

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 of Engineering, 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 of Engineering for review and approval. The Dean of Engineering may (a) approve the list as submitted; (b) strike names from the list; (c) add names to the list. The Dean of Engineering 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 of Engineering'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 of Engineering.
7. The Dean of Engineering 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 of Engineering.
9. The Dean of Engineering, 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:
 - Candidate's Statement (brief, no more than 3 pages) and Curriculum Vitae
 - Teaching (one document, with 1-page table of contents); teaching credentials should be listed in the following order:
 - Evaluation of Teaching by Students and Peers (include summary table of student evaluations with comparative data; teaching evaluation procedures and questionnaire)
 - Course and Program Development and/or revision
 - Evidence of Student Learning (advisor list of students graduated at PhD, MS, and undergraduate level; list of current students advised at PhD, MS, and undergraduate level)
 - Other Evidence of the Scholarship of Teaching
 - Scholarship (one document, with 1-page table of contents); scholarship credentials should be listed in the following order:
 - Published Works (books, book chapters, refereed journal publications, abstract reviewed conference papers, conference proceedings, citations, patents, technical reports, editorships, publications in progress; include Impact Factors for all journals in which the faculty member has published)
 - Conference Presentations (conference/symposia chair or co-chair, member of organizing committee; invited conference presentations, other conference presentations, other invited talks)
 - Funded Grants and Contracts (newest to oldest, including federal, state, industrial, gift, other grants; provide total dollars of each grant and candidate's share of multi-PI grants; provide percentage (%) credit assigned to the faculty member for each research grant/contract)
 - Unfunded Proposals Submitted
 - Students/Others Supported Through Funded Research
 - Research/Scholarship Award Recognition at UH (international awards, national awards, state awards, local, university awards)
 - Samples of Published Works (abstract or page 1 only)
 - Service (one document, with 1-page table of contents); service credentials should be listed in the following order:
 - Department, College, and University
 - Professional/Academic Discipline
 - Community/Public
 - Other
 - Curriculum Vitae covering entire professional career
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 of Engineering.
4. The Dean of Engineering provides the portfolio to the College Promotion and Tenure Committee for an independent review. The College Promotion and Tenure Committee then submits its review to the Dean of Engineering.
5. The Dean of Engineering performs an independent review and submits his/her findings, along with the College Promotion and Tenure 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 or Continuing Employment Agreement Review

Research and Instructional Faculty are eligible for promotion or continuing employment agreement, taking into account the expectations for the respective position at each rank. Faculty applying for promotion or continuing employment agreement 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 Dean of Engineering will appoint at least one instructional faculty and one research faculty of a higher rank than the candidates to serve on the College P&T Committee to review requests for promotion or continuing employment agreement for non-tenure track faculty.

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 of Engineering
4. Review Letters: For promotion to NTT associate professor, a minimum of three letters is required (maximum six). At least one letter must be from outside the College but may be from within the university. For promotion to NTT full professor, a minimum of four letters is required (maximum six). At least one letter must be from outside the University. All letters referenced above should be considered arms-length in nature. The list of reviewers will be developed using the same procedures as outlined above in the Tenured and Tenure-Track Faculty section (#3, #4).
5. Candidate's Statement of Accomplishment in Emphasis Area (either Research or Teaching) and Service
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).

Pre-Promotion or Pre-Continuing Employment Agreement Review

1. Faculty undergoing pre-promotion 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 or director a portfolio in accordance with departmental and/or college procedures, to include the following:
 - Candidate's Statement (brief, no more than 3 pages) and Curriculum Vitae
 - Teaching (one document, with 1-page table of contents); teaching credentials should be listed in the following order:
 - Evaluation of Teaching by Students and Peers (include summary table of student evaluations with comparative data; teaching evaluation procedures and questionnaire)
 - Course and Program Development and/or revision
 - Other Evidence of Teaching, Student Learning, and the Scholarship of Teaching

- Research/Scholarship/Creative Endeavor (one document, with 1-page table of contents); scholarship credentials should be listed in the following order:
 - Published Works (books, book chapters, refereed journal publications, abstract reviewed conference papers, conference proceedings, citations, patents, technical reports, editorships, publications in progress; include Impact Factors for all journals in which the faculty member has published)
 - Conference Presentations (conference/symposia chair or co-chair, member of organizing committee; invited conference presentations, other conference presentations, other invited talks)
 - Funded Grants and Contracts (newest to oldest, including federal, state, industrial, gift, other grants; provide total dollars of each grant and candidate's share of multi-PI grants; provide percentage (%) credit assigned to the faculty member for each research grant/contract)
 - Unfunded Proposals Submitted
 - Students/Others Supported Through Funded Research
 - Research/Scholarship Award Recognition at UH (international awards, national awards, state awards, local, university awards)
 - Samples of Published Works (abstract or page 1 only)

 - Service (one document, with 1-page table of contents); service credentials should be listed in the following order:
 - Department, College, and University
 - Professional/Academic Discipline
 - Community/Public
 - Other

 - Curriculum Vitae covering entire professional career
3. The department chair submits the portfolio to the Department Promotion and Tenure Committee, which will include at least one NTT faculty of higher rank in the candidate's emphasis area (instructional or research). 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 portfolio. The department chair submits a copy of the letter to the Dean of Engineering who files it in the faculty member's personnel file. Findings at all levels then become part of the mandatory review.

 4. For academic units in the Office of the Dean, the director submits the portfolio to the College Promotion and Tenure Committee, which will include at least one NTT faculty of higher rank in the candidate's emphasis area (instructional or research). After review, the College Promotion and Tenure Committee submits a report to the director, who conducts an independent review. The director then writes a letter to the candidate detailing the strengths and weaknesses of the portfolio. The director submits a copy of the letter to the Dean of Engineering who files it in the faculty member's personnel file. Findings at all levels then become part of the mandatory review.

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