

# **Promotion and Tenure**

## **Department of Materials Science and Engineering**

### **Criteria**

Working within the framework established by University regulations (AC-23) and the College of Earth and Mineral Sciences (as detailed in the statement of Criteria to be used for Promotion and Tenure), the Faculty Promotion and Tenure Review Committee in the Department of Materials Science and Engineering will base its recommendations on the scholarly achievements of the faculty members, including research, teaching, and other scholarly services to the academic community and society taking both the quality and quantity of scholarly production into account. The critical measure in the evaluation will be the individual's impact on science and/or industry and higher education, that is, the impact on students, colleagues, departmental programs, and fields of specialization. The aim is to promote and reward those who excel in their academic work and who by their dedication and performance serve to uphold or enhance our reputation as a distinguished Department of Materials Science and Engineering.

The Committee's recommendations will be based on merit, not seniority, although it must be recognized that protracted diligence is required to establish a reputation meeting the criteria set forth above.

Persons appointed to or advanced to the rank of assistant professor will have a doctorate degree. Demonstrated ability in teaching and research is mandatory and demonstrated potential for continuing growth is desirable.

Those recommended for the rank of associate professor must have demonstrated all of the qualifications for assistant professor. In addition, the individual must have demonstrated, through scholarly achievements and evaluations by both students and peers, the potential to become an outstanding scholar of national repute and an accomplished, inspiring teacher.

For promotion to the rank of professor, it is necessary that the person be an established, nationally and internationally recognized scholar and a superior teacher. Truly outstanding performance in one area may be considered to compensate to some degree for less than superior performance in the other. Demonstrated ability to direct others in research and participation in university-wide decision-making or formulation of national science policy are desirable.

Recommendations regarding tenure will be based on the merits of individuals, their academic achievements, and their potential for contributing to the success of their department and the College.

Each year it is the responsibility of the Departmental Committee to make a preliminary evaluation of each faculty member eligible for promotion. This Committee is also responsible for evaluating a faculty member's progress toward tenure. Faculty members

who are assistant professors will normally be reviewed during the second, fourth, and sixth years of service (see AC-23 for further details). To provide feedback regarding progress to promotion, faculty members will be reviewed during the third year as associate professor. Associate professors will typically be reviewed for promotion in the fifth year. In addition, any faculty member can request and receive an oral appraisal from his or her Department Head or Chair of the Promotion and Tenure Review Committee as to the probability of promotion.

Letters of evaluation from outside reviewers shall be obtained by the Dean and be submitted with recommendations for tenure or promotion to associate professor or professor.

Each candidate for promotion and/or tenure is required to give a Departmental seminar in the Fall semester during which the candidate's case will be evaluated and voted upon by the Committee. The Committee Chair will prepare a summary document on each person who has been considered for promotion and/or tenure indicating the overall vote of the committee and supplying a brief statement as to why that person is or is not being recommended. Copies of these statements and pertinent written material will be sent to the Dean of the College of Earth and Mineral Sciences.

As required by AC-23, the Dean will inform the faculty member whether or not his or her dossier has been forwarded to the University Promotion and Tenure Committee. As required by AC-23 and the Administrative Guidelines for AC-23, written notification of positive promotion and tenure decisions will be made by the President via the Dean of the College of Earth and Mineral Sciences. Written notification of negative tenure decisions will be made by the Dean of the College of Earth and Mineral Sciences. The Committee Chair will prepare a summary document on each person who has been considered for promotion and/or tenure indicating the overall vote of the committee and supplying a brief statement as to why that person is or is not being recommended. Copies of these statements and pertinent written material will be sent to the Dean of the College of Earth and Mineral Sciences.

(Prepared by Promotion and Tenure Committee, Fall 1975  
Approved by Faculty Steering Committee, Fall 1976  
Revised and approved by the Faculty, Fall 1996  
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