Portland State University
Department of Electrical and Computer Engineering
Policies and Procedures for Promotion, Tenure, and Merit Increases

The following policies and procedures for promotion, tenure and merit increases in the Department of Electrical and Computer Engineering were adopted by the departmental June 6, 2014.

Election and Appointment of the ECE Departmental Promotion and Tenure Committee

A. No later than June 1 of each academic year the ECE faculty shall elect the Electrical and Computer Engineering (ECE) Promotion and Tenure (P&T) committee. The P&T committee is active until the election of the next P&T committee. The following P&T committee composition criteria apply:

1. To be eligible for election to this P&T committee a faculty member must have a 0.5 - 1.0 FTE appointment in the Department of Electrical & Computer Engineering.
2. The departmental chair is excluded.
3. For each review the P&T committee will include at least three faculty members. At least three of the faculty members will be tenured.
   In the event of a promotion review for non-tenure track (instructional, research or practice) faculty the P&T committee will replace the shortest serving tenured faculty with one (instructional, research or practice) non-tenure track faculty member. The P&T committee composition will not be changed in the event the department has one (instructional, research or practice) non-tenure track faculty member.
4. An annual tenure (aka tenure-track) faculty member may serve on the P&T committee only once.
5. Non-tenure track faculty members may serve on the P&T committee only once prior to reaching their highest rank.
6. A faculty member may not serve on the P&T committee for more than three consecutive years.
7. The faculty selects a tenured faculty member as a P&T committee alternate. The alternate is activated and is a full member of the P&T committee for the case when the P&T committee considers the promotion or tenure of a current P&T committee member.
8. All full 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 departmental faculty, the student chapter of the IEEE, and the student chapter of HKN will each be asked to nominate two students for duty on the P&T committee by October 1 annually. The students must have a major in electrical or computer engineering, but may be graduate or undergraduate students.
2. The P&T committee faculty will select from nominees one member as a nonvoting member to the P&T committee by October 15 of each year.
3. The student member is expected to provide the students' perspective on a faculty member's contributions to the teaching and educational missions of the department, school, and university. This perspective should come solely from the student member's consultation with a cross section of the ECE student body at all levels.
4. The student member shall not be present during the P&T committee's deliberation on an application for promotion or tenure.

ECE Promotion and Tenure Committee required review schedule

A. Annual tenure faculty review at completion of the 1st year and the 3rd year, and promotion and tenure recommendation no later than the 6th year.
B. Non-tenure-track instructional faculty review at the completion of the 1st year and when eligible for promotion.
C. Non-tenure-track research faculty review at the completion of the 1st year, and when eligible for promotion.
D. Non-tenure track professor of practice at the completion of the 1st year, and when eligible for promotion.

Promotion and Tenure Committee Deliberations

Each faculty member will be evaluated in accordance with the department policies and procedures of this document and the Portland State University (PSU) promotion and tenure guidelines current in the Fall quarter of each academic year.[1]

The "grandfather" rules for non-tenure track (instructional and research) faculty in the current PSU Promotion and Tenure Guidelines are adopted by reference.

In the event department policies and procedures or Portland State University policies and procedures change between the date of the most recent appointment letter and the review, the faculty member can declare in advance his or her preferred version of policies and procedures to be used. The P&T committee will summarize the effects the changes in policy and procedures have on their review in its narrative to the chair.

All reviewed faculty provide the P&T committee a current CV (A) in the PSU P&T Guidelines format, their current scholarly agenda (B) and (F) other materials helpful to the P&T committee. In addition, a faculty member provides the P&T committee materials specified by reference (e.g. C) by **Faculty Rank**. The details of the required material are described in the section titled **Contents of Faculty Dossier** provided below.

Faculty Rank

Electrical and Computer Engineering Department Faculty uses tenure-track faculty (TTF) and non-tenure-track faculty (NTTF) ranks.

1. **Tenure-Track Faculty**: The tenure track titles of (Assistant, Associate) Professor can be used in the Department of Electrical and Computer Engineering. An assistant professor faculty member on annual tenure is normally simultaneously considered for indefinite tenure and promotion. An associate professor faculty member with annual tenure is normally considered for indefinite tenure. Promotions are considered at the times described in the PSU Promotion and Tenure Guidelines. Tenure track faculty are expected to conduct sponsored research, publish their (and their students) scholarly work, teach and provide professional service. The section **Contents of Faculty Dossier** (C-E) describes the materials that are the responsibility of the faculty member to provide the P&T committee.

2. **Non-Tenure-Track Instructional Faculty:** The non-tenure track titles of Instructor, Senior Instructor (I, II) can be used in the Department of Electrical and Computer Engineering. A non-tenure track instructional faculty member is not normally expected to conduct scholarly work. A non-tenure track instructional faculty is normally expected to focus on teaching and provide professional service. In teaching (D) and professional service (E) departmental expectations for the contents of the faculty dossier are the same for non-tenure track instructional faculty as for tenure-track faculty. In addition to the expected student evaluations, teaching ability will also be evaluated by a minimum of two tenured faculty appointed by the department chair. These faculty evaluators will conduct in-class visitations and submit a written report to the chair of the P&T committee. This report will describe the instructor's command of the subject area, student interactions and presentation effectiveness.

3. **Non-Tenure-Track Research Faculty:** The non-tenure track titles of Research Assistant, Senior Research Assistant (I, II), Research Associate, and Senior Research Associate (I, II) can be used in the Department of Electrical and Computer Engineering. A non-tenure track research faculty member is not normally expected to teach. A non-tenure track research faculty member is normally expected to conduct scholarly work (C) and provide professional service (E). In research and service departmental expectations for the contents of faculty dossier are the same for non-tenure track research faculty as for tenure-track faculty.

4. **Non-Tenure-Track Professor of Practice:** The non-tenure track titles of (Assistant, Associate) Professor of Practice can be used in the Department of Electrical and Computer Engineering. All ranks of professor of practice are normally expected to teach and provide professional service. A Professor of Practice faculty member is normally expected to conduct scholarly work. Departmental expectations for the contents of the

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[1] Portland State University *Policies And Procedures For The Evaluation Of Faculty For Tenure, Promotion, And Merit Increases*, Section IV.C.1 and Appendix IV, Revised and reapproved April 7, 2014.

faculty dossier are the same for non-tenure track (Professor rank only) professor of practice faculty as for tenure-track faculty in research (C). For all ranks departmental expectations for the contents of faculty dossier are the same in teaching (D) and professional service (E). In addition to expected student evaluations, teaching ability will also be evaluated by a minimum of two tenured faculty appointed by the department chair. These faculty evaluators will conduct in-class visitations and submit a written report to the chair of the P&T committee. This report will describe the professor's command of the subject area, student interactions and presentation effectiveness.

Annual Progress Report

Each faculty member who is or will become eligible for promotion and/or tenure may submit an annual progress report to the P&T committee no later than October 15 of each year. If submitted, any lateness of that submittal will be noted in the P&T committee's report. The departmental chair will remind each faculty member of this requirement and of possible promotion or tenure action concerning that faculty member by the preceding June 15 of each year. A copy (or URL link) of these guidelines will be included with that reminder.

Each faculty member asked to provide a list of achievements for the annual report should limit achievements to the period of June 16 of the previous year though June 15 of the current year. Each faculty member asked to provide a list of achievements for promotion or tenure should include the period from the initial appointment or from previous positive promotion though June 15 of the current year.

The annual report should include a discussion of how the faculty member's achievements meet the faculty member's scholarly goals, how the achievements relate to and enhance progress within the faculty member's discipline, and how the achievements further the goals and missions of the department, school, and university.

Contents of Faculty Dossier

The faculty dossier is the central component for the evaluation of faculty for annual reviews, promotions and tenure. The dossier is the department's method to collect the information and details about the achievements of its faculty. Any achievement that fits multiple categories should be listed in full form in only one category. The full listing may then be referred to in other sections of the annual (promotion and tenure) report.

At any time after submission of the faculty dossier, a faculty member is encouraged to provide any new information that the member feels may affect the evaluation to the P&T committee and the departmental chair. The departmental chair will promptly forward this information to the dean of the College of Engineering and Computer Science with recommendations as appropriate.

The content of the faculty dossier varies as appropriate to **Faculty Rank** held by the faculty member. The contents of the annual report and promotion and tenure report should be labeled and organized as shown in this section. The annual report includes all *headings and subheadings shown in italics* in this section. The promotion or tenure dossier includes all appropriate information listed below. If a heading is omitted, the P&T committee will assume that the individual did not have any achievements during the evaluation period in the corresponding heading.

A. **Curriculum Vitae**
   An updated Curriculum Vita in the format specified in the current PSU's *Policies and Procedures*.
B. **Self Appraisal of Scholarly Agenda**
   The primary use of a scholarly agenda is developmental, not evaluative.
   1. *Fundamental Problems.* A list of the fundamental research, intellectual, or creative questions, issues, or problems that engage the individual.
   2. *Achievements and Planned Contributions.* A list of achievements and planned contributions. Should describe how they relate to long-term goals and their significance. Contributions in scholarship include discovery, integration, interpretation, and application.
   3. *Relationship to Departmental Mission.* Describe how the contributions contribute to the mission of the ECE department approved by the faculty committee.

C. **Research and Other Creative Activities.**
1. *Peer-Reviewed Publications.* A list of peer-reviewed journal articles, books, monographs, reviews, and conference papers. If the publication is in press or under review, this must be stated with the listing of the publication. The names of all authors must be present and listed in the same order as they appear in the publication. Optionally, full reprints or a short statement describing how each publication contributes to the advancement of its field may be included. The P&T committee may ask the faculty member to submit full copies of publications and letters of acceptance as needed.
2. *Grant Proposals, Contracts, and Donations.* A list of grant proposals written by the faculty member with an indication of the status of each proposal: under consideration, granted, or not funded. Each proposal should include the start and stop dates and request grand total for all years. Grants and contracts with expenditures outside ECE should separate the grand total and the PSU/ECE total. All investigators must be listed and the role of each must be included: principal investigator, co-principal investigator, co-investigator, or consultant. Donations include equipment and/or software solicited and received for the purpose of research and/or teaching. The P&T committee may ask the faculty member to submit full proposals, award letters, and when possible documents that substantiate the value of donations.
3. *Research Honors.* A list and description of any research honors and awards.
4. Other Achievements. A list of other creative achievements. Examples include software and hardware prototypes, non-proprietary technical reports, publications that were not peer reviewed, and patents. Contributions to the development of collaborative, interdisciplinary, or inter-institutional research programs should also be listed. For each item, the annual report should give evidence of the contributions to knowledge and/or practice of engineering.

D. **Teaching, Mentoring, and Curricular Activities.**
1. *Teaching and Course Development.* A list of courses taught, indicating contributions to course development. An analysis of the department's formal student evaluations may also be included.
2. *Student Advising.* A list of thesis and dissertation students supervised including current status of their programs, thesis and dissertation P&T committee memberships, and other student advising and mentoring.
3. *Teaching Honors.* A list and description of any teaching honors and awards.
4. Creative Achievements. Other information the faculty member feels will help the P&T committee to evaluate the faculty member's teaching. PSU's policies and procedures provide some examples.

E. **Professional Service**
Community Outreach
Departmental faculty are expected to apply their knowledge in communities, including, but not limited to, local, regional, national, and international industry and public agencies and local, regional, national, and international engineering research and development institutions. Community outreach must engage and apply a faculty's scholarly expertise to problems of practical importance. Other examples are listed in the PSU's P&T Guidelines in section "Evaluation of Scholarship Community Outreach."
1. *Research Community.* Departmental faculty with scholarship expectations are expected to demonstrate engagement with their research community.
   a. A list of participation in disciplinary or interdisciplinary organizations such as the IEEE. For each item, a description of the position held, period of service, duties and their significance must be included. Examples include peer-review activities, editorial positions, service on a technical conference organizing committee, program chair for society meetings, and service as a society officer.
   b. Additional evidence, such as peer evaluations of the individual's contribution, may be included.
2. *Local Collaborations and Contributions.* Working with industrial, public sector, and other colleagues on engineering projects. Examples include the following.
   a. Serving as an expert witness.
   b. Presentations, posters, and talks that promote research activities to industry, local organizations, or at professional society meetings.
   c. Honors, awards, and other recognition.
   d. Evaluative statements from clients and peers.

3. *Consulting.* Consulting work, consistent with PSU's policy on outside employment.
4. *Student Recruiting & Retention.* Activities that help strengthen the department's enrollment and rate of retention.

Governance and University Service
1. *Committee Service.* Governance and Other Professionally-Related Service. A list of the service performed by the faculty member, indicating departmental, school and university committees. The length of service and any leadership roles should also be noted.
2. *University Community.* Faculty are expected to participate in activities devoted to enriching the university. Examples include attendance at commencement or serving as adviser to student groups.
3. *Community or Professional Service.* Faculty may engage in service activities that does not engage an individual's scholarship. Examples include consulting on renovation of PSU's technological infrastructure and organizing facilities for professional meetings.

F. **Other Contributions.**
Any other information that the faculty member feels would be helpful to the P&T committee.

Promotion and Tenure Departmental Recommendations

A. **Collection and Evaluation**

The P&T committee is responsible for collecting the required materials and for presenting a written and oral summary of the candidate's achievements in scholarship, teaching and professional service. The P&T committee must make the written summary and the materials provided by the candidate available to the faculty at least one week prior to the vote. Prior to the P&T committee's oral summary, the candidate may, at his or her discretion, make an oral presentation of their scholarly agenda and achievements to the faculty. The P&T committee may specify a limit to the duration of this presentation. The departmental faculty will be given an opportunity to discuss the candidate's case before they vote. The candidate will be excused during this discussion and vote.

B. **Notice and Attendance**

The P&T committee must notify all qualified and eligible faculty at least two weeks in advance of the date of the meeting and vote. All qualified faculty are required to vote. Faculty who are not qualified to vote are allowed to attend the meeting and observe the vote.

C. **Promotion and Tenure Committee Recommendation**

When 50% or more of the recommendations of the qualified faculty are positive the P&T committee will render a positive recommendation from the department in the P&T committee's report to the chair. All qualified departmental faculty shall make their ('P' positive, 'D' deferral, 'T' termination) recommendation public on the PSU APPRAISAL SIGNATURE SHEET AND RECOMMENDATION FORM. The departmental chair makes a separate recommendation and is not included as a qualified faculty member. A qualified faculty member is encouraged to provide the P&T committee an explanation for their deferral recommendation and strongly encouraged to provide the P&T committee an explanation for their termination recommendation.

D. **Qualified Faculty**

The qualified faculty are defined as members of The Faculty, as specified in the ECE departmental charter, and meet the following criteria for tenure recommendations and each type of promotion recommendation:

P&T Decision	Qualified Faculty	P&T Decision	Qualified Faculty
Indefinite Tenure	All tenured faculty	*blank*	*blank*
Promotion to	*blank*	Promotion to	*blank*
Senior Instructor I	Faculty at or above[2] Senior Instructor I	Senior Research Assistant (I, II)	Supervisor or principal investigator
Senior Instructor II	Faculty at or above[2] Senior Instructor II	Senior Research Associate (I, II)	Supervisor or principal investigator

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[2]Qualified faculty "at or above" combines the indicated NTTF ranks and TTF ranks.

P&T Decision	Qualified Faculty	P&T Decision	Qualified Faculty
Associate Professor	Tenured Associate and Full Professors	Associate Professor of Practice	Tenured Associate and Full Professors and Associate and Full Professor of Practice
Full Professor	Tenured Full Professors	Full Professor of Practice	Tenured Full Professors and Full Professors of Practice

E. **Promotion and Tenure Committee Report**

The P&T committee will submit a written narrative report to the departmental chair within two weeks of the faculty vote. The report includes the completed APPRAISAL SIGNATURE SHEET AND RECOMMENDATION FORM. The report must address the candidate's contributions to knowledge as a result of the person's scholarship, effectiveness in teaching or community outreach, and governance and professionally related activities. The report must also include a summary of the discussion preceding the ballot and copies of any recommendation explanations provided by qualified faculty to the P&T committee.

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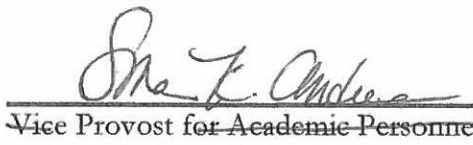_____   12/3/14
Department/Division Chair   Date

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Dean   Date

Academic Affairs Approval:

_____   10/30/14
~~Vice Provost for Academic Personnel and Leadership Development~~   Date