

Revised P&T Guidelines October 2014

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. The committee shall be composed of three eligible faculty. Voting eligibility is determined by the CEE Procedures for Department Chair elections. To facilitate continuity, where possible the P&T committee should include at least one member from the prior year's committee (preferably as the committee chair). All faculty members of the P&T committee shall participate in all committee meetings. Faculty composition and eligibility to serve on the Promotion and Tenure Committee is restricted as follows:
1. Any faculty member with more than a 0.5 FTE appointment at the rank of Associate Professor or higher is eligible for election to the committee.
 2. Faculty members who have an administrative role (such as Chair, Associate Dean, or Dean) are not eligible for membership in the P&T committee.
 3. Faculty members who are themselves being considered for promotion or tenure during the upcoming evaluation cycle shall not serve on the committee.
- B. External Reviewers
1. Consistent with university P&T guidelines the committee shall request names of 4 potential external reviewers from the candidate. The committee shall request letters from at least two of these individuals. The committee will also identify and request letters from at least two additional external reviewers selected by the committee. In general the external reviewers selected by the committee should be experts in the candidate's expressed area of expertise. One external reviewer selected by the committee may be a department chair at a comparable institution – this is deemed particularly useful for evaluation of candidates for tenure. To comply with university P&T guidelines it is the committee chair's responsibility to assure that at least 3 requested external letters are received for each case. As a general rule, however, the departmental P&T committee should seek to obtain 4 letters for cases of tenure or promotion to Associate Professor, and 4 to 6 letters for cases of promotion to Full Professor.
 2. All external reviewers shall receive comparable, unbiased letters requesting their input. These letters shall be accompanied by copies of the candidate's CV and up to three examples of the candidate's scholarly work—to be selected by the candidate.
- 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." 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:

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.):
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

Teaching, Mentoring and Curricular Activities

- (i) Effective teaching
- (ii) Curriculum development
- (iii) Laboratory development
- (iv) New course development

Community Outreach

- (i) Service to the community

Governance and Other Professionally Related Service

- (i) University, college, and department committees/assignments

¹ Dated May 12, 2014, effective July 1 2014

- (ii) Activities with national academic/professional societies
 - (iii) Activities with regional/local professional societies
4. The P & T committee will present the assembled material for review by the eligible faculty. Eligible faculty are those faculty with a rank above the current rank of the candidate for promotion and/or tenure. This will include this committee's synthesis of the material assembled for review including the candidate's CV, examples of scholarly work, and external letters. After a suitable review period, the committee will solicit feedback of the eligible faculty on the promotion and tenure case under consideration.
 5. The P & T committee will also consider the following expectations for promotion in the various faculty ranks:

Tenure track ranks

Associate Professor:

- Intellectual leadership in the development of an independent, externally funded research agenda
- Demonstrated effectiveness in the classroom and a collaborative and collegial approach to teaching, including advising of graduate students toward the completion of their degrees
- Participation in departmental administration and governance through service on department committees and related activities at the department, college, or university level.

Professor

- Development of a national and international reputation for excellence in research and sustained and substantial impact in the field of scholarly agenda.
- Significant contributions to the evolution and improvement of the department's curriculum and a sustained record of advising and mentoring of graduate students leading to completion of their degrees
- Leadership in service to the department, college, and university as well as to the profession at the national and international scale in areas aligned with scholarly agenda.

Research Professor ranks

Associate Research Professor

- Intellectual leadership in the development of an independent, externally funded research agenda

Research Professor

- Development of a national and international reputation for excellence in research and sustained and substantial impact in the field of scholarly agenda.

All other ranks

The outline provided in the current Policies and Procedures will be used for setting expectations of all other faculty ranks.

- 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:

- Research and Other Creative Activities
- Teaching, Mentoring and Curricular Activities
- Community Outreach
- 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.

SIGNATURE PAGE

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OCT 27, 2014

Department/Division Chair

Date



Nov. 13, 2014

Dean

Date

Academic Affairs Approval:



11/19/14

~~Vice Provost for Academic Personnel and Leadership Development~~

Date