

Promotion and Tenure Criteria and Procedures, and Procedures for Third-Year Review

Electrical and Computer Engineering College of Engineering University of Georgia

Electrical and Computer Engineering Criteria for Promotion and Tenure (October 2023)

Supplement to the University of Georgia Guidelines for Appointment, Promotion, and Tenure

This document supplements the *University of Georgia Guidelines for Appointment, Promotion and Tenure* (available at: <https://provost.uga.edu/faculty-affairs/promotion-tenure/>). These guidelines specify that the School of Electrical and Computer Engineering (ECE) within the College of Engineering (CENGR) has adopted its own written criteria for promotion and tenure to supplement the university guidelines with discipline-specific guidelines.

In all matters related to promotion and tenure, ECE will carefully adhere to the *University of Georgia Guidelines for Appointment, Promotion and Tenure*. The standards, criteria, and processes presented in this document are intended to supplement and/or extend the University's Guidelines. All faculty are expected to be familiar with both this Promotion and Tenure document and the University Guidelines. If any inconsistency or discrepancy is found in this document or if this Promotion and Tenure document does not address a certain issue, the University's Guidelines will supersede this document.

This document is applicable only to tenure-track faculty in ECE. Tenure-track faculty includes those faculty members who are eligible to receive institutional tenure as defined by the University Guidelines.

This document and discipline-specific criteria must be accepted by the faculty within the appointment unit and must be reviewed and approved by the School Chair of ECE, the Dean of CENGR and the Senior Vice President for Academic Affairs and Provost. New faculty members must be provided with this Promotion and Tenure document and University Guidelines. In addition, the faculty, Dean and the Provost must approve any changes or updates to this Promotion and Tenure document. All revisions and approval dates must be listed in the Promotion and Tenure document.

I. Criteria for Promotion and Tenure

The University Guidelines outline the standards required for faculty to achieve promotion and tenure. All faculty must contribute to the teaching, research, or service missions of the university. Promotion and tenure are based on the candidate's performance in each of these areas. This document provides additional details for promotion and tenure within ECE. Note that dossiers are judged on a case-by-case basis, and the criteria in this document are understood as guidelines. Faculty should consult with the school chair, e.g., during annual performance reviews, to determine how to best assign activities (e.g., grant funding or publications) into the categories below and provide sufficient justification for those assignments.

a. Contributions to Teaching

The Standard

ECE recognizes that high quality teaching at the undergraduate and graduate level is critical to the mission of the School. Candidates for promotion and tenure must exhibit excellence in teaching. The relative weight placed on teaching effectiveness when evaluating a candidate's overall level of performance should be commensurate with the candidate's assigned percentage of time in teaching. Key considerations in teaching effectiveness may include the following:

- Classroom effectiveness: The candidate must exhibit the ability to communicate effectively with the students. Evidence of effectiveness should be based on more than summarized teaching evaluations. Other evidence may include evaluations by colleagues that have observed the candidate's teaching or peer review of the candidate's teaching materials.
- Course and curriculum development beyond the classroom: The candidate must exhibit that they have contributed to the educational program beyond teaching their individual classes. Examples of this contribution include significantly revising existing courses, developing new courses, contributing to the development of a curriculum, and contributing to ABET review materials.
- Contribution of the candidate to the interdisciplinary vision of ECE and CENGR.
- Mentoring undergraduate capstone-project students.

Promotion to Associate and Full Professor

For promotion to rank of professor, additional evidence of effectiveness in teaching is necessary, such as, for example, evidence of leadership or national stature in professional organizations devoted to the scholarship of teaching and learning.

Tenure

All of the above with additional documentation addressing the University's "continuing and long-range need for what the candidate for tenure may be expected to do" and likelihood that the candidate will continue to be an active and productive scholar over the long period time that tenure supposes (in accordance with UGA Guidelines).

Evidence of Effectiveness in Teaching

In addition to the documentary evidence suggested in the University Guidelines, the candidate is expected to demonstrate evidence of teaching excellence through some of the following:

- Statement on teaching achievements, detailing the candidate's personal teaching philosophy, major accomplishments in teaching effectiveness, and other contributions to the teaching program.
- Teaching assignments, including descriptions of courses taught, student enrollments, and grade distributions for each class. Externally recognized teaching awards and teaching awards at the school, college, and university levels. Graduate student supervision, including placement and success of graduated students.
- Professional development mentoring of graduate students in the area of teaching.
- Description of teaching materials developed such as textbooks, articles related to scholarship of teaching and learning, or similar conference proceedings.
- Grants received or applied for that are focused on the scholarship of teaching and learning.
- Summaries of classroom evaluations from students, and other sources of evaluation such as peer-review and unsolicited letters from students.
- Research mentorship for graduate and undergraduate students. Evidence of this mentoring could include publications jointly written with students, regular research meetings held with students, and joint presentations with students.

b. Contributions to Research

The Standard

ECE recognizes that high quality research is critical to the mission of the School and College. Candidates are expected to demonstrate effectiveness in the faculty member's assigned area of research.

Research activities must be of high quality, and the review committee and external evaluators will distinguish between routine and outstanding. High quality research is valued over quantity by ECE. Research contributions that have been favorably reviewed by professional or academic peers will be weighted more heavily than those that have not. The relative weight placed on measurable research outputs (e.g., refereed journal articles) when evaluating a candidate's overall level of performance should be commensurate with the candidate's assigned percentage of time in research. Key considerations in research effectiveness include:

- **Impact:** Description of research areas and directions for future research, emphasizing impact of the research and how the candidate's research has contributed to research in their field or discipline.
- **Scholarly output:** Publications and presentations in each of these areas.
- **Research support:** Extramural research support in the form of grants or contracts.
- **Interdisciplinarity:** Contribution of the candidate to the interdisciplinary mission of ECE and CENGR in form of interdisciplinary research programs (evidenced, for example, by co-authored publications or grants) where the candidate's scholarly work complements that of collaborating researchers.

Promotion to Associate Professor

Candidates must demonstrate clear and convincing evidence of emerging stature as regional or national authorities in their field of expertise. ECE considers refereed publications to be the most

important and widely accepted indicator of this emerging status as a regional or national authority. Publications will be evaluated on content, contribution, and the quality and appropriateness of the journals (or other outlets) relative to the candidate's appointment or field of study. The quality and appropriateness of journals should be documented by the candidate and the external evaluators. Although publication emphasis should always be on quality and contributions to a focused scholarly program, candidates with higher research appointments are expected to demonstrate higher levels of research publication output commensurate with the assigned effort for research.

In addition to refereed publication of research scholarship, both competitive and non-competitive extramural funding are also important indicators of emerging status as a regional and national authority or scholar. Specifically, ECE expects extramural funding that supports the research activities of the candidate and the students who work under the candidate's supervision.

Promotion to Professor

Candidates must demonstrate clear and convincing evidence of high levels of attainment in the criteria appropriate to their work assignments and the missions of their units. They should demonstrate national or international recognition in their fields and the likelihood of maintaining that stature. For promotion to Professor, books and book chapters (especially invited chapters) may also be important indicators of national and international scholarly status. Selected and especially invited presentations at national and international professional meetings and conferences. Additionally, both competitive and non-competitive extramural funding are expected indicators of national and international scholarly status. By this stage of a career, documentation of impact is highly desirable. Possible ways to document impact include: citation indices, evidence of others adopting research results, participation in (especially leadership of) collaborative funding proposals, or other means of estimating or relating impact.

Tenure

All of the above with additional documentation addressing the University's continuing and long-range need for what the candidate for tenure may be expected to do and likelihood that the candidate will continue to be an active and productive scholar over the long period time that tenure supposes.

Evidence of Effectiveness in Research

In addition to the possible sources of documentary evidence suggested in the University Guidelines, the candidate is expected to demonstrate research excellence through some of the following:

- Special recognition of the candidate's scholarly works, such as awards, scholarly reviews, citations, and invited presentations.
- Extramurally funded projects, grants, or contracts.
- Intramural funding and other activities that amplify extramural funding success.
- Evidence of interdisciplinary collaborations, such as cross-disciplinary co-authorships.
- Patents awarded, software deployed, technology transferred or adapted in the field.
- Research contributions demonstrate sustained and programmatic activity as contrasted with unrelated and unfocused activity.
- Editorial and referee services for academic journals.

c. Contributions to Service and Outreach

The Standard

ECE recognizes that faculty members are responsible to a diverse set of stakeholders, including instructional programs, ECE peers and leadership, College peers and leadership, University community, professional organizations, industry, and society at large. Candidates for promotion should demonstrate contributions to the service and outreach mission of ECE and CENGR with a high level of professionalism. The relative weight placed on service and outreach efforts when evaluating a candidate's overall level of performance should be commensurate with the candidate's assigned percentage of time in service and outreach. Key considerations in service effectiveness include:

- Contribution to instructional programs that include a service or outreach component within the course. These include areas such as curriculum development or ABET accreditation, providing guest lectures in topics related to service or outreach, and enhancement of existing courses to include a service or outreach component.
- Contribution to ECE through engagement in faculty meetings and committees, when elected.
- Contribution to professional organizations.
- Contribution to community service-related organizations.
- Contribution through serving as faculty mentors for student organizations.
- Contributions to ECE outreach efforts to communities, governmental or other organizations, or Industry.
- Contributions to CENGR and University service
- Contributions to the organization/execution of professional development activities for students, colleagues, or professional peers.

Promotion to Associate Professor

Candidates must demonstrate clear and convincing evidence of engagement with service to the instructional program, ECE, CENGR, university, and professional organizations, or societies.

Promotion to Professor

Candidates must demonstrate engagement with service responsibilities and leadership in some service areas to the instructional program, ECE, CENGR, university, professional organizations, or societies.

Tenure

All of the above with additional documentation addressing the University's continuing and long-range need for what the candidate for tenure may be expected to do and likelihood that the candidate will continue to be an active and productive scholar over the long period time that tenure supposes.

Evidence of Effectiveness in Service and Outreach

In addition to the possible sources of documentary evidence suggested in the University Guidelines, the candidate is expected to demonstrate service effectiveness through some of the following:

- Leadership in instructional groups, academic programs, projects, student organizations,

- or study-abroad initiatives
- Leadership functions in professional societies
- Leadership functions in professional conferences
- Leadership functions in professional development programs
- Leadership functions in community service-related organizations
- Activities as reviewer for peer-reviewed articles
- Activities as reviewer in grant review panels

II. Procedures for Promotion and Tenure

a. Promotion and Tenure Committees and Promotion and Tenure Unit (PTU)

The PTU shall be the School of ECE. The School Chair of ECE shall serve as the PTU Head.

Duties – The PTU Head will prepare Sections 1 and 2 of the dossier as defined in the *UGA Guidelines for Appointment, Promotion and Tenure*. The completed dossier, including any additional materials required in the case of a negative recommendation, will then be forwarded to the CENGR Promotion and Tenure Committee.

Voting Eligibility -- Faculty eligible to vote shall be determined by the PTU Head in accordance with the *UGA Guidelines for Appointment, Promotion and Tenure*.

Review Committee (RC)

Composition and formation process – An RC shall be established for each promotion and/or tenure case. The RC shall consist of four members that are knowledgeable in the subject area(s) of the candidate’s teaching, research, and service activities. The four-member committee shall consist of two faculty selected by the individual nominated for promotion and/or tenure and two faculty selected by the PTU Head. One of the members nominated by the candidate may be external to the PTU. All other members on the RC must be members of the candidate’s PTU and must be eligible to vote for the candidate’s promotion and/or tenure if such vote occurred at the current time. An external member selected for the RC does not vote. The RC will elect and recommend to the PTU Head *one* member from this committee within the PTU to serve as the RC Chair. The PTU Head is tasked with the responsibility of governing the review process and ensuring consistency among RCs of all candidates.

Duties – The RC will ensure that policies for tenure and promotion for CENGR and the University of Georgia are followed. In addition, the RC will review the candidate’s dossier, and present a summary of the candidate’s achievements to the PTU during the preliminary consideration and voting meetings. The RC does not make promotion and tenure decisions; its function is to advise candidates and inform the faculty.

b. Nomination

Faculty members who wish to be considered for promotion and/or tenure shall notify the PTU Head in writing no later than February 1 of the academic year prior to the academic year in which they wish to be considered. Such requests will be honored by the PTU Head, consistent with the *UGA Guidelines for Appointment, Promotion and Tenure*.

c. Dossier Preparation and Review

Overview

Each faculty member who requests to be considered for promotion and/or tenure must submit materials according to the *UGA Guidelines for Appointment, Promotion, and Tenure document*. The RC shall assure the original submission follows this form.

Preparation and verification of the contents of the dossier is a cooperative endeavor between the candidate and the RC with the candidate being responsible for the dossier's contents, except for the required external letters of review to be included by the RC.

For the purposes of the RC and the PTU evaluation, only Sections 3 (Unit Criteria), 4 (Vita and Statement of Major Accomplishments), 5 (Achievements), and 7 (External Evaluations) of the dossier need be included.

Preliminary Consideration

The RC will be formed for each candidate wishing to be considered for promotion and/or tenure by the first business day on or after February 15. The candidate's dossier, prepared according to the above guidelines, should be submitted to the RC by March 1 and will be considered for a preliminary promotion and/or tenure vote by the PTU. The RC does not make decisions or vote on the preliminary considerations but instead informs the PTU, who shall conduct the preliminary vote at a meeting of eligible faculty conducted by the PTU Head. The candidate will be notified by the PTU Head of the preliminary vote by the first business day on or after April 15. Associate Professors, in the case of an unsuccessful application to Professor, may not proceed and may not apply again for three years.

External Review Letters

A minimum of five external appraisals of the quality of the candidate's work from highly qualified individuals appointed at or above the rank to which the candidate is applying, with preference for faculty at the rank of full Professor (or equivalent), is required as part of the dossier and needed for PTU evaluations. Additional letters from non-academic (e.g., industry or government) leaders may be solicited. The candidate will construct a list of up to six potential external evaluators and their qualifications as reviewers and submit the list to the RC. The PTU head shall be responsible for determining the qualifications of letter writers provided by the candidate, selecting two of these letter writers to contact, and for selecting at least three additional candidates to contact who are not on the candidate's list. The names, contact information, and qualifications of each selected evaluator shall be provided to the PTU Head. The PTU Head is responsible for requesting and receiving the letters of evaluation. If a selected evaluator is unwilling to write a letter, the PTU Head shall request additional names from the RC. The PTU Head shall request evaluation letters no later than a week after the preliminary vote. Letters shall not be solicited from evaluators who have a conflict of interest. External evaluation letters shall be received by June 15. Per *UGA Guidelines*, all external letters of evaluation received must be included in the dossier. Following receipt of the external evaluation letters, the RC is responsible for preparing a written summary of the candidate's dossier. The completed dossier and RC evaluation letter shall be provided through secure electronic distribution to voting-eligible faculty no later than one week prior to the PTU evaluation meeting.

PTU Evaluation and Recommendation

The PTU Head shall convene a meeting of eligible voting faculty for the PTU to discuss the candidate's dossier and to take a vote on recommendation for promotion and/or tenure. At the meeting, the RC shall present a summary of the dossier. The vote shall be by secret ballot, and all votes must be counted and verified by two voting-eligible faculty. The vote must be recorded in writing. The PTU Head must reveal their vote.

After the PTU evaluation and vote, the dossier cover letter should be prepared to summarize the candidate's achievements and synthesize faculty judgment, no later than August 15. This letter should be prepared by the PTU Head. As noted in the *UGA Guidelines for Appointment, Promotion, and Tenure document*, in cases where the PTU head voted against promotion, the candidate may choose a senior member of the PTU faculty to summarize the candidate's achievements and include with the PTU Head letter in the dossier. The identity of the external letter reviewers shall be redacted before the candidate reviews the letter. The candidate will have five working days to read and respond in writing to this letter before it goes forward. The candidate may also request a meeting with the letter writer before the five-day deadline.

Unless the candidate elects to withdraw their application, the dossier should be forwarded to the CENGR Promotion and Tenure Committee. In the case of a negative recommendation from the PTU, the PTU head shall include additional documentation following the guidelines of the *UGA Guidelines for Appointment, Promotion, and Tenure document*.

d. Important Dates

Note all dates are of academic year prior to which the candidate is to be considered for promotion.

- i. Nomination Due – February 1
- ii. RC Formed – February 15
- iii. Dossier Due to RC – March 1
- iv. Preliminary consideration by PTU conducted – April 15
- v. External Reviewers Contacted – April 21
- vi. External Review Letters Received – June 15
- vii. PTU Evaluation Completed – August 15
- viii. College Evaluation Completed - August 31
- ix. Dean Recommendation Completed – September 15
- x. Nomination Materials Due to Office of Faculty Affairs in late October

III. Procedures for Third-Year Review

a. Review Committee (RC)

Composition and formation process

The RC will consist of at most four faculty members that are eligible to vote on the candidate for promote and tenure.

Members of the RC shall be appointed by the PTU Head, with recommendations provided by the candidate. One member of the RC committee shall be designated as the RC chair. The PTU Head will not be a member of the RC but will oversee the 3rd year review process to ensure consistency among the candidates and enforce University and College guidelines.

Duties

The RC's overall charge is to review the progress towards tenure and/or promotion; report its findings to the PTU and PTU Head; and prepare a final report. Specifically, the RC

- Conducts a substantive review on progress towards tenure and/or promotion by: a) reviewing the dossier; b) receiving input in a one-hour faculty seminar presented by the candidate on his/her academic work and future plans
- Prepares an initial report and discusses it with the PTU Head
- Provides the candidate with observations in a face-to-face meeting on progress towards tenure and/or promotion.
- Requests the PTU Head or designee to call a Third-Year Review Faculty Meeting
- Provides final written report/recommendations to the PTU Head within 10 days of the Third- Year Review Faculty Meeting.

b. Procedures

The third-year review occurs in the Spring semester of the third year of appointment for Assistant Professors.

Preparation of Dossier

With guidance from the RC (mentioned in Section 3a above), the candidate will prepare a dossier that includes two sections – Section 4 (Vita and Statement of Major Accomplishments), and Section 5 (Achievements). These sections should follow the University Guidelines.

Candidate Seminar

The candidate will present, in a one-hour seminar, to the faculty his/her teaching, research, and service activities during the review period at UGA. This seminar will be open to all faculty. The scheduling of the seminar will occur through the coordination of the candidate and the RC chair.

Third-Year Review Faculty Meeting

The PTU Head should call a meeting of all eligible faculty (tenured associate and full professors in the PTU). The RC chair should present the initial findings at this meeting, hear faculty deliberation, and vote on all candidates.

Final Reporting

The PTU Head will prepare a written report based on the findings of the RC committee regarding their evaluation of the candidate's progress and the faculty vote. Upon the request of the candidate, she/he may meet in person with the PTU Head and/or the RC to receive clarifications on the findings.

The candidate may reply in writing to the PTU Head and CENGR Dean within 10 working days after receipt of the written report and any reply will become part of the candidate's third-year review. The findings and the response of the candidate will be included in the promotion and/or tenure dossier when it is developed. Additional details are provided in the *UGA Guidelines*.

In any year, the Dean may determine not to extend a contract to a non-tenured faculty member.

c. Important Dates

1. Within one week after the start of the Spring semester of the candidate's third year, in accordance with the UGA tenure clock calendar available on the Provost's website (<https://provost.uga.edu/faculty-affairs/promotion-tenure/>), the PTU Head will initiate third-year reviews of eligible faculty and form the Review Committee following procedures outlined in Section 3a above.
2. The candidate submits Section 4 (Vita and Statement of Major Accomplishments) and Section 5 (Achievements) to the RC Chair within 30 days after the start of the Spring semester.
3. The candidate presents their teaching, research, and service accomplishments in a one-hour seminar to faculty within 30 days after submission of their dossier.
4. The RC completes the review of the candidate's dossier within 40 days after dossier submission.
5. The PTU head calls a Third-Year Review Faculty Meeting to take place within 80 days after the start of the Spring semester.
6. The RC Chair verbally provides feedback from the Third-Year Review Faculty Meeting to the candidate, followed by the final written report/recommendation to the PTU Head within 10 days from the Third-Year Review Faculty Meeting.
7. The candidate's reply (if any) to PTU Head's written report to be received by the PTU Head within 10 days from the date of the report.

Document revisions and approval by ECE faculty:

Approved by ECE faculty on October 26, 2023

Approved by Dean on December 19, 2023

Approved by Provost on January 16, 2024