

CULLEN COLLEGE OF ENGINEERING

PROMOTION AND TENURE AND MANDATORY RETENTION REVIEW PROCEDURES

The College follows the general *University of Houston Promotion and Tenure Guidelines* distributed annually by the Provost. In addition, the following procedural guidelines are utilized.

Tenured and Tenure-Track Faculty

Promotion and Tenure Review

1. The tenured full professors in the College comprise the Committee of Full Professors (COFP). They elect a committee chair each year, normally in the Spring. The COFP committee chair serves as Chair of the College P&T Committee for the following year.
2. In the Spring of each year, the department chairs recommend to the dean, on behalf of their departments, certain members of their faculty for tenure, promotion, or promotion and tenure action.
3. The department chair, in consultation with the faculty candidate, assembles a list of "arm's length" names of external reviewers. The candidate may recommend no more than 50% of the names. The list varies in length from a minimum of eight names to over twenty. The department chair submits the list to the dean for review and approval. The dean may (a) approve the list as submitted; (b) strike names from the list; (c) add names to the list. The Dean may meet with the department chair, as necessary, to finalize the list.
4. The candidate is permitted to strike two names from the final list of external reviewers.
5. The department chair, as the dean's designee, writes to a minimum of six external reviewers, soliciting their opinions on the candidate. The reviewers are sent the candidate's resume and a few of his/her publications.
6. A department review is conducted, first by the department Promotion and Tenure Committee, then by the department chair. The department chair then submits the candidate's portfolio to the dean.
7. The dean convenes the College P&T Committee, giving the committee charge, distributing candidate portfolios, and setting the time line to be followed.
8. The chair of the College P&T Committee conducts a meeting(s) at which the candidates are reviewed; department chairs are invited individually to address any considerations related to their respective candidate(s). Following deliberations, a secret ballot is taken. Taken together, these actions comprise the committee recommendation to the dean.
9. The dean, in consultation with the associate deans and others, evaluates each candidate and submits a recommendation to the Provost.
10. At each level in the review process, the candidate is given a copy of the recommendation with the opportunity to provide rebuttal.

Third-Year Mandatory Retention Review

1. Faculty undergoing third-year mandatory review will be evaluated during the Fall semester of the faculty member's third year at the University of Houston. Regular P&T deadline dates are followed.

2. The faculty member submits to the department chair a portfolio in accordance with departmental and/or college procedures, to include the following:
 - Summary Statement of Goals, Accomplishments, and Future Plans (brief, no more than 3 pages).
 - Curriculum Vitae (CV): The faculty member is required to follow the same format as CVs submitted for promotion and tenure. In particular the CVs should contain:
 - (a) Percentage (%) credit assigned to the faculty member for each research grant/contract.
 - (b) PI and co-PI(s) for each grant/contract.
 - (c) Number of citations for each published paper.
 - (d) Impact Factors for all journals in which the faculty member has published.
3. The department chair submits the portfolio to the departmental review committee, made up of all eligible faculty in the department. After review, the department committee submits a report to the department chair, who conducts an independent review. The department chair then writes a letter to the candidate detailing the strengths and weaknesses of the pre-tenure review portfolio. The chair submits a copy of the pre-tenure portfolio, department committee review, and letter to the dean.
4. The dean provides the portfolio to the College Promotion and Tenure Committee for an independent review. The College P&T Committee then submits its review to the dean.
5. The dean performs an independent review and submits his findings, along with the College P&T Committee findings, to the faculty candidate, with a copy sent to the department chair who files it in the faculty member's personnel file. Findings at all levels then become part of the mandatory tenure review.

Non-tenure Track Faculty

Promotion Review

Research and Instructional Faculty are eligible for promotion, taking into account the expectations for the respective position at each rank. Faculty applying for promotion will follow the same review schedule as for regular tenure-track faculty, with reviews conducted at the Center (if applicable), Department, and College level, with final approval by the Provost. The components of the application portfolio will include the following:

1. Portfolio Checklist
2. Face Sheet
3. Internal Reviews
 - a. Department Review Committee
 - b. Department Chair
 - c. College P&T Committee
 - d. Dean
4. External Reviews: A minimum of three letters from outside reviewers is required.
5. Candidate's Statement of Accomplishment in Emphasis Area (either Research or Teaching)
6. Candidate's Curriculum Vitae
7. Examples of Work

Promotion to the next rank will be effective at the beginning of the fiscal year immediately following the application review (September 1).

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