

POLICIES FOR PROMOTION AND TENURE
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING
October 2023

Faculty members in the Department of Electrical and Computer Engineering are promoted to a higher rank or receive tenure as a result of demonstrated peer-recognized achievement in educational, scholarly and professional activities. The intent of the Department of Electrical and Computer Engineering is to attain prominent regard as an accomplished faculty in both research and education. As such, it is the role of this promotion and tenure document to ensure that the faculty achieves elevated status in both of these aspects. Since such a status is the result of peer recognition, the candidate for promotion must document and present evidence of the development of such recognition.

The assessment of scholarly accomplishment and the potential for continued active scholarship is an essential part of all promotion and tenure decisions. Peer reviews play a key role in the assessment process. A long career of quality teaching in a dynamic field, such as Electrical and Computer Engineering, requires ongoing scholarly work as well as a commitment to teaching. Recommendations for promotion will be based upon all the accomplishments by a faculty member; strong emphasis will be placed on accomplishments since the candidate received his/her present rank and since joining the University of Delaware faculty.

The departmental policies contained in this document are consistent with the Promotion and Tenure Policies described in the University Faculty Handbook.

1. SCHEDULE

Promotion and Tenure process deadlines are detailed in *Promotion Process Schedule* section of the *University Faculty Handbook*.

2. DEPARTMENTAL COMMITTEE ON PROMOTION AND TENURE

For each candidate, the Department will create a Department Promotion and Tenure committee consisting of all tenured faculty and, in the case of a continuing track candidate, all continuing track faculty, at or above the rank to which the candidate seeks promotion, except the Department Chairperson, the Department member serving on the College of Engineering Promotion and Tenure Committee, the candidate themselves, and those faculty excluded by the College and *University Guidelines*. Specifically, in accordance with the University of Delaware Personnel Policy Number 4-1, members of the same immediate family and those whose personal situation constitutes a family or other intimate relationship shall not sit on the committee. Each committee may, at its discretion, expand its membership to include other faculty within the Department but such inclusions must adhere to the *University Guidelines*. All members of the Department Promotion and Tenure Committee must have an appointment of 50% or greater in the Department.

The Department Chairperson will choose a Presider of each department committee. Once the Presider is chosen, each committee is autonomous. The committee may ask the Department Chairperson to meet with them, but the Chairperson will not be eligible to vote.

When the committee has completed its deliberation it will prepare a letter of recommendation, stating its recommendations and the reasons for its decision. The letter will indicate the composition of the committee, a numerical vote of the committee or a statement that the decision is unanimous, and it will be signed by all members of the committee. The candidate will receive a copy of this letter. Any members of the committee who wish may attach signed minority opinions as appendices to the letter of recommendation of the Department Committee.

3. CRITERIA FOR PROMOTION TO RANK

The department stresses certain qualifications for promotion; the Department Promotion and Tenure Committee is required to consider these qualifications in reaching its evaluations and recommendations. The main areas of evaluations are: research, professional and scholarly accomplishments; teaching performance and effectiveness; and service to the Department, College, and University as well the engineering profession.

Assistant Professor (Tenure Track and Continuing Track) - For appointment to assistant professor, the candidate is expected to have earned a doctoral or terminal degree in an area relevant to electrical and computer engineering, and to have demonstrated the ability and desire to achieve excellence in the areas of scholarship, teaching, and service.

Associate Professor (Tenure Track) - For promotion to Associate Professor with tenure and the granting of tenure to non-tenured Associate Professors, the candidate must have demonstrated excellence in scholarship and high quality performance in all other areas, with a proven commitment to excellence in teaching and service. This evidence must include at least six external peer reviews written by experts in the candidate's field to judge the significance and impact of the candidate's scholarship.

Promotion to associate professor (Tenure Track) normally carries tenure. For the granting of tenure to an associate professor hired without tenure, the requirements are the same, but with special attention as to the candidate's scholarship, teaching, and service since joining this University.

Professor (Tenure Track) - For promotion to professor, tenure track, the candidate must have established national or international stature and recognition for scholarly excellence as a leader in her or his field of research, demonstrated a commitment to excellence in teaching, and performed significant service to the university and professional communities. The scholarly excellence and reputation must be supported by clear evidence of the significance and impact of the scholarly work obtained from evaluations of at least six experts outside the University. Particular attention is paid to accomplishments at rank and there must be unmistakable evidence

of significant development and achievement in scholarship, teaching, and service since the last promotion.

Associate Professor (Continuing Track) – For promotion to associate professor, continuing track, the candidate will be evaluated relative to the workload distribution between scholarship, teaching, and service, with excellence expected in the area(s) assigned as the largest workload proportion and high quality performance in other roles represented in their workloads. As per College of Engineering guidelines, Continuing Track promotions to Associate Professor must include evaluations by at least six faculty/experts from outside the Department.

Professor (Continuing Track) - For promotion to professor, continuing track, the candidate will be evaluated relative to the workload distribution between scholarship, teaching, and service, with excellence expected in the area(s) assigned as the largest workload proportion and high quality performance in other roles represented in their workloads. Particular attention is paid to accomplishments at rank and there must be unmistakable evidence of significant development and achievement since the last promotion. For example, if teaching is the predominant component of the workload, it is expected that the candidate is a thought leader in pedagogy, for instance securing sponsored support, publishing papers, and/or holding society leadership positions in the education area. Continuing Track promotions to Professor must include evaluations by at least six faculty/experts from outside the Department, and at least one of the evaluations must be by a faculty/expert from outside the University..

4. EVALUATION

4.1 Evaluation of Scholarship

Quality of scholarship may be evidenced in many ways, but a primary indicator will be the assessment by the outside referees of the candidate's scholarship. Other evidence will normally include publication in high quality refereed journals and refereed conference proceedings of recognized reputation, the impact and peer recognition of publications, including paper awards and citations, and receipt of research support from granting and contracting agencies that normally support research in Electrical and Computer Engineering. The impact of scholarship may also be reflected in translational research, intellectual property, and entrepreneurship.

The candidate should have a robust and established record of publication and funding. Additional evidence of scholarly activity is provided by the candidate's collaboration with peers and advising of students and by his or her management of student research programs. The candidate's summary of his or her ongoing research and funded and pending proposals can also be used in evaluating the quality of the candidate's research, as can the candidate's participation in professional meetings. The quantity of refereed publications can also serve to measure scholarly output, but the number of publications, per se, is germane but not sufficient to merit promotion. The outside referees will be asked for an assessment of the quality of the candidate's scholarly output. The committee will take their input into account along with other indications of quality,

which may include impact factor of published journals or conference acceptance rates, citation half-life of journals or h5-index of conferences, citation count or measurable impressions of research outputs, journal or conference prestige in the technical community, or documented impacts of research commercialization.

4.2 Evaluation of Teaching

Evidence considered in the evaluation of teaching may include: teaching evaluations, letters from students, newly developed programs, courses, laboratories, and pedagogical methods, educational publications and grants, and the assessment of other faculty as to the preparation of students for courses which follow. Direct observations of courses may be utilized. High quality teaching in Electrical and Computer Engineering requires a thorough knowledge of the underlying principles, an awareness of trends within the profession, ability to communicate verbally, and a willingness to devote the necessary time and energy to teaching. Student teaching evaluations, supervised by the College of Engineering, will be used primarily to demonstrate that the candidate is prepared, is aware of student needs, and possesses the necessary communications skills. Outstanding achievement in teaching could include university and/or professional society teaching awards and prizes, and authoring of textbooks.

4.3 Evaluation of Service

Service on departmental, college and university committees is expected of all faculty members, and is considered a factor in evaluation of the candidate for promotion. Service to the university will be measured by the contributions made by the faculty member on university, college and departmental committees and administrative assignments. Evaluation letters from the committee chair or from those affected by the candidate's work and having knowledge of it may be sought in the case of especially significant or demanding activities. Service to the community and the electrical and computer engineering profession is expected of all faculty members. Evidence of such service may include leadership in professional societies and related publications and conferences, engagement with service organizations, and K-12 engagement activities.

It is recognized that the effectiveness of a department, its stature and the quality of the educational experience of students, all depend upon the unselfish devotion of a faculty member to the shared goals of the department. This responsibility for citizenship may normally be assumed to be present to a reasonable degree but especially salutary events are to be recognized as significant. Activities such as the mentoring of students and the initiation and development of joint teaching and research activities are expected.

4.4 Special Consideration for Joint Appointments

When the candidate for Promotion/Tenure has a joint non-zero appointment in another academic unit, the contributions of the candidate in both academic units shall be considered by the committee *as per a memorandum of understanding*. In particular, the candidate's

contribution to interdisciplinary and interdepartmental goals in research, teaching, and service shall be considered. The candidate may include letters from the head of the secondary academic unit and/or a senior colleague to establish the nature and value of their contributions in these areas.

5. PROCEDURES

The promotion process normally begins formally approximately 8 months prior to the September in which departmental action is anticipated and follows these steps:

1. A candidate for promotion will assemble a draft of materials to be included in the dossier, including a curriculum vitae; statements of teaching, research, and service; and proposed supporting evidential materials (e.g., example publications) to be included when soliciting external letters of evaluation. The candidate submits the draft materials to the Chairperson by January 31st preceding candidacy.
2. The Chairperson will review the draft materials, likely in consultation with mentors and faculty at rank for promotion, to provide feedback to the candidate by March 1. The goal of this review is to identify any weaknesses in time for them to be remedied before the final dossier is prepared, and/or to advise on timeliness for the candidate to seek promotion.
3. The candidate must notify the Chairperson in writing by April 30th of the year of candidacy of the intention to apply for promotion. The Chairperson will then appoint the President for the Promotion and Tenure Committee.
4. The candidate will submit a list of at least ten potential referees by April 30th to the President for the Promotion and Tenure Committee (or the Chairperson if the President has not been appointed at the time of submission). As described in the Faculty Handbook, Candidates must not contact potential reviewers about the promotion process at any time.
5. The Promotion and Tenure Committee will develop a list of people to contact for letters of evaluation, following the guidelines in Section 6. The Promotion and Tenure Committee, in consultation with the candidate, will decide on materials to be provided to evaluators, which may include the candidate's curriculum vitae, statements of teaching, research, and service, example publications, or other evidential materials. The candidate should submit materials to the Promotion and Tenure Committee by May 31st. Letters of evaluation should be solicited by the committee no later than June 30th.
6. The final version of the dossier must be submitted by September 1st, as per the University's schedule.
7. The Departmental Promotion and Tenure Committee will prepare a letter of recommendation, to be added to the candidate's dossier. The letter must be addressed to the Chairperson to whom it is transmitted. The letter must indicate the numerical vote, describe the Committee's composition and explain the reasons for the decision. The letter must be signed by all Committee members. Minority opinions, also signed, will be appended to the letter. The candidate is to receive a copy of the letter in full. The Department Promotion and Tenure Committee recommendation must be submitted by October 1st.

8. The full dossier will now be forwarded to the Chairperson for review and recommendation. The candidate may respond in writing to this information. The Chairperson's recommendation is due to the College by October 15th.

6. PROMOTION DOSSIERS

6.1 Preparation of Dossier

The preparation of the dossier is the responsibility of the candidate. The dossier must conform in form and content to the specifications contained in the *University Guidelines*. Any candidate who does not prepare a dossier in a timely fashion, as defined in this policy and the *University Guidelines*, cannot be considered for promotion and tenure.

The candidate may request help from any member of the faculty in preliminary evaluation of his or her dossier. The Presider of the departmental Promotion and Tenure Committee may, with the concurrence of the candidate, appoint a faculty member to work with the candidate in editing and revision of his or her dossier. However, the candidate remains solely responsible for the content of the dossier, except for the items to be added by the Department Chairperson or the Committee Presider as required. The candidate may review all such additions to his or her dossier, except the confidential letters of evaluation. Once the confidential letters of evaluation have been included in the dossier, the candidate may not access the dossier. Additions are not normally made to the dossier once it has left the Department. However, at the request of the candidate, additions may be made through the Department Committee Presider according to the *University Guidelines*. It is the responsibility of the Department Committee Presider to arrange for any person or committee who has made a negative recommendation to review their decision fully in light of the new and old information.

6.2 Content of Dossier

To repeat, the preparation of the dossier is the responsibility of the candidate, except for the addition of the confidential letters of recommendation and the letters of evaluation and recommendation added by the Departmental Committee, Departmental Chairperson, College Committee, Dean, University Committee and Provost. It is extremely important that the dossier be well organized and carefully prepared. All dossiers should be organized under the headings specified in the *University Guidelines* (Section 9).

6.3 Outside Referees

Confidential letters of evaluation shall be obtained from highly qualified referees. All letters of evaluation shall be included in the dossier. The purpose of these letters of evaluation is to obtain several independent assessments of the quality and quantity of the candidate's contributions, and to assist in determining the candidate's stature in the profession.

For Tenure Track faculty the external letter writers will be experts in the candidate's research

area and will be asked to thoroughly comment on the candidate's scholarship. The external reviewers will also be asked to comment on the other areas of evaluation if they so desire. For Continuing Track faculty the letter writers will include experts in the candidate's area of primary workload distribution as well as experts in the other areas of evaluation. For Continuing Track faculty evaluations, letter writers will be asked to comment particularly on the area of primary workload of the candidate as well as the other areas of evaluation.

The procedures for selecting the outside referees and obtaining their letters of evaluation are described in the *University Guidelines*. The procedures may be summarized as follows. The candidate will supply a list of potential referees. The committee will expand the list with other choices and will select a subset to be possible referees. The candidate will be given the opportunity to comment in writing on this subset. Finally an appropriate number of this subset will be contacted and asked to write letters. The candidate may not know the identity of those referees asked, nor may the candidate see their letters. In soliciting letters, the committee may provide the referees with the candidate's curriculum vitae, statements of teaching, research, and service, and evidential materials such as example publications. Each letter solicited will be included in the dossier and will be accompanied by a copy of the letter asking for the reference, a brief biography of the referee, and a statement describing the relationship, if any, between the referee and the candidate.

7. APPEAL

A candidate has the right and responsibility to know all relevant departmental, college and university promotion criteria, policies and practices. Appeals are possible at every level. Per the Faculty Handbook, appeals are typically made on the grounds of procedural irregularities, the interpretation of evidence in the dossier, or the introduction of new evidence. Any candidate who wishes to appeal the decision at the Department Committee level must notify the committee Presider in writing no later than five working days following receipt of the decision. The Department Committee will schedule a hearing, which will be convened by the Presider of the committee. Evidence in support of the appeal must be submitted to the committee at least 24 hours prior to the hearing. Likewise, an appeal of the decision of the Department Chairperson must be made in writing no later than five working days following receipt of the chairperson's decision. Evidence in support of the appeal must be submitted to the Department Chairperson prior to a personal meeting.

8. REVISION TO THIS DOCUMENT

The document may be revised by the Faculty of the Electrical and Computer Engineering Department. Such revision must be approved by a majority of the faculty with each full-time member, including the Department Chairperson, having one vote. The revised departmental document must then be submitted for further approval as described in the *University Guidelines*.