

Approved by CEE on February 25, 2015

**DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING
PERSONNEL COMMITTEE**

Promotion/Tenure Criteria

1. Applicable criteria established by the University must be met.
2. The DPC shall consider a candidate's performance in the three areas of activity in which faculty engage: Instruction, Research, and Service. Rating scales for each of these are provided below.
3. For promotion from Assistant to Associate Professor, a minimum rating of *good* is required in all areas.
4. For promotion from Associate to Full Professor, a rating of *excellent* in two areas and a minimum rating of *good* in the other area is required.
5. For tenure, a minimum rating of *the corresponding level is required*.

TEACHING SCALE

Evaluation of teaching effectiveness is based on technical content of instruction, teaching maturity, teaching attitude, student interaction, scholarly activity, results of Department-approved and other student evaluations, which can include peer evaluation. Class size, class level, undergraduate advising, graduate student supervision and overall perceived effectiveness must also be considered.

Poor

Little or no evidence of effective teaching. Lack of a continual record of Department teaching evaluations.

Fair

Some evidence of effective teaching. For example, some involvement in the upgrading and development of courses.

Good

Substantial evidence of effective teaching. Additional activities that may be considered include: development of new courses, including on-line courses, in basic or new technical areas; improvement of teaching capabilities in area of expertise, including new instructional laboratories and/or specialized teaching tools; individual or group advising at the undergraduate and graduate level.

Excellent

Abundant evidence of effective and mature teaching, such as being highly regarded in teaching of lower division, upper division and graduate courses. Additional activities that may be considered include: development of innovative instructional delivery methods; development of on-line courses; improvement of major instructional laboratories; providing substantial advising to individuals and/or groups, including graduate students; and publishing textbooks or similar instructional works with significant influence and exposure.

RESEARCH SCALE

Poor

Little or no research activity.

Fair

Some research activity, including papers in recognized refereed journals, supplemented by conference or equivalent papers and publications; co-principal investigator of a research grant; other evidence of research and scholarship productivity; supervisor of M.S. student toward degree completion.

Good

Substantial research activity including on average at least one paper per year in a recognized refereed journal; additional conference or equivalent papers and publications; co-PI^{*}/PI^{**} on one or more extramurally-funded research grants; and directing graduate students toward degree completion. Additional activities that may be considered include involvement in funded interdisciplinary research efforts.

Excellent

Recognized research excellence and significance, including on average more than one paper per year in a recognized refereed journal; additional conference or equivalent papers and publications; principal investigator on multiple extramural research grants. Additional activities that may be considered include: development of research infrastructure; direction of significant graduate research to completion; research collaboration with major external research organizations, government organizations and industries; patent disclosures and awards; and honorary recognition by peers. Directed at least one PhD student to degree completion

Notes

Research includes scholarly activity leading to publication on topics in the area of technical expertise or multi-disciplinary studies or engineering education.

Authorship – candidates must indicate their percentage contribution to publications and proposals.

* Promotion to Associate Professor or granting of tenure

** Promotion to Professor

SERVICE SCALE

Poor

Little or no participation in any service activities.

Fair

Irregular attendance at assigned Department or College committee meetings. Performance of some duties associated with membership on those committees. Limited participation in other service activities.

Good

Regular attendance at meetings of assigned Department or College committees and satisfactory performance of tasks associated with membership on those committees. Substantial participation in other service activities, such as reviewer of journal and/or conference papers; reviewer of external research proposals; advisor to student organizations; participation in university committees, and significant involvement in professional organizations at the local level.

Excellent

Chair of Department, College or University committees with excellent performance and outcome is required. Also required is a service component of a national or international nature, such as: member of journal editorial board; member of an active national technical committee; significant involvement in professional organizations at the national or international level, and leadership in organizing national or international technical conferences. A lower level of national or international service can be counterbalanced by excellent outcomes from entrepreneurship.