



**College of Engineering and Computer Science
(ECS)**

**Rules and Regulations of the Faculty
including
Engineering and Computer Science
Faculty Guidelines**

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PART I – ORGANIZATION

SECTION A - Composition

The Faculty of the College of Engineering and Computer Science comprises all faculty members holding tenured or tenure-track appointments in the College. (Others affiliated with the College are subject to these Rules and Regulations with regard to academic matters.)

The College has four primary academic units, namely, Biomedical and Chemical Engineering, Civil and Environmental Engineering, Electrical Engineering and Computer Science, and Mechanical and Aerospace Engineering.

SECTION B - Officers

Officers of the Faculty shall be the Dean, a Faculty Chair, and a Faculty Chair Elect, the last two being elected officers. All members of the Faculty, with the exception of

- the Dean, Associate Deans, and Assistant Deans,
- the chairs of academic units

shall be eligible to be elected officers.

1. Election of Officers

- a. The Faculty Chair and the Faculty Chair Elect each shall serve from the first day of the Fall Semester until the first day of the following Fall Semester. The Faculty Chair Elect shall be elected by ballot and will become Faculty Chair the following academic year.
- b. A slate of nominees for the office of Faculty Chair Elect shall be presented to the Faculty by the Faculty Council¹ at its February Meeting. Additional nominations may be made from the floor at that meeting. Within one week of the February Meeting, the Faculty Chair Elect shall have mailed an election ballot, containing a slate of nominees for the office of Faculty Chair Elect, to all members of the faculty.
- c. The ballots shall be marked by faculty members and shall be submitted by mail to the (current) Faculty Chair Elect by a specified date set in advance by the Faculty Council, but not later than the last week of February. Each member of the Faculty shall vote for only one candidate. The candidate receiving the largest number of votes shall be declared elected. All members of the Faculty shall be eligible to vote.
- d. In the event that the Faculty Chair cannot complete a term of office, the vacancy shall be filled for the remainder of the term by the Faculty Chair Elect and, failing that, the vacancy shall be filled by an eligible faculty member selected by the Faculty Council.

In the latter case, an election shall be held to elect a Faculty Chair for a term of office commencing from the first day of the following Fall Semester in addition to a Faculty Chair

Elect as stipulated above. It shall be the responsibility of the Faculty Council to conduct the election. With the exception of timing, the election shall be conducted as indicated in paragraphs b and c above.

¹The composition of the Faculty Council and procedures for election of its members are discussed in Section F of these Rules and Regulations.

2. Duties of Officers

a. The responsibilities of the Dean shall be:

1. to preside at the regular meetings of the Faculty and at special Faculty Meetings called by the Dean;
2. to implement the academic decisions of the Faculty and to enforce its Rules and Regulations;
3. to appoint Committee Members as hereinafter provided;
4. to represent the concerns of the Faculty (and its members) to the University administration and others;
5. to present, for endorsement by the Faculty, that faculty member, (normally an Assistant or Associate Dean of the College), who will assume the duties and responsibilities of the Dean in his or her absence except as excluded elsewhere. (This will be on an interim basis until the Dean resumes his or her duties.)

b. The responsibilities of the Faculty Chair shall be:

1. in the absence of the Dean, to preside at regular Faculty Meetings and at all special faculty meetings called by the Dean;
2. to act as presiding officer at special Faculty Meetings other than those called by the Dean;
3. to serve as Chair of the Faculty Council;
4. to report to the Faculty any problems that arise in the implementation of Faculty actions;
5. to see that routine functions of the Faculty are carried out through its committees; and,
6. to represent the concerns of the Faculty to the College administration and others.

c. The duties of the Faculty Chair Elect, which, excluding 8 and 9 below, may be assigned to the Faculty Clerk (a specified employee of the Dean's Office) shall be:

1. to see that the Minutes of Faculty Meetings are recorded, published, and distributed prior to the next regularly scheduled meeting of the Faculty;

2. to see that an Agenda for each Faculty Meeting is distributed at least seventy-two (72) hours prior to the meeting;
3. to keep the Rules and Regulations of the Faculty up-to-date and to distribute the current version after changes are made;
4. to conduct elections, count ballots, and certify the results to the Faculty;
5. to keep current a list of faculty members as defined in Section A of these Rules and Regulations;
6. to be secretary to the Faculty Council;
7. to perform other functions normally considered to be the duties of the secretary of an organization; and
8. to call organizational meetings of the Tenure and Promotions Committee and the Committee on Academic Affairs for the purpose of electing committee chairs and recorders (These meetings shall be held during the month of April.);
9. to oversee, as the responsible Faculty officer, the tasks specifically assigned in these Rules and regulations to the Faculty Clerk.

SECTION C - Functions of the Faculty

The Faculty conducts its business through its Committees and at regular or special meetings of the Faculty as a whole. It shall advise on all matters affecting the College, such as its organization and administration. It shall have jurisdiction (sometimes delegated to a constituent faculty group, by action of the Faculty), over all academic matters.

These shall include:

1. the academic requirements for the admission of students;
2. the academic requirements for degrees;
3. the adoption, periodic review, suspension, and termination of courses and curricula, and programs;
4. the standards for instructional quality;
5. recommendations for the appointment, reappointment, promotion and tenure of its members; and,
6. recommendations for the appointment, review, and reappointment of its academic administrators such as deans, administrative unit heads, academic unit chairs, and institute directors and program directors.

SECTION D - Faculty Meetings

1. Times of Meetings

- a.** There will be five regular meetings of the Faculty during the academic year. Meetings will be held on Fridays during the Semester and will commence at 3.15 pm. Regular meetings may not be held during University recesses or on holidays. The calendar of meetings for the following academic year will be published by the outgoing Faculty Council and announced at the final Regular meeting of the Faculty for the academic session.
- b.** Special Meetings of the Faculty may be called by the Dean, the Faculty Chair, a majority of the Faculty Council, or the Faculty Chair Elect. In the last case, the call for a meeting requires a petition requesting the meeting signed by a minimum of fifteen Faculty members representing at least half (3) of the primary academic units in the College. A Special Meeting must be held within ten (10) class days from the date of a valid petition to the Faculty Chair Elect. The notice and agenda of a Special Meeting shall be given to Faculty members at least seventy-two (72) hours in advance of the meeting. Only those agenda items specified in the meeting notice may be considered at a Special Meeting of the Faculty.

2. Conduct of Meetings

- a.** Faculty Meetings shall be conducted under parliamentary rules as described in 'Robert's Rules of Order'. To transact business a quorum must be present. A quorum shall be 30 per cent (30 %) of the members of the Faculty exclusive of those on leave, as certified by the Faculty Chair Elect. Proxies shall not be included in determining the presence of a quorum.
- b.** All members of the Faculty shall be entitled to vote. Faculty members must be in attendance at a meeting in order to exercise their right to vote, except when teaching or other University duties require their presence elsewhere, or when their absence is due to illness or injury. In such cases, a Faculty member may designate in writing to the Faculty Chair Elect, in advance but following notice of the meeting, a proxy for a particular meeting, or when a regularly scheduled class coincides with the usual times for Faculty Meetings, for a period of one semester.

3. Visitors

- a.** Any Syracuse University faculty member who is not a member of the Faculty of the College of Engineering and Computer Science and/or any administrator of Syracuse University may attend a Meeting of this Faculty. Such a person may, by majority consent, after invitation or permission is sought from the Faculty, participate in its deliberations, but may not vote.
- b.** Any person who is not a faculty member or an administrator of Syracuse University may attend a Faculty Meeting by majority consent. He/she may participate in deliberations at that Meeting, with majority consent, but may not vote.

SECTION E -The University Senate

Representatives of the College to the University Senate shall be elected from those Faculty Members who are eligible for membership in the Senate. All faculty members have the right to vote in selecting the College's representatives. Election of representatives shall conform to the following Guidelines.

1. Voting shall be by ballot.
2. The Faculty Council shall prepare a list of the eligible faculty members and a list of its nominees. These lists, together with ballots and return envelopes, shall be sent to each eligible faculty member no later than one week after the regular February Meeting of the faculty. Ballots shall be submitted to the Faculty Chair Elect by a specified date set in advance by the Faculty Council, but no later than the last week of February.
3. The members of the Faculty receiving the largest number of votes shall be declared elected and certified as such to the University Senate by the Dean.
4. Members of the University Senate shall be elected to two-year staggered terms commencing the first day of the Fall Semester following the date of election.
5. When a vacancy occurs in the College's delegation to the Senate, such vacancy shall be filled for the remainder of the term of service by the eligible faculty member who stood next in order (votes) on the most recent ballot; failing that, the vacancy shall be filled for the remainder of the current term of service by an eligible faculty member selected by the Faculty Council. If it is not the last year of the term of the faculty member's service, then the position shall be filled for the remaining year(s) in accordance with the election process above (2).
6. The election shall be conducted in accordance with the following procedures:
 - a. The ballot will include all nominated eligible members of the Faculty willing to serve, if elected.
 - b. For each office or committee, all members of the Faculty may vote for any candidates appearing on the ballot. For each office or committee, each member of the Faculty may vote for as many candidates as there are vacancies to be filled, but may not assign more than one vote to any candidate.
 - c. All ballots that are correctly marked for the election of a member of the Faculty to an office or committee shall be counted in the election, summing the number of votes each candidate received to produce an ordered list of candidates for that office or committee.
 - d. For each office or committee, the faculty member receiving the highest number of votes is elected. (If there is a tie amongst two or more faculty candidates, then the Faculty Council will select one of them, who is thereby elected.) The selected person will have his/her name struck from the list of faculty candidates for that office or committee, along with any other names that have become ineligible (due to rules governing the composition of the committee). This procedure is repeated until all vacancies are filled or the list of candidates is exhausted.

Following election, and before the last working day in April, the Faculty Chair Elect shall convene the delegation for the purpose of selecting a Chair to serve for one year from the first day of the Fall Semester. The duties of the Chair shall be to ensure the presentation of matters of concern to the College before the University Senate and to report on actions of that body to the Faculty.

SECTION F - Committees of the College of Engineering and Computer Science.

1. Standing Committees

- a. The Standing Committees of the Engineering and Computer Science Faculty shall be the:
 1. Faculty Council,
 2. Tenure and Promotions Committee, and
 3. Committee on Academic Affairs.
- b. The Tenure and Promotions Committee and the Committee on Academic Affairs shall include students.
- c. The faculty members on the Standing Committees are elected by the ECS Faculty at large.
- d. A quorum of a committee shall be at least half the elected members ².

²See 'conflict of interest/commitment' clause, Promotions and Tenure Committee (f.iv).

e. Faculty Council

- i) The Faculty council shall have nine members, eight from the faculty and the Dean ex officio.
- ii) The members of the Faculty Council shall be the Faculty Chair, the Faculty Chair elect, the immediate past Faculty Chair, the Dean and representatives of the faculty elected at large according to the following: two from Electrical Engineering and Computer Science, one from Biomedical and Chemical Engineering, one from Civil and Environmental Engineering and one from Mechanical and Aerospace Engineering. Academic unit chairs may not serve as elected representatives of academic units.

f. Tenure and Promotions Committee

- i) The Tenure and Promotions Committee shall consist of the Dean of the College (ex-officio and without vote on matters regarding tenure, with vote on matters regarding promotion), seven faculty members, up to one graduate student, and up to one undergraduate student. [The student members may not have their primary academic affiliation in the same academic unit.] Four of the faculty members are to be full professors and are elected to represent the academic units; one elected from Electrical Engineering and Computer Science, one from

Biomedical and Chemical Engineering, one from Civil and Environmental Engineering and one from Mechanical and Aerospace Engineering. The remaining three faculty members are to be elected at large and at least one but no more than two of these members can be full professors. Chairs of academic units are not eligible to serve as elected members of this committee.

- ii) Faculty members will be elected for a single two-year term and may not immediately succeed themselves on the Tenure and Promotion Committee.
- iii) The Committee shall elect a Chair and a Recorder at its organizational meeting. The Chair shall be selected from the professors who are serving the second year of their terms.
- iv) The first meeting of the Committee shall be called in the first week of each semester. At that meeting, a schedule of meeting times for the semester shall be agreed, and the names of candidates to be considered presented. If a faculty or student member elected to the College Committee on Tenure and Promotions has a conflict of interest or of commitment⁵ that will prevent his/her full participation in the work of the Committee, the discussion of cases before it, or voting on those cases, he/she shall resign from the Committee at its first meeting. A replacement for the resigning member shall be identified by special election to complete the vacated term of service.
- v) If the Dean has a conflict of interest with respect to a particular case, he/she shall recuse himself/herself from all meetings or parts of meetings at which that case is discussed.

g. **Committee on Academic Affairs**

The Committee on Academic Affairs shall consist of the Dean or his/her designee (ex officio with vote), one faculty member from each of the academic units, up to one graduate student, and up to one undergraduate student.

The Committee shall elect a Chair and Recorder at its organizational meeting.

h. **Election of Members of Standing Committees**

Election of faculty members to staggered terms on Standing Committees shall be conducted by ballot as described in Section E for election to the University Senate, except as provided for in the foregoing. The terms for these newly elected Committee members shall start on the first day of the Fall Semester. Vacancies among the elected faculty representatives shall be filled as described in Section E for vacancies in the College delegation to the University Senate.

5 A 'conflict of interest' occurs when a member of the Committee has connections to a candidate (e.g. i) a graduate student when his/her major advisor is a candidate; ii) a faculty member is intimately involved in a research project with a candidate, or iii) there are familial relationships) such as to raise the question of whether the Committee member can be seen to be impartial. Conflicts of 'commitment' occur when a member of the Committee has academic or external commitments which preclude regular and predictable attendance at meetings. This may be unavoidable for some members when the Committee has so broadly based a membership and course schedules are

so complex. This clause provides for the evaluation of these issues in the first week of the semester, offering the opportunity for immediate and appropriate action. It is expected, that barring unanticipated transient problems (e.g. short term illness), the Committee will normatively meet with all members in attendance (*cf.* Section F.d) when considering cases for either tenure or promotion.

Student members elected to Standing Committees shall be in good academic standing and must be elected by the students of the College, following procedures established by the Committee on Academic Affairs. Student members shall ordinarily serve for one year, but they may be re-elected to serve for a second year.

2. Temporary Committees or Task Forces

The Faculty at its meetings, and through the Faculty Council, may establish temporary (ad hoc) committees or task forces to study specific problems. Such groups shall continue in existence at the pleasure of the Faculty but shall be considered to be discharged on receipt and acceptance of their final reports.

SECTION G - Committee Responsibilities

1. The Faculty Council

The responsibilities of the Faculty Council shall be:

- a. to prepare the agenda for all regular meetings of the Faculty;
- b. to assign matters that are raised in Faculty meetings to the appropriate standing or temporary committees;
- c. to keep itself informed of the progress of all committees and arrange for the presentation of their reports to the Faculty;
- d. to suggest and review long range goals and intermediate objectives as pertain, among other things, to instruction and research;
- e. to review the organization and administration of the College and present recommendations as appropriate;
- f. to nominate candidates for Faculty Chair, Faculty Chair Elect, for delegates to the University Senate, and for Standing Committees of this Faculty as elsewhere designated in these Rules and Regulations;
- g. to prepare a report summarizing the work of the various committees and the actions of the Faculty at the end of the academic year; (This report will be submitted to the Faculty at the first meeting of the following academic year.)
- h. to interpret these Rules and Regulations in situations where ambiguities arise, and, to act on behalf of the Faculty on all matters requiring action prior to the next regularly scheduled meeting of the Faculty. These actions must be submitted for approval by the Faculty at its next regular meeting.

2. Tenure and Promotions Committee

The duties of the Tenure and Promotions Committee are to review and recommend actions on tenure and promotion of Faculty members as described in - the ECS Faculty Guidelines on Tenure; the ECS Faculty Guidelines on Promotion and the ECS Faculty Guidelines on Appointment and Reappointment of Academic Professionals.

The Committee shall keep under continual review and make appropriate recommendations concerning all policies and procedures affecting tenure and promotion of faculty members. The Committee shall submit to the Faculty Chair a report summarizing its work for the academic year.

3. Committee on Academic Affairs

The Committee on Academic Affairs shall address (1) all academic matters pertaining to graduate and undergraduate level courses and programs, and (2) all issues concerning graduate and undergraduate students. These include:

- a. new courses and programs offered by the College;
- b. changes in existing courses or programs;
- c. the suitability of required and elective courses in non-engineering and computer science departments of the University;
- d. degree requirements;
- e. academic evaluation, standards and criteria;
- f. periodic reviews of the status of programs with respect to needs being met, conformity to quality standards, and future trends;
- g. suspension or termination of programs;
- h. academic honesty, including disciplinary procedures.

The Committee shall also serve as an advisory body on all other matters pertaining to academic affairs. The Committee shall submit to the Faculty Chair a report summarizing its work for the academic year.

PART II - AUTHORITY

SECTION A - Scope of Authority

The Faculty of the College of Engineering and Computer Science shall be bound by these Rules and Regulations, as they now exist or may, hereafter, be amended, except that the Rules and Regulations of superior bodies of the University, including the University itself, shall take precedence over those of the College. Others affiliated with the College are subject to these Rules and Regulations with regard to academic matters.

These Rules and Regulations supersede all previous Rules and Regulations of this Faculty and shall remain in effect until they are superseded or amended.

The Faculty Council shall be responsible for assuring the orderly implementation of these Rules and Regulations within the two-year period following their adoption.

SECTION B - Amendments

Amendments to these Rules and Regulations require four steps as follows:

1. Copies of a proposed amendment must be distributed to the Faculty at least one week prior to a regular faculty meeting;
2. The proposed amendment must be introduced (moved and seconded) at the regular faculty meeting. It may be discussed and modified (amended); however, if modifications substantially change the intent or substance of the proposed amendment, step 1. must be repeated.
3. The proposed amendment must be put on the table until the next regular faculty meeting.
4. To be approved, the proposed amendment must be removed from the table and passed by a two-thirds vote. If, however, modifications are made at any meeting that substantially change the intent or substance of the proposed amendment, then steps 3. and 4. must be repeated.

PART III - ENGINEERING AND COMPUTER SCIENCE
FACULTY GUIDELINES

The main text (but not the appendices) of the following ECS Faculty Guidelines, some cited heretofore, shall be treated as parts of the Rules and Regulations of the Faculty:

- Tenure
- Promotion
- Appointment and Reappointment of Academic Professionals
- Administrative Appointments and Reappointments
- Creating, Modifying, Suspending and Terminating Programs

PART B.

ECS FACULTY GUIDELINES ON PROMOTION

The composition of the Tenure and Promotions Committee of the College is set forth in Part I. Section F. f. i) of the Rules and Regulations of the Faculty. The responsibilities of the Committee with respect to promotion are set forth in Part I. Section G. 2.

SECTION A - Eligibility

A faculty member in the College who has completed the minimum time in rank, as specified in the *Faculty Manual*, is eligible for consideration for promotion. (Research and instructional professionals in the College shall be subject to the same requirements for time in rank. Research professionals shall be subject to evaluation with respect to research and service to the profession; teaching and university service will not be considered. Instructional professionals shall be subject to evaluation of teaching and service to the profession; research and university service will not be considered.) The credentials of retiring faculty members will be evaluated for the purpose of endorsing the award of the designation 'Emeritus', as in Professor Emeritus, upon their retirement.

The Dean shall inform eligible members of the faculty, by the end of the Spring Semester, of their eligibility for consideration for promotion in the following academic year.

In exceptional cases, a chair, director, administrative unit head or an academic unit promotions committee may request that a faculty member be considered for promotion before completing the minimum time in rank.

SECTION B - Criteria for Promotion of Faculty Members

1. To be promoted to Assistant Professor, a person should *a)* normally have been awarded doctorate or appropriate terminal degree and *b)* show potential for high quality teaching, scholarship and service to the University and the profession.
2. To be promoted to Associate Professor, a candidate
 - a. must have demonstrated high quality teaching, scholarship, and service to the University and the profession, and
 - b. must have shown very high quality *performance* in either teaching or scholarship.²
3. To be promoted to Professor, a person
 - a) must have demonstrated very high quality teaching, scholarship and service *to the University and the profession*, and

²It is the intent of the faculty that the qualifier on performance in teaching and scholarship be interpreted to mean demonstrated quality, as judged internally and externally (referees), based on performance at the time of review.

b) must have demonstrated excellence in either teaching or scholarship³.

Evidence of excellence in teaching may include classroom effectiveness, course initiation and development, laboratory development and improvement, and the authorship of textbooks and/or articles in engineering and/or computer science education publications.

Scholarship is interpreted as the creation, clarification and creative application of knowledge. Evidence of excellence in scholarship may include the authorship of articles in refereed journals, research monographs, *technical reports*, *published* conference papers, papers presented at technical meetings, the development of a *productive* research program, *the award of external funding for the research program*, the receipt of prizes and awards, and the attainment of a national and/or *international professional* reputation.

Service, while secondary, will be evaluated. Demonstration of high quality service includes professional activities that advance teaching, scholarship or other societal goals within the College, the University or beyond.

SECTION C - Evaluations by Academic/Administrative Units

Each academic/*administrative* unit shall maintain a set of written promotion procedures (included as *Sections X -Y* of these Guidelines) which are consistent with the Rules and Regulations of the College and the University. These procedures shall be reviewed each spring by the Tenure and Promotions Committee of the College.

Promotions shall be first considered in the academic units. A candidate for promotion shall supply the unit's promotions committee with the information called for in University Form A (entitled *Summary of Professional Activities* and included here in Section B 9 of these Guidelines) and other supporting documents such as course evaluations by students, descriptions of special instructional accomplishments, reprints of published research, a list of research proposals and awards, lists of thesis and dissertation students, together with the titles of their works and degree completion dates, a record of professional activities, names of persons who may serve as references, and a statement of professional goals and objectives. In Form A, publications and talks should be listed chronologically under the headings *Published Books*, *Journal Articles*, *Articles Published in Conference Proceedings*, *Technical Reports*, and *Conference and Seminar Talks*.

The academic unit promotion committee shall evaluate and vote (according to *its* established procedures) on cases before it by the end of the second week of the semester in which the College Promotions Committee is to consider the case.

³. The faculty asserts that the terms 'high quality', 'very high quality' and 'excellence' represent a graded series of performance measures (excellence being the most demanding). The faculty recognizes that the 'objective measures' of performance can vary between the 'fields/disciplines' represented in the College, given their very different discipline related 'norms' for scholarly communication and recognition. Therefore, the College shall apply its criteria in an appropriate disciplinary context.

The candidate shall be informed, in writing, of their unit's approval or disapproval of their promotion. The academic unit committee shall provide 'a sense of the committee' statement on its recommendation to the candidate. Candidates rejected by their academic unit may request that the case be considered by the College Tenure and Promotions Committee.

Within *two weeks* of an academic unit vote, the following documents shall be supplied to the College Tenure and Promotions Committee for each promotion to be considered at the request of the academic unit or candidate:

1. The candidate's Form A and all supporting documents, including a sufficient number of letters of recommendation from persons outside the University to establish the case that the candidate's work is well-regarded by his or her peers. Letters should be [also] sought from persons other than those selected by the candidate. (Each letter should be accompanied by a brief statement of the recommender's qualifications to provide the recommendation.)
2. An evaluation of the candidate by the academic unit promotions committee.
3. The vote of the academic unit promotions committee.
4. An evaluation of the candidate by the unit chair/director/administrative head.

The College Tenure and Promotions Committee will consider only those cases for which the supporting documents have been received by the *end of the sixth week* of the semester.

SECTION D - College Evaluations

The Office of the Dean shall provide the Chair of the Tenure and Promotions Committee with the names of candidates eligible for consideration for promotion in advance of its first meeting in the first week of each semester.

The Chair of the Tenure and Promotions Committee shall call a meeting of the Committee in the first week of each Semester. At that meeting, the following actions will be taken:

1. The Committee will establish a regular schedule of meetings for the semester in order to provide for the proper consideration of the cases before it. Issues of 'conflict of commitment' will be considered in the development of that schedule.
2. Members of the Committee will, given the names of the candidates before it, declare and discuss any possible 'conflicts of interest'.
3. If conflicts of commitment or interest arise, the processes delineated in Part I, Section F, f.iv) shall apply.

Consideration of Cases

1. When recommended by an academic unit, the case for a candidate's promotion shall be presented to the College Tenure and Promotions Committee by an individual chosen by the candidate from within his/her academic unit, or from another academic unit, subject only to the restriction that the presenter cannot be serving, at the time the case is presented, as a Member of the College

Tenure and Promotions Committee. In the situation of a candidate who had not been recommended by his or her unit, the unit head/chair/director and a representative of the unit promotions committee shall also be invited to appear before the College Tenure and Promotions Committee.

2. After discussing each case in detail, the College Tenure and Promotions Committee may take a preliminary, unofficial, vote by secret ballot on its recommendation for promotion. Based on this vote, the Committee may decide to continue its evaluation of the candidate.

Additional information may be sought from (1) the candidate, (2) other faculty members, (3) additional students, or (4) other sources inside and outside the University. Every effort shall be made to document and evaluate this new information in a timely fashion.

3. Subsequently, an official vote on each candidate for promotion shall be taken. Each voting member shall have an equal vote. *Members must vote to approve or disapprove the promotion, abstentions are not allowed. By agreement with the Chair and the Recorder, a member may submit an absentee ballot.*

A promotion shall be approved if it receives affirmative votes *from* at least two-thirds of the Committee.

4. After the final vote is taken, the Committee Chair shall inform each candidate, in writing, of the approval or disapproval of his or her promotion. The division of the vote and a 'sense of the committee' statement on its recommendation shall be provided to the candidate, and he/she be advised that the decision can be appealed to the Senate Committee on Appointment and Promotions.
5. The Chair of the College Committee shall supply the documents required by the Senate Committee by their deadline date. These documents are ⁴ :

- a) Four copies of Form A: Promotion Application (6 pp.), and four copies of Form B: Evaluation of Candidate's professional Activities (1 p.);

[Forms A and B should be supplied for each person considered, whether approved or denied.]

- b) Four copies of a summary report listing the names of those considered and the action taken;

- c) Four copies of a record or log of the following activities of the promotions committee:

- times/locations of all meetings;
- list of attendees at each meeting;
- duration of each meeting;
- significant actions taken at each meeting;
- letter to the candidate indicating approval or denial of promotion.

[It is the interpretation of the Senate Committee on Appointment and Promotions that the letter is to contain justification for the action taken by the college or program committee.]

4. Note : Text of Senate Language, 16. April 1975 as cited in the Memorandum of November 19 1998 from the Secretary of the Senate.

DEPARTMENT OF BIOENGINEERING & NEUROSCIENCE
PROCEDURES AND CRITERIA FOR PROMOTION

Spring 1989

PREFACE

The procedures for promotion to the various professional ranks in the Department of Bioengineering and Neuroscience shall be consistent with those of the L.C. Smith College of Engineering and Computer Science and Syracuse University.

MEMBERSHIP

The Promotions Committee shall have the following membership:

- a. All tenure-track Faculty members of the department save the Department Chair and candidates for promotions.
- b. One undergraduate student elected from the senior class by majority vote of the senior class.

The Committee shall select one of its Faculty members to serve as Chair.

DUTIES OF THE COMMITTEE

The Committee shall examine all documentation provided for each candidate for promotion. It is the joint responsibility of each candidate and the Department Chair to obtain documentation consistent with "Engineering and Computer Science Faculty Guidelines on Promotion" issued November 21, 1988 and to submit it to the Committee. The Committee may request additional information as necessary to its deliberations.

The Committee Chair shall report in writing to each candidate for promotion the recommendations of the Committee. If a candidate for promotion is disapproved by the Department Committee, the reasons must be stated in its written report to the candidate. The Committee Chair shall also prepare a written report to the College Tenure and Promotions Committee with recommendations for each candidate for promotion. This report is due November 1st and shall also include:

- A record of the times and locations of all meetings
- A list of attendees at each meeting
- The duration of each meeting
- Summary of significant actions taken at each meeting
- Copies of letters to candidates for promotion indicating approval or disapproval with justification.

DUTIES OF THE DEPARTMENT CHAIR

The Department Chair shall see that the Promotions Committee is constituted in a timely manner. The Chair shall supervise the assembly of all external documentation and provide it to the Department Committee. The Chair shall forward the report of the Department Committee and an independent letter of evaluation from the Chair to the College Tenure and Promotions Committee by November 1. By the end of the Fall semester, the Department Chair shall inform eligible Faculty members of their eligibility for promotion in the following academic year.

DUTIES OF THE CANDIDATE

Each candidate for promotion shall submit Form A: *Summary of Professional Activities*, and supporting documents to the Department Committee through the Department Chair during the first week of the Fall Semester. Supporting documents should include whatever the candidate considers relevant and might include:

- Reprints of published papers and chapters
- Course evaluations for each course taught with an interpretative narrative
- List of research proposals written and funded
- Summary of major research and teaching accomplishments.

The candidate may suggest external referees to the Department Chair.

ELIGIBILITY

A faculty member who has completed the minimum time-in-rank specified in the *Faculty Manual* is eligible for consideration for promotion. Normally to be promoted to Associate Professor, a candidate must have demonstrated good performance in teaching, research, and service and must show potential for excellence in teaching or research. To be promoted to Full Professor, a candidate must normally have demonstrated very good performance in teaching, research, and service and must have demonstrated excellence in either teaching or research.

**DEPARTMENT OF CHEMICAL ENGINEERING and
MATERIALS SCIENCE
PROCEDURES AND CRITERIA FOR PROMOTION**

Approved Fall 1982

Revised Spring 2004

PROCEDURES

- a. The Promotion Committee shall consist of all faculty members of the Department of rank equal to or higher than the rank to which the candidate is considered for promotion and the Department Chair, who shall be an *ex-officio* member of the Committee.
- b. The Department Chair shall convene the Promotion Committee not later than August 1st of the year when a Faculty member is to be considered for promotion.
- c. The Faculty members being considered for promotion shall submit supporting documentation not later than July 15th of the year to the Department Chair, who shall supply copies thereof to the other members of the Committee. The required documentation is listed in the ECS Rules and Regulations of the Faculty.
- d. The Committee shall elect a Chair and a Recorder.
- e. The Committee Chair shall obtain the written opinions of the group of at least six external evaluators who are deemed to be experts in the candidate's research and/or teaching specialty. The evaluators shall be chosen by the Committee from a list of names proposed by the candidate and by the Committee members.
- f. Approval or disapproval of the candidate's promotion shall be decided by secret ballot of all members of the Committee. Any member can petition to the Committee to be excused from voting. Approval of promotion shall require affirmative votes by at least two-thirds of all eligible voters able to vote. Absentee ballots will be permitted. An abstention is counted as a negative vote. The ballots shall be collected by the Committee Chair and counted in the presence of the full Committee.
- g. The Committee Chair and the Recorder shall prepare a written report stating the results of the ballot and the reasons for approval or disapproval, and shall circulate this report to the other members of

the Committee. The report may include a minority opinion. The members of the Committee shall signify their approval by signing the report within a period of time specified by the Committee Chair. Any disagreements concerning the wording of the report shall be resolved by discussions with the committee members.

h. By October 1st, the following documents shall be supplied by the Department Promotions Committee to the College Tenure and Promotions Committee for each promotion that is to be considered at the request of the Department of the candidate:

- 1) the candidate's Form A and the supporting documents which should include letters from at least six external evaluators;
- 2) the final version of the evaluation report of the Department Promotions Committee.

The Department Chair shall also submit to the College Tenure and Promotions Committee his or her own written evaluation of the candidate by October 1st.

i. The candidate shall be informed by the Department Chairman, in writing, of the Department Promotions Committee's evaluation. In the case that the candidate is not recommended for promotion, the candidate shall be informed in writing of the reasons for non-recommendation of promotion.

CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR

The three categories the Department considers in evaluating a candidate's qualifications for promotion to Associate Professor are teaching, scholarship, and service to the University and the profession. For promotion to Associate Professor, the candidate should demonstrate *high quality* performance in teaching, scholarship, and service to the University and the profession. The candidate should also have demonstrated very high quality performance in either teaching or scholarship. The guidelines to be used by the Department Promotion Committee in interpreting the above criteria are outlined below.

1. Teaching

High quality performance in the discharge of teaching duties is to be measured by the candidate's contributions to the items listed below:

- classroom performance;

- laboratory development and improvement;
- course development and initiation;
- undergraduate advising;
- incorporation of state-of-the-art technology in the curriculum;
- preparation and distribution of lecture notes
- course and laboratory supervision.

Very high quality performance would be indicated by significant pedagogical contributions as evidenced by acceptance/interest in these contributions outside the University. In addition to the items mentioned before, *outstanding* performance in teaching is also to be measured by the candidate's contributions to the following items:

- authorship of textbooks;
- authorship of articles in engineering education publications;
- invited Lectures on teaching
- support received for educational programs and/or laboratory development.

2. Scholarship

High quality performance would require the candidate to establish an independent research program. This achievement is evaluated based on authorship of refereed journal articles, research textbooks, and monographs. External research support would be desirable. Additional research contributions to consider are:

- Graduate advising;
- research papers presented at technical conferences;
- patents;
- invited lectures at technical conferences, other universities, and research laboratories
- prizes and awards for scholarship;
- services as a reviewer of books, journal articles, and external agency research proposals;
- citations to published research.

Very high quality performance would require, in addition, that the candidate's research work show evidence of making an impact on a national level. External research support would be important.

3. Service to the University and Profession

High quality performance requires the candidates to have served on several Department, College, or University committees. Service to the profession is encouraged. The various areas of services are:

- Participation on Department, College or University Committees;
- advising to student organizations and activities;
- development of interdisciplinary programs or centers;
- professional consulting;
- membership and officer in professional societies at the local or national levels;
- symposium and workshop or short-course organization.

CRITERIA FOR PROMOTION TO PROFESSOR

The three categories the Department considers in evaluating a candidate's qualifications for promotion to Professor are teaching, scholarship, and service to the University and the profession. For promotion to Professor, the candidate should demonstrate a *very high quality* performance in teaching, scholarship, and service to the University and the profession. The candidate should also have demonstrated excellence in either teaching or scholarship. The guidelines to be used by the Department Tenure Committee in interpreting the above criteria are outlined below.

1. Teaching

Very high quality performance in the discharge of teaching duties is to be measured by the candidate's contributions to:

- classroom performance;
- undergraduate advising;
- laboratory development and improvement;
- course development and initiation;
- incorporation of state-of-the-art technology in the curriculum;
- preparation and distribution of lecture notes;
- course and laboratory supervision.

Excellent performance would be indicated by substantial pedagogical contributions such as teaching techniques or textbooks which have obtained national recognition. In addition to the items mentioned above, *excellent* performance in teaching is also to be measured by the candidate's contributions to the following items:

- authorship of textbooks;
- authorship of articles in engineering education publications;

- invited lectures on teachings;
- support received for educational programs and/or laboratory development.

2. Scholarship

Very high quality performance in scholarship would require the candidate to establish an independent research program. Evaluation of this attainment is based on sustained efforts in authorship of refereed journal articles, research textbooks, and monographs. External research support would be important. Additional research contributions to consider are listed below:

- graduate advising;
- research papers presented at technical conferences;
- patents;
- invited lectures at technical conferences, other universities, and research laboratories;
- prizes and awards for research;
- services as a reviewer of books, journal articles, and external agency research proposals;
- citations to published research.

Excellent performance would require, in addition, that the candidate establish a national reputation in a research area. Evaluation of this attainment is based on the level of achievement of the above items. Sustained external research support should be demonstrated in most cases.

3. Service to the University and Profession

Very high quality performance would require, in addition, that the candidate to have served on several Department, College, or University Committees. Service to the profession is encouraged. The various areas of service are listed below:

- participate in Department, College or University Committees;
- advising to student organizations and activities;
- development of interdisciplinary programs or centers;
- professional consulting
- membership and officer in professional societies at the local and national levels;
- symposium and workshop or short-course organization.

DEPARTMENT OF CIVIL & ENVIRONMENTAL ENGINEERING PROCEDURES AND CRITERIA FOR PROMOTION

(Revised: March 8, 2005)

MEMBERSHIP

The Promotions Committee should have the following membership:

- a. Four elected faculty members, and
- b. Two elected student representatives, one graduate and one undergraduate student.

DUTIES OF THE COMMITTEE

Normally the Committee should hold no less than three meetings. The Committee Chair shall record the time, place, duration, and attendance of each meeting for inclusion in the Committee's final report.

The agenda of the first meeting should include:

- 1) Review and discussion of criteria for promotions.
- 2) Distribution of resumes of the candidates to be reviewed with any support documentation.
- 3) Scheduling of subsequent meetings. If the case load is large, more than two additional meetings will be necessary.

The second meeting should be concerned primarily with the first round of discussion of the qualifications and accomplishments of the candidates being reviewed, and comparison with the criteria adopted at the first meeting. If one meeting does not complete the first round of discussion, it shall be continued at the next meeting.

The final meeting or round of meetings should involve final discussion of each candidate being reviewed, and final Committee action on each case.

REPORTS OF COMMITTEE ACTION

The Committee Chair shall report in writing to each candidate being reviewed the Committee's action in his or her case, and if appropriate, its recommendations for strengthening his or her record. If a candidate for promotion is disapproved, the reasons must be stated.

The Committee Chair shall also prepare a written report to the College Tenure and Promotions Committee concerning those Faculty members who are candidates for promotion in the current year. The report is due within four weeks of the semester in which the College Promotion Committee is to consider the case, and shall include a record or log of the following activities:

- 1) The times and locations of all meetings.

- 2) The list of attendees at each meeting.
- 3) The duration of each meeting.
- 4) Significant actions taken at each meeting.
- 5) Copies of letters to candidates for promotion indicating approval or denial and including justification of the action take.

The Committee Report and copies of the resumes and supporting documents of each candidate for promotion in the current year shall be transmitted to the Dean's Office.

CRITERIA FOR PROMOTION

The criteria for promotion in the Department of Civil and Environmental Engineering (CIE) shall be consistent with the Criteria for Promotion of the College of Engineering and Computer Science (ECS).

To be promoted to Assistant Professor, a candidate

- (a) should normally have been awarded doctorate or appropriate terminal degree, and
- (b) should show potential for high quality teaching, scholarship and service to the University and the profession.

To be promoted to Associate Professor, a candidate

- (a) must have demonstrated high quality teaching, scholarship, and service to the University and the profession, and
- (b) must have shown very high quality performance in either teaching or scholarship

To be promoted to Professor, a candidate

- (a) must have demonstrated very high quality teaching, scholarship and service to the University and the profession, and
- (b) must have demonstrated excellence in either teaching or scholarship.

Evidence of excellence in teaching may include classroom effectiveness, course initiation and development, laboratory development and improvement, and the authorship of textbooks and/or articles in engineering and/or computer science education publications.

Scholarship is interpreted as the creation, clarification and creative application of knowledge. Evidence of excellence in scholarship may include the authorship of articles in refereed journals, research monographs, technical reports, published conference papers, papers presented at technical meetings, the development of a productive research program, the award of external funding for the research program, the receipt of prizes and awards, and the attainment of a national and/or international professional reputation.

Service involves the demonstration of high quality service includes professional activities that advance teaching, scholarship or other societal goals within the College, the University or beyond.

Procedures of the EECS Promotions, Reappointments, and Tenure (PRT) Committee

Duties

Review the credentials of the faculty who are candidates for promotion, reappointment, or tenure (from now on to be known as the “candidate”); make recommendations to the appropriate committees of the College of ECS.

Membership

Department Chair (ex-officio, non-voting), Program Directors (ex-officio, non-voting), nine elected members of the faculty.

Period of Service

The PRT Committee is elected during the fall semester. Its one-year term starts in the beginning of the following spring semester.

PRT Subcommittees

For each faculty who is a candidate for promotion or tenure, a subcommittee shall be appointed by the PRT Committee in its first meeting of the calendar year (no subcommittee will be appointed for reappointment cases). This subcommittee shall include two elected members of the PRT Committee with program interests appropriate to the candidate. The duties of the subcommittee shall be to develop the candidate’s case and to present it to the PRT Committee.

Quorum

Six elected members of the committee shall constitute a quorum.

Officers

The Chairperson of EECS will call the first meeting of the elected PRT Committee no later than the first week of the spring semester. In this meeting, the committee will elect

a Chairperson and a Secretary to serve for a period of one year starting with the spring semester.

Information on the Candidate

The candidate will provide the Chairperson of the PRT Committee with a Form A, a current curriculum vitae, copies of his/her representative publications, and the names of two persons for candidates seeking promotion or tenure and the names of four persons for those tenure-track faculty members who are seeking reappointment, not affiliated with Syracuse University, who are in a position to evaluate the candidate's technical work. In order to assist those members of the Committee who are not familiar with the candidate's area of research, the candidate will also provide a brief commentary on the publications provided. The candidate will provide any available material relevant to the evaluation of his/her teaching, and any additional material requested by the PRT Committee. This information should be provided:

(i) **For a candidate being considered for promotion:**

no later than April 15th of the spring semester prior to the AY in which the College will consider their case;

(ii) **For a candidate being considered for tenure:**

no later than the first day of the fall semester which corresponds to the eleventh semester (for those faculty who joined Syracuse University in the fall semester) and the twelfth semester (for those faculty who joined Syracuse University in the spring semester) of credited full-time service.

(iii) **For a candidate being considered for reappointment:**

- (a) no later than the **first** day of the fifth semester of credited full-time service for candidates who joined the Department in the Fall semester.
- (b) no later than the **last** day of the fifth semester of credited full-time service for candidates who joined the Department in the Spring semester.

The Committee Chairperson, in consultation with the other members of the Committee, will write a letter to each person whose name is provided by the candidate requesting an evaluation of the candidate's research work. This letter will also seek the referee's opinion on other matters relevant to the candidate's promotion, reappointment, or tenure.

In evaluation of promotion and tenure cases, the Committee will also independently solicit such information from other persons (external to Syracuse University) who are in a position to evaluate the candidate. In addition, the Committee will request other persons (external to Syracuse University) who are familiar with the venues in which the candidate has published her/his work, to rank them without knowing the candidate's identity.

Student input, taken from the course evaluations, will be used in evaluating the candidate's teaching. In evaluation of promotion and tenure cases, the Committee Chairperson will also invite the EECS faculty and students to give their opinions on the candidate's teaching, research, and professional activities.

Evaluation Criteria

In making a promotion or tenure recommendation, three types of contribution will be evaluated: the candidate's teaching, scholarship, and service to the professional community, with comparable emphasis given to teaching and scholarship.

Criteria for Promotion of a Candidate

1. To be promoted to Assistant Professor, a candidate should:
 - (a) normally have been awarded a doctorate or equivalent terminal degree, and
 - (b) show potential for high quality teaching, scholarship, and service to the University and the profession.
2. To be promoted to Associate Professor, a candidate:
 - (a) must have demonstrated high quality teaching, scholarship, and service to the University and the profession, and
 - (b) must have shown very high quality performance in either teaching or scholarship¹
3. To be promoted to Professor, a candidate
 - (a) must have demonstrated very high quality teaching, scholarship and service to the University and the profession, and
 - (b) must have demonstrated excellence in either teaching or scholarship².

Criteria for Reappointment of a Candidate

- To be reappointed, a faculty member should:
- show potential for high quality teaching, scholarship, and service to the profession.

¹ It is the intent of the faculty that the qualifier on performance in teaching and scholarship be interpreted to mean demonstrated quality, as judged internally and externally (referees), based on performance at the time of review.

² The EECS faculty asserts that the terms 'high quality', 'very high quality' and 'excellence' represent a graded series of performance measures (excellence being the most demanding). This faculty recognizes that the objective measures of performance can vary between the fields/disciplines represented in the Department, given their different discipline related norms for scholarly communication and recognition. Therefore, the Department shall apply its criteria in an appropriate disciplinary context.

Criteria for Tenure of a Candidate

To be granted tenure, a faculty member:

- (a) must have demonstrated high quality teaching, scholarship, and service to the College, University and the profession, and
- (b) must have shown promise of excellence in either teaching or scholarship³.

Evidence of teaching performance may include classroom effectiveness, course initiation and development, laboratory development and improvement, and the authorship of textbooks and/or articles in engineering and/or computer science education publications, the award of external funding for the candidate's teaching program, the receipt of prizes and awards in teaching.

Scholarship is interpreted as the creation, clarification and creative application of knowledge. Evidence of scholarship may include the authorship of articles in refereed journals, research monographs, technical reports, published conference papers presented at technical meetings, the development of a productive research program, the award of external funding for the research program, the receipt of prizes and awards, and the attainment of a national and/or international professional reputation.

Service, while secondary, will be evaluated. Demonstration of performance in service will include professional activities that advance teaching, scholarship or other societal goals within or without the University.

³ It is the sense of the faculty, that these criteria are to be interpreted as documentation of past performance as *predictive* of future contributions.

Voting and Quorum

Prior to the ballot on the recommendation for granting or denying promotion, reappointment, or tenure, the Committee is encouraged to take straw ballots. At least eight voting members of the Committee must be present during the final ballot. Those voting by proxy will be counted as present.

A minimum of two-thirds positive votes of the voting members of the Committee will be required for a favorable recommendation.

The Recommendation

The Committee will inform each candidate of its recommendation, in writing, with the reasons for that recommendation. The Committee Chairperson is responsible for delivering this recommendation to the candidate at least two weeks prior to the deadline for submitting the report to the College Tenure and Promotions Committee.

In the event that the final decision by the PRT Committee concerning promotion, reappointment, or tenure is unfavorable,

1. **The candidate for promotion** may request that the case be considered by the College Tenure and Promotions Committee.
2. **The candidate for reappointment** may appeal within one week of the committee decision being conveyed to him/her.
3. **The candidate for tenure** may appeal within one week of the committee decision being conveyed to him/her.

The Appeal Process

The Appeal Committee (AC) for reappointment and tenure cases is the entire tenured faculty of the Department of EECS who are not on leave. The AC will meet twice. The Faculty Chair of the Department of EECS will chair these meetings as well as the AC. Half of the AC membership constitutes a quorum. In the first meeting, the candidate's advocate will present the candidate's case and a representative of the PRT committee will

present the argument for the denial of the candidate's case. In the second meeting, the appeal will be discussed and voted on. The AC chair will report the outcome of the appeal process

(1) **In the case of tenure:** to the College Tenure and Promotions Committee;

(2) **In the case of reappointment:** to the Dean of the College;

both by the appropriate deadlines.

Candidate's Portfolio

For each candidate who is being considered for promotion or tenure, the Chairperson of EECS is responsible for submitting the documentation used in the evaluation of the candidate to the College Tenure and Promotions Committee by the deadline specified by this College Committee. Any documentation used in the evaluation must be included, but the portfolio must contain:

1. The written report of the PRT Committee with its recommendation.
2. The written report of the Chairperson of EECS with his/her own recommendation.
3. Form A and Form B.
4. Candidate's curriculum vitae.
5. Copies of representative publications and the candidate's brief commentary on them.
6. Students' course evaluations and students' comments received by the PRT Committee.
7. Copy of the letter used to request letters of reference.
8. Letters of reference received from Syracuse University faculty members.
9. Letters of reference received from persons external to Syracuse University.

For each of these persons, a short biography will be provided.

Amendments to the Procedures

Amendments to these procedures will be adopted upon approval by a two-thirds majority at a meeting of the EECS faculty. The proposed amendments shall be circulated in writing at least one week prior to the meeting.

Suggested Timetable for EECS PRT Committee

<u>For Promotion</u>	<u>Suggested Deadlines</u>
Meeting of the PRT Committee; Subcommittee(s) Elected	last week of March (March 31)
Referees Names Decided	3rd week of April (April 21)
Requests for Letters	last week of April (April 30)
Reminders Sent to Referees	2nd week of July (July 15)
Deadline for Letters from Referees	1st week of Aug. (Aug. 7)
All Material Ready	1st week of the fall semester
Decision to Candidate	4th week of the fall semester
Decision Letter Due to College	By the end of the 6th week of the fall semester

Suggested Timetable for EECS PRT Committee

<u>For Tenure</u>	<u>Suggested Deadlines</u>
Meeting of the PRT Committee; Subcommittee(s) Elected	4th week of April (April 30)
Referees Names Decided	4th week of Aug. (Aug. 31)
Requests for Letters	1st week of Sept. (Sept. 7)
Reminders Sent to Referees	4 th week of Sept. (Sept. 30)
Deadline for Letters from Referees	2nd week of Oct. (Oct. 15)
All Material Ready	Last week of Oct. (Oct. 31)
Decision to Candidate	4th week of Nov. (Nov. 30)
Appeal Process Time	Dec. 1st to Dec. 15th
Decision Letter Due to College	By the end of the 1st week of the Spring Semester

Suggested Timetable for EECS PRT Committee

<u>For Reappointment</u> (for Candidates Joining in Fall Semester)	<u>Suggested Deadlines</u>
Requests for Letters	Last week of Aug. (Aug. 31)
Meeting of the PRT Committee; Subcommittee(s) Elected	2nd week of Sept. (Sept. 15)
Reminders Sent to Referees	4 th week of Sept. (Sept. 30)
Deadline for Letters from Referees	2nd week of Oct. (Oct. 15)
All Material Ready	Last week of Oct. (Oct. 31)
Decision to Candidate	4th week of Nov. (Nov. 30)
Appeal Process Time	Dec. 1st to Dec. 15 th
Decision Letter Due to Dean	By the end of the 3rd week of Dec. (Dec. 22)

Suggested Timetable for EECS PRT Committee

<u>For Reappointment</u> (for Candidates Joining in Spring Semester)	<u>Suggested Deadlines</u>
Meeting of the PRT Committee; Subcommittee(s) Elected	4th week of April (April 30)
Requests for Letters	1st week of July (July 7)
Reminders Sent to Referees	1 st week of Aug. (Aug. 7)
Deadline for Letters from Referees	3rd week of Aug. (Aug. 21)
All Material Ready	1st week of Sept. (Sept. 7)
Decision to Candidate	1 st week of Oct. (Oct. 7)
Appeal Process Time	Oct. 8th to Oct. 22 nd
Decision Letter Due to the Dean	By the end of the last week of October (Oct. 31)

**DEPARTMENT OF MECHANICAL, AEROSPACE AND MANUFACTURING
ENGINEERING**

PROCEDURES AND CRITERIA FOR PROMOTION*

1. ELIGIBILITY

A faculty member who has completed the minimum time-in-rank specified in the Faculty Manual is eligible for consideration for promotion. In exceptional cases, the Department Chair may request that a faculty member be considered for promotion before he/she has completed the minimum time-in-rank.

2. CRITERIA FOR PROMOTION

The criteria for promotion in the Department of Mechanical, Aerospace and Manufacturing Engineering (MAME) shall be consistent with the criteria for Promotion of the College of Engineering and Computer Science and the University.

To be promoted to Assistant Professor, a candidate normally should have received a Ph.D. or a comparable terminal degree, and should show potential for high quality teaching, scholarship, and service to the University and the profession.

To be promoted to Associate Professor, a candidate must have demonstrated high quality teaching, scholarship and service to the University and the profession and must have shown very high quality performance in either teaching or scholarship.

To be promoted to Professor, a candidate must have demonstrated performance in very high quality teaching, scholarship and service to the University and the profession and must have demonstrated excellence in either teaching or scholarship.

2.1. Teaching

Quality in teaching may be measured by the candidate's contributions to:

- Classroom Performance
- Laboratory Development and Improvement
- Incorporation of state-of-the-art Technology in the Curriculum
- Preparation and Distribution of Lecture Notes
- Course and Laboratory Supervision
- Advising Students

* Approved MAME Faculty January 18, 2002

Student evaluations are useful in proving quality. Promise of excellence would be indicated by substantial pedagogical contributions such as teaching techniques or textbooks, which have attained national recognition. In addition to the items mentioned above, promise of excellence in teaching may also be measured by the candidate's contributions to such activities as:

- Authorship of Articles in Engineering Education Publications
- Invited Lecturer Teaching
- Support received for Educational Programs and/or Laboratory Development

2.2 Research

Quality in research would require the candidate to establish or contribute significantly toward a research program. Evaluation of this attainment is based on:

- Sustained efforts in authorship of refereed journal articles, research papers, reference books, and monographs.

Additional research contributions are listed below:

- Research Papers Presented in Technical Conferences
- Patents
- Invited Lectures at Technical Conferences, Other Universities, and Research Laboratories
- Prizes and Awards for Research
- Criteria of Published Research

Promise of excellence would require, in addition, that the candidate's research work show evidence of making a significant impact on his or her field. External research support could be important.

2.3 Service to the University and Profession

Good performance by a candidate for promotion requires the candidate to have served on Department, College, or University Committees. Service to the profession is encouraged. The various areas of service are listed below:

- Participation in Department, College, or University Committees
- Advising Student Organizations and Activities
- Development of Interdisciplinary Programs or Centers
- Professional Consulting
- Membership and Active Participation in Professional Societies (Local and National Levels)
- Symposium and Workshop or Short-Course Organization

- Reviewer of Books, Journal Articles, and External Agency Research Proposals

3. PROMOTIONS COMMITTEE

The MAME Promotions Committee consists of all tenured faculty members in the Department, excluding all candidates for promotion. Full-time faculty members on leave are not voting members of the Promotions Committee unless they request otherwise.

3.1 Committee Chair

The elected Chair of the MAME Tenure and Reappointment Committee (TRC) will serve as Chair of the Promotions Committee, unless this individual is a candidate for promotion. In the event that the TRC Chair is a candidate for promotion, a special election will be held for Promotions Committee Chair following procedure used to elect the TRC Chair.

4. Procedure

By April 1st, a candidate for promotion shall provide the Chair of the Promotions Committee with all the necessary documents pertaining to his/her teaching, research, and service. These shall include a completed standard University Form A, Summary of Professional Activities, course evaluations by students, reprints of published research papers, a self-evaluation that addresses relevant criteria, a list of external referees, and whatever other documents that candidate considers relevant.

4.1 Subcommittees

For each candidate for promotion, a subcommittee of at least three Promotion Committee members will be selected by the Promotions Committee Chair, with majority approval by the Committee and in consultation with the candidate. Each subcommittee will collect and compile all documents pertinent to the application for promotion of the candidate. Information concerning teaching performance will be sought from undergraduate and graduate student bodies. Evaluations concerning research and/or teaching will be solicited from individuals suggested by the candidate and from others as appropriate. Each subcommittee will conduct a detailed review of the credentials of its candidate and prepare a factual report on the candidate without any recommendations.

4.2 Deliberations and vote by the Promotions Committee

The subcommittee for each candidate will report its findings to the entire Promotions Committee, and each subcommittee will submit a draft factual report for review and discussion. Modifications in factual reports will be determined by action of the entire Promotions Committee. A standard ballot shown in Section 4.3 will be circulated to all the members of the Promotions Committee together with a copy of the factual report. All members of the

Promotions Committee will vote by secret ballot “to recommend” or “not recommend” each individual candidate for promotion. Promotion shall be recommended by the Committee if affirmative votes are received from at least two-thirds of those eligible to vote. The Promotion Committee Chair will prepare the recommendation consistent with the voting of the Promotion Committee and will be attached to the evaluation report.

The Committee’s recommendation will be communicated in writing to each candidate for promotion. A copy of the final report will not be provided to the candidate, to preserve the confidentiality of comments from references that may be included. The Committee Chair will provide to each candidate a written statement summarizing the “sense of the Committee” concerning its action. Candidates will be asked in writing whether they wish their applications for promotion forwarded to the College Tenure and Promotions Committee, and each candidate will reply in writing.

The MAME Promotions Committee will submit the following documents to the College Tenure and Promotions Committee for each candidate who requests that his/her materials be forwarded for consideration at the college level:

1. The candidate’s Form A and other relevant documents received by the Promotions Committee;
2. The final factual report of the Promotions Committee together with the recommendation (and all minority reports, if any; and
3. The vote of the Promotions Committee.

A chronology of the meetings of the MAME Promotions Committee also will be submitted to the College Tenure and Promotions Committee.

4.3.1 Ballot for Promotion to Professor

I do recommend promotion

I do not recommend promotion

If you checked Do Not Recommend Box, please check the applicable boxes below. If you do not check any box below, your vote will be treated as positive for promotion. (Note: if you recommend promotion, the following boxes are irrelevant.)

1. Did not demonstrate very high quality teaching
2. Did not demonstrate very high quality scholarship
3. Did not demonstrate very high quality service
4. Did not demonstrate excellence in either teaching or scholarship

Additional Comments. Add any additional comments below whether you recommend promotion or not.

4.3.2 Ballot for Promotion to Associate Professor

I do recommend promotion

I do not recommend promotion

If you checked Do Not Recommend Box, please check the applicable boxes below. If you do not check any box below, your vote will be treated as positive for promotion. (Note: if you recommend promotion, the following boxes are irrelevant.)

1. Did not demonstrate very high quality teaching
2. Did not demonstrate very high quality scholarship
3. Did not demonstrate very high quality service
4. Did not demonstrate excellence in either teaching
or scholarship

Additional Comments. Add any additional comments below whether you recommend promotion or not.

PART C.

ECS FACULTY GUIDELINES ON TENURE

The composition of the Tenure and Promotions Committee of the College is set forth in Part I. Section F. f. i) of the Rules and Regulations of the Faculty. The responsibilities of the Committee with respect to the award of tenure are set forth in Part I. Section G. 2.

SECTION A - Eligibility

The privilege of tenure shall be granted to a faculty member of Syracuse University who has completed fourteen semesters of credited full-time service with faculty rank. To have regular faculty rank implies an appointment at an academic rank of Professor, Associate Professor, Assistant Professor, Instructor or Lecturer [Adapted from the *Faculty Manual* - Edition 18, January 1995, page 12, § 2.27]

Administrative Offices

The privilege of tenure does not extend to administrative positions in the University, the College, an academic unit, an institute, or other administrative unit. Appointment to, or relinquishment, of such positions shall not deprive a faculty member of tenure in the highest instructional rank he/she has attained at the University. Administrative appointments made without granting of accompanying regular faculty rank shall not result in the accumulation of time towards tenure. [Adapted from the *Faculty Manual* - Edition 18, January 1995, page 13, § 2.28]

Transfer of Tenure Credit from Other Institutions

Beginning with appointment to faculty rank as defined above, the probationary period shall not exceed fourteen (14) semesters, including within this period full-time service in faculty rank in all institutions of higher education regionally accredited in the United States, or comparable institutions, but subject to the following provisos.

1. When, after a term of probationary service of more than six semesters (three academic years) in one or more such institutions, faculty members are recruited to Syracuse University, it may be agreed in writing that the new appointment is for a probationary period of not more than eight semesters, even though, thereby, the total probationary period in the academic profession is extended beyond the normal maximum of fourteen (14) semesters.
2. Within six months of the date of employment at Syracuse University, a candidate may choose to reduce the number of semesters of prior service to be counted, and so to extend the probationary period at Syracuse University up to a maximum of fourteen (14) semesters.

All faculty members shall be informed in their letter of appointment as to the number of semesters of prior academic service for which he/she will receive credit toward tenure. [Adapted from the *Faculty Manual*, Edition 18, January 1995, page 13, § 2.29]

Time of Tenure Evaluation

During the eleventh and twelfth semesters of credited service, the faculty member shall be evaluated and a determination shall be made regarding the granting of tenure.

The Dean shall notify all faculty members who are about to complete ten (10) semesters of credited service that they will be considered for tenure during their upcoming eleventh (11) and twelfth (12) semesters of credited service. The Dean shall also notify the candidate's academic and administrative unit (chair/administrative head) that a review of the candidate is to be conducted.

Relation of Promotion to Tenure

Faculty members who are promoted prior to completion of fourteen (14) semesters of credited service do not thereby (that is by virtue of the promotion) receive tenure. [Adapted from the *Faculty Manual*, Edition 18, 1995 page 14, § 2.31]

SECTION B - [Quality] Criteria for Tenure

To be granted tenure, a faculty member in the College of Engineering and Computer Science:

- a. must have demonstrated high quality teaching, scholarship, and service to the College, University and the profession, and
- b. must have shown promise of excellence in either teaching or scholarship.¹

Evidence of excellence in teaching may include classroom effectiveness, course initiation and development, laboratory development and improvement, and the authorship of textbooks and/or articles in engineering and/or computer science education publications.

Scholarship is interpreted as the creation, clarification and creative application of knowledge. Evidence of scholarship may include the authorship of articles in refereed journals, research monographs, technical reports, published conference papers, papers presented at technical meetings, the development of a productive research program, the award of external funding for the research program, the receipt of prizes and awards, and the attainment of a national and/or international professional reputation.

Service, while secondary, will be evaluated. Demonstration of high quality service will include professional activities that advance teaching, scholarship or other societal goals within the College, the University or nationally.

¹It is the sense of the faculty, that these criteria are to be interpreted as documentation of past performance as *predictive* of future contributions.

SECTION C - Evaluations by Academic/Administrative Units

Each academic/administrative unit shall prepare in writing a set of tenure procedures (included as *Sections X -Y* of these Guidelines), which are consistent with the Rules and Regulations of the College and the University. These procedures shall be reviewed each Spring by the Tenure and Promotions Committee of the College.

By the beginning of his/her eleventh semester of credited full-time service, a candidate for tenure must provide his/her academic/administrative unit tenure committee with documented evidence supporting his/her case for tenure. The candidate should provide the information required in University Form A (entitled *Summary of Professional Activities* and included here in Section B X) and other supporting documents such as course evaluations by students, descriptions of special instructional accomplishments, reprints of published research, a list of research proposals and awards, lists of thesis and dissertation students, together with the titles of their works and degree completion dates, a record of professional activities, names of persons who may serve as references, and a statement of professional goals and objectives. In Form A, publications and talks should be listed chronologically under the headings Published Books, Journal Articles, Articles Published in Conference Proceedings, Technical Reports, and Conference and Seminar Talks.

Tenure shall first be considered in the academic units. Each academic unit tenure committee shall assess the qualifications of each candidate in the context of the unit's goals. It shall then vote on each candidate for tenure and submit a written report with its recommendation to the College Tenure and Promotion Committee *no later than the end of the first week of the twelfth semester of credited full-time service.*

The report is to be accompanied by the candidate's Form A and all supporting documents, including a sufficient number of letters of recommendation from persons outside the University to establish the case that the candidate's work is well-regarded by his or her peers. Letters should be sought from persons other than those selected by the candidate. (Each letter should be accompanied by a brief statement of the recommender's qualifications to provide the recommendation.)

The chair/unit director/administrative head shall submit a written evaluation of the candidate for tenure to the College Tenure and Promotions Committee *no later than the end of the first week of the twelfth semester of credited full-time service.*

A candidate shall be informed, in writing, of the evaluations by the academic unit tenure committee and by the unit chair/director/administrative head. The academic unit committee shall provide 'a sense of the committee' statement on its recommendation to the candidate. Unless the candidate submits a resignation by the end of the first week of the twelfth semester of credited full-time service, the case will be considered by the College Tenure and Promotions Committee.

SECTION D - College Evaluations

The Office of the Dean shall provide the Chair of the Tenure and Promotions Committee with the names of candidates eligible for consideration for tenure in advance of its first meeting in the first week of each semester.

The Chair of the Tenure and Promotions Committee shall call a meeting of the Committee in the first week of each Semester. At that meeting, the following actions will be taken:

1. The Committee will establish a regular schedule of meetings for the semester in order to provide for the proper consideration of the cases before it. Issues of 'conflict of commitment'² will be considered in the development of that schedule;
2. Members of the Committee will, given the names of candidates before it, declare and discuss any possible 'conflicts of interest';
3. If conflicts of commitment or interest arise, the processes delineated in Part I, Section F, f.iv) shall apply.

Consideration of Cases

1. The case for a candidate's award of tenure shall be presented to the College Tenure and Promotions Committee by an individual chosen by the candidate from within his/her academic unit, or from another academic unit, subject only to the restriction that the presenter cannot be serving, at the time the case is presented, as a Member of the College Tenure and Promotions Committee.
2. In the situation of a candidate: (1) whose case has not been forwarded by his/her academic unit, or (2) who has not been recommended by his/her unit and who has not resigned, the unit head/chair/director and a representative of the unit tenure committee shall also be invited to appear before the College Committee.
3. The College Tenure and Promotions Committee shall review the materials submitted to it by academic units to assure itself that proper procedures were followed. If the Committee believes that the evaluation process in the unit *was* flawed, then the unit and the candidate will be informed of this determination in writing. The unit tenure committee must then conduct a new evaluation of the candidate and submit a new report, with recommendation, to the College Tenure and Promotions Committee. This must be accomplished within *one (1) month of notification* from the College Committee.

².See footnote ⁵, page 8. Part 1.

After discussing each case in detail, the College Tenure and Promotions Committee may take a preliminary unofficial, vote by secret ballot on its recommendation for tenure. Based on this vote, the Committee may decide to continue its evaluation of *the* candidate.

Additional information may be sought from a) the candidate, b) other faculty members, c) additional students, or d) other sources inside and outside the University. Every effort shall be made to document and evaluate this new information in a timely fashion.

4. After evaluation of all the candidates for tenure, the Committee shall take an official vote by secret ballot. Each voting member shall have an equal vote. *Members must vote to approve or disapprove the award of tenure: abstentions are not allowed.* By agreement with the Chair and the Recorder, a member may submit an absentee ballot. A case for tenure shall be approved if it receives affirmative votes *from* at least two-thirds of the Committee.
5. After the final vote is taken, the Committee Chair shall inform each candidate, in writing, of the approval or disapproval of his or her case for tenure. The Committee shall provide to the candidate a 'sense of the committee' statement on its recommendation.
6. For each candidate, the Tenure and Promotions Committee must submit a report on the recommendation concerning tenure to the Office of the Vice-Chancellor for Academic Affairs in accordance with the date specified by that office. This report must incorporate the academic unit report and the report from the unit's chair/director and/or administrative head.
7. The Dean shall also prepare and submit a report on each candidate to the Vice Chancellor for Academic Affairs *by the date specified.*

SECTION E - Notice of Tenure

By the end of their twelfth semester of credited full-time service, the Dean shall notify candidates for tenure whether they will be continued to tenure at the completion of their fourteenth semester. The official notification of appointment to tenure shall be given by the Dean, in writing, at the end of the fourteenth semester.

If a candidate is not to be continued after the expiration of the fourteenth semester of service, notice shall be given by the Dean, in writing, by the end of his or her twelfth semester of credited full-time service. The candidate shall be informed in writing that the decision not to grant tenure can be appealed to the University Senate Committee on Academic Freedom, Tenure and Professional Ethics if the candidate believes the negative decision was based on considerations described in § 2.30 of the *Faculty Manual* - [Edition 18, 1995, page 13.] Candidates shall also be informed of the provisions of the Faculty Manual addressing the issue of discrimination based on race, creed, color, sex, national origin, religion, marital status, age, disability, sexual orientation, status as a disabled veteran or veteran of the Vietnam era, which provide for grievance through the Affirmative Action Procedures of the University [*cf, Faculty Manual*, Edition 18, page 14, §2.30 which references Section 3.23 of the Faculty Manual].

DEPARTMENT OF BIOENGINEERING & NEUROSCIENCE
PROCEDURES AND CRITERIA FOR TENURE
Spring 1989

PREFACE

The procedures and criteria for tenure in the Department of Bioengineering and Neuroscience shall be consistent with those of the L.C. Smith College of Engineering and Computer Science and Syracuse University.

PROCEDURES

1. Department reviews of untenured faculty shall be conducted annually. The final review leading toward a recommendation concerning tenure shall be conducted during the eleventh semester of credited service toward tenure and submitted through the office of the Dean of Engineering and Computer Science to the College Tenure and Promotions Committee during the twelfth semester.
2. All noncandidate tenure-track faculty members, whether tenured or untenured, shall participate in the development of the Department's recommendation.
3. The Faculty, except the Department Chair, shall serve as a Tenure Committee of the whole in evaluating credentials for tenure. The Tenure Committee shall elect a chairwoman who shall administer its affairs and issue its recommendations. The Department Chair shall have the responsibility for securing internal and external evaluations and documentation and provided all such materials to the Tenure Committee. The Tenure Committee may request specific or additional materials be obtained by the Department Chair.
4. Documentation used in the tenure evaluation shall conform to the *Guidelines for Preparation of Documentation for Tenure Cases* distributed by the Dean of the College on July 12, 1988. Any documentation germane to the decision may be included, but the portfolio must include:
 - a. Letters of evaluation from five or more colleague's expert in the areas of the candidate's scholarly work. Generally, most of these evaluators will be external to the University and will not be co-authors with the candidate.
 - b. Letters of evaluation from five or more students who have already graduated at the time of the tenure evaluation, and who had direct involvement with the candidate will undergraduates.
 - c. Copies of published work.
 - d. Student course evaluations of all courses taught with interpretive commentary.
 - e. Copies of past reviews of progress toward tenure.

5. A recommendation for tenure shall require an affirmative vote by at least two-thirds of the eligible voters who are able to vote. Absentee ballots will be permitted. An abstention will count as a negative vote. The ballots shall be collected by the Chair of the Tenure Committee and counted in the committee's presence. The Committee shall only report the recommendation for or against tenure, it shall not report the actual vote.
6. The Tenure Committee shall forward its report through the Department Chair, who shall provide an independent evaluation and recommendation in writing to be included with the portfolio, and the Dean of Engineering and Computer Science to the College Tenure and Promotions Committee.

CRITERIA

To earn tenure, the candidate shall have made a significant contribution to the activities of the Department. Accordingly, the candidate should demonstrate good performance of teaching, research, and service activities. Promise for outstanding performance in either teaching or research is essential. The guidelines recommended to be used by the Department Tenure Committee in interpreting the above criteria are outline below:

1. Teaching

Good teaching performance could be indicated by the candidate's effectiveness in:

- Classroom Performance
- Laboratory Development and Improvement
- Course initiation and development
- Incorporation of state-of-the-art technology in the curriculum
- Preparation and distribution of problem set solutions and lecture notes
- Supervision of undergraduate research projects
- Mentoring of graduate teaching assistants and academic preceptors
- Advising undergraduate students

Outstanding performance in teaching could be indicated by the candidate's accomplishments such as:

- Authorship of effective textbooks
- Authorship of cited articles on engineering education
- Invitations to speak on matters of instruction, curriculum development, etc.
- Support received for the development of instructional programs including laboratory development.

2. Research

Good performance in research would require the candidate to establish or contribute significantly toward a research program. Evaluation of this attainment shall consider:

- Publications in peer-reviewed journals
- Publication of research monographs
- Publications of chapters and research reports
- Publication of contributed abstracts and presentation of research papers at technical meetings
- Invited presentations at meetings, symposia, and other universities and research laboratories
- Prizes and awards for research
- Citations of published work.

The establishment and maintenance of peer-reviewed external research support, while not a requirement, is generally indicative of the successful development of a research program.

Outstanding research performance would require that the candidate's research work be making a significant impact on the field.

3. Service

Good performance by a candidate for tenure requires the candidate to have served on the Department, College, and/or University Committees in a significant way. Service to the profession is an important faculty responsibility. Various areas of service may include, but are not limited to:

- Effective participation in Department, College, or University Committees
- Review of manuscripts for professional journals
- Review of grant proposals for federal agencies and private foundations
- Serving on national review or policy panels
- Organization of symposia, work shops, or short courses
- Active participation beyond mere membership in professional societies
- Advising student organizations and activities
- Active contribution to the teaching or research infrastructure of the Department, College, or University.

C2.3

**DEPARTMENT OF CHEMICAL ENGINEERING and MATERIALS SCIENCE
PROCEDURES AND CRITERIA FOR TENURE**

Approved Fall 1982

Revised Spring 2004

PROCEDURE

- a. The Tenure Committee shall consist of all tenured Faculty of the Department and the Department Chair, who will be ex-officio of the Committee.
- b. The Department Chair shall convene the Tenure Committee no later than the fourth week of the eleventh semester of the candidate's credited full-time service of the Fall Semester when a Faculty member is to be considered for tenure.
- c. The Faculty member being considered for tenure shall submit supporting documentation no later than the third week of the eleventh semester of the candidate's credited full-time service of the aforementioned semester to the Department Chair, who shall supply copies thereof to the other members of the Committee. The required documentation is listed in the ECS Rules and Regulations of the Faculty.
- d. The Committee shall elect a Chair and Recorder.
- e. The Committee Chair shall obtain the written opinions of a group of at least six external evaluators who are deemed to be experts in the candidates research and/or teaching specialty. The evaluators shall be chosen by the Committee from a list of names proposed by the candidate and by the Committee members.
- f. Approval or disapproval of the Candidate's tenure shall be decided by a select ballot of all tenured members of the Committee except the Department Chair. Any member can petition to the Committee to be excused from voting. Approval of tenure shall require affirmative votes by at least two-thirds of all eligible voters able to vote. Absentee ballots will be permitted. An abstention is counted as a negative vote. The ballots shall be collected by the Committee Chair and counted in the presence of the full Committee.
- g. The Committee Chair and the Recorder shall prepare a written report stating the results of the ballot and the reasons for approval or disapproval, and shall circulate this report to the other members of

the Committee. The report may include a minority opinion. The members of the Committee shall signify their approval by signing the report within the period of time specified by the Committee Chair. Any disagreements concerning the wording of the report shall be resolved by discussions with the committee members.

- h. The final version of the report and all pertinent documentation shall be submitted by the Committee Chair to the College Tenure and Promotions Committee no later than the end of the first week of the twelfth semester of the candidate's credited full-time service. The Department Chair shall also submit a written evaluation of the candidate for tenure to the College Tenure and Promotions Committee no later than the end of the first week of the twelfth semester of the candidate's credited full-time service.
- i. The candidate shall be informed by the Department Chair, in writing, of the Department Tenure Committee's and the Chair's evaluations. In the case that the candidate is not recommended for tenure, the candidate shall be informed in writing of the reasons for nonrecommendation of tenure.

CRITERIA

The criteria to be used for the granting of tenure shall be consistent with the rules of the College and University. Accordingly, the candidate for tenure must have demonstrated a *high quality* teaching, scholarship and service to the college, the University and the profession and must show promise of excellence in either teaching or scholarship. The guidelines to be used by the Department Tenure Committee in interpreting the above criteria are outlined below.

1. Teaching

High quality performance in the discharge of teaching duties is to be measured by the candidate's contributions to:

- classroom performance;
- undergraduate advising;
- undergraduate research;
- laboratory development and improvement;
- course development and initiation;

- incorporation of state-of-the-art technology in the curriculum;
- preparation and distribution of lecture notes;
- course and laboratory supervision.

Excellent performance would be indicated by substantial pedagogical contribution such as teaching techniques or textbooks which have attained national recognition. In addition to the items mentioned above, excellent performance in teaching is also measured by the candidate's contributions to:

- authorship of textbooks;
- authorship of articles in engineering education publications;
- invited lecturer on teachings;
- support received for Educational programs and/or laboratory development.

2. Research

High quality performance in scholarship would require the candidate to establish an independent research program. Evaluation of this attainment is based on sustained efforts in authorship in refereed journal articles, research textbooks, and monographs. External research support would be important. Additional research contributions to consider are:

- research papers presented at technical conferences;
- patents;
- invited lectures at technical conferences, other universities, and research laboratories;
- prizes and awards for research;
- service as a reviewer of books, journal articles, and external agency research proposals;
- citations to published research.

Excellent performance would require, in addition, that the candidate's research work show evidence of making an impact on a national level. External research support would be important.

3. Service to the University and Profession

High quality performance by a candidate for tenure requires the candidate to have served on several department, College, or University Committees. Service to the profession is encouraged.

The various areas of service are:

- participation in department, college or university committees;
- advising to student organizations and activities;
- development of interdisciplinary programs or centers;
- professional consulting;
- membership and officer in professional societies at the local and national levels;
- symposium and workshop or short-course organizations

It is understood that “promise of excellence” may be based on past performance that is indicative of future contributions.

Revised: 1/2/04/sjz

CIVIL & ENVIRONMENTAL ENGINEERING DEPARTMENT
PROCEDURES AND CRITERIA FOR TENURE

Approved December 1983
(Revised: October 21, 2004)

PROCEDURE

- a. The Tenure Committee shall be elected by all full-time faculty members in the Department. The Committee shall consist of only tenured faculty members and shall not include the Chair of the Department. If there are enough tenured faculty members (exclusive of the Department Chair), there shall be at least five members serving on the Tenure Committee.
- b. The Department Chair shall convene the Tenure Committee annually, not later than September 15 to begin the evaluation of all non-tenured faculty. If several individuals are to be considered for tenure, the Tenure Committee may form *ad hoc* Committees from among the tenured faculty members to consider individual candidates. *Ad hoc* Committees shall report to the elected Tenure Committee.
- c. The Committee shall elect a Chair and a Recorder. The Committee Chair shall notify non-tenured faculty of the tenure procedures.
- d. The faculty members being considered for tenure shall submit supporting documentation not later than October 15 to the Committee Chair, who shall supply copies to the other members of the Committee. The suggested documentation is listed in the College Rules and Regulations of the Faculty.
- e. The Tenure Committee will obtain written evaluations of a candidate's qualifications and accomplishments from external sources.
- f. Student input shall be formally sought.
- g. The Committee shall encourage all faculty colleagues to express opinions concerning the candidate's qualifications.
- h. The tenure Committee shall report in writing the results of its deliberations on each non-tenured faculty member to all the tenured faculty members in the department. All tenured faculty shall then vote by secret ballot whether or not to recommend continuation toward tenure.

In the sixth year, departmental recommendation for tenure shall require an affirmative vote by at least two-thirds of the eligible voters who are able to vote. Absentee ballots will be permitted. An abstention will count as a negative vote. The ballots

shall be collected by the Committee Chair and counted in the presence of the Tenure Committee.

- i. The Committee Chair and the Recorder shall prepare a written report for each non-tenured faculty member summarizing the results of their deliberations, including the vote, and shall circulate this report to the other members of the tenured faculty. Any disagreement concerning the wording of the report shall be resolved by discussions with the Committee Chair and the Recorder. The report may include a minority opinion.
- j. The final version of the report and all pertinent documentation shall be shown to the non-tenured faculty member summarizing the results of their deliberations, including the vote, and shall circulate this report to the other members of the tenured faculty. Any disagreement concerning the wording of the report shall be resolved by discussions with the Committee Chair and the Recorder. The report may include a minority opinion.
- k. After completion of the above proceedings, all documents provided to the members of the Department Tenure Committee shall be returned the Department archives, but shall be available for inspection by all tenured faculty on demand. Each candidate for tenure shall have access to his or her records.
- l. Non-tenured faculty shall be informed independently by Department Chair and by the Tenure Committee Chair, in writing prior to January 1, on annual evaluations and recommendations. In the case that a faculty member is not recommended for continuation or tenure, he or she shall be informed in writing of the reasons.

CRITERIA

The Criteria to be used for the granting of tenure shall be consistent with the rules of the College and the University. The candidate shall have made a significant contribution to the activities of the Department. Accordingly, the candidate for tenure should demonstrate a good performance in teaching, research, and service to the University and his profession. Promise for outstanding performance in either teaching or research is essential. The guidelines recommended to be used by the Department Tenure Committee in interpreting the above criteria are outlined below:

1. Teaching

Good performance in the discharge of teaching duties may be measured by the candidate's contributions to:

- Classroom Performance
- Laboratory Development and Improvement

- Course Initiation and Development
- Incorporation of State-of-the-Art Technology in the Curriculum
- Preparation and Distribution of Lecture Notes
- Courses and Laboratory Supervision
- Advising Students

Outstanding performance would be indicated by substantial pedagogical contributions such as teaching techniques or textbooks which have attained national recognition. In addition to the items mentioned above, outstanding performance in reaching may also be measured by the candidate's contribution to such activities as:

- Authorship of Textbooks
- Authorships of Articles in Engineering Education Publications
- Invited Lecturer on Teaching
- Support Received for Educational Programs and/or Laboratory Development

2. Research

Good performance in research would require the candidate to establish or contribute significantly toward a research program. Evaluation of this attainment is based on sustained efforts in authorship of peer-reviewed journal articles, development of a research program, reference books, and monographs. Additional research contributions that should be considered include:

- Technical Papers in Proceedings or Non-Refereed Journals
- Research Papers Presented at Technical Conferences
- Invited Lectures at Technical Conferences, Other Universities and Research Laboratories
- Research Reports
- Prizes and Awards for Research
- Citations to Published Research Patents

Outstanding performance would require, in addition, that the candidate's research work show evidence of making a significant impact in his or her field.

3. Service to the University and Profession

Good performance by a candidate for tenure requires the candidate to have served on Department, College, or University Committees. Service to the profession is encouraged. Various areas of service may include, but are not limited to the following:

- Participation in Department, College, or University Committees
- Advising to Student Organizations and Activities

- Development of Interdisciplinary Programs or Centers
- Professional Consulting
- Membership and Active Participation in Professional Societies (local and national levels)
- Symposium and Workshop or Short-Course Organization
- Reviewer of Books, Journal Articles, and External Agency Research Proposals

Procedures of the Electrical Engineering and Computer Science (EECS) Promotions, Reappointments, and Tenure (PRT) Committee

Membership

Department Chair (ex-officio, non-voting), Program Directors (ex-officio, non-voting), nine elected members of the faculty.

Period of Service

The PRT Committee is elected during the fall semester. Its one-year term starts in the beginning of the following spring semester.

Duties

Review the credentials of the faculty who are candidates for promotion, reappointment or tenure (from now on to be known as the “candidate”); make recommendations to the appropriate committees of the College of ECS.

PRT Subcommittees

For each faculty who is a candidate for promotion or tenure, a subcommittee shall be appointed by the PRT Committee in its first meeting of the calendar year (no subcommittee will be appointed for reappointment cases). This subcommittee shall include two elected members of the PRT Committee with program interests appropriate to the candidate. The duties of the subcommittee shall be to develop the candidate’s case and to present it to the PRT Committee.

Quorum

Six elected members of the committee shall constitute a quorum.

Officers

The Chairperson of EECS will call the first meeting of the elected PRT Committee no later than December 15 . In this meeting, the committee will elect a Chairperson and a

Secretary to serve for a period of one year starting with the following Spring semester.

Information on the Candidate

The candidate will provide the Chairperson of the PRT Committee with a Form A, a current curriculum vitae, copies of his/her representative publications, and the names of four persons, not affiliated with Syracuse University, who are in a position to evaluate the candidate's technical work. In order to assist those members of the Committee who are not familiar with the candidate's area of research, the candidate will also provide a brief commentary on the publications provided. The candidate will provide any available material relevant to the evaluation of his/her teaching, and any additional material requested by the PRT Committee. This information should be provided:

(i) For a candidate being considered for promotion:

no later than April 15th of the spring semester prior to the AY in which the College will consider their case;

(ii) For a candidate being considered for tenure:

no later than the first day of the eleventh semester of credited full-time service.

(iii) For a candidate being considered for reappointment:

(a) no later than the **first** day of the fifth semester of credited full-time service for candidates who joined the Department in the Fall semester.

(b) no later than the **last** day of the fifth semester of credited full-time service for candidates who joined the Department in the Spring semester.

The Committee Chairperson, in consultation with the other members of the Committee, will write a letter to each person whose name is provided by the candidate requesting an evaluation of the candidate's research work. This letter will also seek the referee's opinion on other matters relevant to the candidate's promotion, reappointment, or tenure.

In evaluation of promotion and tenure cases, the Committee will also independently solicit such information from other persons (external to Syracuse University) who are in a

position to evaluate the candidate.

Student input, taken from the course evaluations, will be used in evaluating the candidate's teaching. In evaluation of promotion and tenure cases, the Committee Chairperson will also invite the EECS faculty and students to give their opinions on the candidate's teaching, research, and professional activities.

Evaluation Criteria

In making a promotion or tenure recommendation, three types of contribution will be evaluated: the candidate's teaching, scholarship, and service to the professional community, with comparable emphasis given to teaching and scholarship.

Criteria for Promotion of a Candidate

1. To be promoted to Assistant Professor, a candidate should:
 - (a) normally have been awarded a doctorate or equivalent terminal degree, and
 - (b) show potential for high quality teaching, scholarship, and service to the University and the profession.
2. To be promoted to Associate Professor, a candidate:
 - (a) must have demonstrated high quality teaching, scholarship, and service to the University and the profession, and
 - (b) must have shown very high quality performance in either teaching or scholarship⁴
3. To be promoted to Professor, a candidate
 - (a) must have demonstrated very high quality teaching, scholarship and service to the University and the profession, and

⁴ It is the intent of the faculty that the qualifier on performance in teaching and scholarship be interpreted to mean demonstrated quality, as judged internally and externally (referees), based on performance at the time of review.

(b) must have demonstrated excellence in either teaching or scholarship⁵.

Criteria for Reappointment of a Candidate

To be reappointed, a faculty member should:

show potential for high quality teaching, scholarship, and service to the profession.

Criteria for Tenure of a Candidate

To be granted tenure, a faculty member:

- (a) must have demonstrated high quality teaching, scholarship, and service to the College, University and the profession, and
- (b) must have shown promise of excellence in either teaching or scholarship⁶.

Evidence of teaching performance may include classroom effectiveness, course initiation and development, laboratory development and improvement, and the authorship of textbooks and/or articles in engineering and/or computer science education publications, the award of external funding for the candidate's teaching program, the receipt of prizes and awards in teaching.

Scholarship is interpreted as the creation, clarification and creative application of knowledge. Evidence of scholarship may include the authorship of articles in refereed journals, research monographs, technical reports, published conference papers presented at technical meetings, the development of a productive research program, the award of external funding for the

⁵ The EECS faculty asserts that the terms 'high quality', 'very high quality' and 'excellence' represent a graded series of performance measures (excellence being the most demanding). This faculty recognizes that the objective measures of performance can vary between the fields/disciplines represented in the Department, given their different discipline related norms for scholarly communication and recognition. Therefore, the Department shall apply its criteria in an appropriate disciplinary context.

⁶ It is the sense of the faculty, that these criteria are to be interpreted as documentation of past performance as *predictive* of future contributions.

research program, the receipt of prizes and awards, and the attainment of a national and/or international professional reputation.

Service, while secondary, will be evaluated. Demonstration of performance in service will include professional activities that advance teaching, scholarship or other societal goals within or without the University.

Voting and Quorum

Prior to the ballot on the recommendation for granting or denying promotion, reappointment, or tenure, the Committee is encouraged to take straw ballots. At least eight voting members of the Committee must be present during the final ballot. Those voting by proxy will be counted as present.

A minimum of two-thirds positive votes of the voting members of the Committee will be required for a favorable recommendation.

The Recommendation

The Committee will inform each candidate of its recommendation, in writing, with the reasons for that recommendation. The Committee Chairperson is responsible for delivering this recommendation to the candidate at least two weeks prior to the deadline for submitting the report to the College Tenure and Promotions Committee.

In the event that the final decision by the PRT Committee concerning promotion, reappointment, or tenure is unfavorable,

- 1. The candidate for promotion** may request that the case be considered by the College Tenure and Promotions Committee.
- 2. The candidate for reappointment** may appeal within one week of the committee decision being conveyed to him/her.

3. The candidate for tenure may appeal within one week of the committee decision being conveyed to him/her.

The Appeal Process

The Appeal Committee (AC) for reappointment and tenure cases is the entire tenured faculty of the Department of EECS who are not on leave. The AC will meet twice. The Faculty Chair of the Department of EECS will chair these meetings as well as the AC. Half of the AC membership constitutes a quorum. In the first meeting, the candidate's advocate will present the candidate's case and a representative of the PRT committee will present the argument for the denial of the candidate's case. In the second meeting, the appeal will be discussed and voted on. The AC chair will report the outcome of the appeal process

(1) **In the case of tenure:** to the College Tenure and Promotions Committee;

(2) **In the case of reappointment:** to the Dean of the College;

both by the appropriate deadlines.

Candidate's Portfolio

For each candidate who is being considered for promotion or tenure, the Chairperson of EECS is responsible for submitting the documentation used in the evaluation of the candidate to the College Tenure and Promotions Committee by the deadline specified by this College Committee. Any documentation used in the evaluation must be included, but the portfolio must contain:

1. The written report of the PRT Committee with its recommendation.
2. The written report of the Chairperson of EECS with his/her own recommendation.
3. Form A and Form B.
4. Candidate's curriculum vitae.
5. Copies of representative publications and the candidate's brief commentary on them.
6. Students' course evaluations and students' comments received by the PRT Committee.

7. Copy of the letter used to request letters of reference.
8. Letters of reference received from Syracuse University faculty members.
9. Letters of reference received from persons external to Syracuse University. For each of these persons, a short biography will be provided.

Amendments to the Procedures

Amendments to these procedures will be adopted upon approval by a two-thirds majority at a meeting of the EECS faculty. The proposed amendments shall be circulated in writing at least two weeks prior to the meeting.

Suggested Timetable for EECS PRT Committee

<u>For Tenure</u> (for Candidates Joining in Fall Semester)	<u>Suggested Deadlines</u>
Meeting of the PRT Committee; Subcommittee(s) Elected	4th week of April (April 30)
Referees Names Decided	4th week of Aug. (Aug. 31)
Requests for Letters	1st week of Sept. (Sept. 7)
Reminders Sent to Referees	4 th week of Sept. (Sept. 30)
Deadline for Letters from Referees	2nd week of Oct. (Oct. 15)
All Material Ready	Last week of Oct. (Oct. 31)
Decision to Candidate	4th week of Nov. (Nov. 30)
Appeal Process Time	Dec. 1st to Dec. 15th
Decision Letter Due to College	By the end of the 1st week of the Spring Semester

Suggested Timetable for EECS PRT Committee

<u>For Tenure</u> (for Candidates Joining in Spring Semester)	<u>Suggested Deadlines</u>
Meeting of the PRT Committee; Subcommittee(s) Elected	2nd week of Jan. (Jan. 15)
Referees Names Decided	4th week of Jan. (Jan. 31)
Requests for Letters	1st week of Feb. (Feb. 7)
Reminders Sent to Referees	4 th week of February (Feb. 28)
Deadline for Letters from Referees	2nd week of March (March 15)
All Material Ready	Last week of March (March 31)
Decision to Candidate	4th week of April (April 30)
Appeal Process Time	May 1st to May 15th
Decision Letter Due to College	By the end of the 1st week of the Fall Semester

DEPARTMENT OF MECHANICAL, AEROSPACE & MANUFACTURING ENGINEERING

PROCEDURES AND CRITERIA FOR TENURE

Approved May 9, 1986
Revised February 13, 1987
Revised September 25, 1987

GENERAL

The Tenure and Reappointments Committee of the Department of Mechanical, Aerospace and Manufacturing Engineering will comprise all the tenured Faculty⁷ members of the Department, excluding the Chairperson of the Department. Three person Sub-committees will be appointed from the whole Committee to perform an in-depth review of each tenure-track, non-tenured Faculty member.

Each Sub-Committee will review the documents of a non-tenured Faculty member. The Sub-committees may request additional information from the Faculty members, and they may seek information from any source they choose.

The Chairperson will call a meeting of the Committee in late October⁸ or early November. At that meeting, the Committee will review the findings of the Sub-committees, and they will make recommendations relative to a written draft report to be prepared by the Sub-committees.

Each Sub-committee will write a draft report under the guidelines suggested by the Committee. They will submit those reports to the Chairperson by mid-November, as specified by the Chairperson. The Chairperson will then edit those reports for consistency. The Chairperson will circulate the edited draft reports to the Committee by approximately the end of November. All tenured Faculty members will then vote by secret ballot to accept or reject each individual report as presented or amended. In the event of substantial irreconcilable disagreement, minority reports will be permitted. (Provisions may be made for tenured Faculty members on leave or otherwise prevented from attending the final meeting of the Committee to vote or express their views.)

The final report (and minority reports if any) on each non-tenured Faculty member will then be presented in writing to that individual, to the Chairperson of the Department, and to the College Tenure and Promotions Committee. The results of the vote will be reported.

A permanent file of each year's tenure reports shall be kept under the control of the Department Chairperson. The file shall be confidential to all but those members of the current Tenure and Reappointments Committee.

⁷ In this document, the term Faculty member includes all full-time instructors, assistant professors, associate professors, and professors in the Department, whether tenured or not.

⁸ Dates mentioned in this document may be altered by the Committee, with the consent of the Department Chairperson, to provide a more appropriate schedule for the evaluation of non-tenured Faculty whose appointment anniversary dates do not fall in September.

PROCEDURE

In the Spring semester of each academic year, a Tenure and Reappointments Committee Chairperson shall be elected from among the tenured Faculty by a secret ballot of all full-time instructors, assistant professors, associate professors, and full professors in the department. The Chairperson, thus elected each Spring, will serve during the following Fall and Spring Semesters.

As soon after the beginning of the Fall Semester as is practicable, the Tenure and Reappointments Chairperson will convene a special meeting of the Committee at which the tenure review procedure for the academic year will be initiated. At this meeting, any special procedures or special factors can be considered and resolved. At this meeting, three person Sub-committees will be appointed by the Committee Chairperson for review of each non-tenured Faculty member. Each non-tenured Faculty will be told the persons on his or her Sub-committee.

The Chairperson of the Department will present a written list of tenured and non-tenured Faculty members to the Tenure Committee Chairperson. The list will include a separate designation of all tenured Faculty members on sabbatical or other leave, if any of those Faculty members on sabbatical or other leave will not be able to vote on the final reports.

At the direction of the Tenure Committee Chairperson a letter will be sent to each non-tenured Faculty member advising him or her of the pending tenure review, and inviting written responses from him or her. Such written responses should include (but need not be limited to):

- An up-to-date Curriculum Vitae,
- Copies of papers not already in the tenure file,
- Summaries of student reviews of the non-tenured Faculty members' courses
- Any other material the non-tenured Faculty member deems helpful in the evaluation.

The candidate may also elect to meet with the entire Committee or an appropriate subset thereof for the purpose of submitting information.

If the Committee, Sub-committees or Tenure Committee Chairperson deem it useful or necessary, written evaluations of a candidate's qualifications and accomplishments may be sought from external sources.

Student input will be sought. Depending of the year of tenure evaluation (first through sixth), the extent of student input may vary at the discretion of the Tenure Committee, Sub-committee or Chairperson.

The Committee shall encourage all Faculty colleagues to express opinions concerning the candidate's qualifications.

The Tenure Committee Chairperson shall convene special meetings of the Committee or Sub-committees as he or she deems necessary to discuss the progress of tenure review.

Each Sub-committee will review the documents of a non-tenured Faculty member. The Sub-committees may request additional information from the Faculty members, and they may seek information from any source they choose.

The Chairman will call a meeting of the Committee in late October or early November. At that meeting, the Committee will review the findings of the Sub-committees, and they will make recommendations relative to written draft reports to be prepared by the Sub-committee.

Each Sub-committee will write a draft report under the guidelines suggested by the Committee. They will submit those draft reports to the Chairperson by mid-November, as specified by the Chairperson. The Chairperson will then edit those reports for consistency. The Chairperson will circulate the edited draft reports to the Committee by approximately the end of November.

Near the end of November, the Tenure Committee Chairperson shall convene a special meeting of the tenured Faculty for the discussion of the edited non-tenured Faculty performance reports. Each report must be approved by written secret ballot, by a vote of and considered by the Committee at the September meeting. In the even a report is approved, signed minority reports will be permitted. Reports on non-tenured Faculty in their sixth effective year must be approved by two-thirds of those eligible to vote. Other reports must be approved by a simple majority of those eligible to vote. Failing the passage of a report, the Chairperson shall report such a failure to the College Tenure and Promotions Committee. The written report, or notice to the College of failure to produce a report, shall (with minority reports, if any) be submitted to the individual non-tenured Faculty. A copy of each such report shall be placed in the confidential Tenure Report File, so that future Tenure Committees will have ready access to such reports.

The Chairperson shall report to the College Committee:

- The number eligible to vote
- The numerical tally
- The percentage tally

For non-tenured Faculty in their sixth effective year there shall also be a vote, by secret ballot, explicitly on the granting or denial of tenure. A recommendation for the granting of tenure will require a favorable vote by two-thirds of those eligible to vote. The Chairperson of the Committee shall report the outcome of the vote to the individual, to the Chairperson of the Department, and to the College Tenure and Promotions Committee. The report on the outcome of the vote shall include the number eligible to vote, the numerical tally, and the percentage tally.

CRITERIA

The criteria to be used for granting of tenure shall be consistent with the Rules of the College and the University. The candidate shall have demonstrated sufficient value in the Department.

Accordingly, the candidate for tenure should demonstrate a *very good* performance in teaching, research, and service to the University and his/her profession. Promise of excellence in either teaching or research is also essential. The guidelines recommended to be used by the Department Tenure Committee in interpreting the above criteria are outlined below:

1. Teaching

Very good performance in the discharge of teaching duties may be measure by the candidate's contribution to:

- Classroom Performance
- Laboratory Development and Improvement
- Incorporation of State-of-the-Art Technology in the Curriculum
- Preparation and Distribution of Lecture Notes
- Course and Laboratory Supervision
- Advising Students

Student evaluations are useful in providing *very good* performance. Promise of excellence would be indicated by substantial pedagogical contributions such as teaching techniques or textbooks which have attained national recognition. In addition to the items mentioned above, promise of excellence in teaching may also be measured by the candidate's contributions to such activities as:

- Authorship of Articles in Engineering Education Publications
- Invited Lecturer on Teaching
- Support received for Educational Programs and/or Laboratory Development

2. Research

Very good performance in research would require the candidate to establish or contribute significantly toward a research program. Evaluation of this attainment is based on sustained efforts in authorship of referred journal articles, research reports, reference books, and monographs. Additional research contributions are listed below:

- Research Papers Presented at Technical Conferences
- Patents
- Invited Lectures at Technical Conferences, Other Universities, and Research Laboratories
- Prizes and Awards for Research
- Citations of Published Research

Promise of excellence would require, in addition, that the candidate's research work show evidence of making a significant impact in his or her field. External research support could be important.

3. Service to the University and Profession

Good performance by a candidate for tenure requires the candidate to have served on Department, College, or University Committees. Service to the profession is encouraged. The various areas of service are listed below:

- Participation in Department, College, or University Committees
- Advising Student Organizations and Activities
- Development of Interdisciplinary Programs or Centers
- Professional Consulting
- Membership and Active Participation in Professional Societies (Local and National Levels)
- Symposium and Workshop or short-Course Organization
- Reviewer of Books, Journal Articles, and External Agency Research Proposals

ECS FACULTY GUIDELINES
ON
APPOINTMENTS AND REAPPOINTMENTS OF ACADEMIC PROFESSIONALS

SECTION A- Categories of Academic Professionals

The College includes academic professionals in various categories, such as adjunct faculty members, who do not participate in the governance structure of the College. The several categories of academic professionals are described next.

Faculty Member

A Faculty member is one who has a full-time appointment, who is expected to engage in instruction, research, and institutional and professional service and who holds tenure or is in a probationary period prior to the award of tenure. A Faculty member who has not yet attained tenure is sometimes labeled a probationary or tenure-track Faculty member.

Research Professional

A research professional is one who is expected to engage in research and who cannot attain tenure. (Under University policy, instructional professionals may not hold full-time appointments).

Instructional Professional

An instructional professional is one who is expected to engage in instruction and who cannot attain tenure. (Under University policy, instructional professionals may not hold full-time appointments.)

Visiting Faculty Member

A visiting (or temporary) faculty member is one who is appointed for a fixed period of time shorter than probationary period needed to attain tenure as a Faculty member.

Adjunct Faculty Member

An adjunct faculty member is one who holds a professional position outside the College and University, who has a (courtesy) appointment without duties or compensation, and who may be requested to perform a specific task for compensation as the need arises. Adjunct faculty members cannot attain tenure.

Affiliate Faculty Member

An affiliate faculty member is one who holds a (regular) faculty position outside the College, but

in the University, who has a (courtesy) appointment without duties or compensation, and who may be requested to perform a specific task with or without compensation as the need arises.

Emeritus Faculty Member

An emeritus faculty member is one who held a Faculty position prior to retirement.

SECTION B- Ranks of Academic Professionals

The several faculty ranks for each category of faculty member are displayed in the following table:

Faculty Member	Research Professional	Instructional Professional	Visiting Faculty Member	Adjunct Faculty Member	Affiliate Faculty Member	Emeritus Faculty Member
L	Ra	Ta	VL	adj L	aff L	EL
I	RA	TA	VI	adj I	aff I	EI
aP	ARF	ATF	AVS, VaP	adj aP	aff aP	EaP
AP	RF	TF	VS, VAP	adj AP	aff AP	EAP
P	SRF	STF	SVS, VP	adj P	aff P	EP

LEGEND: a= assistant, A= associate, F= fellow, L= lecturer, I= instructor, aP= assistant professor, AP= associate professor, P= professor, S= scholar or senior, R= research, T= teaching, V= visiting, adj= adjunct, aff= affiliate, E= emeritus

SECTION C- Appointment Procedures

An appointment as an academic professional must be preceded by a search, which conforms to the affirmative action procedures of the University. The provisions of an appointment, as they pertain to rank and tenure, must be approved by the search committee. Any appointment at the rank of professor must be approved by the Promotions Committee of the academic unit. Any appointment with tenure must be approved by the Tenure Committee unit.

SECTION D- Appointment Conditions

Each appointment shall be established through a letter contract issued by the Dean, or delegate with the concurrence, as required, of the Vice Chancellor for Academic Affairs. The appointment letter shall specify the position in accordance with the definitions given in Section A and shall conform to the rules and regulations of the University as set for the in the latest edition of the *Faculty Manual*.

Faculty Position

An appointment without tenure is to be for a specified period of time and renewable. The period of time must not extend beyond the twelfth semester of credited time in service toward tenure. In

addition to the critical items in service toward promotion and time in service toward tenure, the appointment letter shall specify the support, if any, to be provided for research initiation.

Research Professional Position

The appointment shall be for a specified period of time that does not extend beyond that for which funds to cover salary (and fringe benefits) are available. The appointment can be offered as conditionally renewable. Among the conditions, the following two must be included: (1) satisfactory performance and (2) availability of funds for further research. In addition, the appointment letter shall make it clear that any salary adjustments are continued by the level of funding available and may not conform to normal salary increments for Faculty positions.

Instructional Professional Position

The appointment shall be for a specified period of time that does not extend beyond that needed to complete the specific instructional task justifying the appointment. The appointment can be offered as conditionally renewable. Among the conditions, the following two must be included: (1) satisfactory performance and (2) existence of a specific instructional task.

Visiting Faculty Position

The appointment shall be for a specified period of time that does not extend beyond that needed to complete the specific instructional and/or research task justifying the appointment. The appointment can be offered as conditionally renewable. Among the conditions, the following two must be included: (1) satisfactory performance and (2) existence of a specific instructional and/or research task.

Adjunct Faculty Position

The appointment shall be for a specified period of time that does not extend beyond the interval between the conclusion of searches for adjunct faculty within the discipline in which the appointment is being made. (The interval is usually four years.) The appointment can be offered as conditionally renewable, the principal condition being the recommendation of the subsequent search committee. The appointment as an adjunct faculty member carries with it no specific assignment or remuneration. When a need exists, adjunct faculty members are offered a specific task and remuneration by an academic unit chair/director or institute director.

Affiliate Faculty Position

The appointment shall be for a period of time which does not extend beyond that of the individual's primary appointment as a faculty member elsewhere in the University. The appointment as an affiliate faculty member carries with it no specific assignment of remuneration. When a need exists, affiliate faculty members are offered a specific task and possible remuneration by an academic unit chair/director or institute director.

Emeritus Faculty Position

An individual cannot be appointed to emeritus faculty member. The title is earned by regular faculty members who have retired from full-time (occasionally, part-time) service. (An emeritus faculty member may hold an appointment as an adjunct faculty member.)

SECTION E- Non renewal Procedures

The Dean will notify a Faculty member with a renewable letter contract of the University's intention to terminate the agreement not later than (1) three months prior to its expiration if the faculty member is in his or her first or second semester of service at the University, (2) six months prior to its expiration if the faculty member is in his or her third or fourth semester of service at the University, and (3) twelve months prior to its expiration if the faculty has more than four semesters of service at the University. If such notice to terminate is not given, it is assumed that the Faculty member will be reappointed for at least two additional semesters of service.

SECTION F- Reappointment Procedures

The reappointment of a Faculty member requires the recommendation of an academic unit or institute faculty. All recommendations must be justified on the basis of the evaluations conducted in accordance with the procedures set forth in the Engineering and Computer Science Faculty Guidelines on Faculty Evaluations. Any reappointments must be at the rank previously held unless a promotion or advancement to a higher rank member may be (1) without tenure, (2) equal to twelve semesters or (3) more than twelve semesters. In the case of "for continuation to tenure" or "with tenure," all procedures on the granting of the tenure must have been satisfied at the end of the previous appointment period. (The Dean will normally inform a Faculty member of the conditions of a renewed appointment at least thirty days prior to expiration.)

The reappointment of an academic professional other than a Faculty member requires the recommendation of an academic unit or institute faculty. Any reappointments must be at the rank previously held unless a promotion or advancement to a higher rank was approved at the end of the previous appointment period.

SECTION G- Reappointment Conditions

The conditions for reappointment of an academic professional are the same as those set forth for appointment of an academic professional. (The terms of reappointment as pertain to rank and tenure are specified in Section E.)

ECS FACULTY GUIDELINES
ON
FACULTY EVALUATIONS

SECTION A- Notice of Evaluation

Prior to each semester, the Dean shall notify those Faculty members who have completed two, four, six, or either, semesters of credited service towards tenure that a review of their progress towards tenure will be conducted during the next semester of credited service. A copy of that notice is to be provided to the individual's academic unit chair/director.

SECTION B- Academic Unit Evaluations

Each academic unit shall review those Faculty members subject to review as specified in Section A. The review shall be guided by the standard form *Annual Report and Recommendations on Non-Tenured Faculty* (included in section E2 of these guidelines) prepared by the Faculty member's academic unit chair/director and incorporating (1) the written report by the unit committee charged to review the quality of the Faculty member's performance, (2) the chair's/director's evaluation of the quality of the Faculty member's performance, (3) a recommendation on the continuation of the Faculty member, (4) the Dean's evaluation of the case.

Each review Faculty member shall be given a copy of the report after signing and dating the form as evidence of having seen and discussed the report. The report to the Faculty member should include appraisals and recommendations concerning performance in teaching, scholarship, and service. The Faculty member may supplement the review at this stage with a written statement on the review procedure and on the substantive material considered.

The completed review is to be returned to the Dean within the first month of the semester after that in which the review is completed.

SECTION C- College Evaluations

Upon request of the affected faculty member, the Tenure and Promotions Committee of the College shall consider a recommendation to terminate a faculty member (1) by unit, with or without the concurrence of the Dean, or (2) by the Dean. The Tenure and Promotions Committee also has the prerogative to review any and all cases. The review in the unit and by the Dean is deemed complete if the Tenure and Promotions Committee decides not to consider the case.

The Tenure and Promotions Committee may elect to return a review to the unit or the Dean for further consideration. Any review returned for further consideration must be accompanied by (1) a written description of the procedural error(s) and (2) a request to reconsider the case. The Faculty member will be informed of a reconsideration action so as to have the opportunity to provide additional information appropriate to the review. If a review is not returned it is deemed procedurally acceptable

and augmented by a report of the Tenure and Promotions Committee on its assessment of the procedural correctness of the review. The Tenure and Promotions Committee may also add its assessment of the administrative issues. The augmented review is deemed to be the complete review. The Faculty member shall be informed in writing of any appraisal and action of the Tenure and Reappointments Committee in connection with the review.

The Faculty member may supplement the review at this stage with a written statement on the review procedure and on the substantive material considered.

The complete review is forwarded by the Dean to the Vice Chancellor for Academic Affairs not later than the reporting date set by his or her office.

SECTION D- Recommended Appeal

A Faculty member may appeal a recommendation to the Faculty Council of the College. When the Faculty Council sits as an appeal board it will appoint up to one graduate and one undergraduate student to the appeal board if so requested by the Faculty member. The results of the appeal will be conveyed in writing to the Faculty member, to his or her unit chair/director, and, through the Dean, to the Vice Chancellor for Academic Affairs. The Faculty member may supplement the report on the results of the appeal before it is submitted to the Vice Chancellor.

SECTION E- Evaluation Procedures

Each academic unit shall prepare in writing a set of review procedures (included in sections E3 to E9 of these guidelines), which are consistent with the rules of the College and University. These procedures shall be reviewed each spring by the Tenure and Promotions Committee of the College. The results of the review shall be communicated to the units.

Decisions by the Tenure and Promotions Committee to request a reevaluation of a case by an academic unit or by the Dean shall require a majority vote of the Committee.

SECTION F- Evaluation Materials

Faculty members should provide their chair/director with information, in addition to their previous annual *curriculum vitae* update, which will assist the chair/director and the committee conducting the unit's review with a substantive basis for the review. Information appropriate to the evaluation of a Faculty member includes, but is not limited to, course evaluations by students, descriptions of special instructional accomplishments, reprints of published research, a list of research proposals and awards, lists of thesis and dissertation students together with the titles of their works and degree completion dates, a record of professional activities, and a statement of professional goals and objectives. Recommendations from other faculty members, junior as well as senior, and from other sources inside and outside Syracuse University are also appropriate, but not required.

ECS FACULTY GUIDELINES
ON
ADMINISTRATIVE APPOINTMENTS AND REAPPOINTMENTS

SECTION A- Dean, Associate Dean, Assistant Dean

**Dean
Statement of Qualifications**

When the Dean is to be selected, a list of professional and personal qualifications for the position shall be drawn up by the Faculty Council by whatever procedure is deemed most appropriate. The administration of the University and the Faculty, staff, and student body of the College shall be consulted when the list of qualifications is prepared.

Search Committee Selection

An *ad hoc* search committee shall be established by the Vice Chancellor for Academic Affairs. A majority of the members shall be elected from and by the Faculty members of the College. The Vice Chancellor may appoint a minority of the members. In addition to Faculty members, the committee may include students from the College and qualified individuals from outside the College and University.

Nomination of Candidates

The search committee shall advertise the position in accordance with affirmative action guidelines. It will accept applications and it will specifically seek and accept nominations from Faculty members, and students in the College.

Selection of Acceptable Candidates

The search committee will evaluate the candidates after a thorough review of their qualifications and report its findings to the Faculty. After obtaining input from the Faculty, Staff and Students, through appropriate mechanisms the search committee will present a list of acceptable candidates to the Vice Chancellor.

Contingency Procedure

In the event that there is no candidate who is acceptable to the Faculty and to the Vice Chancellor and who accepts the position, then (1) an interim Dean is to be recommended by the Faculty by a vote among its members and (2) the search committee (or a newly constituted search committee) is to continue the search with the position to be filled at the earliest possible time.

Term of Appointment

The term of appointment of the Dean is normally for a period not to exceed five years. The appointment may be renewed by the Vice Chancellor following an evaluation by and poll of the Faculty on the performance of the Dean as described below. By agreement between the Vice Chancellor and a majority of the Faculty members, the appointment may be extended for a period of up to two years without the evaluation.

The Dean is a Faculty member enjoying all the privileges attendant to that position except those excluded in these Rules and Regulations of the Faculty. In particular, during the term of appointment, he or she shall continue to accumulate time in service towards promotion and tenure.

Evaluation of the Dean

By the beginning of every fifth year and not less than a year before the end of the Dean's term of appointment, the Faculty of the College shall establish an *ad hoc* evaluation committee of the Faculty, as described below, to evaluate the administrative performance of the Dean. The committee shall be directed to report to the Faculty the results of its evaluation within six months. The committee shall then poll the Faculty members by ballot on the questions: (1) Has the performance of the Dean been satisfactory? (2) Should the appointment of the Dean be renewed or continued?

The reappointment of the Dean shall be as for the original appointment. A pending vacancy because of a determination not to reappoint the Dean shall be cause to initiate a search as described above.

Composition and Selection of the Evaluation Committee

The evaluation committee shall consist of one tenured faculty member from each academic unit, elected by ballot. The Faculty Council will nominate at least two candidates from each academic unit and present the slate to the Faculty at a Faculty meeting, at which time additional nominations can be made.

Associate Dean and Assistant Dean Statement of Qualifications

When an Associate Dean or an Assistant Dean is to be selected, a list of professional and personal qualifications for the position shall be drawn up by the Dean.

Search Committee Selection

An *ad hoc* search committee shall be appointed by the Dean in consultation with the Faculty Council. A majority of committee members shall be Faculty members. In addition to Faculty members,

the committee may include students and staff from the College and qualified individuals from outside the College and University.

Nomination of Candidates

The search committee shall advertise the position in accordance with affirmative action guidelines. It will accept applications and it will specifically seek and accept nominations from Faculty members, staff members, and students in the College.

Selection of Acceptable Candidates

An ordered list of acceptable candidates shall be presented to the Dean for selection of the Associate Dean or Assistant Dean.

Contingency Procedure

In the event that there is no candidate who is acceptable to the Dean and accepts the position, then the search committee (or a newly constituted search committee) is to continue the search with the position to be filled at the earliest possible time. The position may be filled on an interim basis while the search is continued.

Term of Appointment

The term of appointment of an Associate Dean or Assistant Dean is normally for a period not to exceed five years. The appointment may be renewed.

An Associate Dean or an Assistant Dean who holds a Faculty appointment shall continue to enjoy all the privileges attendant to that position. In particular, he or she, during the term of appointment, shall continue to accumulate time in service towards the promotion and tenure.

SECTION B- Chair or Director of an academic unit Statement of Qualifications

When a chair or director of an academic unit is to be selected, a list of professional and personal qualifications for the position shall be drawn up by the faculty of the unit, by whatever procedure they deem most appropriate. The administration of the College and the staff and student body of the unit shall be consulted when the list of qualifications is prepared.

Search Committee Selection

An *ad hoc* search committee shall be established by the Dean. A majority of the members shall be elected by the Faculty members of the unit. In addition to faculty members from the unit, the committee may include students from the unit and qualified individuals from outside the unit, College and University. The Dean may appoint a minority of the members.

Nomination of Candidates

The search committee shall report a list of qualified candidates to the Faculty of the unit and prepare a two-part ballot. Part 1 will call for a vote of “acceptable” or “not acceptable” on each candidate. Part 2 will ask the Faculty to rank order the candidates. The list of candidates acceptable to a majority of the faculty, with the results of the ballot, will be presented to the dean for selection of the chair/director. The Dean shall consider the views of the students and staff of the unit when making the final selection.

Contingency Procedure

In the event that there is no candidate who is acceptable to the Faculty of the unit and to the Dean, then (1) an interim chair/director is to be recommended by the Faculty of the unit by a vote among its members and (2) the search committee (or a newly constituted search committee) is to continue the search with the position to be filled at the earliest possible time.

Term of Appointment

The term of appointment of a chair or director is normally for a period not to exceed five years. The appointment may be renewed by the Dean following an evaluation by and poll of Faculty members of the unit on the performance of the chair/director as described below. By agreement between the Dean and a majority of the Faculty members of the unit, the appointment may be extended for a period of up to two years without the evaluation.

A chair/director is considered to be a Faculty member, enjoying all the privileges attendant to that position except those excluded in these Rules and Regulations of the Faculty. In particular, he or she, during the term of appointment, shall continue to accumulate time in service towards promotion and tenure.

Evaluation of a Chair or Director

By the beginning of every fifth year and not less than a year before the end of a chair's or director's term of appointment, the Dean shall direct that a committee of the Faculty of the unit be constituted to evaluate the administrative performance of the results of its evaluation within six months. The committee shall then poll the Faculty members of the unit by ballot on the questions: (1) has the

performance of the chair/director been satisfactory? (2) Should the appointment of the chair/director be renewed or continued (for a designated period of time)?

The Dean will renew an appointment only upon a majority recommendation of the Faculty of the unit, but need not accept such a majority recommendation. The Dean shall take into account the views of the undergraduate and graduate students and of the procedures as for the original appointment. A pending vacancy because of a determination not to reappoint a chair/director shall be cause to initiate a search as described above.

Evaluation Committee Composition

The evaluation committee shall consist of at least three tenured Faculty members of the unit, elected by the Faculty members of the unit, through a ballot.

SECTION C- Institute Director and Associate Director

The selection and appointment of a director of an institute shall be accomplished just as that of a chair/director of an academic unit, as described in Section B.

Section D- Program Director

Each program area shall have a designated director. In an academic unit or institute with only one program area, the chair/director is assumed to be the program director for only one program area. Any other program area shall be under a director appointed by the Dean with the concurrence of the chair/director, and other concerned administrators. The consent of the Faculty members and the views of the students in the program area shall be sought before selecting a program director. If the unit (or program) has a procedure for selection of a program director, then the person appointed by the Dean shall be one of the candidates chosen in accordance with that procedure.

The term of the appointment shall be for a period of time not extending beyond that of the chair/director.

ECS FACULTY GUIDELINES
ON
CREATING, MODIFYING, SUSPENDING OR TERMINATING
PROGRAMS

These guidelines on a proposal to create, modify, suspend or terminate an undergraduate or graduate program are intended to guarantee that academic issues have been given proper attention before a commitment to the action.

A proposal may originate with a program faculty, as in the case of modifying a program, or with an interim program faculty, as in the case of creating a program in a new program area. A proposal may originate elsewhere, such as in the Faculty Council or the Dean's Office. In the case of creating or modifying a program, the proposal should be forwarded to the (interim) program faculty for review and comment. The (interim) program faculty might choose to become a cosponsor or to assume sole sponsorship of the proposal. In the case of suspending or terminating a program, the Faculty Council shall conduct the review. In all cases the review process should include:

- Consulting with all other program faculties having programs which might be affected by the action. Documentation of the consultations should disclose the impact of the action on the other programs.
- In the case of creating or modifying a program, securing commitments to the resources needed for the program or for the modification(s) to the program. The commitments may be "hard," such as allocating and funding a regular faculty position, or "soft" such as assuring the help of the institution in raising funds for laboratory equipment.
- In the case of modifying a program, getting assurances that students enrolled in the program will be able to continue under the curriculum at the time of their matriculation. (A program faculty might choose to offer a migration path to the modified curriculum, but may not require that students follow that path).
- In the case of suspending or terminating a program, securing a commitment to provide for those students still in the program, planning alternative opportunities for the Faculty members associated with the program, and assessing the impact on alumni from the program.

Upon completion of the review, a recommendation of approval or disapproval of the proposal, with supporting documents, shall be forwarded to the Committee on Academic Affairs.

The committee shall (1) review the proposal and related documents and (2) make a recommendation on approval or disapproval of the proposal to the Faculty of the academic and fiscal vitality that the action associated with adoption of the proposal is likely to have. The committee must give evidence that all who would be affected, directly and indirectly, by the action were consulted. The committee must also affirm the adequacy of the steps involved in the action.

The judgment of the Faculty on the proposal shall be conveyed, as appropriate, to the administration of the College, the Board of Graduate Studies, the University Senate, and the administration of the University.

Any action taken to create, modify, suspend, or terminate a program shall be monitored for the Faculty Council. The Faculty Council may delegate this responsibility.

APPENDIX

SYRACUSE UNIVERSITY SENATE

FORM A

SUMMARY OF PROFESSIONAL ACTIVITIES

Form A can be found at the following links:

<http://provost.syr.edu/faculty/faculty.asp>

<http://provost.syr.edu/faculty/senateaform.doc>

SYRACUSE UNIVERSITY SENATE

FORM B

**EVALUATION OF CANDIDATE'S
PROFESSIONAL ACTIVITIES**

Senate Form B

To be completed by department
chairman or appropriate
administrative officer.

(Name of chairperson/officer)

(Title)

(Signature)

SYRACUSE UNIVERSITY
SENATE COMMITTEE ON APPOINTMENT AND PROMOTIONS
EVALUATION OF CANDIDATE'S PROFESSIONAL ACTIVITIES

Name of Candidate _____ Date _____

Rank _____ Years completed in rank (not including this year) _____

College _____ Department _____

Recommended rank _____

	<u>Votes</u>		
	For	Against	Date
Department	_____	_____	_____
College Committee	_____	_____	_____
Final Action	_____	_____	_____

Previous Action, if any (give dates and levels):

Please attach an evaluation of evidence offered by the candidate in his/her Summary of Professional Activities (Form A). Please refer to pages 8 and 9 Faculty Manual, 18th Edition, January 1995.

**SYRACUSE UNIVERSITY OFFICE OF
ACADEMIC AFFAIRS**

FORM C

**ANNUAL REPORT AND
RECOMMENDATIONS ON NON-
TENURED FACULTY**

Form C can be found at the following link:

<http://provost.syr.edu/faculty/rrform.doc>