

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

The following policies and procedures for promotion, tenure and merit increases in the Department of Electrical and Computer Engineering were adopted by the departmental faculty on November 21, 2003.

Appointment of the Departmental Promotion and Tenure Committee

- A. The Electrical and Computer Engineering (ECE) Promotion and Tenure (P&T) Committee shall be elected each year no later than June 1, and will remain active until the next committee has been elected. The following selection criteria apply:
1. The committee will include at least three faculty members. At least three of the faculty members will be tenured.
 2. A nontenured faculty member may serve on the committee only once.
 3. To be eligible for election to this committee a faculty member must have a 0.5 - 1.0 FTE appointment in the Department of Electrical & Computer Engineering.
 4. The departmental chair is excluded.
 5. A faculty member may not serve on the committee for more than three consecutive years.
 6. A tenured faculty member will be selected by the faculty as an alternate for the committee. The alternate is activated and is a full member of the committee for the case when the committee is asked to consider the promotion or tenure of a current member of the committee.
 7. All full members shall participate in all committee meetings.
- B. Student participation in promotion and tenure deliberations of the P&T committee is to be included as follows:
1. The departmental faculty, the student chapter of the IEEE, and the student chapter of HKN will each be asked to nominate two students for duty on the committee by October 1 annually. The students must have a major in electrical or computer engineering, but may be graduate or undergraduate students.
 2. The P&T committee faculty will select from nominees one member as a nonvoting member to the committee by October 15 of each year.
 3. The student member is expected to provide the students' perspective on a faculty member's contributions to the teaching and educational missions of the department, school, and university. This perspective should come solely from the student member's consultation with a cross section of the ECE student body at all levels.

Committee Deliberations

All faculty will be evaluated in accordance with the policies and procedures of this document and the Portland State University (PSU) *Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion and Merit Increases* dated May 17, 1996.

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

Individual Faculty Annual Progress Report

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

As discussed in Section E.1 of PSU's policies and procedures, the annual report should include a discussion of how the faculty member's accomplishments meet the faculty member's scholarly goals, how the achievements relate to and enhance progress within the faculty member's discipline, and how the achievements further the goals and missions of the department, school, and university.

Wherever the faculty member is asked to provide a list of accomplishments for the annual report, the list should be limited to accomplishments in the period of September 16 of the previous year through September 15 of the current year. The report should have the same headings and subheadings as those listed below in italics. If a heading is omitted, the committee will assume that the individual did not have any accomplishments during the evaluation period in the corresponding category. Any accomplishment that is used in support of multiple categories should be listed in full form in only one category. The full listing may then be referred to in other sections of the report.

A. *Curriculum Vitae.* An updated resume in the form given in Appendix I in PSU's *Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion and Merit Increases.*

B. *Self Appraisal of Scholarly Agenda*

The primary use of a scholarly agenda is developmental, not evaluative.

1. *Fundamental Problems.* A list of the fundamental research, intellectual, or creative questions, issues, or problems that engage the individual.
2. *Achievements and Planned Contributions.* A list of achievements and planned contributions. Should describe how they relate to long-term goals and their significance. Contributions in scholarship includes discovery, integration, interpretation, and application.
3. *Relationship to Departmental Mission.* Describe how the contributions contribute to the mission of the ECE department approved by the faculty committee.

C. *Research and Other Creative Activities.*

1. *Peer-Reviewed Publications.* A list of peer-reviewed journal articles, books, monographs, reviews, and conference papers. If the publication is in press or under review, this must be stated with the listing of the publication. The names of all authors must be present and listed in the same order as they appear in the publication. Optionally, full reprints or a short statement describing how each publication contributes to the advancement of its field may be included. The P&T committee may ask the faculty member to submit full copies of publications and letters of acceptance as needed.
2. *Grant Proposals, Contracts, and Donations.* A list of grant proposals written by the faculty member with an indication of the status of each proposal: under consideration, granted, or not funded. All investigators must be listed and the role of each must be included: principal investigator, co-principal investigator, coinvestigator, or consultant. Donations include equipment and/or software solicited and received for the purpose of research and/or teaching. The P&T committee may ask the faculty member to submit full proposals, award letters, and documents that substantiate the value of donations.
3. *Professional Service.* A list of participation in disciplinary or interdisciplinary organizations such as the IEEE. For each item, a description of the position held, period of service, duties and their significance must be included. Examples include peer-review activities, editorial positions, service on a technical conference organizing committee, program chair for society meetings, and service as a society officer. Additional evidence, such as peer evaluations of the individual's contribution, may be included.
4. *Research Honors.* A list and description of any research honors and awards.
5. *Other Achievements.* A list of other creative achievements. Examples include software and hardware prototypes, non-proprietary technical reports, publications that were not peer reviewed, and patents. Contributions to the development of collaborative, interdisciplinary, or inter-institutional research programs should also be listed. For each item, the annual report should give evidence of the contributions to knowledge and/or practice of engineering.

D. *Teaching, Mentoring, and Curricular Activities.*

1. *Teaching and Course Development.* A list of courses taught, indicating contributions to course development. An analysis of the department's formal student evaluations may also be included.
2. *Student Advising.* A list of thesis and dissertation students supervised including current status of their programs, thesis and dissertation committee memberships, and other student advising and mentoring.
3. *Teaching Honors.* A list and description of any teaching honors and awards.
4. *Creative Achievements.* Other information the faculty member feels will help the committee to evaluate the faculty member's teaching. Page 9 of PSU's policies and procedures provides some examples.

E. *Community Outreach*

Departmental faculty are expected to apply their knowledge in communities, including, but not limited to, local, regional, national, and international industry and public agencies and local, regional, national, and international engineering research and development institutions. Community outreach must engage and apply a faculty's scholarly expertise to problems of practical importance. Other examples are listed on Page 10 of the PSU's policies and procedures.

1. *Local Collaborations and Contributions.* Working with industrial, public sector, and other colleagues on engineering projects. Examples include the following.
 - a. Serving as an expert witness.
 - b. Presentations, posters, and talks that promote research activities to industry, local organizations, or at professional society meetings.
 - c. Honors, awards, and other recognition.
 - d. Evaluative statements from clients and peers.
2. *Consulting.* Consulting work, consistent with PSU's policy on outside employment.
3. *Student Recruiting & Retention.* Activities that help strengthen the department's enrollment and rate of retention.

F. *Governance and University Service.*

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

G. *Other Contributions.* Any other information that the faculty member feels would be helpful to the committee.

Promotion and Tenure Departmental Recommendations

- A. *Advocacy.*** The P&T committee is responsible for collecting the required materials and for presenting a written and oral summary of the candidate's scholarly accomplishments. The written summary and the materials provided by the candidate must be made available to the faculty by the committee at least one week prior to the vote. Prior to the P&T committee's oral summary, the candidate may, at his or her discretion, make an oral presentation of their scholarly agenda and accomplishments to the faculty. The committee may specify a limit to the duration of this presentation. The departmental faculty will be given an opportunity to discuss the candidate's case before they vote. The candidate will be excused during this discussion and vote.
- B. *Notice and Attendance.*** All qualified and eligible faculty must be notified by the P&T committee at least two weeks in advance of the date of the meeting and vote. All qualified faculty are required to vote. Faculty who are not qualified to vote are allowed to attend the meeting and observe the vote.
- C. *Committee Recommendation.*** The recommendation for or against tenure shall be made by an open written ballot of all qualified departmental faculty. The departmental chair is excluded from these votes. Faculty are strongly encouraged to include a written justification on their ballots, especially in the case of negative votes.

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

Indefinite Tenure	All tenured faculty are qualified.
Promotion to Associate Professor	All tenured associate and full professors are qualified.
Promotion to Full Professor	All tenured full professors are qualified.

All qualified faculty members are required to sign and state their recommendation on the appraisal sheet. The committee will render a positive recommendation as a whole if 50% or more of the votes of the qualified faculty are positive.

- D. *Committee Report.*** The committee will submit a written narrative report to the departmental chair within two weeks of the faculty vote. The report must address the candidate's contributions to knowledge as a result of the person's scholarship, effectiveness in teaching or community outreach, and governance and professionally related activities. The report must also include a summary of the discussion preceding the ballot and verbatim copies of the justifications written on the ballots.