The University of Texas at El Paso
College of Engineering

Guidelines for Tenure and Promotion Evaluation

Approved by College Faculty Council March 9, 2009; revised May 2018

This document adheres to the UT System policies and incorporates the processes in the UTEP Handbook of Operating Procedures (HOOP). The information provided in HOOP, which can be found at http://admin.utep.edu/Default.aspx?tabid=30381, should be consulted by the faculty affected by this document for more information.

The following criteria are considered the minimum for earning promotion and or tenure.

- **Promotion to Associate Professor with tenure**

  Promotion to Associate Professor signifies significant accomplishment in scholarship, teaching, and service worthy of status as a member of the senior faculty. To be promoted, a candidate must also demonstrate an ability to participate in and contribute to the daily governance and effective operation of the department in which the appointment resides.

  a) Teaching: demonstrated strong commitment to excellence and innovation in teaching and student learning, and supervision and support of undergraduate and graduate students. Teaching activities include but are not limited to: Supervising student research projects, developing new course curricula, participating in teaching development activities, engaging students in and out of the classroom, and participating in workshops to develop teaching skills.

  b) Research: demonstrated quality, consistency, and productivity, achieving national/ international recognition and peer acceptance of research through well-respected, peer-reviewed publications and funding from agencies that utilize peer review. Funding from industry is rewarded when it contributes to a balanced portfolio of research support. The College believes that activities leading to conversion of research to practice via invention disclosures and other commercialization activities contribute to UTEP's mission.

  c) Service: a record of continued service at the institutional, regional or national/ international levels is expected. Highest importance is given to activities that increase the stature of the department in the professional community and university, and to activities that contribute to the successful functioning of the department. The record of service should include service to the profession, to the department, to the College of Engineering, to the University and to the community.

- **Promotion to Full Professor with tenure**

  Candidates should present a record that unambiguously demonstrates and documents high

quality and productivity in teaching, research and service, during the period following the candidate's last promotion. *In addition to the expectations for promotion to Associate Professor*, the following apply:

a) Teaching: a demonstrated record of successfully teaching a variety of courses, including advanced undergraduate and graduate courses.

b) Research: a record demonstrating sustained research, and independent scholarly standing and leading roles in the College and/or in the profession, including collaborative/team-based scholarship. Applicants should have a substantial record of funded research that engages and supports MS and PhD students. This may include a balanced portfolio of activities as described above for the promotion to Associate Professor.

c) Service: A substantial record of sustained, professional leadership in service at the university-wide and/or national/international level.

Evaluation Process

The evaluation process is outlined in Table 1.

Table 1 - Proposed Cycle of Tenure and Promotion Evaluation Process

Item	When	What	Who
1	April 1	Letter from Chair to College Administration and Tenure and Promotion Committee providing the names of faculty members being considered for Tenure and Promotion.	Chair
2	May 15	Chair will provide names of five references as discussed below	Chair
3	May 31	Faculty Dossier is Delivered to Chair	Faculty
		Self-Evaluation based on Dossier	Faculty
		Names of five references as discussed below	Faculty
4	June 1	Letters of solicitation of external references are mailed	Chair
5	September 1	Schedule all meetings for review process described in Items 6 and 8	Chair, Dean
6	October 1	Recommendation by Department Tenured Faculty Committee based on the dossier, self-evaluation , letters of external references	Appropriate Faculty
7	October 15	Evaluation of Faculty member performance by Chair, and faculty recommendations	Chair
8	November 1	Evaluation by College Tenure and Promotion Committee	College Tenure and Promotion Committee
9	December 1	Review and Comments by the Dean	Dean

Tenure and Promotion Dossier

The faculty member being evaluated must first review the Tenure and Promotion document to understand the criteria required for achieving promotion and tenure.

It is extremely important that each candidate prepare and present for evaluation a complete, well-organized, well-documented, and clear application file so as to accurately reflect the record of the candidate. The file should be a digital document, with a table of contents and sections clearly marked.

The dossier should be organized under the following headings in this order. However, this list should not be interpreted to exclude the incorporation of additional, important material.

1. GENERAL DOCUMENTS

1.1. Curriculum Vitae that follows the outline in Attachment 1

1.2. Statement of Philosophy of the following activities as they relate to the Department, College and UTEP's mission

1.2.1. Teaching
1.2.2. Research
1.2.3. Service

1.3. Faculty self-evaluation with respect to progress toward achieving career goals related to teaching, research and service.

1.4. Faculty evaluation summaries[1]

2. TEACHING ACTIVITIES

2.1. Professional Information[1]

2.1.1. List of courses taught
2.1.2. New courses and/or major course revisions
2.1.3. Teaching load information, including level and class size

[1] For tenure track faculty seeking tenure and promotion, all information should be included. For faculty seeking promotion to Full Professor, information since the last promotion should be included.

2.1.4. Evidence of curriculum development, including sample syllabi and course materials
2.1.5. Evidence of use of technology to complement instruction
2.1.6. Professional development in teaching, including workshops and seminars presented and attended

2.2. Evidence of Teaching Quality[2]

2.2.1. Student evaluations and comments, tabulated and summarized (place actual student evaluations in an appendix)
2.2.2. Theses and dissertations supervised
2.2.3. Honors and awards to supervised students
2.2.4. Career achievements of mentored students
2.2.5. Community and/or school-based projects guided and produced in connection with courses
2.2.6. Letters from UTEP peers who have observed classes or reviewed course materials
2.2.7. Honors or awards for teaching excellence
2.2.8. Extramural funds awarded for instructional, innovation, facilities, student support, and the outcomes of activities resulting from the funds

3. RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITIES

3.1. Evidence of Success in Research and Publications[2]

3.1.1. Statement of areas of research interest

3.2. Evidence of Success in Securing Extramural Funding to Support Research[2]

3.2.1. Proposals funded
3.2.2. Proposals submitted

3.3. Evidence of Involving Students in Research[2]

3.3.1. Number of students supported from extramural funding
3.3.2. Articles co-authored with students
3.3.3. Presentations by students involved in research in national and international conferences

[2] For tenure track faculty seeking tenure and promotion, all information should be included. For faculty seeking promotion to Full Professor, information since the last promotion should be included

4. SERVICE

4.1. Evidence of Service to University[3]

4.1.1. Service on departmental, College, or University committees
4.1.2. Student advising

5. APPENDICES

6. EVALUATION DOCUMENTS

6.1. External Evaluation

At a minimum five letters from professional colleagues outside the University who are in a position to provide an evaluation of the candidate's scholarly and professional activities should be solicited.

Letters of recommendation from colleagues within the University, but outside the Department, may also be solicited to describe successful multidisciplinary collaborative efforts by the candidate.

Outside letters are intended to be an independent, professional evaluation. In consultation with the dean, the department chairperson must solicit evaluations of a candidate's scholarly and professional contributions from qualified people outside of the university.

The candidate is encouraged to provide a list of at least five persons for this purpose. The candidate should explicitly state the levels of past interaction with these persons.

A minimum of five outside letters must address the candidate's scholarly and professional contributions, which might include professional service at the national level. All solicited letters, being positive or negative, must be included in the dossier.

[3] For tenure track faculty seeking tenure and promotion, all information should be included. For faculty seeking promotion to Full Professor, information since the last promotion should be included

At least three of the outside letters should be from professional colleagues who have not been closely associated with the candidate. Important consideration should be given to solicit letters from professional colleagues at national-level institutions who have a record of sustained excellence at the level to which the candidate aspires.

Outside reviewers should be instructed to briefly identify their credentials and authority to review the candidate's accomplishments, within the context of their letters. They should also explicitly indicate whether they have closely and substantially collaborated with the candidate as peers. In addition, the file should include curriculum vitae of the authors of external letters of support, rather than abbreviated or summary biographies.

6.2. Departmental Faculty Evaluation

The Departmental Faculty Committee consists of all tenured faculty members for candidates that are being evaluated for promotion and tenure to Associate Professor, and only tenured Full Professors for faculty members considered for promotion to Full Professor. If there are fewer than three faculty members in each category in the Department, faculty members from other Departments in the College will be invited by the Chair (in consultation with the Dean) to compose a committee of three members including the department faculty members. A selected representative (selected by the eligible faculty) of the Department should summarize the recommendations of all faculty and comment on their perceptions of the Teaching, Research and Service of the candidate. This representative should not be the Department's representative on the College Promotion and Tenure Committee. The letter should list those present and explicitly report the results of the confidential vote indicating the numbers of votes for, against or abstained by the committee members. The Chair of the Department should not participate in the discussion or voting. The Department's representative on the College Promotion and Tenure Committee may cast a vote at the Department level. The Department committee recommendation will be submitted to the Department Chair with a copy to the candidate.

6.3. Chair Evaluation

The Chair should individually provide a recommendation on a candidate's tenure/ promotion. This recommendation letter should comment on such things as the annual assignments, annual evaluations, three-year evaluation and tenure/promotion appraisals that have been given to the candidate, in addition to providing an overall evaluation of the candidate's qualifications and a specific recommendation for decision on tenure and/or promotion. The Chair's evaluation will be submitted to the Dean with a copy to the candidate.

6.4. College Promotion and Tenure Committee's Statement

The composition and charge of the College Promotion and Tenure Committee is defined in the Constitution and Bylaws of the College of Engineering Faculty Council. The Chair

of the College Tenure and Promotion Committee should summarize the recommendations of the committee members. The letter should explicitly indicate the numbers of votes for, against or abstained by the committee members. One member from each Department should be present in the meeting. The faculty member representing the candidate's Department should participate in the discussion of the candidate and cast a vote. The College committee recommendation will be submitted to the Dean with a copy to the candidate.

6.5. Dean's Recommendation

The Dean should individually provide a recommendation on a candidate's tenure/ promotion in a manner specified by the Provost. The Dean's evaluation will be submitted to the Provost with a copy to the candidate.

ATTACHMENT 1: FORMAT OF CURRICULUM VITAE

[NAME and DEPARTMENT]

EDUCATION (List most recent degree first)

Degree	Institution	Field	Dates

EXPERIENCE

- ***Full-Time Academic Experience*** (list most recent first)

Institution	Rank	Field	Dates (Month &Year)

- ***Part-Time Academic Experience*** (list most recent first)

Institution	Rank	Field	Dates (Month & Year)

- ***Non-Academic Experience*** (list most recent first)

Place of Employment	Title	Dates

PUBLICATIONS (list most recent first)

List only items already in print or accepted for publication. Articles that are submitted or in preparation may be included in the dossier.

For items accepted but not yet published, indicate "in press" and number of typewritten pages, single or double-spaced. If publication is co-authored, all authors must be listed as they appear in the publication—i.e., same order. If sole authored, author's name must be given. Indicate by "NPR" any publications that were not peer reviewed.

- Journal Articles (give full bibliographical references)
- Proceedings (give full bibliographical references: author(s); journal title, publisher, title, date, volume and page number)
- Abstracts (give full bibliographical references)
- Chapters in Books (give complete bibliographical references)
- Reports or Monographs (give complete bibliographical references)

RESEARCH

- Funded Research (List all investigators, title of project, funding agency [if the funding is a subcontract, from what organization], project dates, and amount of funding [when there are co-PIs on an award, give the percentage of the total award coming to the candidate]). Proposals that are submitted or in preparation may be included in the dossier.

- Patent Disclosures, Applications, And Awards

TEACHING ACCOMPLISHMENT

- New Courses Developed
- Education-related External Funding
- Honors and Awards in Teaching

SERVICE AND HONORS

- Professional Honors, Prizes, Fellowships
  - Department
  - School/College
  - University

- UTEP Committees Served
  - Department
  - School/College
  - University

- Membership in Professional Societies
  - Committee Membership
  - Leadership Role

- Other Professional Activities and Public Service