TENURE AND PROMOTION GUIDELINES
COMPUTER SCIENCE AND ENGINEERING DEPARTMENT
THE UNIVERSITY OF TEXAS AT ARLINGTON
LATEST REVISION – OCTOBER 1, 1991

INTRODUCTION

The purpose of these guidelines is to establish criteria and procedures for tenure and promotion recommendation in the Computer Science Engineering (CSE) Department. They serve as a basis for the CSE Tenure and Promotion Committee (TPC) to evaluate a CSE faculty member’s performance relative to tenure and promotion recommendations. Moreover, they provide guidance to faculty members concerning their career development.

The guidelines were developed by the CSE Tenure and Promotion Committee (TPC) during the 1989-90 academic year and will be in effect beginning with the 1990-91 academic year. They supplement rather than replace College of Engineering, University of Texas at Arlington (UTA), or University of Texas System policies and procedures. College, university, and system level policies have precedence should a conflict result. Significant input from all CSE tenure-track faculty members was received during the development process. The guidelines may be revised periodically as deemed appropriate by the TPC.

SUMMARY OF UTA TENURE AND PROMOTION POLICIES AND PROCEDURES

UTA policy requires all non-tenured, tenure track faculty members to be evaluated each year to determine whether or not his/her appointment should be renewed, be renewed with tenure, or not be renewed. Renewals are for the following academic year. Renewals with tenure are effective at the beginning of the following academic year. Non-renewal for first-year appointments will result in termination of the appointment at the end of the first year if notification is given to the faculty member on or before March 1. Non-renewal for second-year appointments will result in termination of the appointment at the end of the second year if notification is given to the faculty member on or before December 15 of the second year. Otherwise, non-renewals will result in termination of appointments at the end of the year following the year in which the decision was made.

Assistant professors in his/her sixth year must be recommended for either renewal with tenure or non-renewal. Tenure must be granted concurrently with promotion from Assistant to Associate Professor. A faculty member hired without tenure at the rank of Associate Professor or Professor must be recommended for either renewal with tenure or non-renewal no later than his/her third year of appointment.

Years of appointment are counted from the first fall semester of the appointment. In other words, the appointment time clock begins in the fall of a given year even if the faculty member actually started to work in the spring or summer.

The departmental TPC meets during the fall semester to consider tenure and promotion cases. TPC recommendations are forwarded to the Dean of Engineering. The department chairperson makes separate and independent recommendations to the Dean. More details on CSE TPC procedures are given in a later section. The College of Engineering Tenure and Promotion Committee meets early each spring semester to consider recommendations received from each department. The college committee forwards recommendations to the Vice President for Academic Affairs. The Dean makes separate and independent recommendations to the Vice
CSE TENURE AND PROMOTION PHILOSOPHY

The faculty is the foundation of academe, and the granting of tenure and/or promotion to a faculty member is recognition by an academic institution that the faculty member has reached a significant milestone in his or her professional development. Therefore, the earning of tenure and/or promotion is among the most meaningful steps in a faculty member’s career.

Hence, the minimum standards of achievement that a faculty member is expected to reach should be clearly and succinctly documented. Moreover, the process of evaluation should be well known and objectively applied.

Faculty members, over their careers, should make contributions in the areas of teaching, scholarly research, and service. Teaching includes effective performance in the classroom; development of courses, laboratories, and curricula; and the supervision of graduate student research and undergraduate projects. Scholarly research includes conducting and/or directing projects that produce advances in a field of study closely aligned with computer science and engineering, publication of these results in recognized scholarly journals and conference proceedings, and the acquisition of the necessary funds to support the projects. Service includes departmental, college, and university activities; professional society involvement; and community work.

It is an exceptional achievement for a faculty member to make strong contributions in all three areas year after year. Strength in one or two areas is preferred over mediocrity in all three. Therefore, junior faculty in particular should focus on teaching and research before getting heavily involved in service. On the other hand, senior faculty have an obligation to make contributions in the service area. Therefore, a faculty member would usually find his/her service load increasing as he/she passes each tenure and promotion milestone.

CSE TENURE AND PROMOTION CRITERIA

RENEWAL OF ASSISTANT PROFESSORS IN THEIR FIRST YEAR OF APPOINTMENT

A first year Assistant Professor should show a commitment to teaching and scholarly research. Evidence of such commitment includes but is not limited to effective teaching of assigned courses as viewed by colleagues and/or students, developing a new course or laboratory, submitting a manuscript for publication to a scholarly journal and/or conference, and submitting a proposal for external funding by government agencies or industry. Moreover, he/she should show an ability and willingness to collaborate with students and colleagues on relevant professional matters. This can be demonstrated by such means as attending departmental faculty meetings, maintaining office hours, working with other faculty members on projects and recruiting graduate students.

Failure to meet these expectations as viewed by the Tenure and Promotion Committee and/or by the Department Chairperson may result in a first year Assistant Professor not being recommended for renewal beyond the first year.

RENEWAL OF ASSISTANT PROFESSORS IN THEIR SECOND YEAR OF APPOINTMENT

A second year Assistant Professor should have demonstrated a commitment to teaching and scholarly research and should have established good rapport with students and colleagues. Evidence of such commitment
includes but is not limited to effective teaching of assigned courses as viewed by colleagues and/or students, development of new courses or laboratories, publication and/or presentation of referred papers in scholarly journals or conference proceedings, and funding of proposals by government agencies or industry. Moreover, he/she should have shown an ability to collaborate with students and colleagues on relevant professional matters. This can be demonstrated by such means as attending departmental faculty meetings, maintaining office hours, working with other faculty members on projects, participating on departmental committees, serving on and/or chairing graduate student advisory committees, and recruiting graduate students.

Failure to fulfill these expectations as viewed by the Tenure and Promotion Committee and/or by the Department Chairperson may result in a second year Assistant Professor not being recommended for renewal beyond the second year.

RENEWAL OF ASSISTANT PROFESSORS BEYOND THEIR SECOND YEAR OF APPOINTMENT

An Assistant Professor in his/her third, fourth, or fifth year of appointment should have shown growth in teaching, scholarly research, and/or service commitments and achievements with each year of service. Evidence of such growth includes but is not limited to a consistent record of performance in the areas of effective teaching as viewed by colleagues and/or students, development of new courses or laboratories as needed, publication and/or presentation of referred papers in scholarly journals or conference proceedings, and funding of proposals by government agencies or industry. Moreover, he/she should have demonstrated a commitment to serve the department and the profession by such means as attending departmental faculty meetings, maintaining office hours, working with other faculty members on projects, participating on departmental committees, serving on and/or chairing masters and Ph.D. advisory committees, and participation in meaningful and appropriate professional society activities.

Failure to show sufficient growth as viewed by the Tenure and Promotion Committee and/or by the Department Chairperson may result in an assistant professor not being recommended for renewal beyond the forthcoming year.

PROMOTION TO ASSOCIATE PROFESSOR WITH TENURE

The criteria given below are intended to provide both the candidate for promotion (“the candidate”) and the TPC a focus on specific issues that describe the qualifications for the rank of Associate Professor with tenure. Candidates are expected to meet the criteria to a degree satisfactory to the TPC. Relative importance of each element of the criteria has not been defined, and the order of presentation does not reflect ranking of importance. Precise interpretation of the guidelines and their application to a particular candidate’s credentials will in every case remain the final jurisdiction of the TPC. A recommendation for promotion to Associate Professor with tenure may be made during any year of his/her appointment. However, it is unusual for such a recommendation to be made before the fifth year and must be made no later than the sixth year.

National recognition - - The candidate should either be nationally recognized in some area of expertise or have shown promise for achieving such recognition within a reasonable period of time. Examples of such areas include but are not limited to service on editorial boards of major journals, service as a referee for major journals or conferences, service on the program committee of a major conference, service as an officer of a professional society, or receipt of a major award.

Research funding - - The candidate should have demonstrated both an ability and a commitment to secure extramural funding to support his/her research. Examples of desired sources of such funding include but are not limited to the National Science Foundation, the Department of Defense, the National Aeronautics and Space Administration, the Office of Naval Research, the Army Research Office, the Air Force Office of Scientific Research, the National Institutes of Health, the Department of Energy, the State of Texas Advanced Research/Technology Programs, and industrial contracts.
Leadership - The candidate should have demonstrated leadership in the Department. Examples of the expected leadership include but are not limited to fostering collaboration with other members of the department, seeking funding for joint proposals, joint authorship of papers, being instrumental in the development of Departmental facilities (e.g., acquiring equipment), or the development of programs and curricula at the undergraduate or graduate level.

Scientific publications - The candidate should have published significant papers during his/her tenure as Assistant Professor and have a continuing record of publication and commitment to scholarship. Examples of desirable publications include but are not limited to publication of full-length papers in reputable referred journals.

Quality scholarship in executing grants and contracts - The candidate should demonstrate quality scholarship in executing scholarship and grants as reflected by the quality and quantity of publications resulting from these grants and contracts, and as reflected by direct support of graduate students theses and dissertations.

Teaching - The candidate is expected to show a commitment to teaching and to exhibit a good teaching record. He/she is expected to be actively involved in the support of both undergraduate and graduate education. Examples of evidence of a commitment to teaching include but are not limited to good teaching reports; development of new laboratories, courses, or curricula; and availability during office hours.

Supervision of Students - The candidate should demonstrate an involvement with students by supervision of theses and dissertations, serving on masters and Ph.D. committees, and supervision of undergraduate student projects.

University Service - The candidate should have a demonstrated record of service in the Department, College, and/or University. Examples of such service include but are not limited to service on committees, attending and participating in Departmental meetings, and voluntary service on committees or voluntary initiation of actions in the Department (e.g., formation of ad hoc discussion groups, student advising, maintenance of resources such as network hardware and software).

Professional Service - The candidate should hold membership in relevant professional societies and have a demonstrated record of participation in activities of one or more societies.

TENURE OF A NON-TENURED ASSOCIATE PROFESSOR

A non-tenured Associate Professor should continue to demonstrate a level of activity commensurate with that required for promotion to Associate Professor and to show a willingness and ability to effectively work with students and colleagues before being granted tenure.

A recommendation for tenure of an Associate Professor may be made during the first or second but no later than the third year of appointment.

PROMOTION TO PROFESSOR

The criteria given below are intended to provide both the candidate for promotion (“the candidate”) and the TPC Subcommittee for Promotions to Professor (“the Subcommittee”) a focus on specific issues that describe the qualifications for the rank of Professor. Candidates are expected to meet the criteria to a degree satisfactory to the Subcommittee. Relative importance of each element of the criteria has not been defined, and the order of presentation does not reflect ranking of importance. Precise interpretation of the guidelines and their application to a particular candidate’s credentials will in every case remain the final jurisdiction of the Subcommittee. There are no minimum or maximum time-in-rank requirements for promotion to Professor.
National recognition - - The candidate should be nationally recognized in some area of expertise. Examples of such areas include but are not limited to service on editorial boards of major journals, service as a national officer of a professional society, or receipt of a major national award.

Research funding - - The candidate should have a demonstrated “track record” in securing extramural funding to support his/her research. Examples of desired sources of such funding include but are not limited to the National Science Foundation, the Department of Defense, the National Aeronautics and Space Administration, the Office of Naval Research, the Army Research Office, the Air Force Office of Scientific Research, the National Institutes of Health, the Department of Energy, the State of Texas Advanced Research/Technology Programs, and industrial contracts.

Leadership - - The candidate should have demonstrated leadership in the Department. Examples of the expected leadership include but are not limited to fostering collaboration with other members of the department, serving as a mentor for one or more Assistant Professors, seeking funding for joint proposals, joint authorship of papers, being instrumental in the development of Departmental facilities (e.g., acquiring equipment), or the development of programs and curricula at the undergraduate or graduate level.

Scientific publications - - The candidate should have published significant papers during her/his tenure as Associate Professor and have a long-term continuing record of publication and commitment to scholarship. Examples of desirable publications include but are not limited to publication of full-length papers in reputable referred journals.

Quality scholarship in executing grants and contracts - - The candidate should demonstrate quality scholarship in executing scholarships and grants as reflected by the quality and quantity of publications resulting from these grants and contracts, and as reflected by direct support of graduate student theses and dissertations.

Teaching - - The candidate is expected to show a commitment to teaching and to exhibit a good teaching record. He/she is expected to be actively involved in the support of both undergraduate and graduate education. Examples of evidence of a commitment to teaching include but are not limited to good teaching reports; development of new laboratories, courses, or curricula; and availability during office hours.

Supervision of Students - - The candidate should demonstrate an involvement with students by supervision of theses and dissertations, serving on masters and Ph.D. committees, and supervision of undergraduate student projects.

University Service - - The candidate should have a demonstrated record of service in the Department, College, and/or University. Examples of such service include but are not limited to service on committees, attending and participating in Departmental meetings, and voluntary service on committees or voluntary initiation of actions in the Department (e.g., formation of ad hoc discussion groups, student advising, maintenance of resources such as network hardware and software).

Professional Service - - The candidate should hold membership in relevant professional societies and have a demonstrated record of participation in major activities of one or more societies.
TENURE OF A NON-TENURED PROFESSOR

A non-tenured Professor should continue to demonstrate a level of activity commensurate with that required for promotion to Professor and to show a willingness and ability to work effectively with students and colleagues before being granted tenure.

PROCESS

TENURE AND PROMOTION COMMITTEE

The CSE Tenure and Promotion Committee shall be a standing committee consisting of all tenured faculty members in the CSE Department. A faculty member receiving less than fifty percent of his/her support through the Department for an extended period of time may be excused from service on the TPC at his/her written request or by majority vote of the remainder of the committee. The committee shall elect a Chairperson and Associate Chairperson each year at the May meeting of the Committee. Both the Chairperson and the Associate Chairperson must hold the rank of Professor in CSE. The CSE Department Chairperson shall not be eligible to serve as either the chairperson or associate chairperson of the committee unless the number of full professors in the department is fewer than three. The associate chairperson shall chair meetings of the committee when the chairperson is absent or unable to serve. The Department Chairperson shall be a non-voting member of the committee but shall cast a separate vote on each decision. A quorum of the TPC shall consist of a simple majority of the full membership.

All members of the committee shall participate in renewal decisions for non-tenured Assistant and Associate Professors and in promotion decisions for Assistant Professors. Decisions on promotions to Professor or tenure of a non-tenured Professor will be made by the Committee of Professors (COP).

The COP may be augmented by Professors from other engineering departments if necessary to increase the committee membership to a viable number. When there are three or more CSE faculty members holding the rank of Professor, the committee shall be expanded to at least five. At no time, however, shall the number of committee members from other departments exceed the number from Computer Science Engineering. When there are only two Professors in CSE, the committee shall consist of these two Professors and a third from another engineering department. The members from outside CSE will be selected by the CSE Professors with approval by the Dean of Engineering. If there are fewer than two CSE faculty members holding the rank of Professor, the chairperson of the Tenure and Promotion Committee shall request the Dean of Engineering to appointment a special committee to consider promotions to Professor or tenure of a non-tenured Professor.

PROCEDURE

Tenure and Promotion Decisions

The Departmental Chairperson shall issue in writing a call for nominations for promotion and/or tenure during the first week of September. Nominations may be made by any Computer Science Engineering tenure track faculty member. Self nominations are permitted. Nominations consist of a cover letter from the nominator, a copy of the candidate’s up-to-date curriculum vitae, and other supporting material. Also, the TPC or COP may, by two-thirds vote of those present, nominate a faculty member for promotion at a committee meeting.

The TPC or COP will review each nomination and decide whether or not to favorably accept the nomination. Candidates whose nominations are accepted will be asked to complete an information package in the form required by the College of Engineering. The candidate will also be asked to supply the names of eight to ten references. The TPC or COP will request evaluations of the candidate’s record from at least four of the references. In addition, the TPC or COP will identify another set of four or five references who are not known
to the candidate. After receiving and reviewing the candidate’s information package, reference letters, and supporting material, the TPC or COP will make a recommendation. The Department Chairperson will make a separate recommendation. These recommendations will be forwarded to the Dean of Engineering. See the Calendar of Events below for a chronology of these steps.

Renewal Decisions

The Tenure and Promotion Committee will automatically review all non-tenured, tenure-earning faculty members each fall semester. All non-tenured faculty members will be requested to provide an up-to-date curriculum vitae and copies of supporting materials to the TPC Chairperson by mid September. The Committee may also request the names of references if desired. The Committee will formulate recommendations after receiving and reviewing the requested information. Renewal recommendations will be forwarded to the Dean of Engineering in accordance with University and College policies and procedures.

CHANGES TO THE GUIDELINES

Changes to these Guidelines may be made at any time by consensus of the Tenure and Promotion Committee. However, changes made during one academic year will not go into effect until the following academic year.

CALENDAR OF EVENTS (TPC ACTION ITEMS)

<table>
<thead>
<tr>
<th>Month</th>
<th>Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Invite nominations for tenure and/or promotion.</td>
</tr>
<tr>
<td>October</td>
<td>Review nominations received by TPC.</td>
</tr>
<tr>
<td></td>
<td>Make preliminary decisions (by TPC).</td>
</tr>
<tr>
<td></td>
<td>Request candidates to prepare support material (resume in College format, copies of publications, list of references, etc.).</td>
</tr>
<tr>
<td></td>
<td>Solicit peer reviews.</td>
</tr>
<tr>
<td></td>
<td>Make renewal recommendations for 2nd year faculty.</td>
</tr>
<tr>
<td>November</td>
<td>Make renewal recommendations for all non-tenured faculty members who are either not in their second year or not candidates for promotion or tenure.</td>
</tr>
<tr>
<td>December</td>
<td>Make final promotion and tenure recommendations.</td>
</tr>
<tr>
<td>January</td>
<td>Present departmental recommendations to Dean.</td>
</tr>
</tbody>
</table>