

Promotion and Tenure Criteria and Procedures for Third-Year Review School of Environmental, Civil, Agricultural and Mechanical Engineering College of Engineering

School of Environmental, Civil, Agricultural and Mechanical Engineering (ECAM)
Criteria for Promotion and Tenure (November 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, Fall 2023* (available at: <https://provost.uga.edu/faculty-affairs/promotion-tenure>), hereafter referred to in this document as the “University Guidelines.” These guidelines specify that ECAM has adopted its own written criteria for promotion and tenure to supplement the university guidelines with discipline-specific guidelines.

In all matters related to third-year review, promotion and tenure, the unit consisting of the School of Environmental, Civil, Agricultural and Mechanical Engineering (ECAM) will follow the latest version of the *University of Georgia Guidelines for Appointment, Promotion and Tenure* (<https://provost.uga.edu/faculty-affairs/promotion-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 primarily applicable to tenure-track faculty in ECAM, as defined by the University Guidelines. These faculty members hold the ranks of Assistant Professor, Associate Professor and Professor. The criteria for appointment and promotion of non-tenure track faculty are found in the University Guidelines (<https://provost.uga.edu/faculty-affairs/promotion-tenure>).

This document and discipline-specific criteria must be accepted by the faculty within the appointment unit, and must be reviewed and approved by the Chair of ECAM, 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, the Chair, 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.

Note: For all dates presented in this document that may fall on a non-business day, the first following business day shall be used.

Advisement

At the time of appointment, a new faculty member will be provided a copy of this document as well as the *University of Georgia Guidelines for Appointment, Promotion and Tenure*. University of Georgia faculty have the following primary responsibilities: teaching; research and scholarship or other creative activities; and service to the School, the University, the profession and society. Academic appointment, promotion and tenure are based upon a candidate's performance in these assigned areas as allocated in their annual contracts.

Annual Evaluation

In all matters pertaining to the annual evaluations for faculty at all ranks, ECAM will follow the academic affairs policy manual on faculty evaluations:

<https://provost.uga.edu/policies/academic-affairs-policy-manual/1-06-evaluation/>

Annual evaluation: Every faculty member will receive a written evaluation from the School Chair on an annual basis. At the end of each calendar year, the School Chair will solicit from each faculty member a report of their professional activities in teaching, research and service covering the twelve-month period that concludes on December 31. The School Chair will evaluate performance of a faculty member relative to the standards for their rank, following the academic affairs manual on faculty evaluations: <https://provost.uga.edu/policies/academic-affairs-policy-manual/1-06-evaluation/>

The annual evaluation will provide an assessment of progress toward promotion. For untenured faculty the evaluation will also provide an assessment toward tenure. Each faculty member will be afforded the opportunity to meet individually with the School Chair to discuss the written evaluation, and provide a written response. The evaluator must then respond to that written response. The faculty member will be given the opportunity to sign the document, along with the School Chair to signify their agreement on the contents. However, the faculty member is not required to sign the annual evaluation. Performance reviews are generally concluded by the end of February each year.

Annual evaluations shall be included in promotion and tenure dossiers starting in Spring 2024 evaluation and forward in accordance with University policy.

I. Criteria for Promotion and Tenure

The University Guidelines (<https://provost.uga.edu/faculty-affairs/promotion-tenure>) 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, as outlined in their contract. This document provides additional detail for promotion and tenure within ECAM. Note that dossiers are judged on a case-by-case basis, and the criteria in this document are understood as guidelines.

a. Contributions to Teaching

The Standard

ECAM recognizes that high quality teaching at the undergraduate and graduate level is critical to its mission and the mission of the College. 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.
- **Scholarship of teaching and learning:** Conference proceedings, journal articles, or grants that have focused on scholarship of teaching and learning.
- **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 ECAM and the College of Engineering (CENGR) as evidenced by e.g., examples of instructional integration of topics from outside of the candidate's core field of expertise into a course to broaden academic exposure, etc.**

Evidence of Excellence in Teaching

In addition to the documentary evidence suggested in the *University Guidelines*, the candidate is expected to demonstrate evidence of teaching excellence, which may include, but is not limited to 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.
- Graduate students supervised, and 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.

Promotion to Associate and Full Professor

For promotion to rank of professor, additional evidence of sustained excellence in teaching is necessary, demonstrated by indicators such as the ones listed in the previous section. Indicators of particular importance are: awards for excellence in teaching, student evaluations significantly above departmental norms, superlative peer evaluation from observation and analysis arranged by the department, supervision and mentoring of graduate students that gain employment in academe, publications with students as primary co-authors, and internal and external awards to students under mentorship. Further evidence of national stature in teaching may include peer reviewed publications in pedagogical journals, evidence of active participation/status within education societies, building “exemplar” course materials that a society would distribute nationally to their membership, etc.

Tenure

For 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 of time that tenure supposes, in accordance with UGA Guidelines for Promotion and Tenure (<https://provost.uga.edu/faculty-affairs/promotion-tenure>).

b. Contributions to Research

The Standard

ECAM recognizes that high quality research is critical to its mission and the mission of the College. Candidates are expected to demonstrate excellence 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 ECAM. 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. Evidence of research effectiveness shall include:

- Research support: Intramural and extramural research support in the form of grants or contracts.

Additional evidence of research effectiveness may include but is not limited to the following:

- **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.
- **Interdisciplinarity:** Contribution of the candidate to the interdisciplinary mission of CENGR in the 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.

Evidence of Excellence in Research

In addition to the possible sources of documentary evidence suggested in the *University Guidelines*, the candidate is expected to demonstrate research excellence that shall include:

- Funded projects, grants, or contracts at the university level, and at state and federal levels.
- Evidence of a sustained track record in securing research grant funding.

Additional evidence of research excellence may include but is not limited to the following:

- Special recognition of the candidate's scholarly works, such as awards, scholarly reviews, citations, and invited presentations.
- 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.

Promotion to Associate Professor

Candidates must demonstrate clear and convincing evidence of emerging stature as regional or national authorities in their field of expertise, based on external review letters by experts in their field and evidence provided by the candidates in their dossier. ECAM considers refereed publications to be the most important and widely accepted indicator of this emerging status. Publications will be evaluated on content, author 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. The contribution to the publication by the candidate should also be noted by identifying co-authors that are graduate students under the candidate's supervision and

papers for which the candidate or their graduate student served as lead or corresponding author, etc. 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 refereed journal article output commensurate with the assigned time in research. Selected and invited presentations at regional and national professional meetings and conferences, and both competitive and non-competitive extramural funding are also important indicators of emerging status as a regional and national authority or scholar.

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. Unless the candidates' assignments are specifically regional, 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, and both competitive and non-competitive extramural funding, are also important 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, or other means of estimating or relating impact.

Tenure

For 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 of time that tenure supposes (in accordance with the *University Guidelines*).

c. Contributions to Service and Outreach

The Standard

ECAM recognizes that faculty members are responsible to a diverse set of stakeholders, including instructional programs, ECAM 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 ECAM 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 ECAM, CENGR, and the University 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 CENGR outreach efforts to communities, governmental or other organizations, or Industry.

Evidence of Excellence 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 excellence that may include, but is not limited to 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 community service related organizations.
- Leadership functions in ECAM, the College, and University-level committees.
- Activities as reviewer or editor for peer-reviewed articles.
- Activities as reviewer in grant review panels.

Promotion to Associate Professor

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

Tenure

For 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 of time that tenure supposes.

II Procedures for Promotion and Tenure

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

PTU

Composition and formation process – The PTU shall consist of all appointed ECAM faculty eligible to vote in the candidate’s faculty track. Tenure Track faculty eligible for voting on tenure cases shall be tenured and at least of the rank to which the candidate is applying. For non-tenure track (NTT) faculty candidates, the appropriate parts of the *University Guidelines* shall apply for definition of voting eligible faculty (available at: <https://provost.uga.edu/faculty-affairs/promotion-tenure>).

Duties - The PTU will provide a formal vote of acceptance or rejection of the candidate’s promotion and/or tenure to the ECAM School Chair.

PTU Head

Composition and formation process – The PTU Head must be a full professor and serve as an appointed faculty from ECAM. The PTU Head shall be the ECAM School Chair, if the ECAM School Chair is a tenured full professor. Otherwise, the ECAM Chair shall nominate up to 3 candidates that are full professors for the PTU Head to be voted on by the PTU tenured faculty. If the ECAM Chair is not a tenured full professor, then the duration of PTU Head appointment shall be 3 years to ensure continuity and equity in the Promotion and Tenure process, with the opportunity to serve up to 2 consecutive terms.

Duties – The PTU Head shall attend the first Promotion and Tenure (P&T) Committee meeting each academic year to oversee the selection of the P&T Committee Chair and review the governing and review process. The PTU Head shall reveal the vote to the PTU faculty once votes are counted. The PTU Head will present results of the PTU vote and P&T committee summary to the candidate. If the PTU Head’s vote is negative, but the overall PTU vote is positive, the candidate may request that a different senior faculty member write the PTU Head’s letter to the Dean of the college. If the PTU Unit’s vote is negative, the PTU Head shall still write the PTU Head’s letter to the Dean. The letter to the dean shall include a summary of the PTU Unit’s deliberations, the results of the PTU vote, the letter from the P&T Committee Chair, summary of the candidate’s achievements, and all other supporting documents.

Promotion and Tenure Committee

Composition and formation process - Elections and appointments to the P&T Committee shall be completed at the start of the Spring Semester and no later than January 31 of each year. The selection of the P&T Committee Chair will be conducted by a secret written ballot. The committee shall consist of 9 representatives elected by the faculty. The Associate Chairs for Mechanical Engineering, Civil Engineering, Environmental Engineering, and Agricultural Engineering shall prepare a list of candidates to be approved by the ECAM School Chair and be voted on by the eligible faculty. The final composition of the committee shall consist of at least four tenured full professors and up to three tenured associate professors, as well as two senior level non-tenure track (NTT) members (principal or senior lecturer; clinical professor or associate clinical professor, etc.). The tenured faculty on the committee will be elected by the tenure track faculty. The NTT faculty shall be elected by the NTT faculty and only be present and have voting privileges for cases involving promotion of NTT faculty at the appropriate rank.

The P&T committee will be a standing committee with 3-year staggered membership terms. Every year, three members rotate off with newly elected representatives of the faculty joining the committee. During the first formation year of the committee, 9 members shall be elected so that 3 of the elected members have a full 3-year term, with 3 members having a 2-year term and 3 members having a one-year term only. Faculty can serve multiple terms on the P&T Committee.

For each case being handled and discussed, all committee members are required to be present, unless a member needs to recuse due to a potential conflict of interest or due to other personal or professional reasons. In the case of a committee member needing to recuse, the remaining committee members shall complete the discussion of the candidate in question and note in the report to the PTU Unit the reason for the recuse of a committee member. The meetings will be scheduled as in-person meetings, unless otherwise directed by CENGR and/or the University.

Duties – The P&T Committee shall ensure that the policies for tenure and promotion for ECAM, the CENGR, and the University of Georgia are followed. The P&T Committee shall review the candidate's dossier, and prepare a summary of the candidate's achievements in teaching, research and service, as outlined by their contract. The P&T Committee does not make promotion and tenure decisions; its function is to prepare a summary of the candidate's achievements for preliminary consideration of the PTU Unit.

Promotion and Tenure Committee Chair

Composition and formation process - During the first annual meeting of the P&T Committee, the members shall vote on a committee chair from the tenured full professors that will lead the work of the committee.

Duties - The Chair of the P&T Committee shall lead all P&T Committee meetings, as well as any PTU meetings to ensure consistency and enforce University and College procedures. The P&T Committee Chair can delegate the responsibility for summarizing the candidate's achievements to other suitable P&T Committee members. The P&T Committee Chair shall also present the summary of the candidate's achievements to the PTU Head and the candidate, as well as to the PTU faculty eligible for voting. The P&T Chair shall present the results of the PTU vote for preliminary consideration to the PTU Head and the candidate. The P&T Chair shall also present the results of the formal PTU vote to the PTU Head, along with a summary of the candidate's achievements.

b. Nomination

Faculty members who wish to be considered for promotion and/or tenure shall notify the ECAM Chair 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 ECAM Chair, assuming the faculty member is eligible for promotion and/or tenure consistent with the *University Guidelines*.

c. Dossier Preparation and Review

Overview

Each individual who wants to be considered for promotion and/or tenure must submit materials according to the *University Guidelines*. The P&T Committee shall assure the original submission follows the *University Guidelines*.

Preparation and verification of the contents of the dossier is a cooperative endeavor between the candidate and the P&T Committee with the candidate having the sole responsibility for the final contents of the dossier, except for the required external letters of review to be included by the P&T Committee.

For the purposes of the P&T Committee and the PTU evaluation, only Sections 3 (Unit Criteria), 4 (Vita & Summary of Major Accomplishments), 5 (Achievements), and 7 (External Evaluations for TT faculty as well as any external or internal letters for NTT faculty) of the dossier need to be included.

Preliminary Consideration

The candidate's dossier, prepared according to above guidelines should be submitted to the P&T Committee Chair by February 15. The P&T Committee Chair will confirm receipt within 5 business days of receiving the documents. The P&T Committee prepares a summary of the candidate's Achievements. The P&T Committee Chair shall present this summary, and provide the dossier to voting eligible PTU faculty prior to a vote for preliminary consideration by March 31 each year.

Once the P&T Committee has completed review of all candidates and the P&T Chair has sent the summary of the candidates Achievements and dossier to the PTU faculty, the PTU then holds a vote of eligible faculty within 10 business days. Results of this vote

constitute the preliminary consideration of the candidate. The PTU Head then reports the results of the vote and a summary of the PTU Unit's deliberations to the candidate. . At this stage the candidate can elect to continue the promotion and/or tenure process. If the candidate chooses to move forward, the P&T Committee Chair works with the P&T Committee members to obtain external review letters. Preliminary consideration will be completed by April 15 each year.

External Review Letters

For tenure track candidates, a minimum of five external appraisals of the quality of the candidate's work from highly qualified individuals is required as part of the dossier and needed for P&T Committee and the PTU evaluations. These letters shall typically be solicited from UGA comparator peer or aspirational peer institutions (<https://oir.uga.edu/peers/comparator>). In other cases, the candidate or the P&T Committee Chair need to provide a justification for the selection of that particular university. The candidate will construct a list of up to six potential external evaluators and their qualifications as reviewers and submit to the Chair of the P&T Committee. The dossier must include at least two letters of evaluation from the candidate's list. In addition, the P&T Committee shall receive at least three additional external review letters from individuals not included on the candidate's list. A minimum of three external letters must be at arm's length, e.g., individuals who have not been the faculty member's advisor/mentor, or collaborator during the past 10 years. The PTU Head or a designated member of the P&T Committee will contact external reviewers for their willingness to review the candidate's dossier and request letters of appraisal from these individuals no later than a week after the preliminary vote. Letters shall not be solicited from reviewers who have a clear conflict of interest. Examples of conflict of interest may include family relationships, or having collaborated within the last 10 years on research grants and grant applications or having co-authored publications. External review letters shall be received by August 1st. Per UGA Guidelines, all external letters of evaluation received must be included in the dossier.

PTU Evaluation and Recommendation

A meeting will be convened for the PTU to discuss the candidate's dossier and external review letters, and hold a vote on recommendation for promotion and/or tenure. The vote shall be by secret ballot. The vote is recorded in writing and provided to the PTU Head in the form of a letter from the P&T Committee Chair, along with the candidate's dossier, and external letters. The votes of the eligible PTU faculty can be cast in person, virtually, or by absentee ballot. The PTU Head's vote must be revealed when votes are counted.

After PTU evaluation and vote, the P&T committee chair will provide the summary of the candidate's achievements, vote results, and synthesis of faculty judgement to the

PTU Head in the form of a letter. The PTU Head shall then provide the candidate with the summary of the faculty review including final vote provided by the P&T committee chair, no later than August 15 and within 3 days of the PTU vote. The identity of the external letter reviewers is redacted before candidate review of the letters. The candidate shall have five business days to read and respond in writing to the PTU Head to this material before it goes forward. The candidate may also request a meeting with the PTU Head before the five-day deadline.

Starting in Academic Year 2024, prior year annual evaluations shall be included in the dossier. Starting in Academic Year 2024, the letter from the PTU Head shall include a summary of the overall candidate's achievements, the candidate's performance, synthesis of the faculty discussion, the results of the vote, and a synthesis of the candidate's annual evaluations.

PTU Head Letter to the Dean

After review of all materials, the PTU Head shall submit a letter to the Dean consisting of a summary of the candidate's achievements, synthesis of the faculty discussion, results of the vote, and a synthesis of the candidate's performance as reported in the annual evaluation letters. If the PTU Head voted against promotion or tenure, but the overall PTU vote is positive, the candidate may select a faculty member of appropriate rank to prepare the letter to the Dean. If the overall PTU vote is negative, the PTU Head shall still write the letter to the Dean.

University Level Review

Each nomination shall be forwarded by the Dean to the University Review Committee and shall be accompanied by the PTU Head letter containing the results of the PTU vote, and Dean's recommendation and the candidate's responses to the PTU Head letter, and/or Dean's letter (if any).

d. Appeals Process

When a candidate receives a negative recommendation from the University Review Committee (either because the University Review Committee fails to overturn a negative recommendation from ECAM and CENGR, or because the University Review Committee overturns a positive lower-level recommendation), the dossier is automatically forwarded to the University Appeals Committee unless the candidate chooses to withdraw his/her application in writing. In the case of an appeal, the guidelines set forth within Section VIII of the *University of Georgia Guidelines for Appointment, Promotion and Tenure* will be followed.

e. Important Dates

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

- i. Promotion and Tenure Committee Formed – January 31
- ii. Candidate Nomination Due – February 1
- iii. Dossier Due to PTU Head/Chair of ECAM – February 15
- iv. Preliminary consideration by P&T Committee conducted – March 31
- v. Preliminary consideration by PTU conducted – April 15
- vi. External Reviewers Contacted – No later than a week after the preliminary vote.
- vii. External Review Letters Received – August 1
- viii. PTU Evaluation Completed – August 15
- ix. PTU Head Recommendation Completed – August 30th
- x. Nomination Materials Due to the CENGR Dean – September 10
- xi. Nomination Materials Due to Office of Faculty Affairs in early to mid-October based the timing of the call for nomination materials from the Office of Faculty Affairs

III. Procedures for Third-Year Review

a. Review Committee (RC)

Composition and formation process - The RC shall consist of the Promotion and Tenure Committee chaired by the P&T Committee Chair.

Duties - The RC's overall charge is to review the progress towards tenure and/or promotion; report its findings to the Voting Committee (VC), PTU Head, candidate, and Dean; and prepare a final report. Specifically, the RC:

- Conducts a substantive review on progress towards tenure and/or promotion by:
 - a) reviewing the dossier and b) receiving input in a one-hour faculty seminar presented by the candidate(s) on their academic work and future plans.
- Prepares an initial report and discusses it with the PTU Head.
- Provides the candidate, when requested, 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 of all eligible faculty (i.e., associate and professor ranks eligible for voting) to present the initial findings, hear faculty deliberation and vote on all candidates.
- Provides a final written report/recommendations to the PTU Head within 10 days of the Third-Year Review Faculty Meeting.

b. Voting Committee (VC)

Composition and formation process - The VC shall consist of all appointed ECAM faculty eligible to vote in the candidate's faculty track (at least one rank above the position of the individual being reviewed for third-year). The VC for each review will be chaired by the RC Chair described above.

Duties - The VC will conduct a vote by secret ballot of the eligible faculty within 24-hours of the conclusion of the Third-Year Review Faculty Meeting at which the RC findings were discussed. The eligible faculty will vote to recommend to the ECAM Chair “whether the candidate’s progress towards promotion is sufficient.” Similarly, the eligible faculty will also vote to recommend “whether the candidate’s progress towards tenure is sufficient.”

c. Procedures

The third-year review occurs in the Spring semester of the third year of appointment for Assistant Professors as well as any Associate Professors without tenure.

Preparation of Dossier

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

Candidate Seminar

The candidate(s) will present a seminar to the faculty on their 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 and announced at least 2 weeks in advance.

Final Reporting

The RC will prepare a written report regarding their evaluation of the candidate’s progress and the faculty vote. Upon the request of the candidate(s), they may meet in person with the RC Chair to receive clarifications on the findings.

The candidate may reply in writing to the RC Chair within 30 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.

After 35 working days from the candidate’s receipt of the written report, the RC Chair shall provide the written report to the ECAM Chair.

In any year, the ECAM Chair may determine not to extend a contract to a non-tenured faculty member. This determination may be made following a recommendation to the ECAM Chair by the RC consistent with ECAM Criteria for Promotion and Tenure (Section I). The results of the third-year review shall be provided to the Dean in the form of a written recommendation from the ECAM Chair, along with the written report from the RC and the candidate’s response(s). In the case a Faculty Performance Remediation Plan (PRP) is required, it shall follow the UGA Guidelines for PRPs (available at:

[https://www.fcs.uga.edu/docs/FACS Annual Performance Review Revised 10 18 22 FINAL.pdf](https://www.fcs.uga.edu/docs/FACS_Annual_Performance_Review_Revised_10_18_22_FINAL.pdf)).

Important Dates

1. Dossier (sections 4 & 5) submitted to RC Chair - January 31.
2. Candidate seminar - March 15. Announcement goes out at least 2 weeks before the seminar.
3. RC Review of Candidate Completed - March 31.
4. PTU Evaluation Completed - May 1.
5. Final written report/recommendation to the ECAM Chair within 10 days from completion of PTU evaluation.
6. Candidate's reply (if any) to the written report to be received by the ECAM Chair within 30 days from the date of the report, as well as any PRP development and progress report dates specified in the candidate's PRP development document, if applicable.

Approved by the ECAM Faculty, November 21, 2023

Approved by the College of Engineering Dean, December 11, 2023

Approved by the Provost, January 9, 2024