

GUIDELINES FOR PROMOTION AND TENURE
Department of Civil and Environmental Engineering

- A. The Department of Civil and Environmental Engineering (CEE) Promotion and Tenure (P&T) 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 more than 0.5 FTE appointment is eligible for election to the P&T Committee.
 3. The Department Chair shall be excluded from the P&T Committee.
 4. A faculty member may not serve on the P&T Committee for more than three consecutive years.
 5. While being considered for promotion and tenure a P&T Committee member will be replaced by another faculty member named by the Department Chair.
 6. All three faculty committee members shall participate in all P&T Committee meetings.
- B. Student participation in promotion and tenure deliberations of the P&T Committee is to be included as follows:
1. The ASCE student chapter shall submit nominations of four CEE students to the Department Chair who will submit them to the P&T Committee for consideration by October 1 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 15 each year.
 3. At least one of the students selected above shall be present in all P&T Committee meetings.
- C. The Department of Civil and Environmental Engineering Promotion and Tenure Committee will be guided in its deliberations by the following criteria and procedure:

The current Portland State University **Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion and Merit Increases**¹ (Policies and Procedures) will be used by the Department of Civil and Environmental Engineering P&T Committee with the following modifications that are consistent with the department's academic mission.

1. Section E.2.3. of the Policies and Procedures states that "departments should... devise formal methods for evaluating teaching and curriculum-related performance." At the end of E.2.3. paragraph 4 the following sentence will be added:

Recommendations for promotion and tenure must include a description of the methods employed by that department in the assessment of teaching.

Section E.2.3. of the Policies and Procedures includes a bullet list of 17 recommended items to be considered in the evaluation of teaching and curricular accomplishments. In addition, the following bullets will be added, as possible methods for teaching assessment.
 - *Informal student evaluations.*
 - *Interviews and/or questionnaires completed by graduating seniors and/or alumni obtained formally or informally.*
 - *Documentation of outstanding influence upon the academic and/or professional orientation and development of students.*
 - *Examination of published materials bearing on the scholarship of teaching.*
 - *Observation of discussions in committees and meetings bearing on scholarly teaching.*
2. Section II.A. of the Policies and Procedures describes scholarly accomplishments to be used as evidence of academic achievement. The following sentence shall be added to the end of the second paragraph:

¹ Dated May 17, 1996, Adopted by the PSU Faculty Senate June 12, 1996—see Attachment A
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Registration as a Professional Engineer will be construed as recognition of academic accomplishment.

3. In addition to the contents of Section E. of the Policies and Procedures, the Civil and Engineering Department particularly encourages the documentation of the following activities as meritorious academic achievement (numbers refer to subsections in Section E.):

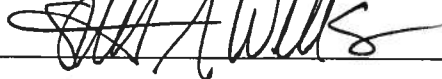
2. Research and Other Creative Activities
 - (i) Peer-reviewed publications
 - (ii) Sponsored research projects
 - (iii) Graduate student project/thesis/dissertation supervision
 - (iv) Presentation of technical papers at conferences
3. Teaching, Mentoring and Curricular Activities
 - (i) Effective teaching
 - (ii) Curriculum development
 - (iii) Laboratory development
 - (iv) New course development
4. Community Outreach
 - (i) Service to the community
5. Governance and Other Professionally Related Service
 - (i) University, college, and department committees/assignments
 - (ii) Activities with national academic/professional societies
 - (iii) Activities with regional/local professional societies

D. As stated in the Policies and Procedures (Section IV.C.2.a.), tenure track (annual) CEE faculty must be reviewed after the completion of the first year of their appointment and each subsequent year. The faculty member will provide documentation of promotion and tenure progress to the P & T Committee. The P & T Committee will provide a written review of the faculty member's progress toward tenure and forward this to the Chair. The Chair can at his or her discretion also provide a written review for the faculty member's file. The Chair will then meet with the faculty member to discuss the results of the written review. The written review provided by the CEE department shall specifically evaluate the progress of the faculty in meeting the standards for the award of tenure in the following specific areas:

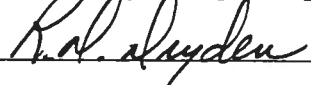
- o Research and Other Creative Activities
- o Teaching, Mentoring and Curricular Activities
- o Community Outreach
- o Governance and Other Professionally-Related Service

As described in the Policies and Procedures, the third year review includes an assessment of progress toward tenure as perceived from all appropriate administrative levels.

Approved by Department of Civil & Environmental Engineering (chair):


_____ on 1/19/03

Approved by College of Engineering and Computer Science (dean):


_____ on 2/19/03

Approved by Office of Academic Affairs (provost):

_____ on _____

Attachment A: Portland State University Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion and Merit Increases