

COLLEGE OF EARTH AND MINERAL SCIENCES
PROMOTION AND TENURE POLICIES AND PROCEDURES
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COLLEGE OF EARTH AND MINERAL SCIENCES SELECTION OF DEPARTMENTAL COMMITTEES

COLLEGE

The College Promotion and Tenure Committee shall consist of tenured faculty members who have achieved the rank of professor — one representative from each department elected annually by the department. During the College level evaluation process, department representatives will abstain from participation in evaluations of faculty members from their own departments on whom they had voted earlier.

DEPARTMENT

Energy and Geo-Environmental Engineering

The Committee shall be composed of five tenured faculty members elected by the entire faculty. At least three will be at the rank of professor. Three members of the Committee shall be elected each year. The two faculty members receiving the most votes will serve two-year terms. Any of the two faculty members with the most votes who served in the previous year will, however, be limited to a one-year term. The faculty member receiving the third most votes will serve a one-year term. Each faculty member may vote for two candidates in the election. After serving on the Committee for two consecutive years, a faculty member may not serve for the following year. The Chair of the Committee shall be elected annually by the membership of the Committee and shall serve as the Department representative to the College Committee.

Environmental Sciences

The Promotion and Tenure Committee will be composed of three faculty members holding the rank of professor. Two members will be elected by the Environmental Sciences faculty, and one member, drawn from one of the EMS departments, will be appointed by the Dean. If sufficient Environmental Sciences faculty members at the rank of professor are unavailable to form a committee, the faculty and the Dean may collaborate to select representatives from related disciplines at non-University Park locations or from other EMS departments.

Geography

Eligibility: To be eligible to serve on the Promotion and Tenure Committee, members must be tenured professors or associate professors and not be serving in any academic administrative position.

Size and Composition: The Promotion and Tenure Committee shall consist of seven people including one elected chair, four elected members, and two appointed members, with a minimum of five professors.

Election procedures: Elections shall be held at the end of each spring semester for the following academic year. All tenure-track and tenured faculty members, excluding those holding academic administrative appointments, are eligible to vote. Election of the chair shall be held first, followed by election for members of the committee with each eligible faculty member voting for

two candidates (unranked) to fill the two elected positions open each year (see explanation below of staggered terms). The top two vote getters will be elected. Tie votes shall be resolved by a run-off election of those individuals receiving the same number of votes.

Chair: The Chair shall be elected every year for a one-year term. The Chair must be a professor and either must be currently serving or have previously served on the Promotion and Tenure Committee. Chairs may serve multiple successive terms.

Elected members: Members shall be elected for staggered two-year terms, such that at the end of every spring semester two members shall be elected to serve for the following two years. Elected members may be either tenured associate professors or professors. If the election happens to result in more than two associate professors being on the Committee, this would violate the requirement that the Committee consist of a minimum of five professors. In such a case, the elected associate professor receiving fewer votes is ineligible, and the professor receiving the next highest number of votes shall be chosen instead. Faculty may serve multiple successive terms.

Appointed members: Following the election of the Chair and elected members, the Head of the Department, in consultation with the existing Promotion and Tenure Committee and with all individuals eligible to come up for review in the coming year, shall appoint one additional member of the Promotion and Tenure Committee each year to serve a two-year term. This appointment must ensure that there are at least five professors and an odd number of professors on the Committee and should be designed to improve the ability of the Committee to effectively review the candidates likely to come up for review in the coming year.

Vacancies: If a member of the Promotion and Tenure Committee resigns his/her position, a replacement of the same academic rank shall be selected by the same process by which the resigning member joined the Committee (i.e., either appointed or elected).

Geosciences

There shall be a single departmental committee to consider matters of promotion and tenure on the University Park Campus. This committee shall be composed of five tenured faculty members elected by the entire faculty. At least three must be at the rank of professor. Three members of the committee shall be elected each year. The two eligible faculty members who receive the most votes will serve two-year terms; the third will serve a one-year term. After completion of a two-year term of service, the member may not serve on the departmental promotion and tenure committee for the following two years. Each faculty member may vote for two committee members in the election. The Chair of the committee shall be elected annually by the membership of the committee and shall serve as the Geosciences representative to the College Promotion and Tenure Review Committee. The Head of the Department of Geosciences shall be excluded from membership on the committee.

Materials Science and Engineering

In compliance with HR 23 the Promotion and Tenure Committee of the Department of Materials Science and Engineering is composed of five members. Each member serves for five years. Only tenured faculty members at the rank of professor with academic appointment in the Department are eligible to serve on the committee. The Department Head is not eligible for

membership on the committee. In the fourth year of service the committee member will also serve as the chair of the Promotion and Tenure Committee and as the representative to the College Committee. One new member will be nominated by the Promotion and Tenure Committee. Other nominations can be provided by the senior faculty. The new member will be decided by a ballot of the senior faculty.

Meteorology

The Committee shall consist of at least three members, all of whom are tenured with at least two at the rank of professor, all to be elected by the members of the tenure-track faculty. The Chair will be elected by the Committee and will serve as the representative to the College Committee. The Committee is given complete authority and responsibility for generating recommendations for promotion and tenure for the department and for carrying out all requirements of the University's promotion and tenure policy on behalf of the departmental faculty.

STATEMENT OF CRITERIA TO BE USED BY THE
COLLEGE OF EARTH AND MINERAL SCIENCES
IN PROMOTION AND GRANTING TENURE

The Promotion and Tenure Review Committee of the College of Earth and Mineral Sciences will base its recommendations on the scholarly achievements of faculty members, including research, teaching, and other scholarly services to the academic community and society taking both the quality and quantity of scholarly production into account. The critical measure in the evaluation will be the individual's impact on science and/or industry and higher education, that is, the impact on students, colleagues, departmental programs, and fields of specialization. The aim is to promote and reward those who excel in their academic work and who by their dedication and performance serve to uphold or enhance our reputation as a distinguished College.

The Committee's recommendations will be based on merit, not on seniority, although it must be recognized that prolonged diligence is required to establish a reputation meeting the criteria stated above.

Persons appointed to or advanced to the rank of assistant professor will normally have a doctorate degree, though exceptions may be granted to individuals who have clearly demonstrated outstanding abilities and performance. Demonstrated ability in teaching and research is mandatory and demonstrated potential for continuing growth is desirable.

Those recommended for the rank of associate professor must have demonstrated all of the qualifications for assistant professor. In addition, the individual must have demonstrated, through scholarly achievements and evaluations by both students and peers, the potential to become an outstanding scholar of national repute and an accomplished, inspiring teacher.

For promotion to the rank of professor, it is necessary that the person be an established, nationally recognized scholar and a superior teacher. Truly outstanding performance in one area may be considered to compensate to some degree for less than superior performance in the other. Demonstrated ability to direct others in research and participation in University-wide decision-making or formulation of national science policy are desirable.

Recommendations regarding tenure will be based on the merits of individuals, their academic achievements, and their potential for contributing to the success of their department and the College.

Letters of evaluation from outside reviewers shall be obtained by the Dean and be submitted with recommendations for tenure or promotion to associate professor or professor or equivalent ranks.

(Prepared by Promotion and Tenure Committee, Fall 1975
Approved by Faculty Steering Committee, Fall 1976
Revised and approved by the Faculty, Fall 1996
Revised and approved by the Faculty, Spring 1997)

DEPARTMENTAL CRITERIA FOR PROMOTION AND TENURE

Energy and Geo-Environmental Engineering

Working within College and University guidelines (HR-23), the Promotion and Tenure Committee is responsible for evaluating a faculty member's progress toward promotion and tenure. Where applicable, the Committee will evaluate faculty members in non-tenure track academic ranks (as described in HR-21) for promotion.

For tenure, the three main criteria are:

1. The Scholarship of Teaching and Learning — The applicant's teaching record should demonstrate an ability to convey the subject matter to students in an effective manner. Such judgment will be based upon peer review, student evaluations and alumni surveys.
2. The Scholarship of Research and Creative Accomplishment — The applicant should demonstrate an ability to carry out independent, high-quality research and should have published significant contributions in recognized, refereed journals over the provisional period. The applicant should also demonstrate the capability of supervising graduate-level thesis research. The applicant should have an area of specialization wherein a major portion of the research effort is concentrated.
3. Service and The Scholarship of Service to the University, Society, and the Profession — The applicant should show evidence of personal involvement in professional and learned societies and in Department, College and University affairs.

For promotion to the rank of Associate Professor, the faculty member must have demonstrated all of the qualifications for Assistant Professor (as described in HR-23), if applicable. In addition, the individual must have demonstrated, through scholarly achievements and evaluations by students and peers, the potential to become an outstanding scholar of national repute and an accomplished, inspiring teacher.

For promotion to the rank of Professor, the faculty member must be a superior teacher and an established, internationally recognized scholar. Truly outstanding performance in one area may be considered to compensate to some degree for less than superior performance in the other. Demonstrated ability to direct others in research and participation in university-wide decision-making or formulation of national science policy are desirable.

Process — The following will be provided to the Department Promotion and Tenure Committee for the purpose of evaluation:

- The faculty member's up-to-date dossier, prepared by the Department Head (in consultation with the faculty member).
- Written faculty and student input of teaching effectiveness.
- For promotion and final tenure, written assessments from persons outside the University. The Department Head (on behalf of the Dean) will solicit seven letters of evaluation. Up to three names may be taken from a list provided by the candidate.

Environmental Sciences

Inasmuch as the primary function of an Environmental Sciences faculty member is the teaching and advising of undergraduate students, the granting of tenure and/or promotion of such a faculty member will be heavily based on the exceptional performance of these functions. Such performance must be demonstrated in two or more areas of competence in EMS disciplines. Because of the emphasis on teaching, there must be evidence of extraordinarily great ability as a teacher in the EMS subjects. This demonstration must go beyond course evaluation by students and must be documented. Outstanding performance as an advisor should also be documented.

Excellent performance in scholarly activity, as evidenced by professional-level publications and/or funded research, either as an individual or in cooperation with others, is also expected. The research and scholarly activity should involve interaction with colleagues, such as attendance at professional meetings, presenting papers, and participating in professional committees and offices.

Evidence of service to the University, College, or Campus through committee work and the like should also be documented. Service may involve consulting or advising public agencies at the local, state or national level or a substantial degree of University service.

Some combination of these factors is required, but the emphasis may vary. In no case will achievement in only one area suffice.

Geography

The Department will follow the guidelines suggested in the revised University Promotion and Tenure Procedures and Regulations (HR-23) and the University's administrative guidelines. Our criteria for promotion and tenure are those so stated in the "Statement of Criteria to be Used by the College of Earth and Mineral Sciences Promotion and Tenure Review Committee" as approved by the EMS Faculty, Spring 1997.

Geosciences

Working within the framework established by University and College regulations (HR-23), the Faculty Promotion and Tenure Review Committee in the Department of Geosciences will base its recommendations on the scholarly achievements of the faculty members. This concept, in our interpretation, encompasses research, teaching, and other scholarly services to the academic community and society, and involves quality as well as quantity of scholarly production. The most critical measure in our evaluation will be the individual's impact on science and higher education, i.e. his or her impact on students, colleagues, departmental programs, and field of specialization. We wish to promote and reward those who excel on their academic work and thus serve to uphold or enhance our reputation as a distinguished Department of Geosciences.

The Committee's recommendations will be based on merit, not on seniority, although it must be recognized that protracted diligence is required to establish a reputation meeting the criteria set forth above.

Although it is recognized that the composition of the faculty, in the long range, is affected by budgetary factors or the evolution of new educational trends, these factors will not be considered in tenure and promotion recommendations.

Thus, the three main criteria are the scholarship of teaching and learning, the scholarship of research and creative accomplishment, and service and the scholarship of service to the University, society, and the profession.

Materials Science and Engineering

Broad criteria for promotion and tenure are as outlined in HR-23 and the Revised Administrative Guidelines for the conduct of the University Promotion and Tenure Review Process. The entire promotion and tenure policy, HR-23 (as revised July 1, 2005) may be found in the Policy Manual. The Department of Materials Science and Engineering follows the statement of criteria used by the College of Earth and Mineral Sciences Promotion and Tenure Review Committee.

Any faculty member can request and receive an oral appraisal from his or her Department Head or Chair of the Promotion and Tenure Review Committee as to the probability of promotion.

Each year it is the responsibility of the Departmental Committee to make a preliminary evaluation of each faculty member eligible for promotion (based primarily on an updated dossier) to determine whether a faculty member will be considered in greater detail as described below. This committee is also responsible for evaluating a faculty member's progress toward tenure. Faculty members normally will be reviewed during the second, fourth, and sixth years of service (see HR-23 for further details).

Each candidate for promotion and/or tenure is required to give a departmental seminar in the spring semester immediately preceding the fall semester during which the candidate's case will be evaluated and voted upon by the committee.

Where applicable, it is also the responsibility of the Departmental Promotion and Tenure Committee to review and make recommendations to the Department Head pertaining to the promotion of non-tenure track academic ranks described in University Document HR-21.

The following input will be solicited and made available to the Departmental Promotion and Tenure Committee for the purposes of evaluation:

- The up-to-date dossier of the faculty member prepared by the Department Head in consultation with the faculty member.
- Oral input concerning the record of the candidate, together with a written recommendation reflecting the collective judgment of the senior faculty in the Department.
- Written faculty and student input of teaching effectiveness.
- Evaluations by graduating seniors and alumni rating the candidate in teaching, advising, and research supervision as appropriate.
- Written assessments from persons outside and within the University. Faculty members being evaluated will be asked to supply and justify those names of professional peers to whom he or she would like the committee or the administration to be in communication regarding the candidate's qualifications. Other names will be supplied by the Department Head.

- In the case of joint appointments, the committee will be responsible for obtaining full input from the appropriate department or intercollegiate unit.
- Other relevant materials may be considered by the committee if such material is accepted as significant, both by the committee and by the faculty member under consideration.

The Committee chair will prepare a summary document on each person who has been considered for promotion and/or tenure indicating the overall vote of the committee and supplying a brief statement as to why that person is or is not being recommended. Copies of these statements and pertinent written material will be sent to the Dean of the College of Earth and Mineral Sciences. As required by HR-23, the Dean will inform the faculty member whether or not his or her dossier has been forwarded to the University Promotion and Tenure Committee.

As required by HR-23 and the Administrative Guidelines for HR-23, written notification of positive promotion and tenure decisions will be made by the President via the Dean of the College of Earth and Mineral Sciences. Written notification of negative tenure decisions will be made by the Dean of the College of Earth and Mineral Sciences.

Meteorology

The Promotion and Tenure Committee established by the Meteorology Department faculty to implement the University and College procedures will base its recommendations on the scholarly achievements of the faculty members. We interpret this concept to encompass research, teaching, and other scholarly services to the academic community and society; it involves both the quality and quantity of scholarly production. The critical measure in our evaluation will be the individual's impact on science and higher education, i.e., the impact on students, colleagues, departmental programs, and field of specialization. Our aim is to promote and reward those who excel in their academic work and who by their dedication and performance serve to uphold or enhance our reputation as a distinguished Department of Meteorology.

The Committee's recommendations will be based on merit, not on seniority, although it must be recognized that prolonged diligence is required to establish a reputation meeting the criteria set forth above.

A person appointed to the rank of assistant professor will normally have completed a doctorate degree, though exceptions may be granted to individuals who have clearly demonstrated outstanding abilities and performance. Demonstrated teaching ability is mandatory; demonstrated ability in research and potential for continuing growth is desirable.

Those recommended for the rank of associate professor must have demonstrated all of the qualifications for assistant professor. In addition, the individual must have demonstrated, through scholarly achievements and testimonials of students (or by other surveys), the potential to become an outstanding scholar of national repute and an accomplished inspiring teacher.

For the promotion to the rank of professor, it is necessary that the person be an established, internationally recognized scholar and a superior teacher. Truly outstanding performance in one area may be considered to compensate to some degree for less than superior performance in the other. Demonstrated ability to direct others in research and participation in activities such as University-wide decision-making or formulation of national science policy are desirable.