

GUIDELINES FOR PROMOTION AND TENURE
Department of Civil Engineering

- A. The Civil Engineering Promotion and Tenure Committee shall be elected each academic year no later than May 15, and remain active until the next committee has been elected.
1. The faculty shall elect three members to constitute the P & T Committee.
 2. Any faculty member with 0.5 - 1.0 FTE appointment is eligible for election to the Committee.
 3. Head or Acting Head of the Department shall be excluded.
 4. A faculty member may not serve on the Committee for more than three consecutive years.
 5. Any member of the Committee, while being considered for promotion and tenure, will be replaced by another faculty member named by the head of the department.
 6. All three faculty committee members shall participate in all committee meetings.
- B. Student participation in promotion and tenure deliberations of the Promotion and Tenure Committee is to be included as follows:
1. ASCE student chapter shall nominate four departmental majors to the P & T Committee for consideration by September 25 each year.
 2. The P & T Committee shall appoint two students from the list of nominees submitted to serve on the Committee as non-voting members by October 1 each year.
 3. At least one of the students selected above shall be present in Committee meetings.
- C. The Civil Engineering Promotion and Tenure Committee will be guided in its deliberations by the following criteria and procedure:
- The current PSU guidelines for promotion and tenure will be used by the Civil Engineering Department with the following modifications:
1. The guidelines will be amended to read:

Recommendations for promotion, tenure and/or pay raises must include a description of the methods employed by that department in the assessment of teaching. One method to be employed will be formal and/or informal student evaluations. In addition, the following are among the methods which may be employed, which of

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these to be used being left to the discretion of the individual faculty member, in the evaluation of his/her teaching effectiveness.

- (a) Conferences with individuals within the department, school, and university who might be expected to be aware of an individual's teaching effectiveness.
 - (b) Interviews and/or questionnaires completed by graduating seniors and/or alumni obtained formally or informally.
 - (c) Ratings made by a faculty committee or head of the department after systematic class visitations.
 - (d) Comparison of student performance on examinations or on pre- and post-tests.
 - (e) Documentation of outstanding influence upon the academic and/or professional orientation and development of students.
 - (f) Consideration of outlines, syllabi, and other materials developed for use in courses. Examination of published materials bearing on teaching. Observation of discussions in committee and meetings bearing on teaching.
 - (g) Contributions to course or curriculum development.
 - (h) Effective effort to keep current in the individual's field of knowledge.
 - (i) Receipt of honors and awards for teaching.
 - (j) Creative approaches to teaching methods and techniques.
2. Registration as a Professional Engineer will be construed as recognition of academic accomplishment.
 3. The following activities will be considered meritorious:
 - (a) Instruction
 - (i) Effective teaching
 - (ii) Curriculum development
 - (iii) Laboratory development
 - (iv) New course development

(b) Research

- (i) Publications
- (ii) Funded research projects
- (iii) Graduate students supervision
- (iv) Presentation of technical papers

(c) Service

- (i) University, school, and departmental committees/assignments
- (ii) National professional societies
- (iii) Regional/local professional societies
- (iv) Service to the community