and university level (e.g. committee work, judging, outreach)</p>	<p>Advising student groups</p> <p>Engagement/involvement at departmental, college and university level (e.g. committee work, judging, outreach)</p>	<p>Leadership in professional societies (organizing sessions, officer, advisory board, editor)</p> <p>Invited guest lectures, seminars, workshops, keynote speaker</p>

	Engagement/involvement in professional society (attending conferences, chairing sessions)	Engagement/involvement in professional society (attending conferences, chairing sessions, reviewing publications)	
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The Research Track

	Promotion to Assistant Research Professor	Promotion to Associate Research Professor	Promotion to Research Professor
	All criteria for the Research rank, plus the following...	All criteria for the Assistant Professor rank plus the following...	All criteria for the Associate Professor rank, plus the following...
General	Completion of terminal degree or its equivalent in an academic field related to his/her research specialization; alternatively, the assistant research professor without a terminal degree should possess at least a master's degree or its equivalent in an academic field related to his/her research specialization Evidence of professional growth	Evidence of sustained professional growth; an established reputation in scholarship or professional achievement	Evidence of a substantial record of scholarship and proven stature in research.
Teaching	Student mentoring/research supervision Guest lecturing in courses	Mentoring/supervising students (e.g. independent study, REUs, MS, PhD, Schreyer students, Schreyer honors scholar) Academic advising Guest lecturing in courses	Multiple examples of mentoring of students on scholarship (e.g. independent study, MS, PhD, graduate committees, Schreyer students, Schreyer honors scholar) Invited guest lectures
Research & Scholarship	Evidence of scholarship (e.g. publications of scientific scholarship, publication of chapters/books).	Consistent record of publications based on scientific scholarship including refereed journals, critically refereed conference proceedings, chapters/books, etc.	Evidence of leadership in research Sustained record of peer reviewed publications

	<p>Presentation of scholarship at high-profile conferences/workshops.</p> <p>Contribution to internal or external grant proposals.</p> <p>Reviews for journals or conferences</p>	<p>Presentations at national and international conferences</p> <p>Co-PI on funded external grant proposals.</p> <p>Evidence of interdisciplinary collaboration within the university.</p> <p>Reviews for journals, conferences and/or funding agencies</p>	<p>Sustained record of presentations at high-profile conferences</p> <p>Invited presentations at national meetings, external seminars, workshops, keynote speaker</p> <p>Publication of chapters/books</p> <p>PI or Co-PI on multiple funded external grant proposals</p> <p>Evidence of interdisciplinary collaboration and inter-university collaboration.</p> <p>Consistent record as a reviewer</p>
Service	<p>Engagement/involvement at departmental, college and university level (e.g. committee work, judging, outreach)</p> <p>Engagement/involvement in professional society (attending conferences, chairing sessions)</p>	<p>Advising student groups</p> <p>Engagement/involvement at departmental, college and university level (e.g. committee work, judging, outreach)</p> <p>Engagement/involvement in professional society (attending conferences, chairing sessions)</p>	<p>Leadership in professional societies (organizing sessions, officer, advisory board, editor, scientific committees)</p>